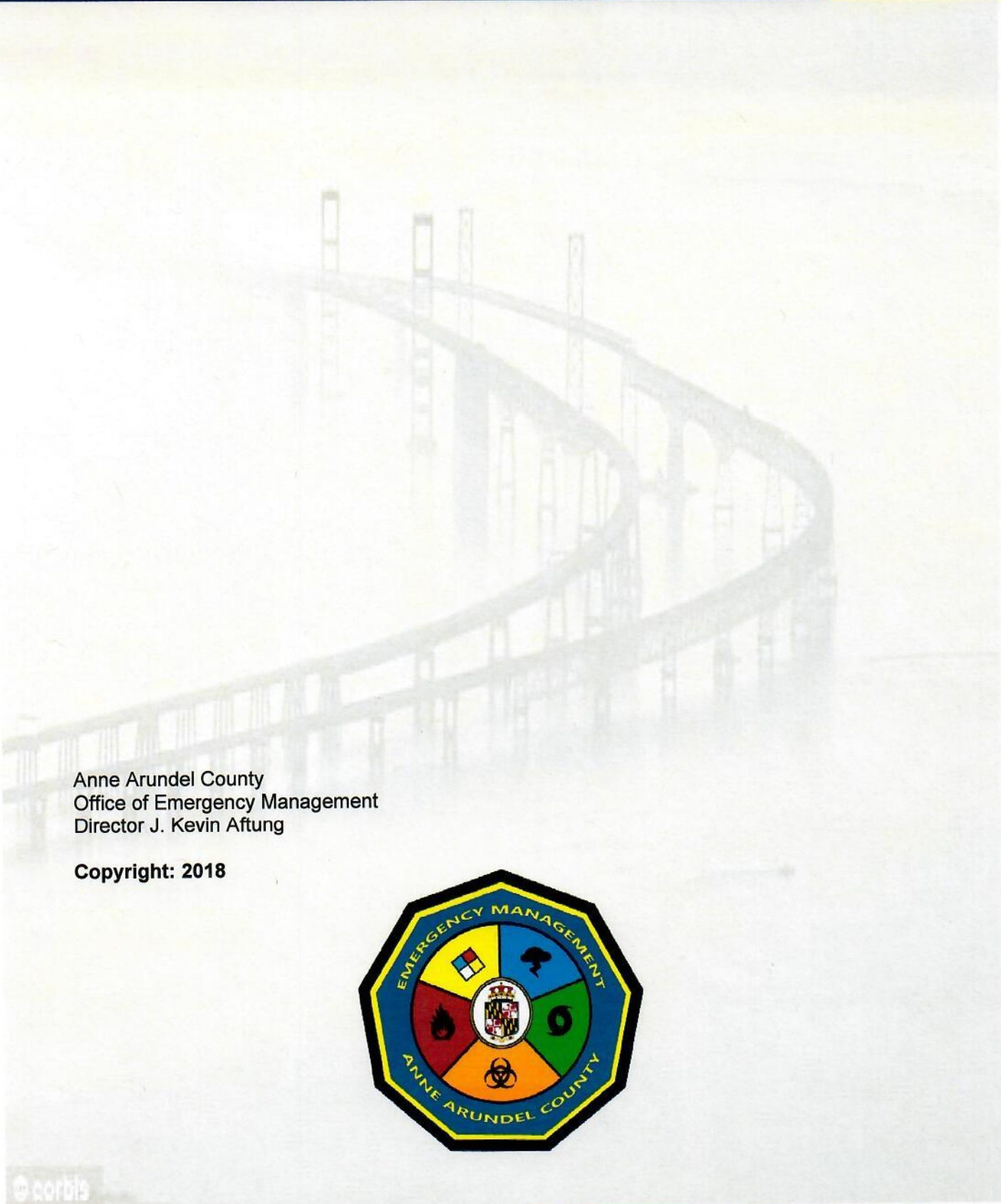# EMERGENCY OPERATIONS PLAN

BASIC PLAN AND EMERGENCY SUPPORT FUNCTIONS (ESFs)

Anne Arundel County Office of Emergency Management

2018 Edition
Steuart Pittman
County Executive

Anne Arundel County
Office of Emergency Management
Director J. Kevin Aftung

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PROMULGATION

Anne Arundel County (the "County) Government vigorously pursues a high level of readiness to respond appropriately to natural or man-made disasters that threaten the lives or property of its citizens. Through a program of integrated emergency management, all County Departments and Agencies, as well as volunteer Agencies and volunteer groups, plan for prevention of threats, mitigation of hazards, preparedness for emergency conditions, conducting emergency response operations and assisting the community in recovery to the pre-disaster condition.

The Anne Arundel County Emergency Operations Plan ("EOP" or "Plan") outlines the organization for integrated emergency management and a concept of operations for coordinated response. The EOP assigns action to be taken in various circumstances by Anne Arundel County Departments and Agencies referred to in the sixteen (16) Emergency Support Function (ESF) annexes. The Departments and Agencies assigned responsibility by this Plan are expected to update the Plan when necessary. This Plan is meant to be a living document and serve as a guideline for best practices in terms of emergency response. It can be edited as appropriate to accurately reflect the evolving situation in Anne Arundel County. Departments and Agencies that are assigned responsibilities in this Plan are expected to develop supporting plans and procedures that will allow them to carry out their responsibilities when required and perform training and exercises to identify best practices and lessons learned. General Plan maintenance is also the responsibility of the respective County Departments and Agencies included in this Plan.

Steuart Pittman
County Executive

APPROVAL AND IMPLEMENTATION PAGE

To all Recipients:

The following is the current Emergency Operations Plan (EOP or "Plan") for Anne Arundel County, Maryland (the "County"). This Plan supersedes any previous emergency management plans promulgated by the County for this purpose. It provides a framework in which County Agencies and local communities can plan and perform their emergency functions during a disaster or national emergency. This Plan recognizes the need for ongoing emergency management planning by all jurisdictions of government within Anne Arundel County.

This Plan combines the five mission areas of the National Preparedness Goal (NPG): prevention, preparedness, response, recovery, and mitigation. In accordance with the NPG, Homeland Security Presidential Directive (HSPD) 5 and the National Response Framework, all Agencies, Departments and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS), as mandated by Anne Arundel County Executive Order 12 (April 19, 2016) that adopted NIMS as the standard for incident management in the County. This system will allow proper coordination between local, State and Federal organizations, as well as facilitate interaction with and the involvement of the whole community.

The Incident Command System (ICS), as a part of NIMS, will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using the ICS.

This Plan is also compliant with existing Federal, State and County statutes and ordinances. It has been approved by the County Executive and the Maryland Emergency Management Agency (MEMA). It will be revised and updated as required. All recipients are requested to advise the Anne Arundel County Director of Emergency Management of any changes which might result in the Plan's improvement or increase its usefulness.

APPROVED BY:

DocuSigned by:

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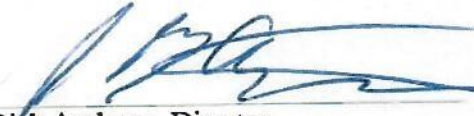
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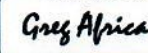
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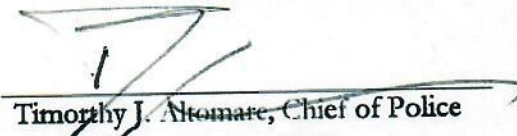
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Steven Kaii-Ziegler, Planning and Zoning
Officer

RECORD OF CHANGES

Date	Name of Recorder	Section(s) Changed	Agency/Department
JUN 2018	Jonathan Lim	Whole Plan update	OEM/CHHS
JAN 2019	Briana Kracke	ESF #6 update: Removal of 3 supporting agencies (City of Annapolis Police Department, Office of Community Engagement and Constituent Services , Volunteer Organizations Active in Disaster); Addition of Office of Transportation as a supporting agency; Updates Department of Health's Roles and Responsibilities (ESF #6 - pages 10-13)	OEM
FEB 2019	Michelle Daschner	ESF #13 update: Review and update Active Assailant Response Index Code 2308.1 (previously known as Active Shooter Response Index Code 2308.1). Additional definitions to include active assailant, threat zones, and rescue task force (ESF #13 – page 11-14).	OEM/AACO PD
MAR 2019	Christina Cornwell	OEM Staff (Basic Plan – page 79).	OEM
MAR 2019	Christina Cornwell	ESF #15 update: Added Rec & Parks as the lead agency (ESF #15 pages 1 and 6).	OEM/Rec & Parks
MAR 2019	Michelle Daschner	ESF #1 update: Added mention of Anne Arundel County Evacuation and Traffic Management Plans utilized by the Anne Arundel County Police Department (ESF #1 – page 6); Update of Anne Arundel County Evacuation Plan to 2019 (ESF #1 – page 5 and 6); Review of available paratransit vehicles (ESF #1 – page 12).	OEM
APR 2019	Michelle Daschner	Addition of Received and Acknowledged Signature (Basic Plan – page 16); Update of page numbers on Table of Contents (Basic Plan – pages 3-13).	OEM

MAY 2019	Michelle Daschner	ESF #3 update: change of PA Per Capita Impact Indicator and Project Thresholds by Fiscal Year for 2019 (ESF #3 – page 12). Correction of Order of Succession (ESF #3 – page 5). Removal of reference to Long Term Recovery Plan within DPW Engineering Responsibilities (ESF #3 – page 6). Removal of WPRP within DPW Engineering Responsibilities (ESF #3 – page 6).	OEM
MAY 2019	Briana Kracke	General plan update: change Anne Arundel notification from CodeRed to CivicReady© Mass Notification Alert System.	OEM
MAY 2019	Briana Kracke	ESF #5 update: added OEM's Joint Information Center Operations Plan as a reference when dealing with media during an incident (ESF #5 – page 2); added County's new Mass Notification System, CivicReady© as a 24-hour emergency notification system in section 2.3 Response (ESF #5 – page 5); updated mission areas table to include situational assessment as a response mission area (ESF #5 – page 7); updated Executive Group/Incident Command table to include the position, Chief of Staff and their role (ESF #5 – page 8).	OEM
JUN 2019	Joseph Seborowski	ESF #14 Updates: Primary Bureau name addition (ESF #14; Pg 1); Added 1.3 Situation item regarding owners and private property (ESF #14; Pg 2); Added details to 2.1 General regarding curbside pickup (ESF #14; Pg 3); Added 2.4 Recovery contractual support for hazardous debris handling (ESF #14; Pg 6)	OEM
SEP 2019	Briana Kracke	Support Annex #5 Update: Fire Department was listed as a support agency under ESF's 1,2,3,5, & 6; ESF #1 Update: Section 3.5 Roles and Responsibilities: Preparation sub-section 7 was updated to mention mutual aid request from the Fire Department; ESF #4 Update: Removed item 10 under Section 1.3	OEM / Fire Department

		(Situation) and updated the Fire Department Organization Chart; ESF #6: Added Fire Department to Support Agencies Roles and Responsibilities	
March 2020	Kasey Thomas	Updated OEM Director Information throughout plan; corrected formatting inconsistencies throughout plan	OEM
March 2020	Acting Office of Emergency Management Director Deputy Chief Timothy Mikules	Corrected page number formatting for ESF #5; Relocated header for Facilities Maintenance Division to appropropriate location for ESF #16, page #12; Moved food management bullet to Office of Emergency Management for ESF #6 page #10; Deleted Sheriff for OEM/JIC Security for ESF #13; Changed Animal Control to Animal Care and Control throughout the EOP	OEM Central Services Sheriff Animal Care and Control

CHANGE SUBMISSION FORM

Anne Arundel County Office of Emergency Management
7480 Baltimore Annapolis Blvd. Suite 102
Glen Burnie, MD 21061
ATTN: Emergency Management Planner
Fax: 410-222-0690

Proposed Changes, Corrections, and Deletions to the Emergency Operations Plan

Each Agency listed on the following Distribution List under 'County' is required to submit this form indicating any changes involving the Agency's role in the Basic Plan or Emergency Support Functions annually. If there are no changes to report, please mark 'no changes made' and sign and date the form. This Change Submission Form should be submitted to the Office of Emergency Management Planner at the above address, for approval by October 31st each year. Please list suggested changes separately on as many copies of this form and the continuation page as necessary. Please complete the form to include all information below.

☐ **No Changes Made** (*if no changes, skip to 3*)

1a. <u>PAGE/SECTION TO CHANGE</u>: [   ]
1b. <u>CONTENT TO BE CHANGED</u>:

2. CHANGE TO:

Please use the Change Submission Form (continuation page) if individual suggested changes are too long to fit in this box.

3. Submitted by: [   ]

[   ]

X _____
Recorder's Signature

4. Agency/Dept.: [   ]

5. Date: [   ]
6. Page [   ] **Of** [   ]

CHANGE SUBMISSION FORM (CONTINUATION PAGE)

1a. PAGE/SECTION TO CHANGE (cont'd): [   ]
1b. CONTENT TO BE CHANGED (cont'd):

2. CHANGE TO (cont'd):

3. Submitted by: [   ] **4. Agency/Dept.:** [   ]

5. Page [   ] **Of** [   ]

DISTRIBUTION LIST

Table 1: Plan Recipients

Plan Recipients	
Anne Arundel County	**Other Stakeholders**
- Animal Care and Control - Budget Office - Central Services - Chief Administrative Officer - Community Engagement and Constituent Services - County Council - County Executive - County Executive Public Information Office - Department of Aging and Disabilities - Department of Health - Department of Public Works – all Bureaus - Department of Social Services - Department of Detention Facilities - Fire Department - Inspection & Permits - Mental Health Agency - Office of Emergency Management - Office of Finance - Office of Information Technology - Office of Law - Office of Personnel - PEG (Public, Education, & Government) Studio - Planning & Zoning - Police Department - Recreation & Parks - Sheriff's Office	- American Red Cross - Annapolis City, Emergency Management - Baltimore Washington International Airport - Fort George G. Meade, Emergency Management - Maryland Emergency Management Agency - National Security Agency, Emergency Management - United States Coast Guard, Group Baltimore, Curtis Bay Yard - United States Naval Academy

PRELIMINARY NOTES

Key Abbreviations

This EOP will define abbreviations within the body text as well, but some of the more commonly used are presented here.

- Art. – article (when citing a portion of a law)
- AAPD – Anne Arundel County Police Department
- COMAR – Code of Maryland Regulations
- DHS – Department of Homeland Security
- DOH – Anne Arundel County Department of Health
- ESF – Emergency Support Function
- FEMA – Federal Emergency Management (Mgmt. when citing) Agency
- "Id." – Used for legal citations. Means that the current statement is referring to a law already spelled out in the *immediately preceding* legal citation. *See* **Citation Forms** below for an example.
- Maryland – Md. (in legal citations) or MD (in addresses, etc.)
- Md. Code Ann. – Annotated Code of Maryland (when citing law therein)
- MDH – Maryland Department of Health (NOTE difference in abbreviation for County vs. State level)
- MEMA – Maryland Emergency Management Agency
- MSP – Maryland State Police
- NIMS- National Incident Management System
- OEM – Office of Emergency Management
- UASI – Urban Areas Security Initiative
- U.S.C. – United States Code

County vs. State or Departmental Level

For offices, titles, or Departments/Agencies which may exist at more than one level of government, the default level is assumed to be that of Anne Arundel County unless otherwise noted.

Example: "PIO" means the Anne Arundel County PIO. If a Departmental PIO, it will be noted in the text.
Example 2: "Police Department" means the Anne Arundel County Police Department (AAPD), unless otherwise noted.

The "Director of Emergency Management" vs. "Emergency Management Director."

State Law mandates that each County have a Governor-appointed "Director of Emergency Management." Md. Code Ann., Pub. Safety § 14-109 (LexisNexis 2018). The Anne Arundel County, Maryland, Charter article V, section 522 requires that there be an "Emergency Management Director" to lead the Office of Emergency Management (OEM). The terms are virtually interchangeable, and this EOP will prefer the term **"Director of Emergency Management."** If needed for more brevity (e.g., when used in a chart or table) the term **"OEM Director"** will be used.

Citation Forms

Legal citations in the body text of the Basic Plan or these annexes follow the in-line citation sentence and citation clause conventions outlined in *The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass'n et al. eds., 20th ed. 2015) ("*Bluebook*").

Additionally, there are some footnotes with citations and a list of Authorities and References in Support Annex #2. These citations follow the *Bluebook* convention for law review footnotes and endnotes—to include **standard abbreviations** found in *Bluebook* tables 1-16—although this is not an academic document.

Example of an inline citation sentence and the use of "Id."

- The Governor shall appoint a Director of Emergency Management for each Local Organization. Md. Code Ann., Pub. Safety, § 14-109 (LexisNexis 2018).

- Subsequently, the Director of Emergency Management has the authority to organize and operate the local Office of Emergency Management. *Id.* [meaning this sentence also cites to the Md. Code. Ann., Pub. Safety, § 14-109].

Exception: the Code of Maryland Regulations is abbreviated as "COMAR" rather than "Md. Code Regs." (the *Bluebook* abbreviation), since this is used frequently and recognized abbreviation within the State of Maryland.

References to other Plans developed by the Anne Arundel County OEM, other County Departments, MEMA, etc., are underlined (not to be confused with "live" hyperlinks in the document). These plans are usually available upon request to the OEM.

ANNE ARUNDEL COUNTY EMERGENCY OPERATIONS PLAN: BASIC PLAN

1.0 PURPOSE

1. The purpose of the Emergency Operations Plan (EOP) is to implement a comprehensive emergency management program for the whole community of Anne Arundel County, Maryland that seeks to prevent acts of terrorism, mitigate the effects of a hazard, to respond during emergencies, to take action to protect life and minimize damage and to establish a recovery system in order to return the community to its pre-disaster state.

2. This EOP establishes a framework for the management and coordination of actions to be taken by local government and certain private organizations preparing for and responding to emergencies and disasters that threaten Anne Arundel County.

3. This EOP provides guidelines on Anne Arundel County Agency and Departmental responsibilities to prevent, mitigate, prepare for, respond to, and recover from the effects of natural, man-made and technological disasters as well as other major incidents and hazards. It also provides methods of obtaining assistance from other sources as necessary.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

1. Anne Arundel County is located on the Western shore of Chesapeake Bay, contiguous to the Southern boundary of Baltimore City and thirteen (13) miles East of Washington, DC. The Chesapeake Bay forms the entire Eastern boundary of the County and laces the County with several tidal rivers and small bays. The non-tidal Patapsco and Patuxent rivers form large portions of the Northern and Western borders respectively. The land is comprised of 416 square miles with 533 linear miles of shoreline. The County population is 570,445 with approximately 221,000 households per the County Office of Economic Development and the July 1, 2015 Census estimates. For more information on Anne Arundel County, *see* EOP Support Annex #3 – County Particulars.

Anne Arundel County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include (but are not limited to) hurricanes, tornadoes, winter storms, and floods. Other disaster situations such as hazardous materials accidents, fire conflagration, major transportation accident, terrorism, or fixed nuclear facility incidents could also affect Anne Arundel County. For more information on threats to

the County see EOP Support Annex #4 – Threat and Hazard Identification: County and Regional.

2.2 Assumptions

1. An event or emergency may occur in Anne Arundel County at any time and without warning.

2. Emergencies are predominately local events. However, an event may overwhelm Anne Arundel County response capabilities and resources. Therefore, response and recovery operations could require a partnership which may include local, State, Regional or Federal assistance.

3. Depending on the severity and magnitude of the situation, it may be necessary to request assistance through volunteer organizations, private enterprise, and/or mutual aid agreements.

4. While it is likely that outside assistance would be available in most major disaster situations when only Anne Arundel County is affected, it is still necessary for Anne Arundel County to be prepared to carry out disaster response and short-term recovery operations independently.

5. Local government officials are aware of the possible occurrence of an emergency or major disaster, and of their statutory responsibilities in the execution of this Plan. Local government officials must fulfill these responsibilities as resources and conditions permit.

6. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).

7. If properly implemented, this Plan will assist to reduce or prevent disaster-related losses and provide a more timely response and recovery process.

8. Anne Arundel County will make reasonable attempts to accommodate all persons impacted by emergencies regardless of ability or access and functional needs.

3.0 CONCEPT OF OPERATIONS

3.1 General

1. The Anne Arundel County Government is responsible for undertaking a comprehensive emergency preparedness program in order to protect life and property from the effects of hazardous events as well as to provide for the Continuity of Government (COG). Should the emergency exceed the County's capabilities and/or resources, it will request assistance from the State government, and/or surrounding jurisdictions.

2. The County Executive or the Director of the Office of Emergency Management (OEM) will activate the Anne Arundel County Emergency Operations Center (EOC) to provide for the coordinated management of disaster response operations. The Office of Emergency Management will coordinate with local and State jurisdictions

and Agencies, along with the Commanders of the U.S. Army Fort George G. Meade ("Fort Meade"), the U.S. Naval Academy ("USNA") and U.S. Coast Guard Yard Curtis Bay as possible.

3. An Agency may suspend day-to-day functions which do not contribute directly to emergency response actions for the duration of the emergency in order to divert resources and efforts to accomplish emergency tasks.

4. Anne Arundel County has the primary responsibility for response and recovery operations during emergency situations. Mutual aid agreements exist between jurisdictions in Maryland and can be implemented when one jurisdiction is able to provide resources unavailable to another, such as the Maryland Emergency Management Assistance Compact (MEMAC).

5. The Anne Arundel County Director of Emergency Management, or designee, may request assistance from the State when an incident exceeds the capability of the County to respond.

6. Emergency response in Anne Arundel County most often will occur through a process of addressing phased Mission Areas, which are dictated by the scope and breadth of a particular event.

7. When the need arises for coordinated, interagency emergency response and recovery operations in Anne Arundel County, such actions will be coordinated and managed by sixteen (16) Emergency Support Function (ESF) Teams, which are comprised of an ESF Lead, Primary, and Support Agencies necessary to carry out the specific duties described in the various ESF's.

8. County officials will cooperate to keep the public informed regarding the nature of the emergency, relevant protective actions, and appropriate locations for seeking assistance.

9. All Anne Arundel County Departments and Agencies are required to maintain accurate and comprehensive records of their use of resources throughout the response and recovery periods. They will make these records available at the request of the County Executive's Office or the Director of Emergency Management for after-action reporting and any reimbursement processing.

3.2 Mission Areas of Emergency Preparedness and the National Preparedness Goal

This Plan is concerned with all types of emergency situations and the development of Core Capabilities and activities that occur before, during, and after emergency operations. These Core Capabilities and activities help the County align with the **National Preparedness Goal (NPG)**, a goal defined by Presidential Policy Directive 8 (PPD-8) and meant to involve the whole community:

Figure 1- The National Preparedness Goal (source: FEMA)

National Preparedness Goal

A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.
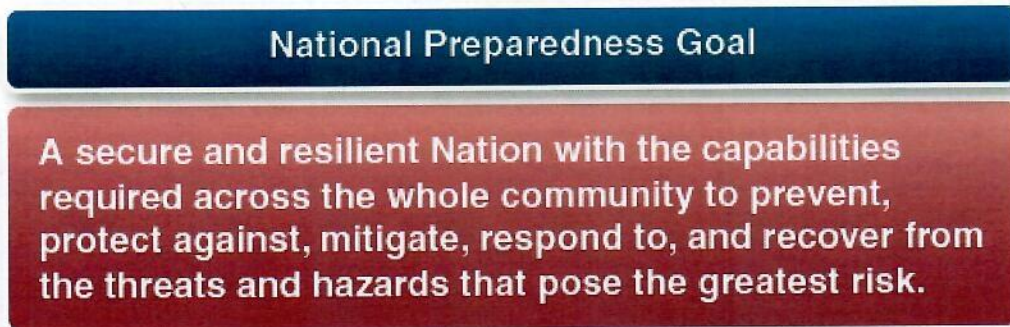
The NPG identifies five **Mission Areas**:

1. Prevention

This phase identifies the capabilities to avoid, prevent, or stop a threat or actual act of terrorism.

2. Protection

Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.

3. Mitigation

Mitigation capabilities are those necessary to reduce the loss of life and property by lessening the impact of disasters. Mitigation measures begin with awareness, and include life-safety and building codes, land use and zoning policies, response planning, and public education.

4. Response

Response is the actions and capabilities needed to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It also supports a transition to recovery.

5. Recovery

Recovery is the activities and capabilities necessary to assist communities affected by an incident to recover effectively. Recovery can be short-term, as happens in small events that may only take days or weeks to restore normality, or it can be long-term, which is often experienced after catastrophic events and may take many years to achieve a new sense of normalcy.

NOTE: Events that are more catastrophic in nature and require a prolonged recovery period may require a transition to **Recovery Support Functions (RSFs)**. RSF Agency assignments may differ from those of the ESFs. For more information, please refer to the Anne Arundel County Office of Emergency Management's Long-term Recovery Plan.

3.3 Core Capabilities

The National Preparedness Goal has identified thirty-two (32) Core Capabilities and grouped these capabilities into one or several of the Mission Areas. Anne Arundel County must be proficient in the Core Capabilities in order to meet the Mission Areas and the Preparedness Goal.

NOTE: While this EOP spans all Mission Areas to some extent, it mostly builds the Core Capabilities related to Response. Each ESF is also mapped to specific Core Capabilities – this does *not* necessarily mean that the ESF is solely or primarily responsible for said Capability. Refer to the ESF portions of the Plan for more information.

Table 2: NPG Core Capabilities

Mission Areas	Prevention	Protection	Mitigation	Response	Recovery
Core Capabilities	Planning				
	Public Information and Warning				
	Operational Coordination				
	Forensics and Attribution	Access Control & Identity Verification	Community Resilience	Infrastructure Systems	Infrastructure Systems
	Intelligence and Information Sharing	Intelligence and Information Sharing	Long-Term Vulnerability Reduction	Critical Transportation	Economic Recovery
	Interdiction and Disruption	Interdiction and Disruption	Risk and Disaster Resilience Assessment	Environmental Response/Health & Safety	Health & Social Services
	Screening, Search, and Detection	Screening, Search, an d Detection	Threats and Hazard Identification	Fire Management & Suppression	Housing
		Cybersecurity		Fatality Management Services	Natural & Cultural Resources
		Physical Protective Measures		Logistics and Supply Chain Management	
		Risk Management for Protection Programs & Activities		Mass Care Services	
		Supply Chain Integrity & Security		Mass Search and Rescue Operations	

Mission Areas	Prevention	Protection	Mitigation	Response	Recovery
				On-Scene Security, Protection, and Law Enforcement	
				Operational Communications	
				Public Health, Healthcare, and Emergency Services	
				Situational Assessment	

3.4 The National Preparedness System

The National Preparedness System is the instrument employed to build, sustain, and deliver the Core Capabilities within the five Mission Areas in order to achieve the National Preparedness Goal.

The System consists of **six components**:

1. Identifying and Assessing Risk

Utilizing the Threat and Hazard Identification and Risk Assessment (THIRA) process. THIRA is a four-step, common risk assessment process that helps the whole community map their risks to the Core Capabilities. For more information, *see* EOP Support Annex #4, Threat and Hazard Identification or the Baltimore UASI Threat and Hazard Identification and Risk Assessment (THIRA).

2. Estimating Capability Requirements

Using the results of the risk assessment to estimate the required types and levels of capability, within the context of desired outcomes for each Mission Area.

3. Building and Sustaining Capabilities

Identifying gaps in existing capabilities and prioritizing filling those gaps. This may include using mutual aid agreements or partnerships.

4. Planning to Deliver Capabilities

The **National Planning System** uses an integrated approach to planning that promotes a consistent planning process and unified coordinating structure to deliver the capabilities. This EOP uses a common approach and terminology based on this System and the Comprehensive Preparedness Guide 101. Agency-internal EOPs should as well.

5. Validating Capabilities

Exercises, remedial action management programs, and assessments to measure progress toward achieving the National Preparedness Goal.

6.   Reviewing and Updating

Review and update capabilities, resources, and plans on a recurring basis.

3.5 Individuals with Access and Functional Needs

1. Residents or visitors who have access or functional needs may require additional assistance before, during, and after an emergency in functional areas, including but not limited to:

   - Children and adults with physical, mobility, sensory, intellectual, developmental, cognitive or mental disabilities;

   - Older adults;

   - People with chronic or temporary health conditions;

   - Women in late stages of pregnancy;

   - Individuals with limited English proficiency, low literacy or additional communications needs;

   - Individuals with low income;

   - Individuals without access to transportation; and

   - Individuals experiencing homelessness.

2. **Communications.** Residents or visitors with access or functional needs may need assistance with transportation, communications, and registering for shelters and typically require strategies designed to meet their needs before, during, or after an emergency. Anne Arundel County will communicate critical emergency information to County residents and visitors during all phases of emergency management using an array of accessible technologies. Before, during and after an emergency, the County will provide accessible transportation to and from County shelters and reception centers.

3. **Service Animals.** Should residents or visitors with access or functional needs use a service animal, Anne Arundel County will ensure that the specific service animal will remain with the individual during County supplied transportation, sheltering and reception center activities, consistent with American Disability Act (ADA) regulations.

4. The County's **ADA Coordinator** will provide assistance to OEM for their public outreach and education campaigns designed to prepare populations with medical and/or functional needs for emergencies.

5. To ensure that Anne Arundel County is able to provide shelters accessible for people with access or functional needs, the ESF #6 – Sheltering and Mass Care Team has developed the Anne Arundel County Mass Care Shelter Plan that is consistent with ADA regulations. Once the determination is made by the Incident Commander and/or the Director of Emergency Management to open a shelter, the

Department of Social Services will establish and operate the shelter(s) in accordance with the Anne Arundel County Mass Care Shelter Plan.

6. The **Office of Transportation**, as ESF Lead Agency for ESF #1 - Transportation, will assist with coordinating accessible transportation for individuals with access and functional needs to and from shelters or other locations, as necessary.

3.6 Resource Management and Mutual Aid

The County will seek to collaborate and coordinate among its own internal organizations and externally to manage resources including (a) personnel, (b) equipment, (c) teams, (d) supplies, and (e) facilities. The County is currently updating its Resource Management Plan, but will follow the general principles set forth in the latest update to NIMS, which identifies resources management activities both before and during an incident.

1. <u>Before an Incident</u>

The County and its Agencies will use the following resource management activities to prepare for an emergency.

Figure 2: Resource Management Pre-incident Activities

Qualifying, Certifying, and Credentialing Personnel	Identifying and Typing Resources
Planning for Resources	Acquiring, Storing, and Inventorying Resources
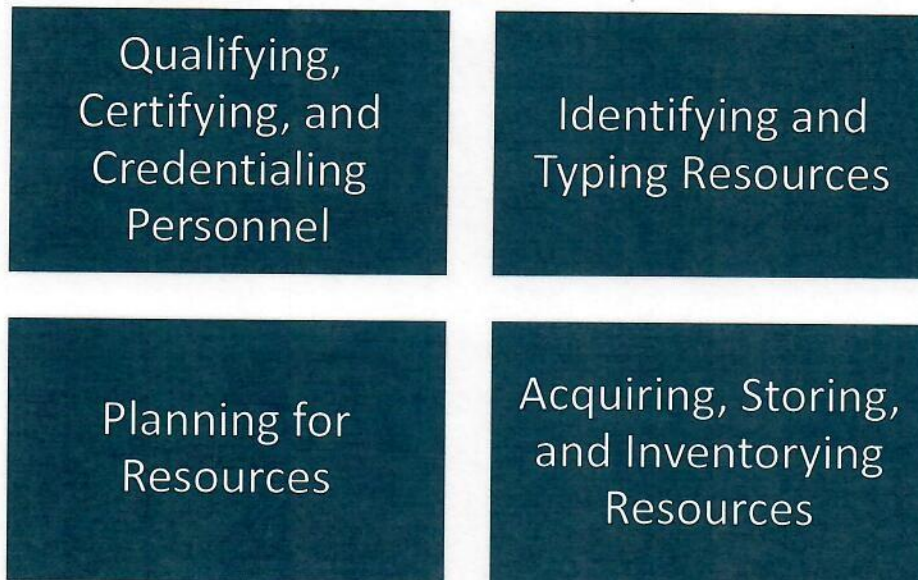
(a) **Qualifying, Certifying, and Credentialing Personnel.** The County may choose to take part in the **National Qualification System** developed for NIMS, or to continue or modify its existing personnel practices. The County or the Authority

Having Jurisdiction (AHJ)[1] will lead this process, which is to ensure that personnel have (1) met the minimum established criteria to fulfill specific positions, (2) are properly recognized as qualified by the AHJ or a third party organization, and (3) have the proper documentation/identification that verifies their qualification.

(b) **Identifying and Typing Resources** is defining and categorizing incident resources by capability. When possible, the County will utilize the FEMA-developed catalogue of typed resources, which are interoperable for deployment at the local, County, or State level. The County is also developing its own catalogue of resources, based on mission needs and capabilities, which will address the more specific needs of the County.

(c) **Planning for Resources.** Planning includes identifying resource requirements based on threats to, and vulnerabilities of, the jurisdiction or organization.

(d) **Acquiring, Storing, and Inventorying Resources** for both day-to-day operations and for incidents. This includes planning for periodic replenishments, preventive maintenance, and capital improvements as well as tracking the status of resources.

2.   During an Incident

During an incident, the Incident Commander may identify what resources are needed and order them directly if there is an immediate need. For larger, more complex incidents, the ICS and EOC organizations can support Incident Command by following the process depicted below in **Figure 2** to manage resources.

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[1]For some personnel, such as medical personnel the Authority Having Jurisdiction for certifying them may be external of the County.

should collaborate on how resources will be rehabilitated, replenished, disposed of, and/or returned or restored to operational condition.

(f) **Reimbursement** is the payment of expenses incurred by resource providers for specific activities. Procedures are usually specified in mutual aid and assistance agreements.

3. Obtaining External Resources

Requesting and receiving additional resources expediently is essential for successful emergency operations. The County generally obtains resources in the order shown below, and will exhaust resources at one level before requesting resources from a higher level. Some Emergency Support Functions (ESFs) may have different or additional means of obtaining resources. If so, it will be indicated as such in their specific ESF Annex.

(a) Local Mutual Aid Agreements

Response personnel will first look to mutual aid agreements with other local jurisdictions. Agencies may engage in some agreements on a near-daily basis, for example, the mutual aid agreement between Anne Arundel County and Annapolis Fire Departments.

(b) Inter-County: the Maryland Emergency Management Assistance Compact (MEMAC)

Should an incident occur which requires resources beyond which can be provided by normal mutual aid agreements, the Anne Arundel County Executive can declare a Civil Emergency and then make resource requests from other Maryland Counties through the MEMAC. MEMA can and does facilitate MEMAC requests through WebEOC (the typical method in practice), and the County should regularly consult with MEMA. MEMA has also assigned Regional Liaison Officers (RLOs) to assist with the process if necessary. However, it is possible for the County's "authorized representative" (AR) to make requests directly to the AR of any other participating County.

(c) Interstate: the Emergency Management Assistance Compact (EMAC)

EMAC is the national interstate resource sharing compact. If necessary, the Governor can declare a state of emergency for one or several jurisdictions, or the entire State. MEMA can then request additional resources through EMAC.

Note that the County itself cannot make resource requests directly through the EMAC; it must rely on MEMA.

(d) Federal Assistance

Federal assistance may be available through the Stafford Act or through other Federal mechanisms. The FEMA Region III Regional Response Coordination Center coordinates most requests and deployments of assets.

Figure 4: MEMAC request process. See MD. CODE ANN., PUB. SAFETY § 14-803 (LexiseNexis 2018), or the County
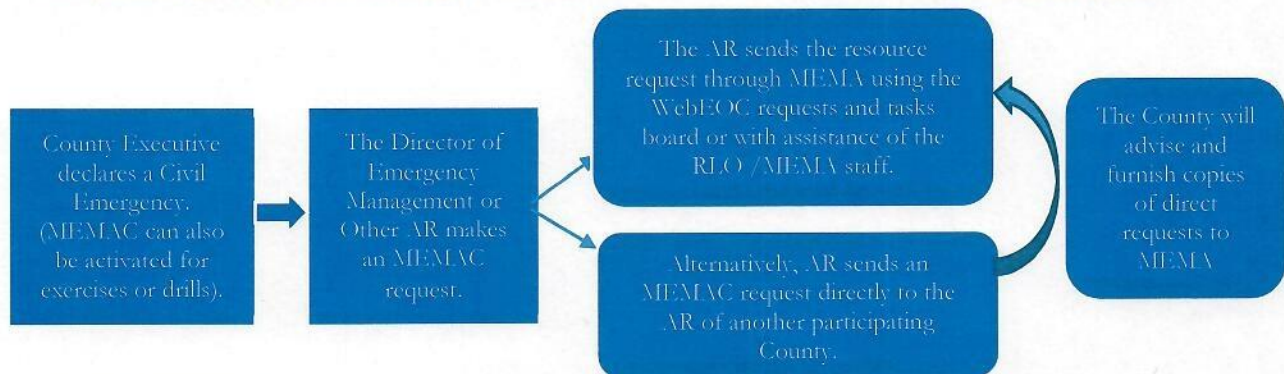
Resource Management Plan.

3.7 Integration with Regional, State, and Federal Emergency Operations

1. Anne Arundel County is part of the Baltimore Urban Areas Security Initiative (UASI) Region, which includes the cities of Annapolis and Baltimore, and Baltimore, Carroll, Harford, and Howard Counties. DHS began the UASI program to facilitate Regional jurisdictions' overall preparedness primarily against terrorist attacks. However, the jurisdictions within the Baltimore UASI Region should utilize the same cooperative mechanisms to assist and communicate with each other for other incidents when possible. This may include establishing a Unified Command with different jurisdictions. County representatives can communicate with other UASI Regional jurisdictions through MEMA's **State Emergency Operations Center** (SEOC) when activated.

2. The MEMA SEOC, when activated, serves as a central coordination center for resource requests as well (for example, through MEMAC). MEMA has also assigned Regional Liaison Officers (RLO) to facilitate requests and help MEMA remain aware of the situation and response of local jurisdiction. The EOC Manager or designated representative should keep in close communication with the assigned RLO. When the SEOC is inactive, the County can communicate with the Maryland Joint Operations Center (MJOC), a steady-state center which operates 24/7/365.

3. Maryland falls within FEMA's Region III. FEMA will monitor for emergencies through the Region III Regional Watch Center. FEMA also runs the Regional Response Coordination Center (RRCC), which supports Federal integration with the State and the Maryland SEOC. It is capable of 24-hour operation and can deploy a team to establish a **Joint Field Office** in the State to support response and recovery functions. MEMA will coordinate most response activities that will require Federal assistance at the State level.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

4.1 General

1. This portion of the basic plan addresses the broad organizational framework for emergency management planning, response, and recovery in the County. Most of the Departments and Offices within Anne Arundel County Government have emergency functions in addition to their normal duties. Each Agency is responsible for developing and maintaining its own emergency management procedures.

2. County Departments and Agencies will continue to function in their respective normal roles but will vary routines, emphasis, actions, and priorities to meet the needs of the situation and carry out any additional emergency functions which may be assigned.

4.2 The National Incident Management System

1. NIMS Compliance is Mandatory for Federal Assistance

The Department of Homeland Security (DHS) created the National Incident Management System (NIMS) pursuant to Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 requires that all Federal Departments and Agencies make the adoption of NIMS a prerequisite for State and local governments to receive Federal preparedness assistance.

2. NIMS Compliance is Also Mandatory as per Anne Arundel County Executive Order

County Executive Order 12 (April 19, 2016) adopted NIMS for the County and all Departments and Agencies as the standard for incident management. The OEM, in consultation with all County Agencies, will coordinate and facilitate an aggressive ICS/NIMS training program, utilizing a multi-disciplinary, all hazards approach.

3. NIMS Training Requirements

- **All County employees** are required to complete IS 700, IS 800 and ICS 100

- **All Emergency Operation Center Representatives** are required to complete IS 700, IS 800, ICS 100, ICS 200, and ICS 300 to comply with Federal mandates.

4. NIMS Components

NIMS is intended to provide a consistent, flexible, and adjustable incident management framework for Federal, State, local, and tribal governments, as well as private sector entities and non-governmental organizations. The framework enables these groups to work together effectively and efficiently to prepare for, prevent, respond to, and recover from emergencies regardless of cause, size, or complexity. Based upon this goal, NIMS consists of the following components:

1) **Communications and Information Management**

2) **Resource Management**

3) **Command and Coordination – Multiagency Coordination Systems (MACS)**

    i. Incident Command System (ICS)
    ii. Emergency Operations Centers (EOCs)
    iii. Multiagency Coordination Group (MAC Group)
    iv. Joint Information System (JIS)

4.3 Emergency Organization

1. Should a major emergency threaten or actually occur, the County Executive is the official in charge, with the advice of the Director of Emergency Management. The Fire Chief, Chief of Police and other Agency heads command the operations of their forces. Hospital and medical personnel, American Red Cross and communications volunteers such as ARES/RACES, local news media staff, and other non-county government Agencies perform their emergency functions in cooperation and coordination with the operations of County government, under the policy set by the County Executive.

2. Depending on the situation, other organizational or Agency personnel with responsibilities under the EOP will be directed to report to the EOC or alerted and placed on a standby status. It is possible through WebEOC (a web enabled crisis management application) that some representatives can work either in their home or office prior to reporting to the EOC. *See* EOP Support Annex #7 for an EOC organization chart.

4.4 Direction and Control

1. All on-scene management of incidents will be conducted using the Incident Command System. The Incident Command System (ICS) will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure.

2. The magnitude and severity of a particular event will dictate the scope of emergency response and recovery operations. In an emergency situation, Anne Arundel County Office of Emergency Management (OEM) will:

(a) Coordinate the emergency response effort within its political jurisdictions;

(b) Coordinate local evacuations, shelter activation, and request outside assistance when necessary;

(c) Activate mutual aid agreements with neighboring jurisdictions when necessary; and

(d) Recommend that the County Executive declare a local state of emergency (a "Civil Emergency") (Md. Code Ann., Pub. Safety § 14-111 (LexisNexis 2018); Anne Arundel County, Md., Code § 1-6 (2018)) and make a formal request for State assistance if necessary.

4.5 Activating the EOC

1. <u>When the EOC may be activated</u>

The County EOC is activated when field response Agencies need (or potentially will need) support. The following list depicts the circumstances under which the Anne Arundel County EOC should be activated:

(a) Planned events that could require multi-agency coordination, such as political events or large public gatherings;
(b) The County has declared a local emergency;
(c) The Anne Arundel County Executive has requested a Governor's Declaration of a State of Emergency, as defined in the Annotated Code of Maryland, Public Safety Article section 14-303(a) (LexisNexis 2018);
(d) The Governor has declared a state of emergency for the County;
(e) The County is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements (such as fire or law enforcement mutual aid); or
(f) The County has received resource requests from outside its boundaries beyond those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid.

2. <u>Authority to Activate</u>

The activation of the County EOC must be authorized. The County Executive, the Director of Emergency Management, or designee (if the Director of Emergency Management is unavailable) has the ability to authorize activation.

Any Department/Agency head or partnering organization may request through OEM that the EOC be activated to support emergencies being managed by their Department or office. This may include monitoring activations to support non-emergency or special events.

3. <u>Activation Levels</u>

Levels of activation and the specific staff that will be directed to report to the EOC will be determined by the type and severity of the incident. The Director of Emergency Management, or designee, will notify Agency heads responsible for staffing the EOC. To optimize coordination and communications, EOC activation and staffing will be at the lowest level necessary to adequately respond to a hazardous event. The activation levels are pictured below.

> NOTE: As of 2017, FEMA has changed NIMS activation levels from a 4-level, color-coded system to a 3-level, numbered system. Anne Arundel County Emergency Operations will continue to mirror MEMA activation levels, but should be aware that other jurisdictions may use the newer terminology.

Figure 5: County/MEMA EOC Activation Levels

E O C L e v e l s	**Full** Large scale event that requires all EOC representatives to report.
	Partial Partial activation of the EOC, requires only the requested representatives to report to the EOC
	Enhanced OEM Staff are monitoring or following a potential event
	Normal Normal day to day activities
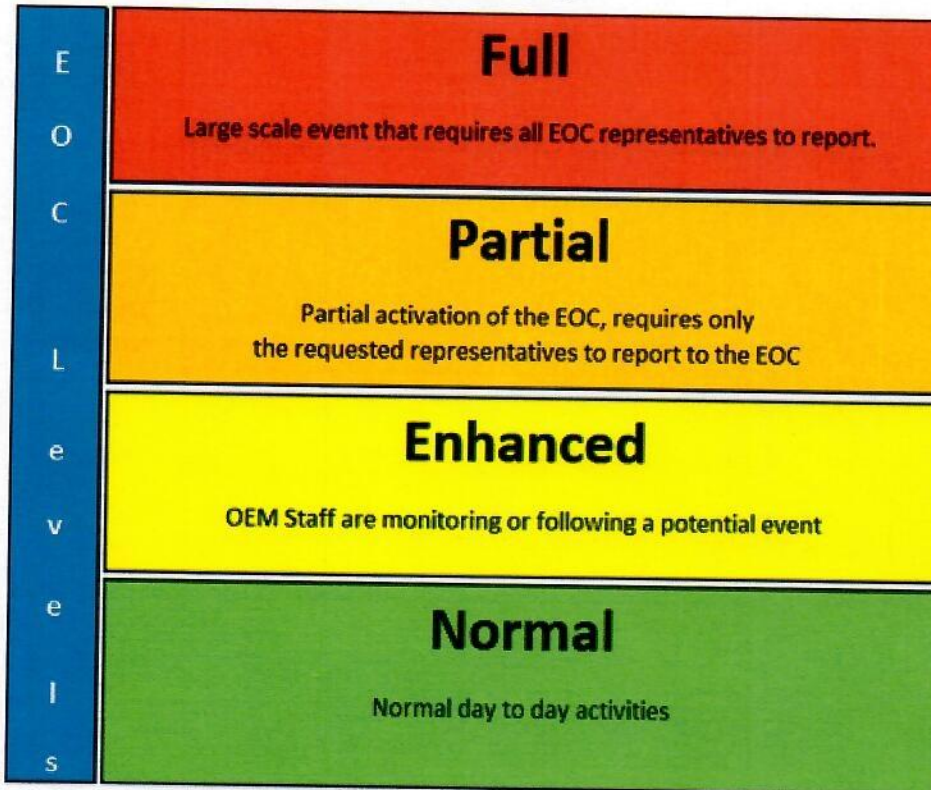
For reference, the table below shows how the County and State's activation levels correspond to Federal/NIMS activation levels.

Table 3: Federal/Local Activation Level Comparison

MEMA/ County Activation Level	Federal/NIMS 2017 Activation Level
Normal/Green	3 – Normal Operations/Steady State
Enhanced/Yellow	2 – Enhanced Steady-State/Partial Activation
Partial/Orange	
Full/Red	1 – Full Activation

4.6 EOC Section Functions

The Emergency Operations Center's functions are divided into four Sections: (1) Operations, (2) Planning, (3) Logistics, and (4) Finance. Each Section is headed by a Section Chief. For most Sections, the Director of Emergency Management will appoint the Section Chief based on the type of emergency and current circumstances. Specific position responsibilities referenced in the groups below are described in further detail in

ESF #5- Emergency Management and the Emergency Operations Center Standard Operating Procedure (SOP). An activated ESF will report to one of the Section Chiefs, but note that some ESFs have several Section Chiefs to whom they might be designated to report, depending on the nature of the incident.

The EOC Manager, or designee thereof, supported by the Director of Emergency Management and senior government personnel, makes policy and strategic-level decisions for the EOC.

1.   Finance/Administration Section

Section Chief: Designated by the Director of Emergency Management
The Finance Section is responsible for all County wide financial, administrative, and cost analysis aspects during a full activation incident. Individual Agencies will be responsible for capturing all the above data for the Finance Section and reimbursement process.

2.   Planning and Intelligence Section (Planning Section)

Section Chief: The Emergency Management Planner
The Planning Section analyzes the situation and evaluates next steps, potential contingencies, alternative strategies and demobilization steps. The Planning Section also drafts the Incident Action Plan, conducts resource management, and maintains the County Situational Report. The Planning Section will compile data for Individual Assistance and Public Assistance, preliminary damage assessment reports and allied reports required for requesting Federal assistance.

If activated, Emergency Support Functions (ESFs) #5, 6, 8, 14, and 16 may fall under the Planning Section. *See* 4.7 Emergency Support Functions for more information.

3.   Operations Section

Section Chief: Designated by the Director of Emergency Management
The Operations Section implements the decisions and plans of the County Executive (or designee thereof) and the Planning Section and coordinates the use of resources within the EOC. The Operations Section communicates with field forces, coordinates their operations, and keeps a record of their status. The Operations Section analyzes all available information on the situation, then develops, refines, and implements the joint response and recovery strategy. This Section also oversees the deployment of response and recovery resources to ensure resources are sufficiently staged at particular locations, and ensures that various Departments/Agencies work in a mutually supportive way.

If activated, ESFs #3, 4, 5, 8, 9, 10, and 13 may fall under the Operations Section. *See* 4.7 Emergency Support Functions for more information.

4.   Logistics Section

Section Chief: Designated by the Director of Emergency Management
The Logistics Section coordinates with governmental and private Agencies to assure the maximum availability of resources (personnel, supplies & materials, vehicles, communications and facilities, etc.) for emergency needs. They are also responsible for logistical support pertaining to the transportation of supplies and personnel, the maintenance of vehicles and facilities, feeding and housing of the responders, and the documentation of all acquisitioning activities.

The Communications Branch of the Logistics Section ensures the capability of EOC communications during an incident. **The Office of Information Technology (OIT)**, supported by the **Amateur Radio Emergency Service/Radio Amateur Civil Emergency Service** (ARES/RACES), maintains communications between the EOC Sections. *See also* 4.8 Communications below and ESF #2 – Communications.

> NOTE: "ARES" vs. "RACES"
> In Anne Arundel County, the terms are often used interchangeably and usually involve the same qualified amateur radio operators. However, it should be noted that RACES actually refers to a specific type of activation during an emergency with more constrained operating rules as found in 47 C.F.R. § 97.407 (2017). ARES is the Amateur Radio Relay League's (ARRL) emergency service and is active before, during, and after an emergency without the same constraints. Therefore, ARES is the more generally preferred term among County amateur radio operators. If necessary, the Director of Emergency Management may "activate" RACES by directing qualified operators to engage in the specific types of communication permitted by RACES.[2] In ICS terms and under the NIMS principle of Unity of Command, RACES then becomes a branch under the Office of Emergency Management and will be accountable to the County.

If activated, ESFs #1, 2, 7, 12, and 15 may fall under the Logistics Section. *See* 4.7 Emergency Support Functions for more information.

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[2] The Director of Emergency Management may consider this guidance from the American Radio Relay League (ARRL) for when an amateur radio operator is considered to operate under RACES:

An amateur station operates in RACES only when such operations cannot be conducted under normal Amateur Service rules:

1. When it is necessary to communicate between an emergency management Agency and Federal Government stations for official government emergency communications.
2. When it is necessary to communicate for an emergency management Agency official government emergency communications while the Amateur service is ordered off the air in accordance with the President's War Emergency Powers.

Anything else done by amateurs who consider themselves RACES "members" is not RACES.

ARRL, THE AMATEUR RADIO EMERGENCY SERVICE MANUAL 11–12 (2015).

5.   Additional Organization

If needed, the County can also form a Multiagency Coordination (MAC) Group. The MAC group is comprised of the Departmental/Agency executives who are authorized to commit Agency resources and funds. This group may function virtually (e.g., via teleconference) and may not be necessary if the Agency representation already located at the EOC can make such decisions.

4.7 Emergency Support Functions (ESFs)

1. When the need arises for coordinated, interagency emergency response and recovery operations in Anne Arundel County, such actions will be coordinated and managed by sixteen (16) Emergency Support Function (ESF) Teams. ESFs are comprised of an ESF Lead Agency and the Primary and Support Agencies necessary to carry out the ESF's specific duties:

   (a) An ESF **Lead Agency** is the Agency with coordination oversight and accountability for the ESF. It also provides a Representative in the EOC and in policy discussions and negotiations with other ESFs.

   (b) An ESF **Primary Agency** is an Agency with significant authorities, roles, resources, or capabilities that are essential for a particular function within an ESF. Primary Agencies may also have a representative in the EOC, although it is not required.

   (c) ESF **Support Agencies** have specific capabilities or resources that support the ESF Lead in executing the mission of the ESF. They make resource and supplemental staff available. Primary and Support Agencies track the use of their resources and share that information with the ESF Lead.

2. Each ESF represents a separate domain of operational capability and resources; however there is overlap among most ESFs. On most occasions, only some of the ESF Teams will activate, but certain major incidents may require activation of all ESF Teams. See **Table 8: County Agency and Department ESF Responsibilities** and **Table 9: ESFs per Disaster Type, Primary (P) and Secondary (S) Considerations for Activation** for an overview of Agency ESF assignments and for which incident type for which they can expect to be activated.

3. This Plan is based upon the concept that the ESFs for the various Agencies involved in emergency management will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be deployed. It is desirable to maintain organizational continuity and to assign tasks that are familiar to personnel.

Table 4: Lead Agency for Emergency Support Functions

ESF #	Emergency Support Function	ESF Lead Agency
1	Transportation	Office of Transportation
2	Communications	Office of Information Technology

ESF #	Emergency Support Function	ESF Lead Agency
3	Public Works	Department of Public Works
4	Fire Fighting	Fire Department
5	Emergency Management	Office of Emergency Management
6	Mass Care & Sheltering	Department of Social Services
7	Logistics Management & Resource Support	Central Services
8	Health & Medical	Health Department
9	Search and Rescue	Fire Department
10	Hazardous Materials	Fire Department
11	Volunteer Management	By Designation of the Director of Emergency Management
12	Utilities & Energy	Department of Public Works
13	Law Enforcement	Police Department
14	Debris Management	Department of Public Works
15	Donations Management	By Designation of the Director of Emergency Management
16	Animal Protection	Animal Care and Control

Emergency Support Functions are also organized under which EOC Section they function – Operations, Planning, or Logistics. Note that some ESFs and Agencies may support multiple Sections.

Table 5: ESFs by EOC Section

Operations	Planning	Logistics
ESF #3 – Public Works	ESF #5 – Emergency Management	ESF #1 – Transportation
ESF #4 – Fire Fighting	ESF #6 – Mass Care & Sheltering	ESF #2 – Communications
ESF #5 – Emergency Management	ESF #8 – Health & Medical Services	ESF #7 – Logistics Management & Resource Support
ESF #8 – Health & Medical Services	ESF #14 – Debris Management	ESF #11 – Volunteer Management
ESF #9 – Search & Rescue	ESF #16 – Animal Protection	ESF #12 – Utilities & Energy
ESF #10 – Hazardous Materials		ESF #15 – Donations Management
ESF #13 – Law Enforcement		

4.8 Communications

1. <u>Situational Reporting</u>

The **Office of Information Technology/Telecommunications Division** will provide Anne Arundel County communications **situational updates** (preferably via email) to the Office of Emergency Management on a regular basis (or daily if the communications systems are running in a backup mode to a system failure).

2. <u>Police and Fire Communications</u>

Police and Fire communications will follow normal activities to maintain operational readiness and assist the EOC with event communications as needed.

3. <u>The Joint Information System (JIS)/Joint Information Center (JIC)</u>

Prior to and during an emergency event, the need to communicate with the public is vitally important. The underlying principle in any emergency is to responsibly communicate relevant information to the affected population. The message should clearly communicate to the recipients the nature or impact of the situation while at the same time, giving the recipient an accurate description of the hazard and guidance on how to protect themselves. Communications should be accessible to all audiences regardless of access or functional limitation.

The EOC Manager, in coordination with the County Public Information Officer, will activate the **Joint Information System/Joint Information Center** function as needed. The Joint Information System is the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with governmental organizations and the private sector. The JIC is the facility co-located with the EOC that houses JIS operations.

(a) The goals of the JIS are to:
 1. Facilitate coordination of public information activities among EOC partners and the public;
 2. Keep residents and businesses informed;
 3. Distribute accurate information quickly and dispel rumors;
 4. Help to minimize social disruption; and
 5. Integrate cohesively with coordinated interagency messaging.

(b) The **EOC PIO** is the lead public information official responsible for the distribution of accurate and timely public information. EOC PIO is responsible for:
 1. Media communications in the form of press releases, press conferences, and others as deemed necessary;
 2. General public information;
 3. Monitoring social media and address rumors and misinformation; and
 4. Set-up and management of a Joint Information Center (JIC), if determined necessary to address the emergency.

4. <u>Anne Arundel Community Television</u>, **PEG Studio** (Public, Education, and Government)

PEG Studio has the capability to disseminate information through its broadcast. Moreover, it has access to and can monitor County social media accounts. It can use these accounts both as a tool for gathering information from the whole community and for notifying and alerting the public.

4.9 Information Collection, Analysis, and Dissemination

1. <u>County Situational Reports and Intelligence Briefs</u>

The **Criminal Investigation Division Homeland Security & Intelligence Unit** ("Intelligence Unit") of the Anne Arundel Police Department will provide the OEM with Situational Reports on a near-daily basis and Intelligence briefs on an as-needed basis. The Intelligence Unit will also collect counter-terrorism information from any source, such as other County Agencies or the pubic and pass them to the Maryland Coordination and Analysis Center (MCAC), the FBI-led local Joint Terrorism Task Force (JTTF), or other Regional allied Agency intelligence units, as appropriate. The police liaison assigned to the OEM will forward the briefs to the OEM Director or designee.

The contents of the daily Situational Report include:
- Homeland security incidents, both locally and nationally;
- Latest news on terrorism;
- Law enforcement fatalities;
- Important dates – both national holidays and dates of a religious nature;
- Significant dates of previous terrorist attacks, both religious and political; and
- Regional planning strategies in the event of credible or reliable information concerning possible Homeland Security issues.

The contents of Intelligence briefs can include:
- Information from County Police sources and from other enforcement entities regarding intelligence trends affecting the region or Anne Arundel County;
- Probable and credible information from sources concerning planned events or criminal conduct either in the planning stages or imminent that may center in the region or Anne Arundel County; and
- Information concerning possible civil unrest based on human or electronic intelligence or analysis of past trends.

2. <u>National Terrorism Advisory System</u>

The Department of Homeland Security (DHS) also provides situational awareness against man-made threats via the National Terrorism Advisory System (NTAS) (NOTE: This system replaces the older, color-coded system: the Homeland Security Advisory System).

There are three levels of advisory DHS might issue under this system:

(1) **Bulletins:** DHS issues Bulletins to communicate current developments or general trends regarding threats of terrorism when there is not necessarily a specific threat.

(2) **Elevated Alert:** DHS issues an Elevated Alert when it has credible threat information, but only general information regarding timing and target.

(3) **Imminent Alert:** An Imminent Alert means that DHS has learned of a credible, specific, and impending threat in the very near term.

The Office of Emergency Management and/or JIC personnel during an activation will keep up-to-date on NTAS advisory levels and disseminate any changes to County personnel and the public.

NOTE: The NTAS is meant to be a "whole community" system, and not one directed towards public safety government personnel alone. As such, County officials should educate the public about NTAS at opportune moments and encourage them to check for bulletins and alerts on their own.

3.   Additional Sources of Information

Anne Arundel County can also receive information from several other sources:

(a) National Alerts and Warning System (NAWAS);

(b) National Weather Service (NWS);

(c) Emergency Alert System (EAS);

(d) Email;

(e) Phones;

(f) Internet systems; and

(g) Social media.

4.   Alerting and Informing the Public

Once County personnel have gathered incident information, it can disseminate this information and/or give imminent alerts to the public through the following means:

NOTE

Social Media's Two-Way Utility

The County's use of social media accounts is especially notable because (1) the County can use the accounts to quickly and simultaneously gather information *from* and disseminate information *to* the public, (2) the rise in use of social media since this EOP was last updated, and (3) because proficient use helps the County to align with the **National Preparedness Goal**'s emphasis on **Whole Community** involvement.

County social media account operators that are usually concerned with the outward flow of information *to* the public, such as **PIO**s, must be aware of the possibility that relevant situational information may be posted by the public to County social media before it reaches the EOC through more traditional communications channels. They must be prepared to relay relevant posts on County accounts *from* the public back towards the EOC.

(a) CivicReady©;

(b) EAS;[3]

(c) PEG Broadcast;

(d) Social Media;

(e) Anne Arundel County website;

(f) House-to-house alert, if necessary;

(g) ARES;

(h) Message signs along roadways; and

(i) TDD (Telecommunications Device for the Deaf).

5.0 CONTINUITY OF GOVERNMENT

5.1 Lines of Succession

1. <u>County Executive</u>

   (a) **Designation by writing**

   The County Executive, during temporary disability or absence from the County, may designate in writing the head of one of the County Departments or offices as Acting County Executive to perform the duties of the office. Anne Arundel County, Md., Charter art. IV, § 403.

   (b) **No written designation**

   If the County Executive fails to provide such writing, the Line of Succession is as follows:

   1) Chief Administrative Officer;

   2) Budget Officer, unless the County Council designates the head of another Department or office of the County government. *Id.*

   (c) **Permanent Vacancy**

   If a permanent vacancy for the County Executive occurs, the position will be filled in the following manner, depending on the timing of the vacancy:

   1) If permanent vacancy occurs for any reason within the first twelve (12) months of a term, a new County Executive is nominated and elected by the voters of the County at the next election of members of the United States House of Representatives. In the interim between the position becoming vacant and the next election, the vacancy is filled temporarily by

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[3] For more information on the Emergency Alert System, *see* ESF #5 – Emergency Management

a majority vote of the County Council within thirty (30) days after the vacancy occurs.

2) If the vacancy occurs after the first twelve (12) months of the term, then the position of County Executive is permanently filled by a majority vote of the County Council within thirty (30) days of the vacancy occurring. The appointee will serve the remainder of the term of the prior County Executive. *Id.* § 402.

2.   County Council

If a permanent vacancy of a County Council member(s) occurs, the position will be filled as such, depending on when the vacancy occurs:

(a) **Within the first 12 months:** If permanent vacancy occurs for any reason within the first 12 months of a term, a new County Council member is nominated and elected by the voters of the County at the next election of members of the United States House of Representatives. In the interim between the position becoming vacant and the next election, the vacancy is filled temporarily by a majority vote of the County Council within 30 days after the vacancy occurs.

(b) **After the first 12 months:** If the vacancy occurs after the first 12 months of the term, then the position of County Council member is permanently filled by a majority vote of the County Council within 30 days of the vacancy occurring. The appointee will serve the remainder of the term of the prior County Council member. Anne Arundel County, Md. Charter art. II, § 205.

3.   Director of Emergency Management

The Governor shall appoint a Director of Emergency Management for each Local Organization. Md. Code Ann., Pub. Safety, § 14-109(b) (LexisNexis 2018). Subsequently, the Director of Emergency Management has the authority to organize and operate the local Office of Emergency Management. *Id.*

4.   Department/Agency Heads

The line of succession to each Department or Agency head is according to the County's internal Continuity of Operations Procedures. All additional continuity of government issues will be addressed in greater detail in each Agency's respective Continuity of Operations Plan (COOP).

5.2 Preservation of Records

In order to provide normal government operations after a disaster, all levels of the County Government and Departments/Agencies included in this Plan are responsible for protecting and preserving legal documents and vital records. Anne Arundel County Departments/Agencies are responsible to make necessary preparations to ensure the

survival of vital records that are persevered at their primary and alternate facilities through paper and electronic copies.

6.0 ADMINISTRATION AND LOGISTICS

Administration must facilitate and enable disaster response operations, as outlined below.

6.1 Emergency Authority

1. Anne Arundel County Emergency Powers

Provisions for Anne Arundel County Government emergency powers are found in Title 14 of the Public Safety Article, the Annotated Code of Maryland (LexisNexis 2018). Relevant sections include:

    (a) § 14-101. Definitions;

    (b) § 14-106. Emergency Powers of the Governor;

    (c) § 14-109. Local Organizations for Emergency Management;

    (d) § 14-110. Local Emergency Plans; and

    (e) § 14-111. Local State of Emergency.

2. Declaration of a Local State of Emergency (Md. Code Ann., Pub. Safety § 14-111 (LexisNexis 2018))

Note: Refer to Support Annex #7 for more Declaration guidance.

    (a) Under State law, only the County Executive may declare a local state of emergency. Md. Code Ann., Pub. Safety § 14-111(a) (LexisNexis 2018).

    (b) The Anne Arundel County Code labels this local state of emergency as a "Civil Emergency." Civil emergency means the threat or occurrence in the County of a riot or unlawful assembly characterized by the use of actual force or violence or any threat to use force without the authority of law; a natural disaster or human-made calamity including flood, catastrophe, cyclone, tornado, storm, drought, fire, earthquake, snowfall, or explosion, within the limits of the County, an enemy attack or act of terrorism; a toxin, or biological or chemical agent capable of causing extensive loss of life or serious disability; an acute shortage of energy resources; or any other situation that could result or results in the death or injury of persons or the destruction of property so that extraordinary measures must be taken to protect the public health, safety, and welfare. Anne Arundel County, Md., Code § 1-6-101 (2018).

    (c) **Duration:** A Civil Emergency in Anne Arundel County cannot be effective more than 7 days without ordinance enacted by the County Council. Anne Arundel County, Maryland. Code section 1-6-104 (2018). (Note however that a State law

allows for a local state of emergency to continue or be renewed for up to 30 days without the consent of the governing body of the political subdivision. Md. Code Ann., Pub. Safety § 14-111(b)(1) (LexisNexis 2018)).

(d) An order/proclamation that declares, continues, or terminates a local state of emergency shall be:

- Given prompt and general publicity; and

- Filed promptly with the chief local records-keeping Agency.

3. Effect of a Local State of Emergency Declaration: Md. Code Ann., Pub. Safety § 14-111(c) (LexisNexis 2018)

(a) Activates the response and recovery aspects of any applicable local state of emergency plan, such as the EOP and/or Radiological Incident Response Plan.

(b) Authorizes the provision of aid and assistance under the EOP.

4. A Declaration of a Civil Emergency Must be in Writing

See Support Annex #7 to this Basic Plan for a sample template of a Declaration of a Civil Emergency.

5. The County Executive May Order

(a) A general curfew applicable to limited defined geographical areas of the County or to the County as a whole, and applicable during the hours of the day or night that the Executive finds necessary;

(b) The closing of any or all retail and wholesale taverns, liquor establishments, or other public or private business establishments or clubs selling or permitting the consumption of alcoholic beverages;

(c) The discontinuance of the selling, distributing or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;

(d) The temporary closing of any or all gasoline stations or other establishments whose chief activity is the sale, distribution, or dispensing of liquid flammable or combustible products;

(e) The discontinuance of selling, distributing, dispensing, or giving away of any firearms or ammunition;

(f) The temporary closing of any and all establishments whose principal business is the sale, distribution, dispensing, or giving away of firearms or ammunition;

(g) The closing of any road or vehicle parking area to motor vehicle and pedestrian traffic; and

(h) Any other measures imminently necessary for the protection of life and property in the County. Anne Arundel County, Md., Code § 1-6-103 (2018).

6.   The Governor of Maryland's Emergency Powers

   (a) If the Governor declares a state of emergency, the Governor has extended powers if necessary to protect the public health, welfare, or safety.

   (b) These extended powers are enumerated in the Maryland Emergency Management Act. The powers include the Governor's ability to:

      1)   Suspend the effect of any statute, rule, or regulation of an Agency of the State or a political subdivision;
      2)   Direct and compel the evacuation of all or part of the population from a stricken or threatened area in the State;
      3)   Set evacuation routes and the modes of transportation to be used during an emergency;
      4)   Direction and control of ingress to and egress from an emergency area, the movement of individuals in the area, and the occupancy of premises in the area;
      5)   Authorize the use of private property, in which event the owner of the property shall be compensated for its use and for any damage to the property;
      6)   Provide for temporary housing; and
      7)   Authorize the clearance and removal of debris and wreckage.

Refer to Support Annex #2 for additional information and authorities and references, namely the Public Safety Article of the Annotated Code of Maryland, sections 14-107(d) and 14-106.

   (c) Under a proclaimed **catastrophic health emergency**, the Governor may:

      1)   Order the evacuation, closing or decontamination of any facility;
      2)   Seize anything needed to assist in response to a catastrophic health emergency; or
      3)   Establish places where individuals can be treated, isolated, or quarantined.

6.2 Financial Management

1.   Emergency Appropriations

To cover expenditures, including those during an emergency situation, the County Council, upon the recommendation of the County Executive, may by ordinance make additional, supplementary, or emergency appropriations from contingent funds, from revenues received from anticipated sources but in excess of budget estimates therefore, or from revenues received from sources not anticipated in the budget for the current fiscal year; provided that the Controller shall first certify in writing that such funds

are available for such appropriation. No supplemental appropriation shall exceed the amount of the funds so certified.

2.   Emergency Notes Pursuant to no Other Available Revenues

To the extent that there may be no available revenues to meet such emergency appropriations, the County Council may, by ordinance, authorize the issuance of emergency notes. The Council must do so by the end of the fiscal year, and the issuance it cannot exceed 5% of all appropriations. Anne Arundel County, Md., Charter art. VII, § 712.

3.   FEMA Reimbursement Procedures

All Departments/Agencies are expected to be familiar with FEMA reimbursement procedures and their forms in order to facilitate a successful reimbursement process. *Failure to do this is the leading cause of non-receipt of FEMA reimbursement.*

4.   Record-keeping

All participating Departments/Agencies will keep accurate records in order to differentiate between disaster related expenditures and obligations from general programs and activities.

6.3 Emergency Procurement

Emergency Procurement is executed pursuant to the Anne Arundel County Purchasing Manual Document Number 00043392.doc;12; the Anne Arundel County, Maryland, Code section 8-2-107 (2018), and the Annotated Code of Maryland, Public Safety Article sections 14-101 and 14-112 (LexisNexis 2018).

1. During a declared emergency that activates or partially activates the EOC, the Anne Arundel County Purchasing Agent (under the Office of Central Services), supporting essential purchasing staff, County Agency Directors and their authorized representatives, and the Director of Emergency Management are authorized to secure supplies, equipment, materials, rentals, or services as necessary to remedy the emergency situation. They should procure these goods and services at reasonable prices either through competition or a single source. The ESF Lead under the appropriate ESF is responsible for costs associated with immediate purchases to provide rapid response.

2. The Purchasing Agent (or his/her staff) will provide the vendor with a purchase order number for confirmation at a later date. The vendor will provide the items ordered and make billing against the purchase order number assigned at the time the order was placed.

3. At the conclusion of the emergency situation, the Anne Arundel County Finance Department will obtain account codes and funds certification for the purchases made during the emergency. The Department with either the primary need for the services requested or primary control of the usage of the item or service purchased will enter the necessary commitments into the Finance system. Purchasing will prepare and

distribute confirmation purchase orders so that vendors can be paid for supplies, equipment, and services furnished during the emergency.

4. Personnel making an emergency procurement shall use procurement cards (pCards) and existing agreements with vendors and contractors whenever possible.

5. The Maryland law provides for the ability of a local government to request/receive gifts, grants and loans. Md. Code Ann., Pub. Safety § 14-112 (LexisNexis 2018). If the Federal government, another State, or an Agency or officer of the Federal government or another State offers to this State or a political subdivision services, equipment, supplies, materials, or money by way of gift, grant, or loan for purposes of emergency management, the State—acting through the Governor, or the political subdivision acting with the consent of the Governor and through its executive officer or governing body—may accept the offer and authorize an officer of this State or political subdivision to receive the services, supplies, equipment, materials or money.

6.4 Agreements and Understandings

Should the County or local government's resources prove to be inadequate during an emergency operation; it will request assistance from other local jurisdictions, higher levels of government, and other Agencies in accordance with existing or emergency mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing. The County will strive to establish contracts and Memorandums of Understanding (MOUs) before the onset of an emergency so that it can implement agreements immediately without additional negotiations.

6.5 Reports and Records

1. During declared emergencies, each Agency is responsible for capturing and recording all costs pertaining to their response. Reports are required to provide elected officials, the Director of Emergency Management, and other government officials with information concerning the nature, magnitude, and impact of a disaster, and for use in evaluating and providing the most efficient and appropriate response. Reports and records may include but are not limited to:

   (a) Situation Reports,

   (b) Declaration of Emergency,

   (c) Requests for Assistance, and

   (d) Damage Assessment Reports.

2. The above reports will be submitted to the appropriate authorities in accordance with individual Emergency Support Functions (ESFs).

6.6 Relief Assistance

The County will provide all individual relief assistance in accordance with the policies set forth in State and Federal provisions.

6.7 Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, ability or access and functional needs or economic status in the execution of emergency management functions and Anne Arundel County policies and procedures.

7.0 TRAINING AND EXERCISES

Training and exercises are important functions in the Anne Arundel County emergency management program. Through comprehensive individual and group training, all potential responding personnel must develop the necessary knowledge and skills to effectively prepare for crisis situations.

7.1 Training

OEM will provide training for EOC representatives to prepare them for an EOC activation and will also provide training programs throughout the year to increase response capability. While the emergency management staff coordinates emergency training, each Department or Agency is responsible for its own internal training requirements.

EOC representatives must complete the following training:

1. IS 700 and 800;
2. ICS 100, 200, and 300; and
3. WebEOC training.

7.2 Exercises

1. Exercises are important to test plans, processes, and procedures. Exercises provide opportunities to learn and to demonstrate the ability of the emergency Agencies and their respective responders.

2. Anne Arundel County government will comply with the Homeland Security Exercise and Evaluation Program (HSEEP) which has established best practices which integrate NIMS concepts. The County achieves this through its Multi-Year Training and Exercise Plan (MYTEP). The trainings involve all-hazards exercises and emergency management/response personnel from multiple disciplines and jurisdictions.

3. Pursuant to this objective:

(a) The Anne Arundel County Office of Emergency Management will conduct at least one full-scale exercise annually.

(b) EOC representatives will attend EOC training which is offered at least quarterly.

(c) All Departments/Agencies and ESF groups are strongly encouraged to participate in the County's MYTEP-related training and exercises.

(d) Specific training requirements for Agencies and Departments covered by this EOP will be described in the individual ESF's.

(e) Training participants will develop After Action Reports (AAR) so that lessons learned will be applied in the future. They will identify corrective actions in the AARs.

(f) The Office of Emergency Management will coordinate the development and completion of the AARs and then submit AARs to MEMA in order to fulfill MEMA and HSEEP requirements.

> **NOTE:**
> For sensitive information which may be in AARs, a discretionary exception to the Maryland Public Information Act (PIA) provides that sensitive information may be redacted if it is contrary to the public interest to disclose it. Md. Code Ann., State Gov't §§ 10-615 to 618(j) (LexisNexis 2018). Information that satisfies the requirements outlined in the exceptions section of the PIA can be legally protected from public disclosure.

8.0 PLAN DEVELOPMENT AND MAINTENANCE

1. Each Anne Arundel County Department or Agency included in this Plan has responsibility for contributing to the development and maintenance of the ESF's to which they are assigned.

2. The Anne Arundel County OEM will coordinate the EOP maintenance process and review the EOP each year during October.

3. The Director of Emergency Management will provide their signature to indicate that the Plan was reviewed.

8.1 Agency Responsibility

1. All Agencies/Departments will be responsible for the development and maintenance of their respective ESF's in this Plan. Department Heads with EOP development and maintenance responsibility should review their portions of the Plan annually for correctness and appropriateness.

2. Department heads will review Agency and Departmental Standard Operating Procedures (SOP's) on annually and will submit changes relevant to the EOP to OEM. OEM will incorporate accepted changes into the Plan in the month of October to coincide with the change submission schedule for the EOP.

3. Laws governing various Agencies and Departments will be reviewed by departmental heads on a yearly basis to determine if there were any pertinent changes in law.

8.2 Plan Development

The Director of Emergency Management coordinates development of the appropriate formal changes to the EOP for publication during the forthcoming calendar year. All changes will be recorded in the Record of Changes page of this Plan by the relevant Department or Agency. Proposed changes will be submitted using the Change Submission Form to the Anne Arundel County Office of Emergency Management during the month of October. Revisions of the EOP will be forwarded to all Anne Arundel County Departments and Agencies listed in the Distribution Page of this Plan. The OEM will review the portions of the EOP in **Table 6** at the frequencies listed.

Data Type	Update Frequency
Basic Plan statistical data (e.g., County Particulars)	Every five (5) years
EOC Standard Operating Procedure (SOP) (Director's Approval)	Annually
Position title changes	Annually
Suggested Basic Plan and ESF changes	Annually, due by end of month October

Table 6: Plan Maintenance Frequency

All persons responsible for the implementation of this EOP must know and understand its contents. OEM is responsible for briefing staff members and County officials concerning their role in emergency management and the contents of this Plan in particular.

8.3 Plan Maintenance

1. Agencies assigned emergency management responsibilities should recommend changes at any time and provide information.

2. If a part of this Plan, including assigned responsibilities and tasks, is found to be invalid for any reason, all valid parts that are severable from the invalid part remain in effect.

3. Only the Director of Emergency Management may approve additional Emergency Support Functions. The Director will assign an ESF Lead Agency to any approved ESF.

4. The County will test this Plan in accordance with the MYTEP in the form of a simulated emergency exercise in order to provide practical experience to Agencies and Departments covered by this Plan.

I. EOP SUPPORT ANNEX #1: GLOSSARY

Access and Functional Needs:
Persons that may have disabilities, chronic medical conditions, lack of transportation, be elderly, be unaccompanied children, come from other cultures, have limited English proficiency, or non-English speak, o be transportation disadvantage.

Active Assailant/Shooter:
An individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Amateur Radio Emergency Service (ARES):
A corps of trained amateur radio operator volunteers organized to assist in public service and emergency communications. The American Radio Relay League (ARRL) organizes and sponsors ARES in the United States.

Annex and Support Annex:
Annexes are the parts of the EOP that begin to provide specific information and direction. Emergency Support Function Annexes should emphasize responsibilities, tasks, and operational actions that pertain to the function covered. Other Annexes may provide more specific information than found in the Basic Plan.

After Action Report (AAR):
A tool to use following preparedness exercises and drills to document the performance of exercise-related tasks. An AAR contains recommendations for improvements.

Authority Having Jurisdiction (AHJ):
The FEMA National Qualification System defines an AHJ as an entity with the authority and responsibility for the development, implementation, maintenance, and oversight of the qualification process [although the term could be applied to other processes] within its organization or jurisdiction. This may be a State or Federal Agency, a training commission, or a local Agency such as a police or fire Department. In some cases, the AHJ may provide support to multiple disciplines that collaborate as a part of a team (e.g., an Incident Management Team).

Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE):
A term used to describe the different type of weapons systems that may be used in a criminal or terrorist event. While the term CBRNE denotes a deliberate attack, many aspects of the incident and response may mirror that of a Haz-Mat release.

Chain of Command:
A series of command, control, executive or management positions in hierarchical order of authority.

CivicReady©:

A system for delivering geo-targeted, time-sensitive information to any individual opting into the service by using voice, email SMS, IPAWS, and other systems.

Continuity of Government (COG):
The principle of establishing defined procedures that allow the government (on a local level up to Federal) to continue its essential operations in case of disasters or other catastrophic events.

Continuity of Operations Plan (COOP):
A Continuity of Operation Plan (COOP) refers to the preparations and institutions maintained by the United States Governments, providing survival of government operations in the case of catastrophic events. COOP includes the activities of individual Departments and Agencies and their sub compartments to ensure that their essential functions are performed in the event of an emergency.

Consequence Management Operations Plan (CMOP):
The incident prevention, response, and recovery plan developed by MEMA and adopted by the State of Maryland in 2017. The CMOP includes vital information on how the State collaborates with local governments in regard to incidents.

Core Capability:
Key areas that all jurisdictions must be proficient in, to varying degrees, in order to achieve the National Preparedness Goal.

Critical Infrastructure:
Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. As defined by 42 U.S.C. § 5195c(e) (2012).

Cyberattack:
An attempt to gain illegal access to a computer or computer system for the purpose of causing damage or harm, or a computer operation carried out over a device or network that does actual physical damage or significant disruption.

Cybersecurity:
The state of being protected against the criminal or unauthorized use of electronic data, or the measures taken to achieve this.

Declaration of Emergency:
A Declaration of Emergency is the formal announcement by the County Executive that a situation exists which requires extraordinary effort or procedures to counteract and overcome. It may apply to the County as a whole or to any part thereof. It may suspend or modify local law or procedures to the extent local law permits. It has the force and effect of law. If the EOP of the County has not yet been implemented, the Declaration of Emergency will catalyze implementation of that plan.

Demand-Responsive Transport:
An advanced, user-oriented form of public transport characterized by flexible routing and scheduling of small/medium vehicles operating in shared-ride mode between pick-up and drop-off locations according to passengers' needs.

Departmental Operational Centers (DOC):
Physical location of an Agency or Department's operation center utilized to support incident management activities that normally take place at the Agency or Department.

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

Disaster Assistance:
Disaster assistance is money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help you with critical expenses that cannot be covered in other ways. This assistance is not intended to restore your damaged property to its condition before the disaster. While some housing assistance funds are available through our Individuals and Households Program, most disaster assistance from the Federal government is in the form of loans administered by the Small Business Administration.

Disaster Recovery Center (DRC):
A Disaster Recovery Center (DRC) is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to your case.

Emergency:
Any natural or man-made event or situation that has the potential for loss of property and/or lives and results in immediate protective actions.

Emergency Alert System (EAS):
The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers and direct broadcast satellite (DBS) service providers to offer the communications capability to the President. This capability is meant to facilitate the President's ability to address the American public during a National emergency. The system also may be used by State and local authorities to deliver important emergency information such as AMBER alerts and weather information targeted to a specific area.

Emergency Operations Center (EOC):

The location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a mobile vehicle specially equipped, a temporary facility or a more permanently established facility.

Emergency Operations Plan (EOP):
The plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Support Function (ESF):
The grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

Field Command Post:
An on-site operations (police, fire, medical) location for the assembly of necessary staff and equipment. A field command post may be established, if appropriate, at or near the scene of the emergency by the responding supervisor or officer focusing initial efforts directly on control of the emergency. The field supervisor at the command post will identify resources needed at the scene and communicate these needs to the EOC.

First Responder:
Local, State, Federal and non-governmental participants such as police, fire and emergency personnel who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence, and the environment.

Hazard:
A situation which poses a level of threat to life, health, property or environment. Most hazards are dormant or potential, with only a theoretical risk of harm, however, once a hazard becomes 'active', it can create an emergency situation.

Hazardous Material (Haz-Mat):
A material (such as flammable or poisonous material) that would be a danger to life or the environment if released without precautions.

Hazard Mitigation Grant Program (HMGP):
Provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Homeland Security Exercise and Evaluation Program (HSEEP):

HSEEP is a set of guiding principles for exercise programs as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. HSEEP supports the National Preparedness System and the National Exercise Program.

Incident Command Post (ICP):
The field location at which the first responder operations are performed on-site based on the structure of National Incident Management System.

Incident Command System (ICS):
A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents. ICS is the combination of facilities, equipment, personnel, procedures and communication operating with a common operational structure designed to aid in the management of resources during incidents.

Incident Commander (IC):
The individual responsible for all incident activities including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT):
A comprehensive resource team which augments ongoing operations by providing infrastructure support or transitioning to an incident management function. This includes all components of a command and general staff. An IMT includes command and general staff members and support personnel, has statutory authority and/or formal response requirements and responsibilities, pre-designated roles and responsibilities for members. An IMT is available 24/7/365 (at all times).

Integrated Public Alert and Warning System (IPAWS):
IPAWS is the nation's alert and warning infrastructure. It is meant to provide public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System, Wireless Emergency Alerts, the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems.

Joint Field Office (JFO):
A temporary Federal facility established locally to provide a central point for Federal, State, local and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the Joint Operations Center (JOC), FEMA, and the Joint Information Center (JIC) within a single Federal facility.

Joint Information Center (JIC):
A facility established to coordinate the Joint Information System. It is the central point of contact for all news media at the scene of the incident. PIOs from all participating Agencies should congregate at the JIC.

Joint Information System (JIS):
A coordinated system that integrates incident information and public affairs into a cohesive message designed to provide consistent, coordinated, timely information to the public during a crisis or incident.

Joint Operations Center (JOC):
A center where the main players of the Operations Group can coordinate and collaborate on their objectives and strategies to mitigate or respond to an emergency situation. The purpose is to prevent redundancies of efforts and to identify additional needs.

Joint Terrorism Task Force (JTTF):
FBI-sponsored cell consisting of full-time counter-terrorism personnel drawn from local, State, and Federal law enforcement entities who collaborate to investigate, prevent, aggressively disrupt, and prosecute terrorism activities and terrorists. AAPD has a task force officer assigned to the JTTF.

Multiagency Coordination (MAC) Group:
A group comprised of administrators and executives, or their designees, who are authorized to commit Agency resources and funds.

Maryland Emergency Management Agency (MEMA):
The Maryland Emergency Management Agency (MEMA) was created by the Maryland legislature to ensure that the State is prepared to deal with large-scale emergencies. MEMA is responsible for coordinating the Maryland State response in any major emergency or disaster. This includes supporting local governments as needed and coordinating assistance with the Federal Emergency Management Agency (FEMA) and other Federal partners.

Mitigation:
Activities designed to reduce or eliminate risk to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.

Mutual Aid Agreement:
A written agreement between Agencies, organizations, and/or jurisdictions indicating that they will assist one another by furnishing personnel, equipment, and/or expertise in a specified manner.

National Warning System (NAWAS):

The National Warning System (NAWAS) is a comprehensive party line network of telephone circuits connecting State and Federal warning points throughout the United States. It is funded by the Federal Emergency Management Agency (FEMA). Although NAWAS is a national system, the day-to-day operation is under the control of individual States. Each State has its own plan for the use of NAWAS during weather emergencies. National Weather Service (NWS) offices should use this circuit only in accordance with individual State plans. Normally, all warnings and watches will be disseminated on the appropriate NAWAS by the issuing office.

National Incident Management System (NIMS):
An incident management tool mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, private and non-governmental organizations to work effectively together. This is a flexible management tool designed to address the simplest to the most complex incidents.

National Response Center:
A national communications center for activities related to oil and hazardous substance response actions. The National Response Center (NRC), located at DHS/US Coast Guard headquarters in Washington, D.C., receives and relays notices of oil and hazardous substance releases to the appropriate Federal on-scene coordinator. The responsible owner/operator related to a Haz-Mat release must report it to the NRC if it reaches a "Reportable Quantity," as defined by law.

Non-Governmental Organization (NGO):
A non-profit entity that is based on the interests of its members, individuals, or institutions and is not created by a government but may work cooperatively with government.

Paratransit Vehicle:
Any type of public transportation that is distinct from conventional transportation, but usually with the connotation that the vehicle is capable of providing special transportation services for people with disabilities, often as a supplement to other transportation systems such as a fixed-route bus.

Figure 6: Example of an MTA paratransit vehicle. Source: Public Domain

Preparedness:

The range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and Non-Governmental Organizations to identify threats, determine vulnerabilities, and identify required resources.

Private Sector:
Organizations and entities that are not part of any governmental structure. Includes for-profit and non-profit organizations.

Public Assistance (PA) Program:
The program administered by FEMA that provides supplemental, Federal disaster grant assistance.

Public Disaster Assistance (PDA):
Through the Public Assistance (PA) Program, FEMA provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

Public Information Officer:
A member of the command staff responsible for interfacing with the public and media or with other Agencies with incident related information.

Radio Amateur Civil Emergency Service (RACES):
Amateur radio communications service in support of emergency management entities throughout the United States and its territories. *But note*: "ARES" is the preferred term among County amateur radio operators.

Recovery:
The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstruction of government operations and services.

Recovery Support Functions (RSFs):
RSFs comprise the coordinating structure for key functional areas of assistance during long-term recovery operations.

Response:
Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Service Animal:

Under Title II and Title III of the Americans with Disabilities Act (ADA), a service animal means "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability." 28 C.F.R. § 36.104 (2018). Note that "[o]ther species of animals, whether wild or domestic, trained or untrained, are not service animals." *Id.*

Situational Report (SitRep):
Report of an incident given at regular intervals describing the current situation.

Standard Operating Procedures (SOP):
A detailed, pre-established set of operational instructions which direct an Agency's actions in response to an emergency.

State Coordinating Functions (SCFs):
State level grouping of Departments and Agencies grouped together based on services provided and outcomes. SCFs support the needs of local jurisdictions throughout all Mission Areas.

Telecommunications Service Priority (TSP):
A program that authorizes specific national security and emergency preparedness organizations priority treatment for critical voice and data circuits or other telecommunication services.

Terrorism:
Any activity that involves an act that is dangerous to human life and/or potentially destructive, including acts that are intended to intimidate or coerce a civilian population and influence government policy.

Unified Command (UC):
An incident command post where there is more than one Agency representative with statutory responsibilities or when incidents cross political jurisdictions.

(The National) Volunteer Organizations Active in Disaster (VOADs):
A coalition of major national voluntary organizations in the United States that have made disaster-related work a priority.

WebEOC:
WebEOC is the original web-enabled crisis information management system and provides secure real-time information sharing to help managers make sound decisions quickly. It also the preferred method for making resource requests through MEMA.

Wireless Priority Service (WPS):
This service supports national leadership, Federal, State, local, tribal and territorial governments; and other authorized security and emergency preparedness users. It is intended to be used in an emergency or crisis situation when the wireless network is congested and the probability of completing a normal call is reduced.

II.   EOP SUPPORT ANNEX #2: AUTHORITIES AND REFERENCES

Note on citation forms: legal citations in the body text of the <u>Basic Plan</u> or these annexes follow the in-line citation sentence and citation clause conventions outlined in *The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass'n et al. eds., 20th ed. 2015) ("*Bluebook*") with standard abbreviations as found in <u>*Bluebook* Tables 1 - 16</u>.

Citations in the list below or footnoted in ESF plans follow the *Bluebook* conventions for end/footnotes (e.g., use of SMALL CAPS typeface for non-periodical publications and their authors, compilations of statutes/regulations/presidential publications, and founding documents such as charters), although this is not a law review article.

Exception: the Code of Maryland Regulations is abbreviated as "COMAR" rather than "Md. Code Regs." (the *Bluebook* abbreviation), since this is the more used and recognized abbreviation within the State of Maryland.

Note: "U.S.C." = the United States Code. The U.S.C. is kept up-to-date online, but the most recent year of official print publication of the U.S.C. is cited when possible (2012).

Legal Authorities

Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub L. No. [Public Law Number] 100-77 (1988) (codified as amended in scattered sections of 42 U.S.C.).

2. Superfund Amendments and Reauthorization Act (SARA) of 1986, Pub. L. No. 99-499 (codified as amended in scattered sections of the U.S.C.).

3. Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986, 42 U.S.C. §§ 11001-11050 (2012).

4. The Homeland Security Act of 2002, Pub. L. No. 107-296 (codified as amended in scattered sections of the U.S.C.).

5. Homeland Security Presidential Directive 5/HSPD-5—Management of Domestic Incidents, 1 PUB. PAPERS 229 (February 28, 2003).

6. Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001, Pub. L. No 107-56 (codified as amended/renewed by the USA Freedom Act, Pub. L. No. 114-23 (2015), in scattered sections of the U.S.C.).

7. Sandy Recovery Improvement Act of 2013, Pub. L. No. 113-2 (codified as amended in scattered sections of 7 U.S.C. and 42 U.S.C., among others).

8. Improving Critical Infrastructure Cybersecurity, Exec. Order No. 13,636, 3 C.F.R. § 13,636 (2014).

9. Presidential Policy Directive 8/PPD-8—National Preparedness (March 30, 2011).

10. Federal Communications Commission, Amateur Radio Service—Providing Emergency Communications, Radio Amateur Civil Emergency Services, 47 C.F.R. § 97.407 (2017).

11. Americans with Disabilities Act (ADA) of 1989, Pub. L. No. 101-336 (codified as amended in scattered sections of 42 U.S.C.).

State

1. Powers of Local Governing Body During Military or Warlike Catastrophe, MD. CODE ANN., PUB. SAFETY, § 14-405 (LexisNexis 2018).

2. Maryland Emergency Management Agency Act, *Id.* §§ 14-101 to 14-115.

3. Governor's Emergency Powers, *Id.* §§ 14-301 to 14-309.

4. Governor's Health Emergency Powers, *Id.* § 14-3A.

5. Maryland Emergency Preparedness Program, Md. Exec. Order No. 01.01.2013.06, COMAR 01.01.2013.06 (2018).

6. Catastrophic Health Emergency Disease Surveillance and Response Program, MD. CODE ANN., HEALTH–GEN. § 18-905 (LexisNexis 2018) and COMAR 10.06.01.06 (2018).

7. Registration of School Vehicles, MD. CODE ANN., TRANSP. § 13-420 (LexisNexis 2018).

8. Catastrophic Health Emergencies Act (CHEA), MD. CODE ANN., PUB. SAFETY §§ 14-3A-01 to -08 and HEALTH-GEN. §§ 18-901 to -908 (LexisNexis 2018).

9. Maryland Volunteer Service Act, MD. CODE ANN., CTS. & JUD. PROC. § 5-407 (LexisNexis 2018).

10. Local Government Tort Claims Act, MD. CODE ANN., CTS & JUD. PROC. § 5-3 (LexisNexis 2018).

11. Water Pollution Control, Issuance of Notice of Order, MD. CODE ANN., ENVIR. § 9-335(b) (LexisNexis 2018).

12. Water and Ice Sanitation Facilities, Regulation by State, MD. CODE ANN., ENVIR. § 9-204 (LexisNexis 2018).

13. Maryland Tort Claims Act, MD. CODE ANN., STATE GOV'T. §§ 12-101 to -110 (LexisNexis 2018).

14. Law Enforcement Procedures; Arrest Process, MD. CODE ANN., CRIM PROC. §§ 2-102(b)(3) and 2-105 (LexisNexis 2018).

15. Immunities and Prohibited Actions—Health and Public Safety, MD. CODE ANN., CTS. & JUD. PROC. § 5-6 (LexisNexis 2018).

County

1. ANNE ARUNDEL COUNTY, MD., CHARTER art. V, § 522 (appointment of an Emergency Management Director and duties thereof).

2. *Id.* § 522A (guidelines for the Office of Emergency Management).

3. ANNE ARUNDEL COUNTY, MD., CODE §§ 1-6-101 to -104 (2018) (detailing Civil Emergencies).

4. ANNE ARUNDEL COUNTY, MD., CODE § 8-2-107 (2018) (detailing emergency procurements).

5. ANNE ARUNDEL COUNTY, MD., CODE § 15-4-401 (2018) (emergency abatement of health or safety hazards).

6. To Establish a Standard for Emergency Management, Anne Arundel County, Md., Exec. Order 12 (April 16, 2016).

References

1. U.S. DEP'T OF HOMELAND SEC., FEDERAL EMERGENCY MGMT. AGENCY [hereinafter "FEMA" in this section], NATIONAL RESPONSE FRAMEWORK (3rd ed. 2016).

2. FEMA, NATIONAL INCIDENT MANAGEMENT SYSTEM (3rd ed. 2017).

3. FEMA, NATIONAL INCIDENT MANAGEMENT SYSTEM GUIDELINE FOR THE NATIONAL QUALIFICATION SYSTEM (2017).

4. FEMA, HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP) (2013).

5. FEMA, DEVELOPING AND MAINTAINING EMERGENCY OPERATIONS PLANS: COMPREHENSIVE PREPAREDNESS GUIDE (CPG) 101: VERSION 2.0 (2010).

6. MD. EMERGENCY MGMT. AGENCY, CONSEQUENCE MANAGEMENT OPERATIONS PLAN (2017).

7. ANNE ARUNDEL COUNTY, MD., OFF. OF EMERGENCY MGMT., CITIZEN'S GUIDE TO EMERGENCIES: WHAT TO DO DURING AN EMERGENCY (c. 2017).

8. AMERICAN RADIO RELAY LEAGUE, AMATEUR RADIO EMERGENCY SERVICE MANUAL (2015).

III.   EOP SUPPORT ANNEX #3: COUNTY PARTICULARS

Population

The population of the County is 570,445 per the County Office of Economic Development's 2017 estimate; with approximately 221,000 households per the 2015 Census.

Geography

Anne Arundel County is located on the western shore of the Chesapeake Bay, contiguous to the southern boundary of Baltimore City, and 13 miles east of Washington, D.C. The Chesapeake Bay forms the entire eastern boundary and laces the County with several tidal rivers and small bays. The non- tidal Patapsco and Patuxent Rivers form large portions of the northern and western borders, respectively. The total area of Anne Arundel County is 588 square miles, with a land area comprised of 416 square miles and 533 linear miles of shoreline including islands and streams. Elevations rise from sea level along the Bay to approximately 300 feet in the northwestern area of the County. The terrain is generally level to gently rolling and is well drained by many streams.

Climate

The County is located in the south-central area of Maryland and its climate is influenced by the bordering mass of the Chesapeake Bay. Extended hot and humid periods in the summer and severe cold spells in the winter do occur. The average yearly precipitation is 41.9 inches. Average annual snowfall is 19.8 inches. The coldest months are January and February.

Transportation

Highways (Interstate, U.S. and Major State Roads):

Interstate- 97 Glen Burnie Bypass
Interstate- 195
Interstate- 695 Baltimore Beltway
Interstate- 895 Harbor Tunnel Throughway
MD- 2 Ritchie Highway
MD- 3 Crain Highway South
MD- 4 Southern Maryland Boulevard
MD- 10 Arundel Expressway
MD- 32 Patuxent Freeway

MD- 50 John Hanson Highway
MD- 100 Pitcher Memorial Highway
MD- 177 Mountain Road
MD- 214 Central Avenue
MD- 295 Baltimore-Washington Parkway
MD- 450 Defense Highway

Chesapeake Bay Bridge (U.S. Routes 50 and 301):

The Bay Bridge connects the eastern and western shores of Maryland. The western termination point of the Bridge is Sandy Point, which is in northeast Annapolis in Anne Arundel County. The eastern termination point is Stevensville in Kent Island, which is in Queen Anne's County. The bridge dual-span, with one span being 4.33 miles (6.97 km) in length and the other 4.35 miles (7 km). The two spans of the bridge form the longest fixed water crossing in Maryland. The maximum clearance of the bridge is 186 feet (56.7m), enough to accommodate ocean bound vessels and tall ships. The Bay Bridge is particularly impacted by hazards such as winds, weather events, traffic congestion and accidents.

Rail:

Amtrak (passenger rail) runs from Union Station, Washington, D.C., through Anne Arundel County's Odenton station north through Anne Arundel County's BWI Thurgood Marshall Airport rail stop along the Penn Line railway. BWI Thurgood Marshall Airport rail stop is the 12th busiest station in the national Amtrak system. Amtrak operates approximately 90 trains daily in Maryland, mostly on the Amtrak-owned Northeast Corridor through Baltimore Penn Station and New Carrollton. Acela Express and Regional trains are operated by Amtrak as well as several long-distance trains running to other regions of the county.

Maryland Area Regional Commuter (MARC) train runs through the Odenton-BWI corridor and is a commuter rail system. The Penn Line of the MARC Train Service operates primarily between Baltimore's Penn Station, through BWI Thurgood Marshall Airport rail stop and Union Station in Washington, D.C. Stops include Baltimore City, Odenton, and Bowie State University. The Penn line is operated by Amtrak on a section of track known as the Northeast Corridor, the busiest portion of Amtrak railroad with an average daily ridership of 20,000 commuters.

Maryland Department of Transportation's Light Rail (MDOT) extends through Anne Arundel County along the Baltimore Highlands to the BWI corridor at street level traveling on bridges to cross several bodies of water. The Light Rail is a barrier free system. It has a total of 33 stops, seven of which are in Anne Arundel County from Linthicum through Ferndale and BWI.

Freight:

Norfolk Southern, which runs on the Amtrak line, and CSX rail lines run across the Western border between Anne Arundel and Howard Counties and into the Northeast section of Anne Arundel County and the South Baltimore Regional industries.

Military

Fort George G. Meade ("Fort Meade")
4409 Llewellyn Ave
Fort Meade, MD 20755

National Security Agency (NSA)
9800 Savage Road
Fort Meade, MD 27055

United States Coast Guard Yard
2401 Hawkins Point Road
Baltimore, MD 21226

United States Naval Academy
121 Blake Road
Annapolis, MD 21401

Water

The County is accessed by the Port of Baltimore, 50' channel to the north. The Chesapeake Bay is the border on the eastern edge of County running north to south, fed by rivers and tributaries such as South River, Magothy River, Severn River, Patuxent River, Patapsco River, and West River. The City of Annapolis, which has 18 miles of shoreline, is accessible via the Annapolis Harbor. The United States Naval Academy is also on the northern side of the Annapolis Harbor bordering the Severn River. Annapolis and its harbor are in the mid portion of the County on the eastern side.

Air

The Baltimore Washington International Airport ("BWI" or "BWI Thurgood Marshall"), in Linthicum, MD, northern Anne Arundel County, is regionally located 7 miles south of Baltimore City, and 30 miles north of Washington, D.C. Currently, BWI offers 36 air carriers (passenger, charter and cargo) with

approximately 688 daily scheduled passenger flights and 24 daily scheduled international non-stop flights with an average of 68,829 passengers daily. The BWI infrastructure contains five concourses A-E (four domestic, one international).

There are also two additional airports open to public use within the County. Lee Airport is located south of Annapolis in Edgewater and Tipton Air Field is located just west of Fort Meade. Both provide airfield facilities for small private aircraft.

Schools

Public:

78 elementary, 19 middle, 12 senior, 2 Applied Technology Centers, 3 special education, 2 early childhood education centers, 3 charter schools, 2 alternative education centers, and 1 outdoor education center.

Total student enrollment:	81, 379
Staff of Teachers (FTE):	5,452

Private:

86 schools   Total student enrollment: 15,130

Higher Education:

Anne Arundel Community College   Total student enrollment
53,476

U S. Naval Academy   Total student enrollment
4,526

St. John's College   Total student enrollment   484

Fire Department Information

Fire Stations: 31 (additional Fire companies located at BWI, Fort Meade, and USNA)

Career Personnel: 800 +/-

Volunteer Personnel: 500 +/-

Law Enforcement Information

- Police Department Stations: 4 District Stations (Brooklyn Park, Pasadena, Edgewater, Odenton)

- Police Department Headquarters: Millersville, MD

- Police Department Training Academy: Davidsonville, MD

- Criminal Investigation Division: Crownsville, MD

- Arundel Mills Community Police Station: Hanover, MD

- Animal Care and Control Facility: Millersville, MD

- Special Operations Division, Millersville, MD

- Police Communication/911 Public Safety Answering Point: Millersville, MD

- Police Property Management: Millersville, MD

- Police Forensic Services: Millersville, MD

- Sworn Members of Police Department: 745 (projected to be 765 after July 1, 2018)

- Civilian Members of Police Department: 249 (projected to be 251 after July 1, 2018)

- Full Time Police Department Positions: 994 (projected to be 1,016 after July 1, 2018)

- Part Time Police Department Positions: 172 (includes 130 Crossing Guards)

IV. EOP SUPPORT ANNEX #4: THREAT AND HAZARD IDENTIFICATION – COUNTY AND REGIONAL

Regional Threat and Hazard Identification and Risk Assessment (THIRA)

The Baltimore Urban Areas Security Initiative (UASI) Region has identified several key threats and desired planning outcomes for the entire Baltimore UASI Region. A summary of those threats and outcomes follow, for a more detailed explanation, *see* the Baltimore UASI Threat and Hazard Identification and Risk Assessment (THIRA) 2017.

Table 7: Threats and Outcomes

Threat/Hazard	Planning Outcome
Hurricane/Typhoon	Maintain/update EOP at least every three years and COOP Plan every two years
Pandemic	Maintain a plan that addresses the pandemic threat, to include a Regional Coordination element
Explosive Devices	Develop a Regional Terrorism Response Plan
Winter Storm/Ice Storm	Maintain/update EOP at least every three years and a COOP Plan every two years
Cyberattack	Develop a Regional Cyberattack Response Plan and a cyberattack annex for the County EOP [currently in progress]
Active Shooter	Develop a Terrorism Response Annex to local EOP specific to Active Shooter [AAPD plan annexed to ESF #13]

County Threats

In addition to the Regional THIRA, Anne Arundel County has identified the following threats:

Figure 7: County Threats

NATURAL HAZARDS	MAN-MADE HAZARDS	
	INTENTIONAL	TECHNOLOGICAL
Animal/Plant Disease	Active Assailant	Accidental Hazard Release
Drought	Biological Attack	Dam Failure
Earthquake	Chemical Attack	Infrastructure Failure
Flood	Civil Unrest	Structural Fire
Hurricane/Tropical Storm	Cyber/Communications Attack	Transportation Hazard
Lightning	Explosives	Utility Disruption
Severe Winter Storm	Nuclear Blast	
Solar Storm	Radiological Attack	

Tornado/Wind Storm Wildfire		

V. EOP SUPPORT ANNEX #5: AGENCY RESPONSIBILITIES IN REFERENCE TO ESF'S

L- Lead Agency   P– Primary Agency   S- Support Agency

Table 8: County Agency and Department ESF Responsibilities

Department	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	ESF #14	ESF #15	ESF #16
AACPS	S				S									S		S
Police Department	S	S	S	S				S	P	S			L	S	S	S
Agricultural Extension Service					S											
Animal Care and Control	S				S											L
Annapolis Fire Department				S												
Annapolis OEM						S		S								
Annapolis Police Department						S										
ARES/RACES		S			S	S										
Budget Office					S											
Central Services		S	S		S	S	L	S			S			S	P	
City of Annapolis Liaison					S											
Community Engagement and Constituent Services					S						S					
Detention Facilities					S		S						S			
DoAD	S				S	S										
DOH	S		S	S	S	S		L	S	S	S	S	S	S		S
DPW	S		L	S	S		S	S	S	S		L	S	L	S	S
DSS						L					S				S	S
Fire Department	S	S	S	L	S	S		P	L	L				S	S	
Inspections & Permits		S			S											
Md. DNR													S			

Office of Emergency Management

Department	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	ESF #14	ESF #15	ESF #16
Police																
Md. State Police					S								P			
MDA								S		S						S
MDE								S		S						
MDH						S										
MEMA						S										
Mental Health Services						S										
MIEMSS						S										
OEM	S	S			L	P		S	S		S	S				
Office of Finance					S						S				S	
Office of Law					S								S			
Office of Personnel					S		S									
Office of Transportation	L							S								
OIT		L										S	S	S	S	
OP&Z			S		S		S									
PEG Studio		S														
PIO	S	S	S		S	S		S			S	S		S	S	
R & P	S				S			S	S				S	S	S	S
Sheriff		S			S	S		S					P	S		S
Soil Conservation District			S							S			S			

VI. EOP SUPPORT ANNEX #6: DISASTER TYPES PER EMERGENCY SUPPORT FUNCTIONS

The following table shows, for each ESF, which threat or hazard the EOC/OEM would primarily consider activating them, or consider their activation secondary to dealing with more immediate priorities. Note that this table is only a general guide, and the decision-maker may activate any or all ESFs as the situation requires.

Table 9: ESFs per Disaster Type, Primary (P) and Secondary (S) Considerations for Activation

Disaster Type	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	ESF #14	ESF #15	ESF #16
Natural Hazards																
Drought – Heat Wave		S	P	P	S	S	S	P				P				
Epidemic				P	P	S	P	P			S	S	S		S	
Flood – Tidal & Inland	P	P	P	S	P	P	S		S				S	S		S
Hurricane	P	P	P	P	P	P	S	S	P	S	S	P	P	P	S	P
Tornado	P	S	P	P	P	S		S	P	P	S	P	P	P	S	S
Winter Storm/Extreme Cold Weather	P	S	S	P	P	S	S	S				P		P		
Earthquake	P	P	P	P	P	P	S		P	P	S	P	P	P	S	S
Landslide	P		S	S	S				P	S		S	P	P		
Sink Hole	S		S		S				S	S		S	S			
Animal/Plant Disease		S			S		S	P								P
Technological Hazards and Systems Failures																
Airplane Crash	P		S	P	S		S	P	P	S		S	P	S		
Dam Failure	P	P	P	P	P	P			P	S		S	P	S		P
Haz-Mat Incident	P	S		P	S	S		P	S	P			P	S		S
Power Failure	S	P	S		S	S							P	S		S
Radiological Event	P	P	P	P	P	S	S	P	S	P			P			S
Train Derailment	P			P	S	S	S	P	P	S			P	S		
Urban Conflagration	P	S	S	P	S	S	S	S	P	S	S	P	P	S	S	S
Maritime Disaster	S	S	S	P	S		S		P	S			S	S		S
Structural Collapse	S	S	P	S	S	S	S	S	P	S		S	P	S		S
Communication/Data System Outage		P		S	S		S				S	S	P		S	
Man-made Hazards																
Civil Disturbance	S	S		S	P					S		S	P	S		
Active Shooter/Assailant				S	S			S		S			P			
Terrorist Attack (e.g., CBRNE)	S	S	S	P	P	S	S	P	S	P			P			S
Cyberattack	S	P	S		S			S		S			P			
Water Contamination		S	P	S	P	P	S	P		S		P	P			
Nuclear Blast	P	P	P	P	P	P	P	P	P	P	S	P	P	P	S	S

VII. EOP SUPPORT ANNEX #7: EOC INCIDENT COMMAND CHART

Figure 8: EOC Chart
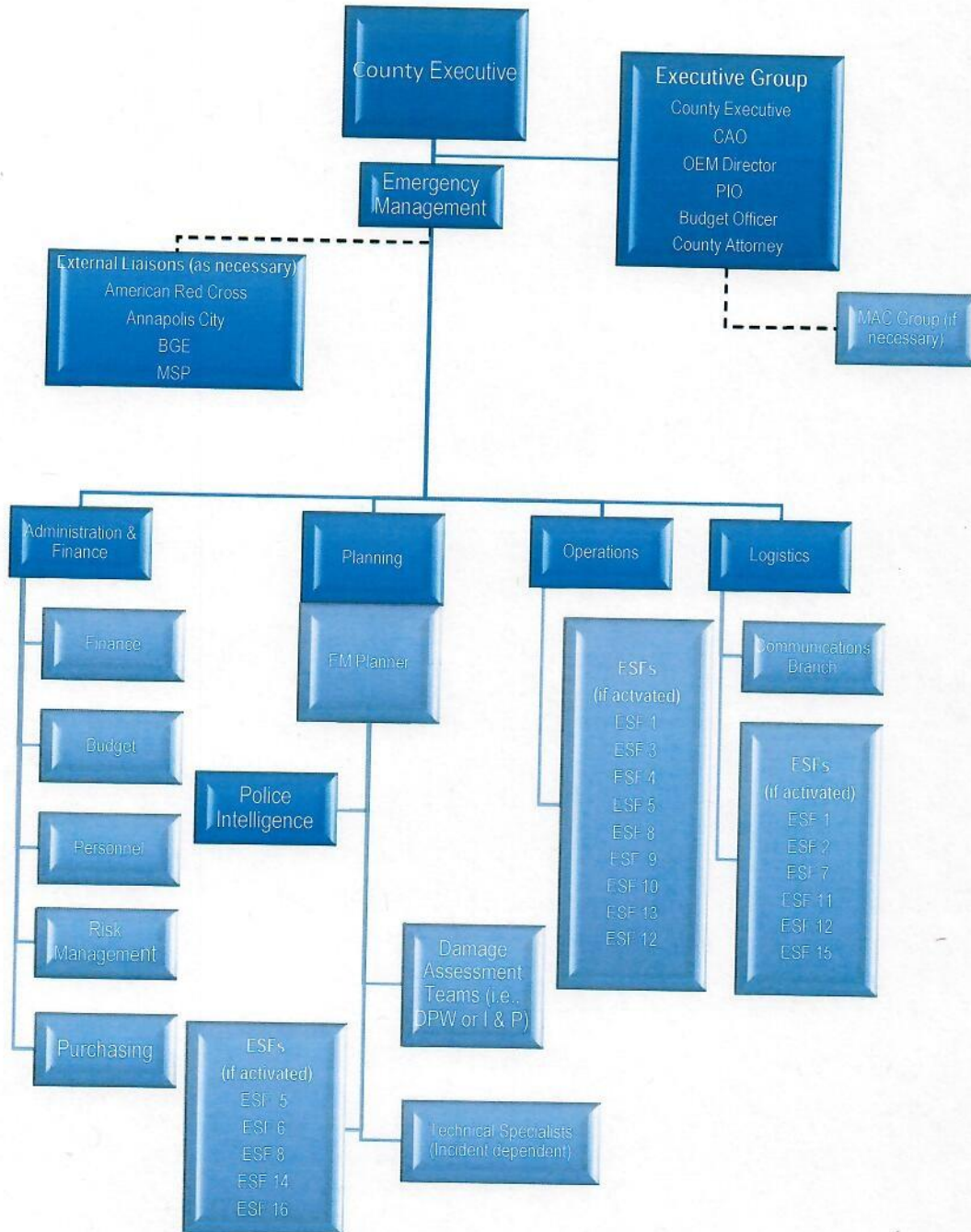
VIII. EOP SUPPORT ANNEX #8: COUNTY EXECUTIVE EMERGENCY DECLARATION

ANNE ARUNDEL COUNTY
OFFICE OF EMERGENCY MANAGEMENT

DECLARATION OF LOCAL STATE OF EMERGENCY

AUTHORITY

Declaration of a Local State of Emergency, Md. Code Ann., Pub. Safety § 14-111 (LexisNexis 2018).
Civil Emergency, Anne Arundel County, Md., Code § 1-6-101 (2018).

DEFINITIONS

EMERGENCY: The occurrence of a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, and any other disaster in any part of the State that requires State assistance to supplement local efforts in order to save lives and protect public health and safety; or an enemy attack, act of terrorism, or public health catastrophe. Md. Code Ann., Pub. Safety § 14-101 (LexisNexis 2018).

EMERGENCY MANAGEMENT: The preparation for and carrying out of functions in an emergency in order to save lives and to minimize and repair injury and damage that result from emergencies beyond the capabilities of local authorities. Md. Code Ann. Pub. Safety § 14-101 (LexisNexis 2018).

CIVIL EMERGENCY: Civil emergency means the threat or occurrence in the County of a riot or unlawful assembly characterized by the use of actual force or violence or any threat to use force without the authority of law; a natural disaster or human-made calamity including flood, catastrophe, cyclone, tornado, storm, drought, fire, earthquake, snowfall, or explosion, within the limits of the County, an enemy attack or act of terrorism; a toxin, or biological or chemical agent capable of causing extensive loss of life or serious disability; an acute shortage of energy resources; or any other situation that could result or results in the death or injury of persons or the destruction of property so that extraordinary measures must be taken to protect the public health, safety, and welfare. Anne Arundel County, Md., Code § 1-6-101 (2018).

DECLARATION PROCESS

1) The County Executive is the individual who declares a local state of emergency to exist. The process to declare a Civil Emergency (also known as a local state of

emergency in the Maryland Code) is that the County Executive proclaims, in writing, that a Civil Emergency exists. Anne Arundel County, Md., Code § 1-6-101 (2018).

2) The County Executive shall confer with the Director of Emergency Management when contemplating a declaration of a local state of emergency.

3) When it becomes apparent that a declaration of a local state of emergency may become necessary, the County Executive shall notify the Anne Arundel County Office of Emergency Management.

4) Upon issuing a declaration of a local state of emergency, the County Executive will have complete authority to issue such orders as may be necessary to carry out emergency management operations and to protect the health and safety of the citizens of Anne Arundel County. When the County Executive declares a local state of emergency, this activates the Emergency Operations Plan of that jurisdiction. Mutual aid plans may also be applicable, including those with MEMA.

5) Note that the County Executive may declare a local state of emergency/Civil Emergency to exist regardless of whether the Governor of the State of Maryland has declared a state of emergency to exist in Maryland.

6) The County Executive's Office shall forward a copy of the declaration of a local state of emergency to the Anne Arundel County Office of Emergency Management.

CONTENTS OF A LOCAL STATE OF EMERGENCY DECLARATION

The contents shall contain but not be limited to the following information:

DATE & TIME of the declaration
GEOGRAPHIC AREA included in the declaration
SPECIAL ORDERS associated with the declaration
REASON for the declaration

SITUATIONS THAT MIGHT REQUIRE A DECLARATION

Examples of disaster situations which may necessitate a declaration of a local state of emergency include but are not limited to: snow storm, ice storm, hurricane, tornado, epidemic, dam failure, hazardous materials incident, radiological incident, maritime disaster, terrorist act, bioterrorism, and water contamination.

The applicable situation should be listed under reason for the declaration.

GEORGRAPHIC AREA EXAMPLE

Can exist within the entire County or within a specific area of the County (such as Rt. 2 in Severna Park, MD).

SPECIAL ORDERS EXAMPLES

Under the Anne Arundel County, Maryland, Code, Civil Emergency Article section 1-6-103 (2018), the County Executive may order:

(1) A general curfew applicable to limited defined geographical areas of the County or to the County as a whole, and applicable during the hours of the day or night that the County Executive finds necessary;

(2) The closing of any or all retail and wholesale taverns, liquor establishments, or other public or private business establishments or clubs selling or permitting the consumption of alcoholic beverages;

(3) The discontinuance of the selling, distributing or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;

(4) The temporary closing of any or all gasoline stations or other establishments whose chief activity is the sale, distribution, or dispensing of liquid flammable or combustible products;

(5) The discontinuance of selling, distributing, dispensing, or giving away of any firearms or ammunition;

(6) The temporary closing of any and all establishments whose principal business is the sale, distribution, dispensing, or giving away of firearms or ammunition;

(7) The closing of any road or vehicle parking area to motor vehicle and pedestrian traffic; and

(8) Any other measures imminently necessary for the protection of life and property in the County.

DURATION

A proclamation of a civil emergency made by the County Executive may not be effective for more than seven (7) days unless authorized by ordinance enacted by the County Council. Anne Arundel County, Md., Code § 1-6-104 (2018).

RESCINDING DECLARATION OF EMERGENCY

When the situation stabilizes and there is no longer a need to have the special orders in effect, the declaration of a local state of emergency may be rescinded by the County

Executive. Upon rescinding, the Anne Arundel County Office of Emergency Management shall be notified.

ANNE ARUNDEL COUNTY OFFICE OF EMERGENCY MANAGEMENT

Contact Information:
Main Phone Number: 410-222-0600
Fax Number: 410-222-0690

Anne Arundel County OEM Phone Extensions (as of March 9, 2020):

Timothy L. Mikules– Acting Director – 410-222-0603
Preeti Emrick– Deputy Director/EOC Manager – 410-222-0605
Tristin Ziegenhein – Management Aide – 410-222-0601
Aneasa Brower– Office Support Specialist – 410-222-0604
Vacant– Exercise and Training Coordinator – 410-222-0606
Philip Whitelock – Emergency Management Specialist – 410-222-0602
Kasey Thomas– Baltimore UASI Regional Planner – 410-222-0607
Briana Kracke - Baltimore UASI Regional Planner – 410-222-0608
Joseph Seborowski - Baltimore UASI Regional Planner – 410-222-0610
James Krempel – Outreach Coordinator – 410-222-0609
Kerry Topovski – Emergency Management Special Projects – 410-222-0612

TEMPLATE: LOCAL STATE OF EMERGENCY DECLARATION

ANNE ARUNDEL COUNTY

OFFICE OF THE COUNTY EXCUTIVE

Date:
Time:

DECLARATION OF EXISTENCE OF A STATE OF EMERGENCY

WHEREAS, Maryland Emergency Management Law (Title 14 of the Public Safety Article of the Annotated Code of Maryland) empowers the County Executive to proclaim the existence or threatened existence of a local emergency when Anne Arundel County is affected or likely to be affected by a public calamity; and

WHEREAS, the County Executive of Anne Arundel County does hereby find:

That conditions of extreme peril to the safety of person and property have arisen within said County, along low-lying bay, river, and creek areas, caused by Hurricane (name) and its associated flood waters and high velocity winds;[4]

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists in said County [or area within the County]; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this County shall be those prescribed by State law, by ordinances and resolutions of this County, and by the County Emergency Operations Plan.

_____
County Executive
Anne Arundel County, Maryland

_____

[4] *This portion is variable depending on the potential or actual disaster type affecting the County.*

IX. EOP SUPPORT ANNEX #9: INCIDENT SCALE AND PUBLIC PREPAREDNESS

Incident Scale/ Public Preparedness

Graphic concept developed by John Contestabile, Maryland Department of Transportation

Public Preparedness

- Coordination Complexity
- State & Federal Involvement

Classification	LOCAL	REGIONAL	STATE		NATIONAL
EXAMPLES	• Minor Traffic Incidents • Minor Load Spills • Vehicle Fires • Minor Train/Bus Accidents • Accidents w/ Injuries but No Fatalities	• Train Derailment • Major Bus/Rail Transit Accidents • Major Truck Accidents • Multi-vehicle Crashes • Hazmat Spills • Injuries & Fatalities	• Train Crashes • Airplane Crashes • Hazmat Incidents • Multi-vehicle Accidents • Tunnel Fires • Multiple Injuries & Fatalities • Tornadoes	• Port/Airport Incidents • Large Building Fire or Explosion • Industrial Incidents • Major Tunnel/ Bridge Closure	• Terrorist Attack/WMD • Floods, Blizzards • Transportation Infrastructure Collapse • Extended Power/Water Outage • Riots • Mass Casualties
EXPECTED EVENT DURATION	• 0 - 2 HOURS	• 2 - 24 HOURS	• DAYS	• DAYS	• WEEKS

X. EOP SUPPORT ANNEX #10: CRITICAL ACCESS ROUTES – ANNE ARUNDEL COUNTY

Figure 9 - 72-hour Critical Access Routes
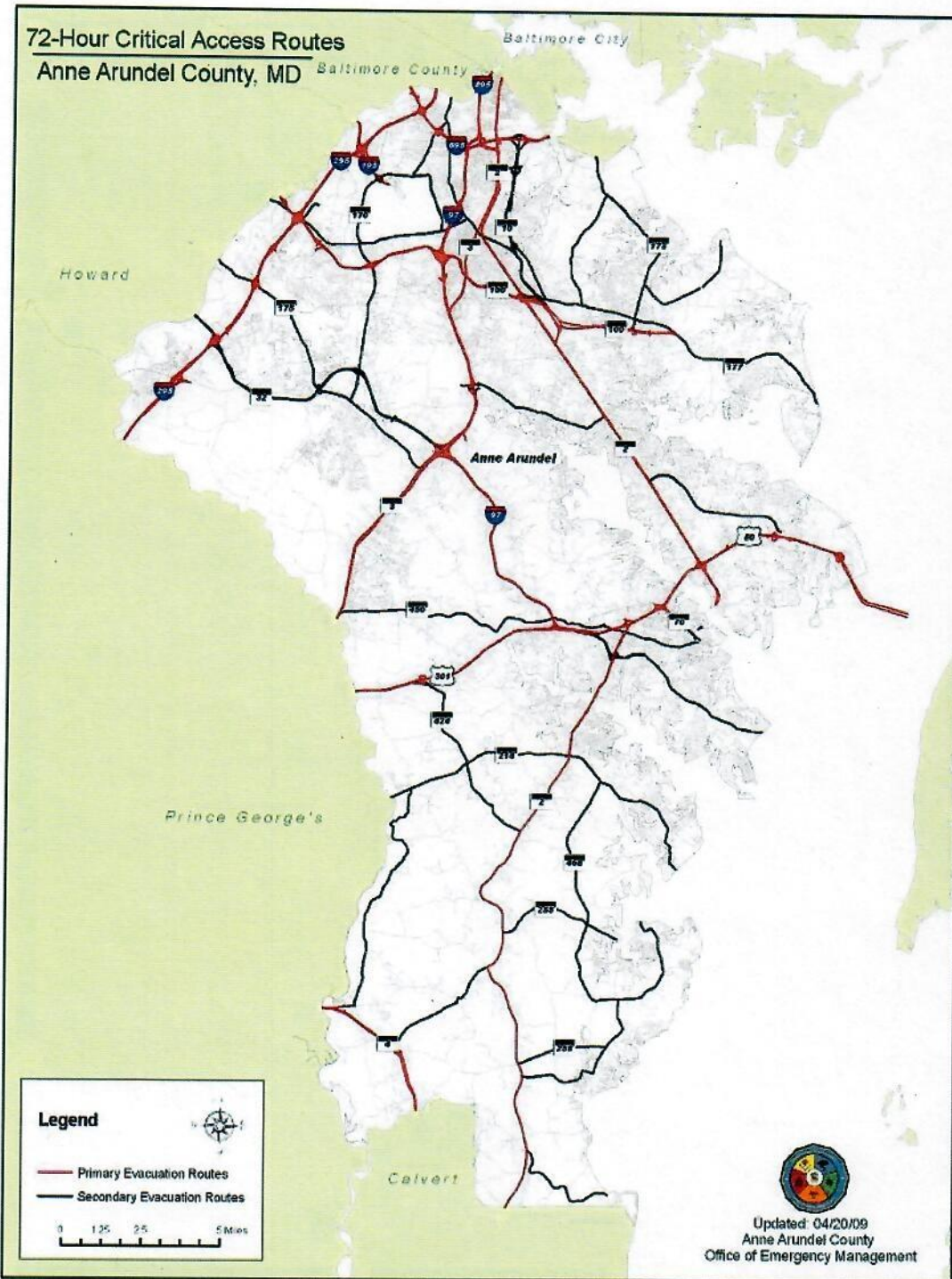
XI. EOP SUPPORT ANNEX #11: CONTINUITY OF OPERATIONS PLAN (COOP) REQUIREMENTS

Description of COOP

Continuity of Operations Planning (COOP) is the effort to ensure that the essential Continued Operation of Government (COG) functions will be sustained during a wide range of possible emergencies. Whether the hazard is the result of a natural or man-made event, an "all-hazards" approach coupled with catastrophic-event-preparedness-training assures that essential functions will continue.

Training and After Action Reports

COOP and EOP training is an essential aspect of emergency preparedness. There are seven categories of exercises for Agencies to test and familiarize their personnel with COOP and EOP, with increasing levels of involvement: (1) seminars, (2) workshops, (3) tabletop exercises, (4) games, (5) drills, (6) functional, and (7) full scale exercises. These training exercises provide operational and discussion based formats with which to test the plans. After Action Reports (AAR) are prepared after the exercise has taken place and are based on participant and evaluator feedback from the training exercise. Recommendations to improve the plans, such as the EOP and COOP, as well as the Agencies' execution of these plans are also presented in the AAR.

COOP Development and Review Requirements

The National Security Presidential Directive-51/Homeland Security Presidential Directive-20, the "Directive on National Continuity Policy," was issued by President George W. Bush to establish and maintain effective national continuity capability. It is highly recommended by both Federal and State authorities that COOP plans also be developed at the local level.

The following are Anne Arundel County Agencies/Departments that are required by the County Executive of the Executive Branch to develop COOP plans: Department of Aging and Disabilities, Budget Office, Central Services, Office of Finance, Fire Department, Department of Health, Office of Information Technology, Office of Personnel, Office of Planning & Zoning, Police Department, Department of Public Works, Department of Social Services, Office of Transportation, Department of Detention Facilities, the Sheriff's office, and Recreation & Parks. The COOP plans must be reviewed on a yearly basis. Additionally, each Anne Arundel County Agency listed in the EOP is required to review their role in the EOP and submit changes to the Anne Arundel County Office of Emergency Management by October for yearly review.

Repository for Agency COOP Plans

Copies of all Agency COOP plans as well as the Anne Arundel County EOP are located in the Office of Emergency Management and the Anne Arundel County Emergency Operations Center (EOC), both located at 7480 Baltimore Annapolis Blvd., Glen Burnie, MD 21061.

XII. EOP SUPPORT ANNEX #12: FEDERAL FINANCIAL ASSISTANCE FOR DISASTER RECOVERY

INDIVIDUAL ASSISTANCE

The Individuals and Households Program can assist those affected by the hurricanes by providing temporary help with alternative housing and/or financial assistance with other needs. Individual Assistance will not duplicate housing assistance covered by one's insurance.

Housing Assistance can provide funding for:

- Temporary residence (rental assistance)
- Repairs to make the home safe, sanitary and functional
- Replacement money to homeowners to replace destroyed homes
- Government-provided housing unit (travel trailer/mobile home when rental resources are not available)

United States Small Business Administration (SBA):

SBA disaster assistance is low interest, long-term disaster loans which are the primary source of money for the repair or replacement of privately owned disaster damaged property for homeowners, renters, businesses of all sizes and private, non-profit organizations. SBA disaster loans are a critical source of economic stimulation in disaster-ravaged communities and are the primary form of Federal assistance for the repair and rebuilding of non-farm, private-sector disaster losses that are not fully covered by insurance or other recoveries. Furthermore, they help spur employment and stabilize tax bases by protecting jobs, and are the only form of SBA assistance not limited to small businesses.

SBA can provide funding for:

- Disaster losses not fully covered by insurance
- Ongoing small business expenses
- Property damage
- Other expenses

Other Needs Assistance may include funding for:

- Medical, dental and funeral expenses
- Personal property
- Transportation
- Other expenses

Individual assistance can also be in the form of disaster unemployment assistance, crisis counseling assistance, disaster legal services and low-interest disaster loans from the U.S. Small Business Administration (SBA) for individuals and all sizes of businesses.

PUBLIC ASSISTANCE

Under the Public Assistance (PA) Program, FEMA awards grants to assist State and local governments and certain private nonprofit entities with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, implementation of emergency protective measures, and permanent restoration of infrastructure. The program also encourages protection from future damage by providing assistance for hazard mitigation measures during the recovery process.

The PA program is based on a partnership between FEMA, State and local officials. FEMA is responsible for managing the program, approving grants and providing technical assistance to the State and applicants.

The State educates potential applicants, works with FEMA to manage the program, and is responsible for implementing and monitoring the grants awarded under the program. Local officials are responsible for identifying damage, providing information necessary for FEMA to approve grants, and managing the projects funded under the PA program. *See* ESF #3 Support Annex #2: Damage Assessment for more information.

If eligible properties are insured, the insurance proceeds and salvage are deducted from the grant when applicable.

HAZARD MITIGATION GRANT PROGRAM

Reference: http://www.fema.gov/government/grant/hmgp/index.shtm

The Hazard Mitigation Grant Program (HMGP) provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

XIII. EOP SUPPORT ANNEX #13: ACKNOWLEDGMENTS

The Office of Emergency Management would like to acknowledge the following individuals for their assistance in updating the EOP:

Betsey LaBroad (Recreation & Parks)

Bill Bryant (Inspections & Permits)

Bill Dehoff (Office of Information Technology)

Brandi Francis (Department of Aging and Disabilities)

Brittany Jones (Baltimore Gas & Electric)

Bruce Morgenstern (Community Emergency Response Team)

Capt. Jerry Shandrowsky (Department of Detention Facilities)

Capt. Steve Laplanche (Sheriff's Office)

Capt. Herb Hasenpusch (Police Department)

Chief Sean Kapfhammer (Anne Arundel Community College)

Chris Carroll (Recreation & Parks)

Christine Romans (Central Services)

David Rose, MD (Department of Health)

Deb Curro (Department of Health)

Div. Chief John Lane (Fire Department)

Don Curtian (DOH Environmental Health)

Donnie Green (Office of Information Technology)

Erica Richardson (American Red Cross)

Eva Kerchner (Inspections & Permits)

Frances Phillips, RN (Department of Health)

Graham Lange (Police Department)

Hamilton Tyler (Office of Law)

Jason Fetterman (Office of Law)

Jeffrey Huggins (MIEMSS)

Jessica Bangel (Department of Health)

Joanie Apell (Fire Department/GIS)

Joelle Ridgway (County ADA Coordinator)

John Canning (Animal Care and Control)

John Czajkowksi (Soil Conservation District)

John Dulina (Maryland Emergency Management Agency)

Karen Henry (Department of Public Works)

Chris Phipps (Department of Public Works)

Karin McQuade (Office of Finance)

Ken Reid (ARES/RACES)

Lisa Seaman-Crawford (Anne Arundel County Public Schools)

Lt. C.W. McCreary (Sheriff's Office)

Lt. John Davis (Department of Detention Facilities)

Lt. Ryan Bricker (Maryland State Police)

Margaret Kai-Zeigler (Office of Planning & Zoning)

Marge Bennett (Department of Social Services)

Nancy Noonan (Central Services)

Owen McEvoy (County Public Information Officer)

Ramond Robinson (Office of Transportation)

Robin Catlett (Animal Care and Control)

Rodney Tasker (Office of Transportation)

The Office of Emergency Management

- J. Kevin Aftung
- James Tully
- Tristin Ziegenhein
- James Krempel
- Michelle Daschner
- Kerry Topovski
- Philip Whitelock

This EOP was written with assistance from the **University of Maryland Center for Health & Homeland Security (CHHS)**

- Chris Webster
- Jonathan Lim
- Lisa Crow

XIV. EOP SUPPORT ANNEX #14: EMERGENCY SUPPORT FUNCTIONS – UNIVERSAL RESPONSIBILITIES

Summary

What follows are attached Annexes for each ESF. Some responsibilities and definitions are common to each ESF and are summarized here. Any divergence will be noted in the respective ESF.

Common Responsibilities for Lead, Primary, and Support Agencies

1. An ESF **Lead Agency** is the Agency with coordination oversight and accountability for the ESF. It also provides a Representative in the EOC and in policy discussions and negotiations with other ESFs.

2. An ESF **Primary Agency** is an Agency with significant authorities, roles, resources, or capabilities that are essential for a particular function within an ESF. Primary Agencies may also have a Representative in the EOC, although it is not required.

3. ESF **Support Agencies** have specific capabilities or resources that support the ESF Lead in executing the mission of the ESF. They make resource and supplemental staff available. Primary and Support Agencies **both** track the use of their resources and share that information with the ESF Lead.

Common Plan Maintenance and Development Responsibilities

1. The **ESF Lead Agency's chief executive** will be responsible for maintaining their respective ESF plans by ensuring that their contents are current and accurate. The OEM and Primary and Support Agency representatives will assist them in this endeavor.

2. All ESF Agency Representatives at the Emergency Operations Center (EOC) will be familiar with their responsibilities and act accordingly if the EOC is activated.

3. The ESF Team will perform exercises, and/or participate in County Multi-Year Training and Exercise Plan (MYTEP) events to ensure it can respond adequately to emergencies and indicate areas of improvement for the plan.

4. The OEM, with assistance from the ESF Lead Agency, will generate an After Action Report (AAR) after each exercise and real incident in which an ESF is activated. The AAR will include suggested changes to this plan.

5. ESF Agencies will review their respective ESF plan on a yearly basis and submit recommended changes to the Director of Emergency Management using the Change Submission Form provided in the Basic Plan.

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EMERGENCY SUPPORT FUNCTION #1 - TRANSPORTATION

ESF #1 Table 1: ESF #1 Agencies

ESF Lead Agency	Office of Transportation
Support Agencies	• Animal Care and Control • Anne Arundel County Public Schools (AACPS) • Department of Aging and Disabilities (DoAD) • Department of Public Works (DPW) • Fire Department • Office of Emergency Management (OEM) • Police Department • Public Information Office (PIO) • Recreation & Parks (R & P) • Department of Health (DOH)

1.0 INTRODUCTION

1.1 Purpose

1. Coordinate local transportation resources that support local Agencies, volunteer groups and other organizations in order to perform their mission during response and recovery from an emergency or disaster.

2. Provide for contingency vehicles in the event that facilities such as nursing homes, schools, hospitals, and assisted living facilities are not able to evacuate those with access and functional needs in accordance with their own evacuation plans.

3. Coordinate evacuation efforts, including providing awareness and coordination of evacuation operations to affected populations.

4. Provide necessary situational awareness to the Emergency Operations Center regarding transportation issues.

1.2 Scope

1. Facilitate damage assessment to determine accessible transportation modes and resources.

2. Transportation support entails providing or utilizing land, air, rail or watercraft for emergency response or assistance operations.

3. Emergency transportation is provided on a countywide basis for an incident that requires the mass transportation of residents to a safe location or emergency medical personnel and supplies to the site of the incident.

4. Potential operations include: providing resources or personnel that aid with traffic control, relocation, evacuation efforts, making requests to control air space through the Federal Aviation Administration (FAA), performing aerial reconnaissance, transporting patients or medical professionals, (for additional information on rail and bus transit *see* ESF #13 – Law Enforcement).

5. The ESF #1 Team and its individual members may also participate in debris management activities when appropriate and as necessary (for additional information *see* ESF #14 – Debris Management).

6. ESF #1 is *not* responsible for the evacuation of facilities such as nursing homes, schools, hospitals, and assisted living facilities. These facilities are responsible for developing, allocating resources toward, and executing their own evacuation plans. However, ESF #1 *may* be able to provide contingency vehicles in extreme circumstances.

1.3 Situation

1. The Anne Arundel County OEM is responsible for coordinating all emergency transportation resources within the County during an Emergency Operations Center (EOC) activation.

2. Anne Arundel County is subject to hazards which could cause a disaster. Natural hazards include hurricanes, floods, tornadoes, and ice storms. Other hazards are made-made such as technological, transportation accidents, pipeline ruptures, hazardous material contaminations, and terrorist related incidents (such as bio-chemical, nuclear, or weapon attacks).

3. Any of the above hazards could require the movement of large numbers of people (displaced citizens or evacuees) which could require a coordinated effort of mass transit resources. Additionally, there could be a need to restore public transportation service.

4. The primary means of evacuation for most individuals will be personal. However, some individuals do not own vehicles and others will need assistance with evacuating.

5. Evacuees from smaller outlying risk areas will compete for highway space with evacuees from larger risk areas.

6. Evacuation across County lines into adjacent jurisdictions may be required.

7. Traffic congestion could result in some individuals experiencing panic and frustration. There may also be issues such as abandoned vehicles which could also cause a disruption in the evacuation process.

8. The extent of damage to infrastructure of the affected area will influence the strategy or pattern of assistance available and offered by transportation providers.

9. The Office of Transportation possesses a fleet of demand-responsive and paratransit vehicles and also contracts with Annapolis Transit and the State Regional Transportation Agency (RTA) for additional resources.

10. Evacuation: evacuation routes are State owned roads. *See* section 3.0 Evacuation for more information.

11. Maryland Emergency Management Agency (MEMA) mutual aid support includes the following assistance measures:

    (a) Provide the State Highway Administration (SHA) with trucks, crews and equipment for marking and controlling evacuation routes.

    (b) Provide buses from the Maryland Department of Transportation (MDOT) to assist in transporting residents to include individuals with access and functional needs.

    (c) Provide debris removal and disposal for State-maintained roads, highways, and bridges.

    (d) When the SHA's resources become available, they may assist local governments in the maintenance and restoration of highways, roads, and bridges upon receipt of an appropriate request and authorization.

1.4 Assumptions

1. Transportation could include the transportation of animals from affected sites to shelters or to Animal Care and Control, the transportation of responders from staging areas or bases to the incident scene.

2. Transportation providers during an emergency may include companies that contract with Anne Arundel County Public Schools and other commercial transportation companies.

3. The County Department of Health (DOH) will provide transportation for medical appointments for individuals with Medical Assistance independent of this ESF.

4. Transportation priorities include the movement of evacuees with special needs requiring additional assistance such as those with access and functional needs that require special transportation assistance, handicapped accessible transportation, boarding assistance, and help with their belongings.

2.0 CONCEPT OF OPERATIONS

2.1 Coordinated Effort

In a pre-disaster or disaster situation, a coordinated effort among the Primary and Support Agencies involved is essential to support transportation to the public, transportation of responders, and restore transportation infrastructure in a reasonable time period. To achieve this objective, all Agencies operating under ESF #1 should continuously provide relevant information to the Office of Transportation.

2.2 The Pre-positioning or Staging of Transportation Resources

1. Consider pre-positioning the National Guard with Police and Fire Departments prior to a significant weather event.

2. Consider pre-positioning salt and sand trucks before a disaster.

2.3 During Declared Emergencies

All ESF #1 Agencies will identify personnel and implement staffing policies to ensure coverage which will sustain multiple operational periods.

2.4 Situational Awareness

1. The ESF #1 Team members should be aware of all road, air, and marine travel conditions as well as resources available.
2. During an activated EOC, resources can also be tracked through WebEOC.
3. ESF Agencies should be aware of what other Agencies have in terms of resources on a current basis. This can be accomplished through training and maintaining a working relationship with other Agencies and jurisdictions.

2.5 EOC Coordination and Resource Requests

The EOC and the ESF #1 Team shall coordinate transportation resources based upon the locations with the greatest threat of harm or damage and the availability of resources. This effort will be coordinated through the EOC Manager.

2.7 Continuity

All ESF #1 Team members will monitor activities and deployments of the EOC while ensuring that the essential duties of their respective Agencies can continue. They will collaborate with the EOC Planning Section Chief to ensure adequate resources are obtained for the next operational period or as required by an Incident Action Plan (IAP).

2.8 Flow of Assistance

If local resources are overwhelmed, the ESF #1 Team may request assistance from higher levels of government in the manner outlined in the Basic Plan, with these additional resources:

1. In addition to a local or State EOC, the State maintains a MDOT/SHA Statewide Operations Center (SOC), which serves as the State's transportation coordinating point for State roads and is responsible for requesting incident response resources on State roadways.
2. ESF #1 will also coordinate information with the Metropolitan Area Transportation Operations Coordination Program (MATOC), which facilitates transportation information sharing throughout the State, the District of Columbia, and Virginia. The

National Capital Region Transportation Planning Board and its Intelligent Transportation Systems (ITS) architecture operates and supports the MATOC.

2.9 National Preparedness Goal Alignment

ESF #1 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #1 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #1 Table 2: NPG Alignment

Core Capability	Mission Area: Response Description
Critical Transportation	- Monitor and report the status of the transportation system - Identify temporary alternative transportation solutions to be implemented when primary systems or routes or unavailable or overwhelmed

3.0 EVACUATIONS

NOTE: This section refers to and augments—but does not replace or supersede—the 2019 Anne Arundel County Evacuation Plan [finalization pending].

3.1 Overview and Legal Requirements

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for, and the extent of traffic control and security requirements.

2. State law requires that any "human service facility" (e.g., nursing home or hospital) have an emergency plan that includes plans for the evacuation or transportation of individuals in the facility. Md. Code Ann., Pub. Safety § 14-110.1 (LexisNexis 2018).

3. Most facilities such as prisons, public schools, dialysis centers, assisted living facilities, nursing homes, and hospitals are also required by law or Federal/State regulations to have independent evacuation plans. *See* Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers, 42 C.F.R. § 403-494 (2017) (requiring participating providers and suppliers to have an evacuation plan as part of their emergency preparedness). *See also* COMAR 13A.02.02.04 (2018) (requiring all public schools to have an emergency plan that conforms to the Emergency Planning Guidelines for Local School Systems and

Schools (2017), which requires evacuation planning); COMAR 12.02.03.10 (2018) (requiring correctional facility operators to have an evacuation plan); COMAR 10.07.14.46 and 10.07.02.24 (2018) (requiring assisted living facilities and nursing homes to do the same); Md. Code Ann., Pub. Safety, § 14-110.3 (LexisNexis 2018) (requiring kidney dialysis centers to have emergency plans, including the "safe management of individuals who are receiving services," though the word "evacuation" is not used).

3.2 Deciding Authority

The decision to recommend evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident. The Governor holds the power to direct and compel evacuation after a declaration of a state of emergency or catastrophic health emergency. Md. Code Ann., Pub. Safety §§ 14-3A-03(d)(1) and 14-107(d)(1) (LexisNexis 2018). In practice, the Director of Emergency Management, acting as an appointee of the Governor, may also order an evacuation. The County Executive, after declaring a local state of emergency (Civil Emergency) may take "any other measures imminently necessary for the protection of life and property in the County," presumably including ordering an evacuation. Anne Arundel County, Md., Code § 1-6-103(a)(8) (2018).

3.3 Evacuation Coordination and Traffic Control

1. The ESF #1 Team shall coordinate evacuation efforts with the EOC Manager and the Director of Emergency Management and in accordance with the 2019 Anne Arundel County Evacuation Plan when finalized.

2. The law enforcement Agency involved will control actual evacuation movement in accordance with the Anne Arundel County Evacuation and Traffic Management Plans utilized by the Anne Arundel County Police Department.

3. If possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles only.

4. For large-scale evacuations when time permits, DPW – Bureau of Highways may be called upon to provide traffic control devices, such as signs, and barricades. Because of the large expanse of State maintained roads and the light rail, the ESF must maintain close coordination with the State Highway Administration (SHA) and the Maryland Department of Transportation (MDOT).

5. Law enforcement will request wrecker services, either through County assets or commercial towers, needed to clear disabled vehicles from evacuation routes.

3.4 Evacuation Warning

1. Evacuation warning should be disseminated through all available warning systems.

2. In the case of no-notice/immediate evacuation in and around an incident site, emergency vehicles may alert effected neighborhoods by use of lights and the siren/speaker equipment while moving through the streets and parking lots.

3. Special facilities may be notified directly by on-scene authorities or through the assistance of available OEM/EOC staff. However, if both the incident command staff and the EOC will be making notifications, specific division of responsibilities for notification will be made so that no facilities are inadvertently overlooked.

4. As resources permit, law enforcement personnel should sweep the evacuated areas to ensure all those at risk have been advised of the need to evacuate and have responded. Citizens who refuse to evacuate will be identified by location, named, and left until all others have been warned and evacuated. If time permits, additional efforts may be made to persuade these individuals to leave. The use of Personal Protective Equipment (PPE) should be considered in imminent hazardous situations.

3.5 ESF #1 Evacuation Roles and Responsibilities: Preparation

The Office of Transportation is responsible for coordinating the below listed activities unless another responsible Agency is otherwise noted.

1. Develop Memorandums of Understanding (MOUs) with private transportation assets and ambulance services for use during large-scale/mass evacuations and clear the MOUs with the Office of Law.

2. Identify, coordinate, and maintain required agreements and understandings with potential sources of transportation support, whether local or State-level, public or private.

3. Maintain a current inventory of sources and capabilities of all locally and regionally available transportation assets, both public and private.

4. Establish and maintain county-owned transportation resources.

5. Coordinate with OEM, Support Agencies, the SHA District #5 Liaison, and the MATOC to plan for the use of routes and control measures for the return and re-entry of evacuees to the evacuated area.

6. In conjunction with OEM, develop, review and test evacuation plans and procedures.

7. Contact and coordinate incoming medical resources, including transportation units from other Agencies and private ambulance companies via a mutual aid request from the Fire Department.

3.6 ESF #1 Evacuation Roles and Responsibilities: Response

1. In accordance with local laws and ordinances, assist with traffic control in the event of an emergency requiring evacuation, including deploying barricades, managing traffic control points (TCPs), and de-conflicting bottlenecks.

2. Request and coordinate transportation assets.

3. Coordinate movement of evacuees who require transportation assistance (e.g., access and functional needs) to evacuation reception centers or mass care shelters, if opened.

4. Coordinate the sources of transportation support to access the required transport type and capacity, including supporting the deployment of Variable Message Signs.

5. Provide evacuation route medical support in coordination with police.

3.7 ESF #1 Evacuation Roles and Responsibilities: Recovery

Coordinate the movement of evacuees who require transportation assistance (e.g., access and functional needs individuals) back to their residences.

4.0 ORGANIZATION AND RESPONSIBILITIES

NOTE: See Common Responsibilities for Lead, Primary, and Support Agencies for all responsibilities.

4.1 ESF Lead: Office of Transportation

ESF #1 Table 3: ESF Lead Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Office of Transportation	• If the EOC is activated, support the EOC Logistics Section Chief in coordinating all transportation resources
	• If the EOC is activated, support the EOC Operations Section Chief to develop operations assignments and direct deployment in cooperation with ESF Support Agencies
	• If the EOC is activated, support the EOC Manager to ensure that the ESF Agency personnel who respond to a disaster receive shift-relief at appropriate operational periods
	• If the EOC is not activated, assist the Director of Emergency Management at the OEM if necessary
	• Upon EOC activation, support the Incident Commander via the [EOC] Operations Section Chief to ensure staged responders can be delivered appropriately to the incident site
	• Ensure communication with the ESF #5 – Emergency Management Team to facilitate the sharing of information and data
	• Ensure communication with the ESF #6 – Mass Care and Sheltering Team to coordinate evacuation and mass care

ESF Lead	Roles and Responsibilities
	activities such as the opening of shelters
	• Communicate with the Metropolitan Area Transportation Operations Coordination (MATOC) group, the Police Department, DPW, PIO, and other resources to track information such as road closures

4.2 Support Agencies

ESF #1 Table 4: Support Agencies Roles and Responsibilities

Support Agency	Roles and Responsibilities
Department of Public Works (DPW)	• Advise the Office of Transportation PIO (or designee) and the OEM on road conditions and routes to be used for evacuation • Aggregate and track road closures known by DPW and communicate those closures to the ESF Lead and the Police Department • Mark evacuation routes, position barricades and other traffic control devices along evacuation routes, and provide personnel to assist in staffing control points • Provide debris removal and disposal for locally maintained roads and bridges • Repair damages to County roads and transportation infrastructure as necessary (*See* ESF #3 – Public Works & Engineering for more details)
Department of Aging & Disabilities (DoAD)	• Provide information to the Office of Transportation regarding the elderly and special needs population that may require accessible vans for transport
Recreation & Parks (R & P)	• Assist the Office of Transportation and other Agencies if necessary by providing 4 Wheel Drive vehicles that can access areas which other Agencies cannot • Transport mobile patients and food as needed. (NOTE: R & P will not transport individuals who are not mobile enough to board R & P vehicles nor individuals under the influence of illicit substances, alcohol, or a managed methadone treatment program)
Animal Care and Control	• Transport pets from an overwhelmed pet friendly shelter to Animal Care and Control • Transport/remove abandoned animals that are in harm's way and

Support Agency	Roles and Responsibilities
	are a danger to the public

OEM/EOC if activated	• Develop and maintain evacuation planning information for known risk areas, including population of the area and primary evacuation routes
	
	• Determine who is in need of evacuation, when an evacuation is to begin, and designate evacuation routes
	
	• Coordinate evacuation efforts with other local jurisdictions that may be affected by the evacuation in accordance with the AA County Evacuation Plan: Regional Coordination Supplement (finalization pending)
	
	• May assist the Office of Transportation in coordinating with the Maryland Department of Transportation as needed (MDOT)
	
	• Direct the relocation of at-risk essential resources to more secure areas
	
	• Determine which shelters to utilize
	
	• Determine the distribution of critical resources requested by County Agencies and/or on-set Incident Commanders
	
	• Coordinate evacuation planning to include:
	
	  o Evacuation routes, based on recommendations from Office of Transportation, law enforcement, and DPW – Highways
	
	  o Movement control based on recommendations from law enforcement
	
	  o Shelter and mass care arrangements

Police Department (AAPD)	• Advise on evacuation routes and traffic control points • Provide land transportation for critical workers and equipment • Provide personnel at traffic control points and coordinate with Maryland State Police (MSP) to ensure that adequate support is provided at control points • Coordinate with the PIO to disseminate evacuation and transportation information to the public • Facilitate emergency towing service and information and assistance points • Notify individuals in an evacuation area of the situation and necessary evacuation steps • Track known road closures and share information with the EOC

Support Agency	Roles and Responsibilities
	PIO, DPW representative, and other relevant personnel
Fire Department	• Assist police with notifying individuals in an evacuation area • Provide emergency medical and transportation services as needed and as resources permit
Anne Arundel County Public Schools (AACPS)	• Contact private bus contractors that have Charter Bus Registration to provide emergency transportation services; coordinate with the Office of Law if a written Memorandum of Agreement is required(*See* Support Annex #1 for additional information)
Public Information Office (PIO)	• Prepare the public with as much information as possible prior to an event through a variety of education forums and mechanisms • Prepare information releases and utilize multiple means of media (to include social media) to advise residents of areas to be evacuated, evacuation routes to use, and assembly points for persons without private transportation • Consult with the Geographic Information Systems (GIS) staff of the Lead Agency handling a small-scale evacuation, such as community gas leaks and isolated emergencies, to confirm the area of evacuation • Obtain maps from EOC designated GIS to serve as visual aids for information releases regarding evacuation areas, routes and assembly points • Cooperate with GIS to create visual aids detailing information regarding evacuations • Gain approval from the Director of Emergency Management for all releases of information to ensure the public is provided with accurate and current information

5.0 PLAN DEVELOPMENT AND MAINTENANCE

All ESF Agencies will keep an inventory of personnel, data, equipment, and vehicles which will be used in support of emergency transportation. They will otherwise follow the common Plan Maintenance and Development procedures.

ESF #1 SUPPORT ANNEX #1: ANNE ARUNDEL COUNTY SCHOOL BUS USAGE DURING EMERGENCIES

The following is a report of identified options, considerations and problems associated with the provision of emergency bus services in Anne Arundel County.

Considerations

1. Bus Registration Type

There are two types of school bus licensing in the State of Maryland: School Bus Registration and School Charter Registration

(a) **School Bus Registration** can only be used to transport students, teachers and adults to school-related activities. The only exception is for transporting people age 60 or older to their activities.

(b) **Charter Bus Registration** school buses are permitted under Maryland State Law to transport the general public at any time, including emergency situations. These buses can be used for evacuations in any local, State, or federally declared emergencies.

2. Cost and control

With the objective of minimizing costs and have optimal control, the following order would be considered in terms of emergency bus transport:

(a) **Office of Transportation**-owned paratransit vehicles

Pros	Cons
• County-owned, so less costly • Easier to access as their usage would be an inter-County Agency request • No Commercial Driver License Required • Accessible for people with disabilities	• Currently only 41 paratransit vehicles • Availability may be limited by pre-determined routes and programs • Limited seating (14 persons + 2 wheelchair spaces)

(b) **Anne Arundel County Public School**-owned buses

Pros	Cons
• AACPS controlled • Only inter-County Agency MOU required, not a contract with an external entity	• Size and number of AACPS-owned buses are small • Licensing: currently, AACPS owned buses do not have Charter Bus

Pros	Cons
	Registration, so they are limited to the uses described under School Bus Registration above

(c) Private Bus Contractors

Pros	Cons
• More numerous • More passenger capacity per bus • Owners have already certified their CDL drivers	• Requires MOUs/contracts with multiple bus company owners • Possibly unreliable drivers that may not reliably report during an emergency • Restricted to Charter Bus Registration usage • Requires an updated list that specifies which of the contract buses have Charter Bus Registration

EMERGENCY SUPPORT FUNCTION #2 – COMMUNICATIONS AND INFORMATION MANAGEMENT

ESF #2 Table 1: ESF #2 Agencies

ESF Lead Agency	Office of Information Technology (OIT)
County Support Agencies	• Amateur Radio Emergency Service (ARES/aka RACES) • Central Services • Office of Emergency Management (OEM) • Fire Department • Police Department (Dispatchers) • PEG (Public, Educational, Government) Studio • County Public Information Office (PIO) • Sheriff's Dispatch Center

Outside Support and Vendor Support: The following Agencies provide communications systems -related expertise that the County staff does not have, and their services are often needed to restore critical infrastructure. They do not however, have the same responsibilities toward the ESF Lead as County Support Agencies.

ESF #2 Table 2: Outside and Vendor Support

Outside County Support Agencies	• Central Maryland Area Radio Communications (CMARC) – Site on Wheels • City of Annapolis – Mobile Communications Vehicle • State of Maryland – Maryland FIRST[*] Land Mobile Radio (LMR) Network • Various other Maryland State Agencies such as the Maryland State Police, Maryland Department of Transportation, and Maryland Department of Natural Resources • United States Coast Guard – VHF (Very High Frequency) Communications on various waterways
Vendor/Contractual Support	• Verizon – 911 System • Motorola – Radio System • Wireless Communications – Radio System Infrastructure and Subscribers • Emergency Power Services – Uninterrupted Power Supply (UPS) Systems • Fireline – FM-200 Fire Suppression Systems for

[*] FiRST = First Responders Interoperability Radio Systems Team, a Statewide LMR system used by public safety officials and first responders.

| | Information Technology equipment |
| | • E.J. Herring – Heating, Ventilation, and Air Conditioning Systems (HVAC) |

1.0 INTRODUCTION

1.1 Purpose

1. To provide, coordinate, and maintain the use of communication resources during emergency situations in Anne Arundel County.

2. To support emergency response and recovery operations or other disaster assistance initiatives.

1.2 Scope

1. Communications support includes—but is not limited to—providing voice, video, and data communications (hereinafter, the phrase "voice, video , and data communications" will be referred to as "Communications" in this ESF plan) assistance for emergency response or assistance missions, as well as coordinating the use of resources to facilitate an effective and efficient result.

2. Potential recovery operations include: receiving and transmitting messages, issuing alert and warning messages or notifications, identifying government or private sources that can render communications assistance from outside the affected area, and implementing lease agreements for communication and Geographical Information Services (GIS) equipment as necessary.

3. When existing communication infrastructure is damaged or when Communications needs exceed the County resources, the ESF #2 – Communications Team will coordinate the establishment of required temporary Communications systems and/or the restoration of Communications for the County Government.

1.3 Situation

1. OEM personnel will monitor impending hazards such as weather events via the national weather reporting services, and other health events such as pandemic influenza via communication with the Department of Health.

2. OIT will monitor the minute-by-minute operational status of County Communications systems, to include 911 and County 800 MHz LMRs (NOTE: this is not to mean that OIT must monitor the *content* of communications over these systems).

3. The Emergency Alert System (EAS) can be activated for local, Regional, or statewide public announcements. The government entity issuing the alert must activate the EAS.

4. The Maryland Joint Operations Center (MJOC) is the primary 24/7 all-hazards watch center for the State. It also has redundant backup communications systems including, but not limited to, land line phones, satellite phones, and redundant radio systems/frequencies.

5. The Maryland Department of Information Technology (DoIT) operates the Security Operations Center (SOC), which monitors State networks for cyber intrusions and disturbances. It will lead the technical response to State-level cyber incidents.

1.4 Assumptions

1. The extent of damage to the Communications infrastructure of the affected area, in addition to the uniqueness of the telecommunications network in the area, will influence the efficiency of assistance offered by service providers.

2. The primary means of communication between Agencies will be by land-line telephone. Cell phones, LMR systems, amateur (ham) radios, and WebEOC as well as other internet resources will serve as additional communication options.

3. A significant portion of the County's emergency Communications may become overwhelmed or inoperable during an emergency situation or in the aftermath of a disaster.

4. If/when Communications systems are damaged or inoperable, County officials will work with the communications industry (for example Verizon Wireless) to restore Communications as the situation permits.

5. The County Public Information Officer (PIO) will likely stay co-located with, and take direction from, the County Executive. The PIO may need to request assistance or designate responsibilities related to the Joint Information System and Center to the PIO located at the EOC. *See* Support Annex #2 for a diagram on the normal flow of PIO communications contrasted with the flow during an EOC activation.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. Reliable Communications capabilities are necessary for daily government operations. The communication system serves to keep the public informed during events and to manage response and recovery efforts. It is essential to coordinate with other local, State and Federal Agencies to ensure all stakeholders disseminate consistent, precise, and accurate information. County information dissemination capabilities are available through the primary Emergency Operations Center (EOC) and the alternate EOC.

2. The Director of the OIT has responsibility for the coordination of the voice, video and data communications support in the response area.

3. The Anne Arundel County emergency communications network is based upon communications already in use for daily operations in the County. It is augmented

with additional emergency operations technology such as the Mobile Command and Communication Unit (MCCU), 911 Backup, CivicReady©, PEG studio and the Emergency Operations Center in Glen Burnie.

4. Interoperable communications is an objective of the National Incident Management System (NIMS) and an important component of a functional communications system in the County. All Agencies and Departments covered by this ESF will ensure that current and/or future systems are interoperable.

2.2 Emergency Operations Center (EOC)

1. The EOC must provide a rapid and reliable means of communications in support of emergency operations during a disaster.

2. ESF #2 falls under the **Logistics Section** of the EOC. The EOC has an Operations, Planning, Logistics and Finance Section, each with its own Section Chief.

3. The Director of Emergency Management has overall responsibility for the EOC and the communication systems needed to operate in an emergency within the EOC.

4. There are two primary communication functions of the EOC:

   (a) Providing the capability to coordinate and/or direct the emergency response and support activities.

   (b) Providing necessary emergency information to the public at risk, normally through the EAS and later through the EOC Public Information Officer (PIO) utilizing the Joint Information System (JIS)/Joint Information Center (JIC).

2.3 Response

1. In response to a pending emergency situation, OIT will assess the status of the countywide communications network, and determine the viability of Communications in the potentially affected area.

2. The OIT will notify the Director of Emergency Management, or on-duty OEM designee, of any actual or potential Communications-related incident that may affect the whole County.

3. The OIT will also disseminate the status of Communications technology among all the Agencies included in this EOP because this information is essential to the response effort.

4. In the case of a large-scale or Regional disaster, the EOC could assist in the aid of interagency communication during the disaster.

5. If the EOC is activated in an emergency situation, PIOs of Agencies involved in the incident response will submit their proposed Agency messages through the Joint Information System (JIS) to the EOC PIO prior to his/her dissemination of a coordinated message to the public. Timely updates shall be provided to the EOC PIO via the JIS so that the EOC PIO's updates/developments can be provided to the

public/media. The EOC PIO will act as a filter for the various messages from Agency PIOs and ensure that all information disseminated from the Agency PIOs is accurate.

6. Public service announcements, as well as warnings for the hearing impaired, non-English speaking, English as a Second Language (ESL), or other special needs populations, will be disseminated in the most appropriate and effective manner to reach the largest audiences, consistent with the technology or resources available for use (such as TTY (teletypewriters) and interpreters).

7. ESF #2 Agencies' personnel and their contingency policies are to ensure continuous support for multiple operational periods. In the event of a large-scale incident and/or disaster, the Director of Emergency Management (in coordination with the County Executive's Public Information Officer) may choose to activate the County's Joint Information Center (JIC) to manage all communications for such an event.

8. Some incidents may require a specific flow of information. *See* Support Annex #1 for an example of the flow of information during a Fixed Nuclear Facility (FNF) incident.

2.4 Recovery

1. The ESF Lead Agency Representative will collaborate with the Logistics Section Chief to track missions and assign resources as they become available for subsequent use.

2. Communications priorities will typically be those associated with the Fire Department, Police Department, public warning systems, and EOC capabilities.

2.5 National Preparedness Goal Alignment

ESF #2 supports the County's alignment with the National Preparedness Goal (NPG) by helping fulfill Core Capabilities within NPG Mission Areas as described in **ESF #2 Table 3** below.

ESF #2 Table 3: NPG Alignment

Mission Area: Response	
Core Capability	Description
Operational Communications	• Ensure the capacity to communicate with both the emergency response community and the affected populations • Coordinate the establishment of interoperable Communications between local first responders • Re-establish sufficient Communications infrastructure within the affected areas to support ongoing life-sustaining activities; provide basic human needs—including the needs of individuals with disabilities/access and functional needs; and transition to recovery

3.0 ORGANIZATION AND RESPONSIBILITIES

NOTE: *See* <u>Common Responsibilities for Lead, Primary, and Support Agencies</u> for all responsibilities.

3.1 ESF Lead: OIT

ESF #2 Table 4: Lead Agency Roles and Responsibilities

ESF Lead Agency	Roles and Responsibilities
Office of Information Technology (OIT)	- Coordinating Agency for all Communications resources - Develop operations assignments, and direct deployment in cooperation with ESF members - Coordinate the restoration and/or re-routing of existing County government Communications and provide new telecommunication and Enterprise Systems - Coordinate with Communications providers and prioritize requirements when providers are unable to satisfy all our requirements **OIT's coordination and support of OEM:** - Establish liaison <u>with ESF #5 – Emergency Management </u>to facilitate information and data sharing, such as providing situation status to the Director of Emergency Management - Bring all information regarding potential and/or actual public emergency disasters with significant Communications implications to the attention of the Director of Emergency Management - Support response activities, such as use of the MCCU, with the OEM and any mutual aid jurisdiction - Coordinate with <u>ESF #1 – Transportation</u> regarding safe access for Information Technology work crews - Coordinate with <u>ESF #12 – Energy and Utilities</u> regarding the Communications industry and emergency refuel supply - Prior to, during, and after an emergency, assess status of Anne Arundel County Communications technology and infrastructure, as well as keep abreast of County technological developments - Maintain Communications technology infrastructure to allow for communications via land lines and transmission of data between County Agencies (across networks and

ESF Lead Agency	Roles and Responsibilities

	the internet)
	• Develop, maintain, and implement an information security and cyberattack response plans; collaborate with other County/State/Federal Agencies and resources as needed to achieve the plan's objectives
	• **Chief of Telecommunications (OIT):**
	   ○ Provide advice and technical assistance to the Director of Emergency Management in the planning of emergency communications
	   ○ Act as the liaison between the EOC and other Communication resources
	   ○ Act under the supervision of the Director of Emergency Management to activate and operate all Communications systems in the EOC and to ensure that the Director's messages are disseminated

3.2 Support Agencies

ESF #2 Table 5: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Central Services	• Maintain the facilities that house the Communications systems • Perform maintenance of the infrastructure that supports Communications • Maintain open end contracts with service providers to perform maintenance and restoration activities at County facilities that must maintain communications during events • Engage the services of contractors, as necessary, to restore power and Communications to County facilities • Maintain generators at key facilities to maintain power during power outages • Maintain portable generators to allow for restoration of power to designated facilities, including shelters and county fuel stations
Public, Education, Government (PEG) Studios	• Provide early warning systems • Assist with Joint Information Center (JIC) set-up (e.g. furnish recording equipment) • Keep the public informed during emergencies via cable broadcasts (to include live interruptions) and social media posts

Support Agency	Roles and Responsibilities
	• Communicate information learned from public and social media back through the EOC
County Public Information Officer (PIO)	• Gather information to be used in preparation for public safety messages • Monitor media outlets and social media to (a) assess adequacy of public safety messages, (b) discover unmet needs in affected areas, and (c) relay those needs to appropriate personnel • Prepare and disseminate public warning messages • Assess needs for communication equipment for the Joint Information System (JIS)/Joint Information Center (JIC) and relay them to the ESF #2 Team • Prepare and disseminate public action notices after an emergency • Coordinate a Joint Information System (JIS) which is a system to enable communication to the public, incident personnel, the media, and other stakeholders and provides coordinated and complete information before, during, and after incidents • Coordinate the operations of a Joint Information Center (JIC, the facility which houses JIS operations) if established • The County PIO may request assistance from Agency PIOs and the OEM if co-located with the County Executive
Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency Services (RACES)	• Provide personnel to operate the ARES/RACES system in the EOC • Provide communications between the EOC and designated shelters • Provide back-up emergency communications support and whole community communications when needed (within capabilities)
Police and Fire 911 Dispatchers	• Use 800 MHz radios for communications • Responsible for proper use of communications equipment and procedures at designated stations
Sheriff's Dispatch Center	• Use 800 MHz radios for communications • Responsible for proper use of Communications equipment and procedures at designated stations • Serve as another resource support dispatch option

Support Agency	Roles and Responsibilities
Office of Emergency Management (OEM)	• Verify the operational status of EOC notification and communication equipment in to support internal operations and external communications with adjacent jurisdictions • During non-emergency periods, the Director of Emergency Management will be responsible for developing the emergency Communications system required to support EOC Communications • Maintain and provide the necessary logs and message forms in case of WebEOC failure • Provide Communications support to emergency response services upon request • Provide operational Communications systems within the EOC • Provide Communications capability between the EOC and the on-scene Incident Commander, MEMA, and adjacent counties. • Use social media messaging to engage the public • Ensure that all County Agencies have Continuity of Operations Plans (COOPs) that provide for the failure of Communications systems and are interoperable with the County level COOP

4.0 PLAN DEVELOPMENT AND MAINTENANCE

See Common Plan Maintenance and Development Responsibilities for all ESFs.

ESF #2 SUPPORT ANNEX #1: FLOW OF COMMUNICATIONS FOR A FIXED NUCLEAR FACILITY INCIDENT
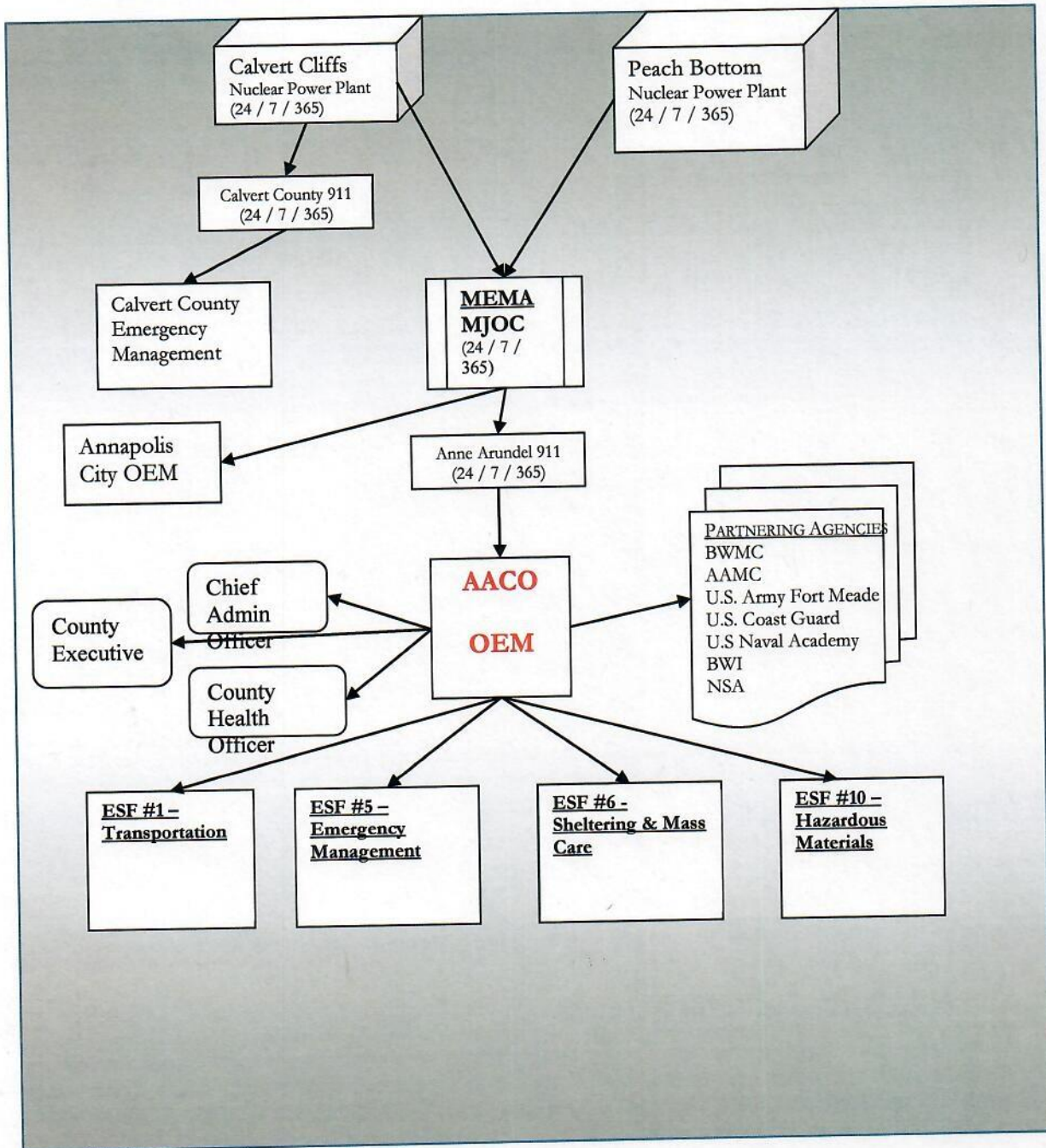
ESF #2 SUPPORT ANNEX #2: PIO STRUCTURE – NORMAL DAILY OPERATIONS VERSUS EOC ACTIVATION

PIO Structure: Typical Daily Operations

versus

EOC Activation

County Executive	Non-Emergency Typical Day

County PIO

Office of Emergency Management (OEM)

Other Departments, etc.

PIO's Other Departments

Other Department's Bureaus

County Executive	Emergency Operation Center (EOC Activated)

County PIO

PIO Designee (if necessary/may be EOC PIO)

Office of Emergency Management EOC Activated

EOC PIO

Joint Information Center (JIC) (If Established)

Other Departments, Etc.

PIO's of other Departments, etc.

Flow of Information

Day to Day Operations

```
Government- Federal, State,
Local officials
        |
County, State,
Federal Agency
        |
     Public
```

Incident Communications

```
Agency charged with
managing incident provides
information re: incident
        |
   +--------+--------+
Government-        Public
Federal, State,
Local
```
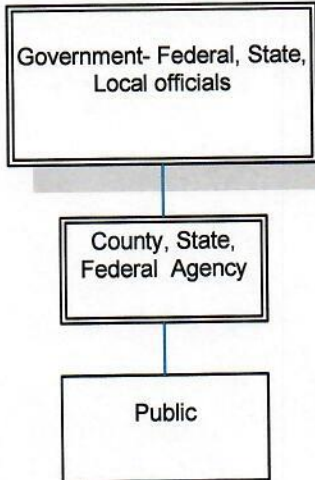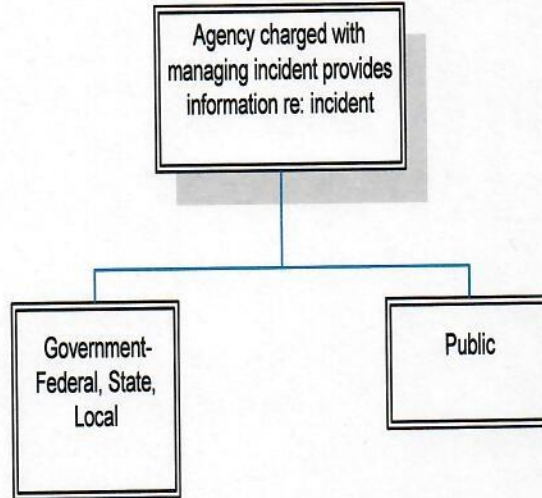
EMERGENCY SUPPORT FUNCTION #3 – PUBLIC WORKS AND ENGINEERING

ESF #3 Table 1: ESF #3 Agencies

ESF Lead	Department of Public Works (DPW)
Support Agencies	• Anne Arundel Soil Conservation District • Central Services • Emergency Management, Office of (OEM) • Inspections & Permits • Office of Planning & Zoning (OP&Z) • Fire Department • Police Department • Public Information Office (PIO)

1.0 INTRODUCTION

1.1 Purpose

1. To coordinate public works and engineering services such as condition assessment, planning analysis, design, construction, maintenance, repair, and operation of essential public infrastructure during an emergency.

2. To establish procedures and priorities for the use of the Anne Arundel County DPW and supporting Agencies/Departments for an emergency response, recovery effort, or other disaster initiative.

3. To define the status of the transportation infrastructure, such as roads and highways, during an emergency and to maintain functionality.

1.2 Scope

1. Public works includes transportation infrastructure, surveys, water treatment, waste management and recycling services, flood information and construction/demolition.

2. Potential operations include damage assessment, restoration or demolition/ rebuilding of public utility structures (water supply and wastewater treatment), solid waste facilities, County facilities and transportation structures. Other operations include restoring County roads and coordinating with the State Highway Authority (SHA) to restore State roads, bridges, and transit system.

3. The ESF #3 Team (or its individual members) may participate in debris management activities when appropriate and as necessary. *See* ESF #14 – Debris Management for more detail.

1.3 Situation

Anne Arundel County operates 273 government buildings, 3,906 lane miles of roads, 79 bridges, 1 High Hazard Dam, and 2 Significant Hazard Dams,** and 3 Low Hazard Dams.

1.4 Assumptions

1. During any disaster situation there could be vast areas of devastation and damage to the infrastructure such as roadways, bridges, sewage treatment infrastructure, drinking water processing and distribution (including water mains, wells, water tanks), piping for storm water/sewage/drinking water structures of Anne Arundel County as well as to private property and public facilities.

2. Free movement of traffic and scene access control will be a significant concern for emergency responders.

3. The extent of damage to the public infrastructure (roads, water transport structures, water towers, water mains, culverts, bridges, and piping for storm water/sewage/drinking water) of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.

4. Severe damage or employee absenteeism (e.g. pandemic flu), which reduces the ability of DPW to function, requires supplementation from other public works Departments (external to the County) or Army Corps of Engineers and an assessment of the prioritization of services.

5. Damage assessments and situational awareness will improve in accuracy and timeliness as staffing is increased.

6. The Communications System utilized is the OIT-maintained 800 MHz radios, cellular devices, landlines, and the County email system.

7. DPW staff will follow the NIMS Incident Command System (ICS) in operations that require multiple resources.

8. Resource tracking is essential to success in extended emergency operations.

9. Critical information about equipment includes whether it is ready, dispatched, in transit, functioning, needs servicing (fuel, lubricants, tires), needs repairs or is ready again for dispatch.

** NOTE: One High Hazard Dam, Shipley's Choice, is scheduled to be removed beginning in June, 2018, but is included in this number.

10. Equipment owners, service personnel, and incident commanders generate the information needed to track resources.

11. Owners may include contractors, Regional aid partners, and State aid partners coordinated through the Maryland Emergency Management Assistance Compact (MEMAC).

12. If the EOC does not have a resource unit leader in the Planning Section, then the Logistics Section is the alternative place to compile this resource tracking data. The Logistics Section will keep track of the resources as they order them for both FEMA reimbursement and resource efficiency.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. Responsibility

   (a) **DPW** is responsible as the lead Agency for providing the coordination of the overall operation of public works and engineering services necessary in a disaster situation.

   (b) The DPW Director or designee thereof will lead the County response with regard to ESF #3-based emergencies.

2. Services provided by DPW (not exhaustive)

   (a) Providing engineering for infrastructure and quality assurance of all projects.

   (b) Performing utilities surveys, maps, drawings, specifications and estimates.

   (c) Execution and performance of all contracts for capital projects.

   (d) Restoration or construction of public buildings.

   (e) Repair or restoration of water supply systems, waste water, systems and solid waste treatment facilities.

   (f) Repair and construction of damage to all County dams.

   (g) Cleaning, repairing and maintaining roadway systems and traffic control systems.

   (h) Collection of garbage and other refuse and the operation and maintenance of facilities for its disposal.

   (i) Designating and controlling closed roadways and providing alternate route traffic control.

3. Damage Assessment

   (a) DPW will conduct damage assessments of County infrastructure including roads and bridges.

(b) Central Services Facilities Management will assess and/or repair the damage to County buildings, if assessment and repair is within the expertise and resources of Facilities Management. Facilities Management will defer assessment/repair to DPW if the extent of damage seems, in their best judgment, to exceed their expertise and resources to properly assess and/or repair.

(c) Damage assessment personnel will capture the assessment findings on the proper MEMA forms—the Initial Damage Assessment Form and the Impact Statement Form—so that the Public Assistance Grant may apply. *See* ESF #3 Support Annex #2 – Damage Assessment for more details.

(d) Inspections & Permits conducts the inspection of private homes and businesses, which may be eligible for Individual Assistance (IA) grants, for damage assessment and occupancy. DPW intervention of private and business properties is limited to health and safety issues which may affect the public for utility (such as sewage and water) issues only.

(e) Coordination with the State will be through the MJOC (or SEOC if activated) and representatives will meet in either a Joint Field Office (JFO), if established by the Federal government, or a Unified Command post. This is critical because the data collected drives the request for a Presidential Declaration via the Stafford Act.

4. Assistance Compacts

When heavy equipment, construction materials and skilled workforce professionals beyond those available through Primary and Support Agencies listed therein, additional resources can be obtained as outlined in the Resource Management section of the Basic Plan.

5. Public Information

If the EOC and ESF 3 are both activated, the DPW PIO will coordinate all information to be disseminated to the public through the EOC's PIO.

2.2 Disaster Response

1. Assessment

(a) An assessment of the condition of County infrastructure will be conducted and the information analyzed to determine the necessity of immediate repair, restoration or demolition of any structure or facility. MEMA forms will be utilized for potential Public Assistance Grant funding.

(b) DPW will disseminate (through EOC if activated) widely among emergency response Agencies and municipal governments; in particular the condition of water supply, wastewater and solid waste treatment facilities and roadway systems.

2. Resource requests

(a) Resource needs and requests will be obtained from County Departments, Agencies and municipal jurisdictions and processed in a manner consistent with the County Resource Management Plan and section 3.6 of the Basic Plan.

(b) Requests will be prioritized and resources will be allocated and deployed in mission assignments.

3.   Monitoring

All ESF #3 Team members will monitor activities and deployments to ensure core duties of their respective organization can continue to be performed.

2.3 Organization

1.   Authority

The Director of Public Works or his/her designee has the authority to commit all personnel and resources of DPW and to request the same from Support Agencies.

2.   Order of Succession

In the Director's absence or disability, succession of command has been established in the following order:

1. Director Bureau of Highways,

2. DPW Assistant Director,

3. Director Bureau of Utility Operations,

4. Deputy Director Waste Management, and

5. Deputy Director Bureau of Engineering.

2.4 National Preparedness Goal (NPG) Alignment

ESF #3 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—the County's Core Capabilities within NPG Mission Areas as described in **ESF #3 Table 2** below.

ESF #3 Table 2: NPG Alignment

Core Capability	Mission Area(s) Response; Recovery Description
Infrastructure Systems	• Prepare for potential public works and engineering requirements • Conduct pre-incident and post-incident assessments of public works and infrastructure • Provide emergency repair of damaged public infrastructure and critical facilities

Critical Transportation	• Clear debris from roads to facilitate response operations
Fatality Management	• Manage debris to facilitate fatality recovery efforts
Mass Search and Rescue Operations	• Provide debris removal equipment to support search and rescue operations, as required

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 ESF Lead: DPW

ESF #3 Table 3: ESF Lead Roles and Responsibilities

ESF Lead	Roles and Responsibilities
DPW	**General Responsibilities** • Develop ESF #3 Team procedures and policies in cooperation with Team members • Develop operations assignments and direct deployment in cooperation with other ESF #3 Team members • Coordinate, collect, compile, and report information to be used in requests for Public Assistance, such as the Public Assistance Damage Assessment Site Collection Form (*see* Support Annex #2 for more information on damage assessment) **Operational Responsibilities** • Assign personnel from all DPW Bureaus to participate in recovery and restoration efforts as needed
DPW – Bureau of Highways	• Snow removal • Debris removal • Road closure traffic re-routes • Minor repair of bridges and dams • Traffic control system repair • Assist in chemical/oil spills on roadways • Provide work crews and equipment for projects
DPW – Bureau of Utility Operations	• Waste water management and processing • Collection and processing of water for consumer and industrial usage

DPW – Bureau of Waste Management Services	• Debris removal at curbside or at identified yard debris collection point • Debris disposal in accordance with the <u>Disaster Debris Management Plan</u> and the <u>ESF #14 – Debris Management plan</u> • Provide work crews and equipment for projects
DPW – Bureau of Engineering	• Assist with damage assessment, inspection and condemnation activities of County structures

3.2 Support Agencies

ESF #3 Table 4: Support Agency Roles and Responsibilities

Support Agency	Actions and Responsibilities
OEM	- Coordinate the incident management objectives and strategies set forth by the County Executive's office to the DPW and Support Agencies in this ESF - Approve restoration priorities - Direct, control, and approve critical resources that are procured through the EOC such as generators, construction vehicles or contracting vehicles
Police Department	- Assist with traffic control on County roads during emergency operations - Assume responsibility for site security such as debris collection - Request assistance from the Sheriff's Office and/or the Maryland State Police when necessary

Support Agency	Actions and Responsibilities
Central Services	**Facilities Management** • Responsible for the operation and maintenance of all County Administrative Buildings, Libraries, Police & Fire Stations, Senior Centers, and Health Centers • Ensure all facilities are operationally ready so government can continue to function • Assist DPW with assessment of damage to County buildings; determine which buildings can be properly assessed and repaired by Central Services and which need to be referred to DPW **Purchasing Division** • Assist DPW and/or the OEM with emergency procurement activities **Fleet Management** • Proactively prepare County fleet of cars and trucks (Police Vehicles, Ambulance, Fire Trucks, Snow Plows, etc.) and maintain them during emergency and recovery operations[††] • Ensure fuel is available at County fuel stations **Risk Management** • Coordinate all claims for damage to County property that is insured through a commercial insurer • Coordinate all claims against the County

[††] NOTE that DPW has its own mechanics to service certain heavy equipment

Support Agency	Actions and Responsibilities
County Public Information Officer (PIO)	- Interface with the public and media with incident-related information requirements - Establish a Joint Information System which is a system to enable communication to the public, incident personnel, the media, and other stakeholders and provides coordinated and complete information before, during, and after incidents - Conduct functions with PIOs of other Agencies at the Joint Information Center (JIC) - Assist Anne Arundel County DPW with press releases and announcements regarding situation status - Coordinate press releases with the EOC PIO and the County Executive's office - Maintain contact with the Executive's office, local organizations, the media, incident leadership, and other pertinent individuals - Implement a redundant and continual campaign to advise and inform citizens in an affected area about health and safety hazards
Inspections & Permits	- Assist DPW with damage assessment of structures (such as offices) and determine if structures are safe for occupancy - Coordinate an initial Damage Assessment team, tasked with determining the scope of destruction. The team will consist of local inspectors and will possibly be joined by other jurisdictions' inspectors or State representatives through mutual aid options and the Maryland Emergency Management Assistance Compact (MEMAC) - Assist DPW – Bureau of Engineering with timely processing for repairs for critical infrastructure and public facilities after a disaster - Act as the repository of Individual Assistance (IA) damage assessment data and information and submit a copy of its reports to the Office of Emergency Management - Assist DPW with the Watershed Protection and Restoration Program

Support Agency	Actions and Responsibilities

Office of Planning & Zoning (OP&Z)	• Advise DPW – Bureau of Engineering with timely zoning information for rebuilding critical infrastructure and public facilities after a disaster
	
	• Advise FEMA with locating staging areas to put temporary housing following a disaster
	
	• Assist Inspections & Permits and DPW regarding design and engineering to more accurately reflect the surrounding area zoning environmental considerations
	
	• Consult with DPW on environmental zoning compliance regulations and laws, including:
	    o Anne Arundel County Code of Ordinances, Title 16, 17, & 18
	    o FEMA 325 Debris Management Guide, July 2007

Anne Arundel County Soil Conservation District	• Provide advice to DPW with water run-off control/sediment control • Act as advisor to DPW on the following regulation: COMAR 26.17.01, Erosion and Sediment Control • Act as liaison to the County's landowners regarding any impaired stream • Also capable of providing notice to riparian landowners of any spills

4.0 PLAN DEVELOPMENT AND MAINTENANCE

See <u>Common Plan Maintenance and Development Responsibilities</u> for all ESFs.

ESF #3 SUPPORT ANNEX #1: DPW ORGANIZATIONAL CHART

DIRECTOR

Admin Secretary

ASSISTANT DIRECTOR

Asset Management

Customer Relations

DPW Personnel

Bureau of Engineering
- General Engineering
- Technical Engineering (Water and Wastewater)
- Watershed Protection & Restoration

Bureau of Highways
- Road Operations
- Traffic Engineering
- Infrastructure Management
- Administration

Utility Operations
- Central Maintenance
- Safety & Security
- Business Management & Financial Services
- Water Operations & Distribution
- Infrastructure
- Wastewater Operations
- Technical Support

Waste Management Services
- Solid Waste Operators Administration
- Community Services
- Disposal & Maintenance
- Recycling

ESF #3 SUPPORT ANNEX #2: DAMAGE ASSESSMENT

General

1. ESF #3 Agencies participating in damage assessment functions should be cognizant of the Public Assistance Program, the Individual Assistance Program, MEMA's Damage Assessment Guidelines, and other parameters. The Public Assistance and Individuals Assistance programs are described in the Basic Plan, Support Annex #12 – Federal Financial Assistance for Disaster Recovery and on the FEMA website.

2. MEMA facilitates the damage assessment process for these programs. The current version—as of this writing—of MEMA's guidelines for damage assessment, is reprinted at the end of this Annex for convenience. See MEMA's Public Assistance Program website for any changes to this guidance.

Form Requirements

In order to complete an initial damage assessment, the County must submit to MEMA (1) an Initial Damage Assessment Form, (2) an Impact Statement, and (3) any supporting documents to substantiate estimate calculation. Currently, the Initial Damage Assessment and Impact Statement forms can be found at:
http://mema.maryland.gov/community/Pages/PublicAssistanceProgram.aspx.

Large and Small Project and Minimum Thresholds

FEMA Public Assistance Project Thresholds (FY 2019)

Small Project Minimum: $3200

Small Project Maximum: $128900

1. FEMA offers Public Assistance only for projects whose total meets or exceeds the small project minimum threshold after the County has accounted for all project costs. FEMA then classifies qualifying Public Assistance projects as either "large projects" or "small projects" depending on the "final approved amount of eligible costs after any cost adjustments."[7] Any project over the small project maximum is a large project. FEMA changes this threshold each year based on the Consumer Price

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[7] FEMA, PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE: FP 104-009-2, p. 143 (2018).

Index;[8] for the most current amount, *see* the FEMA Public Assistance Per Capita Impact Indicator and Project Thresholds website.

2. While ESF #3 personnel may or may not need to factor this distinction into damage assessment activities during the initial emergency response phase, they should note that FEMA requires more substantiating documentation before reimbursing large projects.[9] Also, small projects qualify for FEMA Simplified Procedures under the amended section 422 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.[10] *See* the FEMA Public Assistance Program and Policy Guide: FP 104-009-2 (2018), for more information.

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[8] 44 C.F.R. § 206.203(c) (2017).
[9] FEMA, DAMAGE ASSESSMENT OPERATIONS MANUAL: A GUIDE TO ASSESSING DAMAGE AND IMPACT 20 (2016).
[10] Robert T. Stafford Disaster Relief and Emergency Assistance Act [Stafford Act], Pub. L. No. 93-288 § 422 (1974) (codified as amended at 42 U.S.C. § 5189). *See also* the Sandy Recovery Improvement Act of 2013, Pub. L. No. 113-2 (amending the Stafford Act).

Maryland Emergency Management Agency
Public Assistance Program
Damage Assessment Guidelines

Disaster Event/Incident	Initial Damage Assessment	Joint Preliminary Damage Assessment (PDA)	Declaration Request

Damage Assessment Process

Initial Damage Assessment
- Completed by the Local Emergency Management Office and State Agencies
- Information is compiled to determine:
  Rapid Needs – Life saving and immediate needs of disaster victims and survivors
  Initial Damage Assessment - Declaration Thresholds/Criteria, impact, and resources needed

Joint Preliminary Damage Assessment (PDA)
- Federal Emergency Management Agency (FEMA), Maryland Emergency Management Agency (MEMA) and the Local Emergency Manager (EM) and/or State Agency representative
- Listing/maps of damaged areas/sites (most affected to least affected)
- Verification that initial assessments are accurate and thresholds are met
- Findings are included in the Declaration Request

Declaration Request *(Must be requested within 30 days from incident date)*

- Maryland Emergency Management Agency prepares for Governor's signature
- Request is sent to Federal Emergency Management Agency (FEMA) Region III Administrator
- FEMA Region III Administrator recommends and submits to FEMA Headquarters
- FEMA Headquarters reviews and recommends signing by the President of the United States

Disaster Declaration Threshold
- Individual counties/jurisdictions must meet their per capita threshold
- Collectively, counties/jurisdictions must meet the State threshold
- State of Emergency must be declared
- Disaster event/incident is beyond the State and local government capability to respond/recover.

Declaration Process

Disaster Event / Incident
FEMA-State Preliminary Damage Assessment (PDA)
Governor's Request
FEMA Recommendation (Region III to HQ)
Presidential Declaration
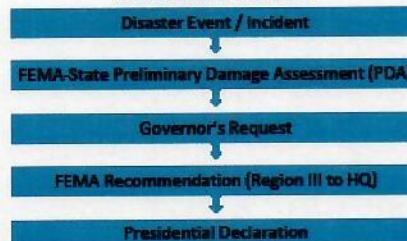
Initial Damage Assessment Forms

The following forms shall be completed and forwarded to the Representative coordinating damage assessments for the event:
1. Initial Damage Assessment Form
2. Impact Statement Form
   - Make every effort to gather estimates from all potential applicants
   - State Departments/Agencies' estimates will be collected by the MEMA Public Assistance Damage Assessment Team members – estimates are applied to the county/jurisdiction in which work and/or damages occurred/performed.

Supporting Documentation: The Public Entity or Potential Applicant/Subgrantee will need to provide sufficient documentation to substantiate how estimates were calculated (i.e., sampling of employee timesheets, copies of invoices, etc.)

Sara Bender, State Public Assistance Officer	Office: 410-517-3620 Cell: 443-381-3209
Maryland Emergency Management Agency	Fax: 410-517-3610
5401 Rue Saint Lo Drive, Reisterstown, MD 21136	sara.bender1@maryland.gov

February 2018

Source: MEMA, at
http://mema.maryland.gov/community/Documents/MEMA_PA_Damage_Assessment_Guidelines.pdf (last visited June 11, 2018).

EMERGENCY SUPPORT FUNCTION #4 – FIRE FIGHTING

ESF #4 Table 1

Primary Agency	Fire Department
Support Agencies	• Annapolis Fire Department • Department of Health (DOH) • Department of Public Works (DPW) • Maryland Institute for Emergency Medical Services Systems (MIEMSS) • Police Department

1.0 INTRODUCTION

1.1 Purpose

1. To coordinate the responsibilities, procedures, and actions of the Fire Department to meet the demands of an emergency situation.

2. To ensure a rapid, coordinated response to an emergency with the objectives of saving lives, reducing personal injuries and damage to property, and ensuring prompt rescue of individuals trapped or threatened as a result of a disaster.

1.2 Scope

1. The Fire Department is an "All Hazards" organization providing fire protection, prevention, and investigation. The Fire Department has many other capabilities, but this ESF deals mainly with those related to fire. See ESF #9 – Search and Rescue, and ESF #10 – Hazardous Materials, for other ESF duties of the Fire Department. The Fire Department may also assist in the evacuation of County residents.

2. Potential operations include, but are not limited to: providing emergency medical services, fire suppression operations, water delivery capabilities, supplemental resources to jurisdictions, and damage assessment.

3. The ESF #4 Team and/or its individual members may participate in debris management activities when necessary. See ESF #14 – Debris Management for more information.

1.3 Situation

1. In addition to its duties regarding prevention and response to fires, the Fire Department is also tasked with other all-hazards capabilities. These include medical first response capabilities such as Basic Life Support (BLS) and Advanced Life Support (ALS-Paramedic) as well as special operations such as Hazardous Materials (Haz-Mat) Team, Collapsed/Trench team, Confined Space, Dive, Swift-Water Rescue, Urban Search and Rescue, and Marine Operations.

2. Fire Department personnel deal with fire prevention and control on a daily basis, but these challenges may become exacerbated in a large-scale emergency.

3. Emergency situations needing Fire Department support range from stand-alone incidents to large-scale or Regional disasters.

4. Fire Department personnel often encounter significant challenges while delivering emergency services to citizens. These challenges could include medical emergencies with multiple injuries; extrication of victims from vehicles, machinery, collapsed structures, confined spaces, etc.; rescue of victims overcome by smoke or trapped by fire; and hazardous material releases that extend beyond the incident site threatening the nearby population.

5. After certain disasters, urban water systems may be inoperable or damaged so that some conventional fire suppression techniques are compromised.

6. The extent of damage to transportation infrastructure after some disaster events will influence the Fire Department's strategy as well as its ability to provide service.

7. Baltimore/Washington International Thurgood Marshall Airport (BWI) has its own Fire & Rescue Department Fire Suppression Division which provides fire-fighting and rescues services for aircraft, equipment, and buildings in the BWI area.

8. Annapolis City operates three (3) fire stations independent of the County Fire Department, but which works closely with the County to provide mutual aid and support on a near-daily basis.

9. Fort George G. Meade ("Fort Meade") and the United States Naval Academy are two military installations in the County which operate three (3) fire stations among them. They also render mutual aid.

10. Staffing levels during a Regional disaster may be limited due to all responders' concern for their families' well-being, which could take precedence over reporting for duty. Additionally, volunteers could also have responsibilities to their primary employer which could prevent them from responding.

1.4 Assumptions

1. Existing fire, rescue and EMS personnel and equipment will be adequate to handle most emergency situations. When in need of additional support, these personnel can request mutual aid as outlined in the Basic Plan.

2. Fire Companies within Anne Arundel County will provide additional staffing and resources, and provide mutual aid support to nearby jurisdictions if requested.

3. At the time of an emergency, man-made, technological, or naturally occurring disasters may occur simultaneously anywhere in the County as well as surrounding jurisdictions. These incidents will draw on the same resources (engines or other tactical and support resources) that would be needed to assist other emergency operations.

4. A trained, equipped, and organized rescue service will provide the capability to conduct search and rescue operations to minimize loss of life and stabilize weakened structures, release trapped persons, and locate the missing or dead.

5. Specially trained and equipped airport units can provide on-airport capability to handle aircraft accidents and the rescue of passengers.

6. Bridge failures, traffic congestion, damaged road systems, and/or failed infrastructure may make conventional travel to incident locations extremely difficult or impossible.

7. Efficient and effective mutual aid among various local, State, and Federal emergency response teams requires the use of an ICS combined with interoperable equipment and communication systems.

8. Severe weather conditions may prohibit immediate response from Fire Department personnel.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. The responsibility of the Fire Department in disaster situations is generally the same as in daily operations. Fire Department resources will continue to operate in accordance with existing Department policies, procedures, and performance standards.

2. Each volunteer Fire Department in the County is a separate corporate entity. All fire stations (career and volunteer) provide emergency services to a particular geographical area of the County. Collectively, these Fire Departments provide emergency services to the entire geographical area of the County, assisting each other as necessary to meet the demands of an emergency incident.

3. In Anne Arundel County there are a total of 31 Fire Stations, of which 20 are a combination of volunteer and career fire personnel.

4. The primary responsibilities of Fire Department emergency services during an emergency incident will be the protection and preservation of life, property, and the environment.

5. When there are multiple stakeholders responding to an incident, they will establish a **Unified Command**.

6. Incident/Unified Command will be in accordance with the **National Incident Management System (NIMS)** and utilize an **Incident Command System (ICS)**. The Fire Department will use ICS for all emergency and non-emergency response.

7. In certain emergency situations, the Fire Department and EMS may be called upon to coordinate their operations with other disaster response services through the Anne Arundel County Emergency Operations Center (EOC).

2.2 Mitigation

The Fire Department implements fire code development and enforcement and conducts public safety/education programs.

2.3 Preparedness

The Fire Department conducts the following to ensure preparedness:

1. Maintenance of equipment,
2. Training of personnel,
3. Development of communications procedures, and
4. Participation in emergency response exercises.

2.4 Response Phase

The Fire Department:

1. Controls, evaluates, and responds to emergency situations.
2. Provides emergency medical services and transport of victims to appropriate hospitals.
3. Requests mutual aid support, if needed.
4. Performs rescue operations to include technical rescue services.
5. May participate in door-to-door alerting in support of other Agencies.
6. Assists or provides search and rescue operations. *See* ESF #9 – Search and Rescue for more information.
7. Initiates evacuation of emergency locations as necessary.
8. Identify potential hazards such as damaged gas lines and downed power lines.
9. Alerts and advises decision-makers such as the Director of Emergency Management and Incident Commander as to the dangers of hazardous materials and fire status during emergency operations.
10. Ensures fire safety of shelter sites and debris management sites to include the training of shelter personnel and fire suppression if prolonged shelter stays are necessary.
11. Uses the Computer Aided Dispatch (CAD) system and the 800 MHz radio system to track and control the movement of their resources.
12. Will prioritize responses based on the overall needs of the incident and available resources during critical events (such as hurricanes, winter storms and power outages).

2.5 Recovery

Fire Department:

1. Conducts safety inspections of structures and assists ESF #3 – Public Works and Engineering with the damage assessment process as requested.

2. Conducts a review of incident actions with personnel involved to improve future operations. Contributes to the After Action Incident Report (AAR) and makes adjustments to the Standard Operating Procedures (SOP's) based on the AAR.

3. Continues to identify potential hazards such as damaged gas lines, downed power lines or unsafe structures, and coordinates with responsible Agency for action.

4. Surveys damage to fire apparatus and facilities. Reviews staffing and relief-of-duty requirements at those facilities. Makes repairs and adjustments as needed and requests aid if necessary.

5. Completes required reports of event and submits to appropriate officials.

6. Establishes a fire watch if necessary to prevent further damage or provide for occupant safety.

2.6 Mutual Aid

During emergency operations, assistance may be required from the following mutual aid options in order for the Anne Arundel County Fire Department to effectively provide fire control, hazardous material and oil spill response and Emergency Medical Services:

(a) **State of Maryland Fire Departments**: BWI Airport Fire Rescue Service (BWI-FRS).

(b) **Federal Fire Departments**: Fort George G. Meade Fire Department, United States Coast Guard Yard Fire Department, United States Naval Academy Fire Department.

(c) **Local Jurisdictional Fire Departments**: Annapolis City Fire Department, Baltimore City Fire Department, Baltimore County Fire Department, Calvert County Volunteer Fire Departments, Howard County Fire Department, Prince George's County Fire Department, and Queen Ann Volunteer Fire Departments.

2.7 National Preparedness Goal Alignment

ESF #4 supports the County's alignment with the National Preparedness Goal (NPG) by helping fulfill Core Capabilities within NPG Mission Areas as described in **ESF #4 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #4 Table 2: NPG Alignment

Mission Area: Response

Core Capability	Description
Fire Management and Suppression	• Provide structural and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area
Critical Transportation	• Assist with debris clearance from roadways as resources permit and as necessary
Infrastructure Systems	• Provide expertise and personnel to assist with the inspection assessment of critical infrastructure if necessary
Public Health, Healthcare, & Emergency Medical Services	• Provide Emergency Medical Services

3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

NOTE: *See* Common Responsibilities for Lead, Primary, and Support Agencies *for all responsibilities.*

3.1 ESF Lead: Fire Department

ESF #4 Table 3: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Fire Department	**Emergency Operations** • Fire suppression • Fire training • Arson investigation • Emergency Medical Services • Rescue services • Special operations • Other functions as prescribed by directive of the County Executive or by law **Command Responsibility** • Assume command of an incident and announce to all other units • Establish an incident command post in a visible area • Provide Agency oversight, support, and coordination • Establish a Safety System

ESF Lead	Roles and Responsibilities

	• Assess incident priorities:
	   o Life safety
	   o Incident stabilization
	   o Property preservation
	   o Determine incident objectives and strategies
	   o Establish applicable organization
	
	Other Responsibilities
	
	• The Fire Department Public Information Officer (PIO) will work in concert with the County PIO or the Joint Information Center (if activated) to release information to the public and the media
	
	• Coordinate and direct all fire, rescue, and EMS activities in assigned fire zones
	
	• Conduct fire prevention programs
	
	• Provide appropriate training for fire personnel
	
	• Maintain current internal personnel notification and recall rosters
	
	• Assist police in evacuation operations
	
	• Provide logistical and technical support to assisting/cooperating Agencies as indicated or requested

3.2 Support Agencies

ESF #4 Table 4: Support Agency Roles and Responsibilities

Support Agency	Actions and Responsibilities
Department of Health (DOH)	• Conduct inspections of food handling businesses after a fire has occurred • Coordinate with and support the Incident Commander • Establish communications/liaison with Maryland Department of Environment (MDE) for radiological events • Communicate health information through press release, web site and e-alert • Conduct water quality testing of private wells in response to natural disasters • Provide general guidance to IC on public health hazards

Support Agency	Actions and Responsibilities
Department of Public Works – Bureau of Highways	• Assist in traffic control and road closures • Keep the Fire Department informed on road conditions
Department of Public Works – Bureau of Utility Operations	• Provide water system support for firefighting operations • Provide information on water system operational status relative to firefighting activities
Police Department	• Provide on-scene security • Direct and control evacuation operations • Provide security of evacuated areas • Provide and supervise crowd control • Conduct road closures and traffic control • Conduct criminal investigations • Direct and control operations to assist evacuees returning to evacuated areas
Annapolis Fire Department	• Dispatch and respond simultaneously with Anne Arundel County Fire Department units on a daily basis
MIEMSS	• Communication link for emergency medical services with medical facilities pertaining to patient care consultation and specialty referral centers • In mass casualty incidents, will give direction in transportation to various care facilities

4.0 PLAN DEVELOPMENT AND MAINTENANCE

See Common Plan Maintenance and Development Responsibilities for all ESFs.

ESF #4 SUPPORT ANNEX #1: FIRE DEPARTMENT ORGANIZATIONAL CHART

ESF #4 Figure 1: Fire Department Organization

ESF #4 SUPPORT ANNEX #2: MARYLAND TRAUMA AND SPECIALTY REFERRAL CENTERS

Trauma Centers

Primary Adult Resource Center
- R Adams Cowley Shock Trauma Center, University of Maryland Medical System, Baltimore. 410-328-8869

Level I Trauma Center
- Johns Hopkins Hospital Adult Trauma Center, Baltimore. 410-955-4006

Level II Trauma Centers
- Johns Hopkins Bayview Medical Center, Baltimore. 410-955-4006
- Prince George's Hospital Center, Cheverly. 301-618-2000
- Sinai Hospital of Baltimore. 410-601-9000
- Suburban Hospital, Bethesda. 301-896-3100

Level III Trauma Centers
- Western Maryland Health System, Memorial Campus. 301-723-4324
- Peninsula Regional Medical Center, Salisbury. 410-546-6400
- Washington County Hospital, Hagerstown. 301-790-8000

Specialty Referral Centers

SYSCOM
- Demstel Phone 1000

EMRC
- 800-492-3805

Eye Trauma
- Wilmer Eye Institute's Eye Emergency Service/Johns Hopkins Hospital, Baltimore. Adult 410-955-5080/Pediatric 410-955-5492

Hand/Extremity Trauma
- The Curtis National Hand Center for Treatment of the Hand and Upper Extremity/Union Memorial Hospital, Baltimore. 410-554-2266

Hyperbaric Medicine
- Hyperbaric Medicine Center/R Adams Cowley Shock Trauma Center/ University of Maryland Medical System, Baltimore. 410-328-6152

Neurotrauma (Head and Spinal Cord Injuries)
- Neurotrauma Center/R Adams Cowley Shock Trauma Center/ University of Maryland Medical System, Baltimore. 410-328-3737

Pediatric Trauma
- Pediatric Trauma Center/Johns Hopkins Children's Center, Baltimore. 410-955-5210
- Pediatric Trauma Center/Children's National Medical Center, Washington, DC. 202-476-5000

Burns
- Baltimore Regional Burn Center/ Johns Hopkins Bayview Medical Center, Baltimore. 410-550-7056
- Burn Center/ Washington Hospital Center, Washington, DC. 202-877-7000
- Pediatric Burn Center/ Johns Hopkins Children's Center, Baltimore. 410-955-3000
- Pediatric Burn Center/ Children's National Medical Center, Washington, DC. 202-476-5000

Poison Control
- 1-800-222-1222

ESF 4 SUPPORT ANNEX #3: FIRE STATION LOCATIONS MAP

ESF #4 Figure 2: Fire Stations in Anne Arundel County. NOTE that some stations are not under the direct control of the County Fire Department (35, 36, 38, 43, 45, 46, and 47)
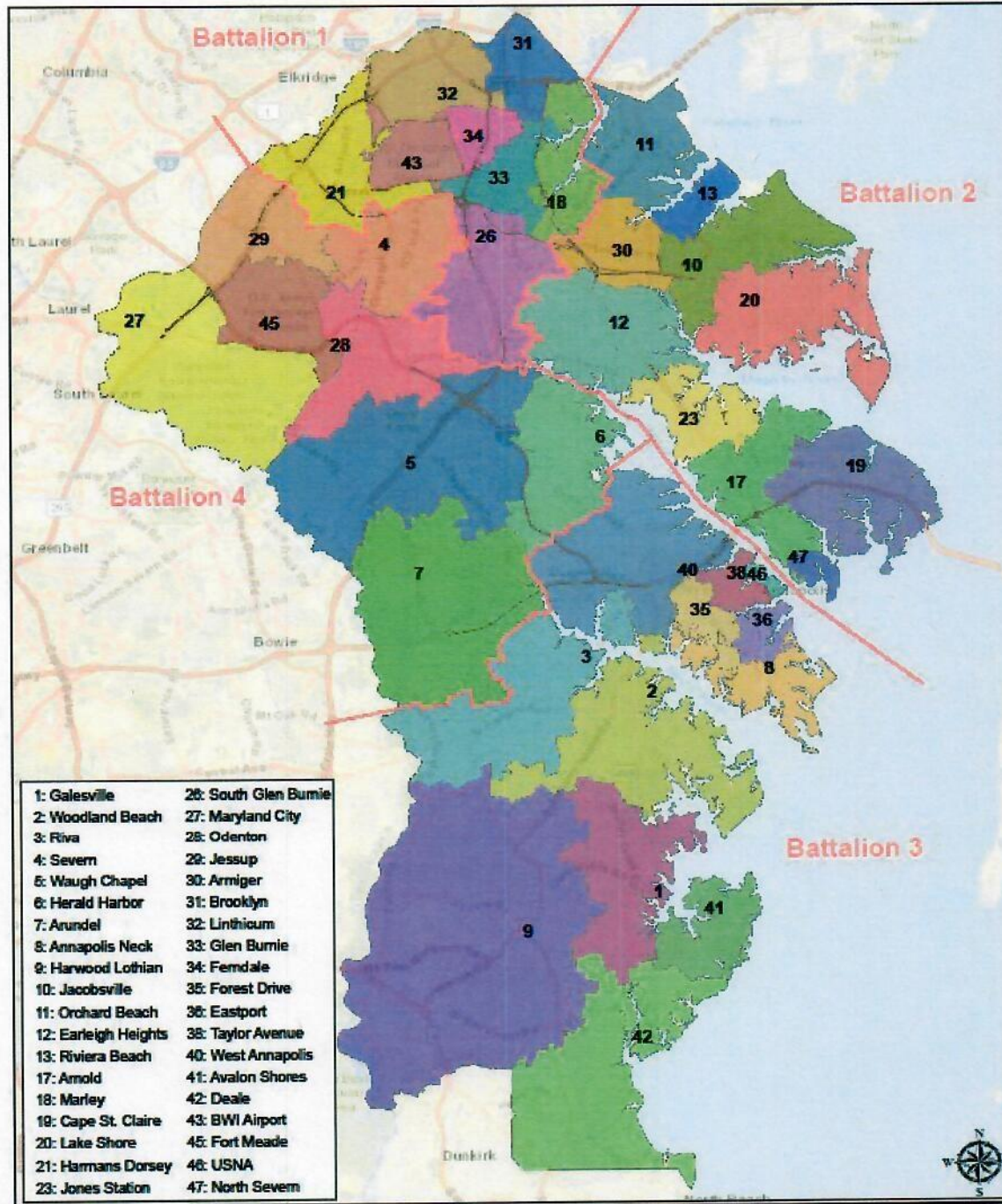
EMERGENCY SUPPORT FUNCTION #5 – EMERGENCY MANAGEMENT

ESF #5 Table 1: ESF Agencies

ESF Lead Agency	Anne Arundel County Office of Emergency Management (OEM)
Supporting Agencies	• Agricultural Extension Agent • Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Service (RACES) • American Red Cross (ARC) • Animal Care and Control • Anne Arundel County Public Schools (AACPS) • Baltimore Gas & Electric (BGE) • Budget Office • City of Annapolis Liaison • Central Services • Community Engagement and Constituent Services • Department of Aging and Disabilities (DoAD) • Department of Detention Facilities • Department of Health (DOH) • Department of Public Works • Department of Social Services (DSS) • Fire Department • Fort George G. Meade Army Base • Inspections & Permits • Maryland State Police Liaison • Office of Finance • Office of Information Technology (OIT) • Office of Law • Office of Personnel • Office of Planning & Zoning (OPZ) • Police Department • Public Information Office • Recreation & Parks • Sheriff's Office

1.0 INTRODUCTION

1.1 Purpose

1. To coordinate a countywide emergency management response effort during any significant natural or man-made disaster situation.

2. To assemble, analyze, and disseminate information about an actual or impending emergency and the necessary response and recovery operations.

3. To facilitate evacuation and recovery efforts.

4. Provide the core management and administrative functions to support the Anne Arundel County Emergency Operations Center (EOC).

5. Support planning and decision making in the field, the EOC, and within the Anne Arundel County Office of Emergency Management (OEM).

1.2 Scope

1. Emergency Management includes collecting, processing, and disseminating information to State, local, and Non-Governmental Organizations (NGOs) involved in emergency response and recovery operations.

2. During an emergency situation which results in an EOC activation, most of the ESF #5 Team members have representation in the EOC.

3. Potential operations include (a) obtaining damage assessments from affected areas within the County, (b) gathering data and developing reports in reference to damage in the affected areas, (c) collecting deployment information from other ESF Teams, (d) creating strategic operations plans, and (e) EOC activation and staffing coordination.

4. It is the responsibility of the OEM to provide clear and concise messaging through the use of a Joint Information System. The media will require information about the emergency situation to perform their role in providing emergency instructions and status information to the public, *see* OEM's Joint Information Center (JIC) Operations Plan – for more details.

5. Until such time that a County Volunteer Management Plan and Donations Management Plan is finalized and/or a Volunteer/Donations Management Lead is designated, ESF #5 may devote resources to managing unaffiliated and spontaneous volunteers and donations.

6. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination. This includes:

   (a) Identifying the vulnerabilities of potential hazards and implementing mitigation actions to lessen the impact when a hazard occurs;

   (b) Developing and maintaining a countywide policy of comprehensive emergency management planning and programs for all hazards;

   (c) Furthering the County's emergency planning to include the State, Federal and private Agencies to protect life, property and the environment from the effects of

natural and man-made disasters in accordance with the National Response Framework;

(d) Testing emergency response plans along with the Agencies' capabilities through various training drills throughout the year, *see* the County's <u>Multi-Year Training and Exercise Plan</u> – MYTEP – for more details;

(e) Educating and preparing the community for natural and man-made emergencies;

(f) Responding to emergencies when they occur by activating the EOC to coordinate and give logistical support to the efforts of the emergency responders and activated Agencies; and

(g) Providing, when feasible, mutual aid assistance to other affected jurisdictions.

1.3 Situation

1. An emergency situation may occur with little or no warning. Therefore, the public must be made aware (with as much notice as possible) of the potential hazards affecting the jurisdiction and recommended protective actions.

2. During an emergency situation, it is essential that the public is provided with accurate and timely information regarding the necessary protective measures to be taken to save lives and property.

3. During large-scale disasters, minimizing redundant activities and coordinating interagency efforts is essential for the efficiency of emergency operations.

4. Most emergency situations that may affect Anne Arundel County have the potential for disrupting government services, causing extensive damage.

5. During an incident, the ESF #5 Team will require a large amount of information about the County's status. The fundamental information needed the is outlined in **ESF #5 Table 2** below:

ESF #5 Table 2: Informational Needs

ESF #5 – Emergency Management – Fundamental Information Needs
1) Geographic boundaries of the affected area;
2) Social, physical, economic, health, environmental, and political impacts of the disaster including damage assessment;
3) Weather data affecting the operations;
4) Status of transportation systems in the affected area;
5) Status of communications systems in the affected area;
6) Hazard-specific data and information regarding the disaster;
7) Current and forecast weather conditions for the affected area;
8) Status of critical facilities in the area;
9) Scope of emergency activation by local governments in the affected area;
10) Decisions regarding emergency declarations by appropriate jurisdictions;

11) Political district boundaries in the affected area;
12) Major concerns, activities, and deployments of all ESF Teams;
13) Response and recovery priorities in jurisdictions and of the State;
14) Status of resources in use and of resources requested;
15) Support of the operations to include personnel and equipment;
16) Status of all responders and the times deployed, availability, and their locations;
17) All casualties of responders and civilians;
18) Strategy for managing donations to the incident; and
19) Relevant historical information regarding the affected jurisdictions.

1.4 Assumptions

1. In a public emergency situation, there is a need for an EOC in a centralized location where situational information can be compiled, analyzed, prioritized, verified and prepared for use by decision-makers.

2. The field units are the most immediate source of vital information for the EOC staff regarding damage and initial response needs. The public is also a good source of information from the field.

3. There is an immediate and continuous demand by officials involved in response and recovery efforts for information about the developing or ongoing public emergency situation.

4. During a public emergency, there is a need for numerous Anne Arundel County Agencies to supply accurate and timely information.

5. Little information will be available at the outset of an emergency situation, and initial information received may be vague or inaccurate.

6. The field units (which are on-site units) are the most immediate source of vital information for the EOC staff regarding damage and initial response needs.

7. Communications outages may hamper the collection and dissemination of accurate emergency situation information.

8. OEM activities at the EOC may require 24-hour/day operations.

9. There may be a need to rapidly deploy field observers or assessment personnel to the emergency area to collect additional critical information about resource requirements for victims or to conduct an immediate situation assessment to determine initial response requirements.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. The Anne Arundel County Office of Emergency Management (OEM) is the County entity that oversees emergency management operations. OEM is located at 7480

Baltimore-Annapolis Blvd., Glen Burnie, MD 21061, the Henry L. Hein Public Service Building.

2. In compliance with the National Response Framework (NRF), the OEM Emergency Operations Plan (EOP) is written utilizing the Emergency Support Function (ESF) format.

3. The County EOC is the primary location for coordinating the County emergency response and recovery activities. The EOC is located in the same location as OEM at 7480 Baltimore-Annapolis Blvd, Glen Burnie, MD 21061. It has communications and support capabilities available 24 hours a day. In the event that the County EOC is inoperable for an extended period of time, emergency operations will be relocated to the Alternate EOC located at the Hein Building, 7320 Ritchie Highway, Glen Burnie, MD 21061, *see* OEM's Continuity of Operations Plan (COOP) – for more details.

4. The ESF #5 Team provides a trained and experienced staff to fill management and staff positions in the Operations, Planning, Logistics, and Finance sections of the EOC from mobilization to demobilization.

5. While the plans are in ESF format, the physical operation of the EOC utilizes the Incident Command System (ICS).

2.2 Mitigation

1. Identify potential mitigation opportunities to reduce damage from disasters if possible. This can be based on previous damage assessments from past incidents.

2. Apply for funding through Federal and State pre- and post-disaster mitigation grant programs for mitigation measures identified in the County Hazard Mitigation Plan.[11]

3. Upon grant approval, implement and administer Federal and State pre- and post-disaster mitigation funds.

4. Provide educational awareness regarding mitigation to the jurisdictions within the County, and the public sector including businesses, private non-profit groups, and the general public.

5. OEM will coordinate with the County PIO to establish a Joint Information System (JIS) to disseminate emergency information and instructions to the public to include a 24-hour operation center, the Joint Information Center (JIC), and rumor control capability. *See* Support Annex #2 for a diagram on the flow of public information.

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[11] The OEM is currently updating the County Hazard Mitigation Plan as of the writing of this plan. *See* Anne Arundel County, *Hazard Mitigation Plan Update*, http://www.aacounty.org/news-and-events/news/hazard-mitigation-plan-update (last visited June 1, 2018).

6. Conduct training and exercises such as the monthly EOC training sessions in order to prepare for an EOC activation and utilize the WebEOC system in an emergency situation.

2.3 Response

1. When an incident occurs or has the potential to occur, OEM activates the <u>ESF #5 – Emergency Management</u> Team by increasing staffing and activating systems within the EOC.

2. OEM is responsible for maintaining a continuous 24-hour emergency notification system. OEM will have the ability to initiate 24-hour emergency communication via the County's Mass Notification System, CivicReady©, and Emergency Alert System (EAS). *See* <u>Support Annex #3</u> of this ESF for an abstract of the EAS plan.

3. Once activated, ESF #5 can be made operational at the EOC on a 24-hour basis, if needed.

4. The ESF #5 Team will maintain communications with the Maryland Joint Operations Center (MJOC) or the State Emergency Operations Center (SEOC) if activated and convene periodic teleconferences with MEMA along with other affected jurisdictions.

5. ESF #5 will provide situational reports and other information in accordance with EOC Standard Operating Procedures.

6. For regional events, the ESF #5 Team establishes communications with the affected counties to coordinate requests for regional assistance if needed, including coordination of the initial response resources, as well as requests under existing mutual aid agreements. *See* the Resource Management section of the <u>Basic Plan</u> for more details. Note that these additional resources may also include military vehicles sourced from Fort Meade through the State Emergency Operations Center (SEOC).

7. In addition to the 911 Dispatch responses, the ESF #5 Team establishes communications and coordinates with their mutual aid partners.

8. The County Executive's Public Information Officer (PIO) or a PIO designee will serve as the official spokesperson during EOC activations.

9. ESF #5 will coordinate mutual aid activities including private organization assets and maintain current status report of all assets deployed.

2.4 Recovery

As the operation progresses from the pre-incident phase through response and into recovery, the ESF #5 Team continues to provide immediate, short-term, and long-term planning functions in coordination with other ESFs engaged in the operation.

During recovery, ESF #5 will:

1. Shift focus to the economic impact of the public emergency and the identification of recovery issues.

2. Change planning emphasis from a daily action plan to long-range management plans. *See* the Anne Arundel County <u>Long-Term Recovery Plan</u> for more information.

3. Continue to coordinate the release of information with other appropriate Agencies. Such information may include types and locations of assistance available, including contacts, telephone numbers and hours of operation.

4. Collect and process information concerning recovery activities while the response phase of the disaster is ongoing. Personnel involved should continue with situational reporting and formal briefings, although they should gradually reduce the frequency of both.

5. Coordinate with the affected County, State, and Federal Agencies on short-term and long-term recovery operations and recovery planning.

6. Develop resource plans and situational reports as appropriate.

7. Track expenses for reimbursement purposes.

8. Disseminate, through the OEM, recovery operation plans and reports to the Agency Representatives of the EOC and vice versa.

9. Conduct an After Action Report (AAR) and Improvement Plan (IP) based upon the overall response and recovery efforts.

2.5 National Preparedness Goal Alignment

ESF #5 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #5 Table 3** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Public Information and Warning, Operational Coordination, and Situational Assessment.

ESF #5 Table 3: NPG Alignment

Mission Area(s): All	
Core Capability	Description
Planning	• Coordinate and conduct deliberate planning to manage risks and execute support functions, and crisis planning activities during the actual or potential incident.
Public Information and Warning	• Provide information for the development of credible, culturally appropriate, and accessible messages to inform the public of ongoing emergency services, protective measures, and other life-sustaining actions that facilitate the transition to recovery.
Operational Coordination	• Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Mission Area: Response	
Core Capability	Description
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.

3.0 EOC ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

3.1 Task Assignments within the EOC

In the following sections, if the Chief, Director, or Lead individual of an Agency is unable to be present, he or she may appoint an EOC representative from that Agency to report to the EOC during an emergency who will have full abilities to make decisions on behalf of that Agency. *See* the County's <u>OEM Emergency Operations Center Manual</u> – for more information.

3.2 Executive Group/Incident Command

ESF #5 Table 4: Executive Group

County Executive
The ultimate authority for management of emergency operations in Anne Arundel

County is the County Executive. The Executive Group exercises broad control over emergency operations, sanctions goals and strategies per incident, gives guidance on matters of basic policy, provides official information and instructions to the public and advises the County Executive as to the need for a Declaration of Emergency.

Chief Administrative Officer (CAO)

The CAO is next in the County government line of succession to the County Executive.

Chief of Staff

The Chief of Staff shall assist the County Executive in formulating policy, coordinate matters between the County Executive and the County Council, manage special projects as assigned by the County Executive, and exercise other authority and perform other duties, responsibilities, and functions as determined by the County Executive. The Chief of Staff is also responsible for overseeing the County Executive's staff including Community Engagement and Constituent Services , Communications and Government Affairs.

Director of Emergency Management

Also known as the Director of the Office of Emergency Management or the "OEM Director," the Director acts as principal aide or advisor to the County Executive during major emergencies. His or her primary responsibility is to ensure coordination among the operating Agencies of government, along with non-governmental groups and volunteer Agencies, as well as with State and Federal governments.

County Public Information Officer (PIO)

The County PIO leads the release of media matters, but may designate the acting EOC/JIC PIO to lead or take partial leadership in regard to public information related to emergency operations, depending on the County PIO's other obligations to the County Executive.

County Attorney and Budget Officer

The County Attorney and the Budget Officer advise the Executive Group within the scope of their respective fields.

3.3 Operations Section

The Operations Section implements the decisions and plans of the Executive Group and coordinates the use of resources within the EOC. The Operations Section communicates with field forces, supports their operations, and keeps a record of their status. The Operations Section analyzes all available information on the situation, then develops, refines, and implements the joint response and recovery strategy. This group also oversees the deployment of response and recovery resources to ensure there are

sufficient resources at particular locations. Additionally, the Operations Section ensures that various Departments/Agencies work in a mutually supportive way.

3.4 Planning Section

1. The Planning Section analyzes the situation and evaluates next steps, potential contingencies, and alternative strategies.

2. The Planning Section also drafts an **Incident Action Plan (IAP)** for each operational period during the emergency, conducts resource management, and maintains the County Situational Report and other key documents.

3. The Planning Section will compile data for Individual Assistance/U.S. Small Business Administration (SBA) assistance and Public Assistance, preliminary damage assessment reports, situational reports, and related reports required for requesting Federal assistance.

3.5 Logistics Section

The Logistics Section coordinates with governmental and private Agencies to assure the maximum availability of resources (personnel, supplies & materials, vehicles, communications and facilities, etc.) for emergency needs.

3.6 Finance/Administration Section

The Finance Section is responsible for all countywide financial, administrative, and cost analysis aspects during a full activation incident.

> For more information on EOC Section and personnel responsibilities, *see* the EOC Manual.

4.0 ORGANIZATION AND RESPONSIBILITIES

NOTE: *See* Common Responsibilities for Lead, Primary, and Support Agencies for all responsibilities.

4.1 ESF Lead: Office of Emergency Management (OEM)

An ESF Lead Agency is the Agency with coordination oversight and accountability for the ESF. It also provides a Representative in the EOC and represents the ESF in policy discussions and negotiations with other ESF teams.

ESF #5 Table 5: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities

Office of Emergency Management (OEM)	• Activate and convene emergency assets and capabilities to prepare for, respond to, and recover from emergencies in Anne Arundel County
	
	• Coordinate with local, Regional, and State emergency management organizations such as the Maryland Emergency Management Agency (MEMA)
	
	• Coordinate the County's short and long-term planning activities
	
	• Develop, implement, and track the County's response planning and operations priorities
	
	• Coordinate the activation and deployment of assessment personnel or teams and Geographic Information Systems (GIS) support needed for incident management
	
	• Submit Damage Assessment Forms from Inspections & Permits (for Individual Assistance), DPW and Central Services (for Public Assistance) to MEMA
	
	• Coordinate overall staffing of Anne Arundel County's emergency management activities at the EOC including which ESFs to activate and EOC activation level
	
	• Conduct long-range planning, and ensure other Agencies do as well, during emergency situations to identify capability and resource needs for future emergency operations so that there is continuous staffing for all operational periods
	
	• Provide training and exercise programs/support to County Agencies and other private organizations to support emergency management activities (*see* the County Multi-Year Training and Exercise Plan)
	
	• Coordinate, maintain, or support County emergency communication activities (*see also* ESF #2 – Communications)
	
	• Coordinate and implement the priorities of the County Executive in local emergency response operations, which may include:
	   o Activating the County EOC
	   o Establishing communications with incident command and the MEMA Regional Director
	   o Activating ESFs, implementing EOC Manual, alert

ESF Lead	Roles and Responsibilities
	personnel, and prepare for a possible mobilization, including 24-hour a day staff operations, if appropriate ○ Supporting mutual aid activities ○ Conducting regular briefings; prepare status reports on the situation for EOC staff, County Agencies, State EOC and the media ○ Making recommendations to the County Executive on response activities including issuance of a "State of Emergency" Proclamation ○ Activating the alternate EOC and directing staff to relocate, if necessary • Manage and direct emergency recovery operations ○ Direct Agencies to maintain accurate records ○ Coordinate countywide damage assessment ○ Monitor recovery efforts through field personnel ○ Conduct an After Action critique and develop an After Action Report (AAR) and Improvement Plan (IP) of the overall response and recovery efforts ○ Deactivate or demobilize EOC operations, as appropriate • When necessary, activate and scale to appropriate levels the OEM call-taker phone bank and supervise call-takers to accept a wide variety of calls related to the incident • Develop a detailed <u>Volunteer Management Plan</u> to outline operational procedures regarding volunteer management • Coordinate volunteer management or designate a volunteer manager, as appropriate

4.2 Support Agencies

ESF #5 Support Agencies have specific capabilities or resources that support the primary agencies and ESF Lead in executing the mission of the ESF. They make resources and supplemental staff available, and they track the use of their resources and share that information with the ESF Lead.

ESF #5 Table 6: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities

Support Agency	Roles and Responsibilities

County/EOC Public Information Officer	• Provide situation briefs to the Director of Emergency Management (the Director) and act at the Director's request
	• Clear sensitive information to be disseminated through the IC and/or the Director, including anything under consideration from Intelligence/Law Enforcement, the Planning Section, and the Operations Sections
	• If not physically present at the EOC/JIC, delegate responsibilities to the EOC PIO, as necessary
	• Interface with the public and media with incident-related information requirements
	• Establish a Joint Information System in accordance with NIMS guidance
	• Consult and work directly with other Agency PIOs at the Joint Information Center (JIC)
	• Maintain contact with local organizations, the media, and pertinent individuals
	• Draft public notices for assistance and support
	• Implement a redundant and continual campaign to advise and inform citizens in an affected area about health and safety hazards, especially concerning spoiled food, contaminated water, and hazardous areas due to disaster event
	• Assure notification to the public concerning the situation via multiple news media such as Emergency Alert System (EAS), reverse 911, JIS, etc.
	• Engage in Media Management, to include:
	  o Informing media of staging locations
	  o Coordinate with the IC or OEM Director to locate an appropriate media staging area
	  o Setting up a media pool, if the scene of an incident requires limited access and all media cannot be brought on-scene

Agricultural Extension Service	• Arrange for the emergency procurement, transportation, and distribution of livestock feed • Advise on agricultural hazards such as blight, infestation, drought, etc.
American Red Cross	• May provide an EOC Representative in special

Support Agency	Roles and Responsibilities
	circumstances, although not typically required to do so • Provide feeding reports
City of Annapolis Liaison	• Coordinate the needs and resources for the City of Annapolis OEM and the act as a link to the City's constituents
Anne Arundel County Public Schools (AACPS)	• Coordinate staff to open school facilities if needed for Mass Care and Sheltering operations • Assist OEM with identifying charter registered school buses for emergency transportation functions
Animal Care and Control	• Provide direction and serve as the operational lead for the rescue, protection, and shelter of animals
Budget Office	• Collaborate with the Office of Finance and the Logistics Section to capture costs and provide direction with reimbursement filing • Provide direction with the coverage of emergency expenditures
Central Services	• Organize and control all resources within the County as well as supply, and purchasing activities • Assist with transportation activities (e.g., fleet maintenance) • Conduct emergency procurement of office, warehouse or building space as needed • Maintain County buildings within its area of responsibility
Community Engagement and Constituent Services	• Provide the communications link between the communities and OEM for both public messaging and solicitation of volunteers/donations
Baltimore Gas & Electric (BGE)	• Work closely with the ESF #12 – Utilities and Energy Team for the restoration and maintenance of utilities during and following a disaster • Work closely with DPW – Bureau of Highways to coordinate efforts such as road clearance which involve utilities such as wires • Per Public Service Commission (PSC) of Maryland Order 79159, maintain a close working relationship with MEMA and Anne Arundel County OEM throughout the year and collaborate efforts during an emergency event

Support Agency	Roles and Responsibilities
Office of Finance	• Collaborate with the Budget Office and the Logistics Section to capture costs and provide direction with reimbursement filing • Provide direction with the coverage of emergency expenditures
Fire Department	• Provide support personnel in the EOC to coordinate activities relating to fire suppression, Search and Rescue (SAR), and Hazardous Materials management • Provide a Fire Department representative during radiological emergencies to sit in the Planning Section (in addition to the Operations Section Fire Department Representative), which will fill the role of Technical Specialist • As available, provide the Fire Department's Medical Director to function as Medical Consultant
Department of Detention Facilities	• As resources permit, may provide NIMS-trained personnel to assist at the EOC, as necessary • May provide inmates to fill personnel shortages in permitted tasks (e.g. debris removal), so long as the type of provision has been approved by the Office of Law
Department of Health	• Assess the event and determine the risk to the public's health • Assist the EOC PIO with the dissemination of health and medical information to the public • Take steps necessary to mitigate public health issues • Provide a DOH Representative during health emergencies to sit in the Planning Section (in addition to the Operations Section DOH Representative) as a Technical Specialist
Office of Information Technology	• Support and manage the systems needed at a JIC to release critical information to the public and the media • Ensure that provisions are made for adequate communications to support OEM and EOC response operations
Inspections & Permits	• Provide any Individual Assistance (IA) damage assessments performed to the EOC for forwarding for

Support Agency	Roles and Responsibilities
	reimbursement (*see* ESF #3 – Public Works for more details)
Maryland State Police	• Provide pertinent information and assistance regarding roads that fall under the State Highway Administration purveyance
Office of Law	• Provide legal advice and take legal action for Support Agencies
Office of Personnel	• Assist with Agencies' procurement of County personnel for emergency tasks • Assist the Budget Office and Office of Finance with capturing these personnel related emergency response costs
Police Department	• Provide all pertinent information concerning police activities and developing emergency situations to the EOC PIO • Provide support personnel in the EOC to coordinate police response to traffic, security, and other developing needs • Provide a Police Department Representative during law enforcement emergencies to sit in the Planning Section (in addition to the Operations Section Police Department Representative), which will fill the role of Technical Specialist • Provide services necessary to support an emergency response effort anywhere in Anne Arundel County

Support Agency	Roles and Responsibilities
Department of Public Works	- Provide updates to the ESF #5 Team on their disaster operations activities - Maintain County roads, rights-of-way, roadway, and storm-water management infrastructure - Produce and distribute potable water to residents served by the County's public water systems - Collect and treat wastewater from residents served by the County's wastewater reclamation systems - Collect, recycle and dispose of solid waste - Track road closure information and share with the relevant EOC personnel - Provide any Public Assistance (PA) damage assessments performed to the EOC Planning Section for forwarding for reimbursement
Department of Social Services (DSS)	- Provide information on social service providers - Plan contingency services to persons who are physically and mentally challenged (access and functional needs) - Provide information on social services through the Joint Information Center (JIC) - Collect and analyze social services information to plan public awareness of emergencies and disseminate information to the public
Recreation & Parks (R & P)	- Provide updates to ESF #5 Team on their emergency operation activities, including Recreation & Parks sites, personnel, and equipment - Make available the Recreation & Parks 4x4 vehicles and personnel to move other responders, mobile patients, food, etc., as needed - Coordinate Community Point of Distribution (CPOD) staffing and operations - Provide day care for responders' children at select sites for the age group of kindergarten through eighth grade, as resources permit - Potentially utilize Recreation & Parks property for the establishment of long-term tent cities - Assist DPW with road debris clearance, if resources

Support Agency	Roles and Responsibilities
	permit
Sheriff's Office	• Provide for or arrange the security of all emergency management sites to include CPODs, shelters, the EOC, and debris collection sites

5.0 PLAN DEVELOPMENT AND MAINTENANCE

Agencies will keep an inventory of personnel, data, equipment, and vehicles which will be used for emergency transportation. *See* Common Plan Maintenance and Development Responsibilities for all ESFs for more information.

ESF 5 SUPPORT ANNEX #1: PIO STRUCTURE: NORMAL DAILY OPERATIONS VERSUS EOC ACTIVATION

ESF #5 Table 7: PIO Flow of Information

PIO Structure: Typical Daily Operations

versus

EOC Activation

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County Executive          Non-Emergency          County Executive          Emergency
                          Typical Day                                       Operation Center
                                                                            (EOC Activated)

              County PIO                                      County PIO

                                            Office of                    PIO Designee (if
Office of          Other                    Emergency                    necessary/may be EOC
Emergency          Departments,             Management                   PIO)
Management         etc.                      EOC Activated
(OEM)                                                    EOC PIO
                   PIO's Other                                           Joint Information
                   Departments                                          Center (JIC)
                                                                        (If Established)
              Other                         Other
              Department's                  Departments,                PIO's of other
              Bureaus                       Etc.                        Departments,
                                                                        etc.
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ESF 5 SUPPORT ANNEX #3: EMERGENCY ALERT SYSTEM (EAS) –BALTIMORE METRO COUNTIES LOCAL EAS PLAN

This is an abstract excerpted from the original Local Baltimore Area EAS Plan, please refer to the MEMA Emergency Alert System site for the full local area and State EAS plan.

The following complies with the State of Maryland Emergency Alert System (EAS) Plan, filed with the Federal Communications Commission. The plan creates guidelines for following the activations of the Emergency Alert System by Maryland's local jurisdictions.

Purpose: This Local Area Plan provides procedures for activating the Emergency Alert System by authorized local government officials, by broadcasters, and by cable operators. It provides broadcasters and emergency managers with guidance on how to send out and receive EAS Alerts.

Authority: Title 47 U.S.C. and 47 C.F.R. Part 11 of the FCC Rules and Regulations, Radio Broadcast Services, details the Emergency Alert System (EAS) as it pertains to daily emergency operations.

Introduction: The State Emergency Communications Committee, in conjunction with federal, state and local emergency management officials, developed the procedures outlined in this plan. Local broadcasters and cable operators also participated.

Authorization: The State EAS plan authorizes creation of a local EAS plan and permits local EAS operations to function until a local plan is approved.

IMPORTANT:

The governmental entity issuing the alert must activate the Emergency Alert System.

Emergency Managers should rely on the Maryland Joint Operations Center (MJOC), rather than broadcasters, to assist with EAS activations.

Broadcasters must ensure that emergency messages regarding events affecting the life and safety of the broadcast audience are forwarded manually or automatically. They should become familiar with these procedures and follow them whenever EAS is needed.

By law, licensees who participate in this plan do not relinquish program control and may

exercise discretion for all messages except presidential messages. As noted in the Part 11 Rules, any use of the EAS Attention Signal confers automatic rebroadcast authority.

Activation Criteria

Baltimore Metro Counties activate the Local EAS Plan using the <u>following criteria</u>:

1. There is an imminent threat to life.
2. Officials clearly identify the affected geographic area.
3. Only the Emergency Manager or his designee will call for an activation.
4. The EAS message will identify the reason for activation.
5. Emergency officials will provide an expiration time for the alert, if possible.

The <u>Public Information Officer (PIO) shall phone and/or fax newsrooms soon after</u> the activation to provide additional detail. <u>Emergency managers propose a conference call notification system to help disseminate</u> this information. Local government <u>websites will post</u> all emergency information. Information provided via fax, phone or Internet may be used to generate "crawls." Broadcasters and emergency managers suggest following a similar format as used for "Amber Alerts."

The EAS Activation code(s) are:

1. (CEM) - Civil Emergency Message
2. (SPW) - Shelter in Place
3. (EVI) - Mandatory evacuations (**mandatory evacuations**).
4. (TOE) - Telephone Emergency/911 Outage

Under the State EAS Plan, all broadcasters agree to broadcast all CEM, SPW, TOE and EVI coded activations **immediately** (EAS Annex 7, page 11 of 15).

Under this plan, an EAS activation occurs only once and will contain a recorded message per the EMNet protocols and procedures covered under the State Plan (and included as part of this document).

However, TV stations will air a "crawl" every 15 minutes for 2 hours (unless emergency managers request the crawl for a longer period) that repeats the alert information, plus any relevant additional information from County sources. Radio stations would repeat the message as a news item during scheduled newscasts and at least every 15 minutes for 2 hours.

Review of EAS Usage

County officials and broadcasters will hold review sessions after activations. These reviews should be scheduled no later than 90 days after the activation. The review will evaluate whether the EAS protocols worked and how to remediate any problems that occurred.

Parts of an EAS Alert

The following sections detail operational procedures outlined in the Maryland State Plan

by the State Emergency Communications Committee (SECC) and adopted as Official Activation and Reception Procedures by all government officials and broadcast stations.

State officials will provide emergency management officials at the County level with specialized equipment capable of providing a fully encoded EAS alert message and inserting it into the EAS monitored stream. When used correctly, EAS equipment allows EAS messages to be seen by broadcast stations.

The EAS alert sender must provide the following information for the alert to be successful:

1. EAS header encoding, including the following information: preamble* and sync codes*; an originator ID*; the event code; the code(s) for location(s) affected; the expected duration of the event; a UTC time stamp*; the Sending Station ID*. (*These parts are usually automatically generated according to machine set up).
2. The EAS Attention Signal,
3. A Vocal Alert Message,
4. End of Message codes.

Incomplete messages, messages with non-intelligible audio components, and messages that lack all the parts needed might be ignored by the EAS En/Dec automation. There is a single, two-minute window to disseminate necessary information to save lives and property.

Multiple EAS messages are not recommended. Due to technical limitations, broadcasters need at least six minutes to send out the initial message. Alerts that come too fast after the prior activation will stop the initial message from getting out and overwrite the original message. Space multiple alerts appropriately.

Every message sent interrupts the broadcaster's regular programming. If you repeat information by starting multiple alerts, broadcasters may refuse to carry the alerts.

EAS is voluntary at the local level. Reserve EAS activations for extreme emergencies.

Additional Action Items

☐ The Public Information Officer (PIO) shall phone and/or fax newsrooms.

☐ Emergency managers propose a conference call notification system to help disseminate this information.

☐ Local government websites will post all emergency information.

☐ County officials and broadcasters will hold review sessions after activations. These reviews should be scheduled no later than 90 days after the activation.

EMERGENCY SUPPORT FUNCTION #6 – SHELTERING AND MASS CARE

ESF #6 Table 1: ESF #6 Agencies

ESF Lead Agency	Department of Social Services (DSS)
Primary Agencies	• American Red Cross (ARC) • Anne Arundel County Office of Emergency Management (OEM)
Supporting Agencies	• Amateur Radio Emergency Service (ARES)/Radio Amateur Civil Emergency Services (RACES) • Animal Care and Control • Anne Arundel County Mental Health Services • Anne Arundel County Public Schools (AACPS) • Central Services • City of Annapolis OEM • Community Emergency Response Team (CERT) • Department of Aging and Disabilities (DoAD) • Department of Health (DOH) • Maryland Department of Human Services • Fire Department • Maryland Department of Health (MDH) • Maryland Institute for Emergency Medical Services Systems (MIEMSS) • Maryland National Guard • Maryland Emergency Management Agency (MEMA) • Public Information Officer • Recreation & Parks (R & P) • Sheriff's Office • Office of Transportation

1.0 INTRODUCTION

1.1 Purpose

1. To describe organizations, procedures, and responsibilities for providing mass care shelters (temporary housing in the County) for victims of an emergency or disaster.

2. To coordinate the effort to provide bulk food resources necessary to support an emergency response or recovery effort or other disaster assistance initiative

NOTE: This plan gives an overview of the responsibilities and Concept of Operations for Lead, Primary, and Supporting Agencies in this Emergency Support Function (ESF). For a more detailed guide to County mass care and sheltering operations, *see* the <u>Anne</u>

Arundel County Mass Care Sheltering Plan (2018) (hereinafter the County Sheltering Plan 2018) [finalization pending].

1.2 Scope

1. Mass Care and Sheltering support includes providing temporary shelter, basic medical care (first aid), food and water to victims and their families, and assistance with reuniting families.

2. The scope of operations could include administering basic medical care and arranging for transfer of victims with more significant medical problems to hospitals/care facilities, offering counseling to victims, managing temporary shelters and keeping shelter records, developing a food procurement strategy, serving meals to affected families who are not necessarily occupants of the shelter, and operating a disaster inquiry program.

3. This ESF has limited information on animal care and sheltering issues. *See* ESF #16 – Animal Protection for more information on animal sheltering.

4. This ESF does not include sheltering related to a Hazardous Materials (Haz-Mat) incident. *See* ESF #10 – Hazardous Materials for more information. As of this writing, the County Department of Health is developing a Reception Center Plan for a Fixed Nuclear Facility (FNF) incident independent of this ESF, which *may* also be useable for other types of Haz-Mat incidents.

1.3 Situation

1. An emergency may require the evacuation of the County occupants (residents, businesses, tourists) from the affected area.

2. A significant, non-local natural or man-made disaster may deny the population access to food and water or deprive them of other basic needs, and could require mass care operations.

3. The location and type of facility to be used as a mass care shelter will vary depending on the nature of an emergency and the size of the evacuated population. For a list of pre-designated shelters, *see* Support Annex #1 – County Pre-Designated Shelters.

4. Incident personnel must provide for basic human needs at each mass care shelter, such as basic emergency medical care and emergency supplies of water and food. Those not housed in public shelters may experience similar needs, and require

emergency supplies of food and water. The County has potential pre-designated sites it may seek to use as Community Points of Distribution (CPODs).[12]

5. Food supplies will be provided from existing State-managed inventories whenever possible. The County will procure food in accordance with Federal, State, and local laws and regulations, including provisions for emergency procurement.

6. Anne Arundel County governance encourages residents to make proactive plans with families/friends so they can take refuge in a location other than the shelter(s) if possible. Shelters offer only the basics of water and food, and have limited comfort, privacy, and entertainment.

7. Sheltering personnel are limited in numbers and special needs licensing/training. If individuals requiring special needs assistance were to arrive at the shelters, their care givers will be required to stay and attend to them. If the shelter proves to be inadequate for an individual's needs, the Shelter Manager will contact the DSS EOC Representative for assistance and possibly transfer the individual to a more appropriate facility. The County encourages individuals requiring caregivers to make prior arrangements to take refuge where they can receive the appropriate assistance.

1.4 Assumptions

1. Under emergency conditions requiring evacuation, most evacuees will seek shelter with friends or relatives, leaving a smaller portion of the population to be sheltered in established mass care shelters.

2. During local emergency conditions for which there is advance warning, such as floods and hurricanes, many residents in the threatened areas will evacuate their homes before ordered to do so by public officials.

3. In large Regional evacuations, evacuees may be processed directly at mass care shelters because of the urgency of the situation and to control mass care shelter allocations.

4. For small-scale emergencies, decisions and activities may be accomplished near the scene of an incident, after coordination with the Incident Commander.

5. Since caregivers for special needs individuals are not always able or willing to remain with those individuals, the Health Department is ultimately responsible for providing medical attention and should be present at registration to determine if there are unattended special needs issues requiring attention.

6. The ESF #6 Team will maintain close cooperation with ESF #1 – Transportation and ESF #16 – Animal Protection.

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[12] NOTE: As of the drafting of this Plan, the County is still in the process of updating its CPOD plan, and is still seeking to formalize agreements with potential pre-designated sites that are privately owned (e.g., large retailer parking lots).

7. A significant disaster event may cause injuries to a considerable number of animals, produce physical or biological health issues throughout the affected area, and create a widespread need for medical care and sheltering of animals.

8. Companion Animal Shelters (CAS) may have to be opened with little advanced notice. Owners are responsible for sheltering and protecting their animals. As needed, Anne Arundel County will support the temporary sheltering of companion animals affected by an emergency.

9. Medical assistance at shelters is intended to address only basic ailments and address immediate emergencies.

10. During an emergency, church groups and other community organizations may initiate spontaneous feeding and/or shelter operations. Where possible the County may assist these operations provided they meet health and safety standards.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. Mass care shelters will be located a safe distance away from any impacted areas, thereby reducing the possibility that victims would have to be re-evacuated.

2. Because of potential shortages of trained mass care shelter management personnel, particularly during the early hours of an emergency situation, evacuees may be asked to assist mass care shelter management.

3. Places of employment and other facilities will evacuate individuals according to their own evacuation plan.

4. Should ESF #1 – Transportation be activated for the purpose of evacuating an area of the County, ESF #6 will automatically be activated.

5. Only a CAS can accommodate companion animals. All pre-approved shelter locations can accommodate a CAS, but the County only has the resources to open **one** at a time. ESF #6 personnel will make a reasonable effort to identify suitable animal sheltering locations that are proximate to the human shelters. Service animals will not be separated from owners during any phase of evacuation and/or sheltering. Refer to ESF #16 – Animal Protection for additional Animal Sheltering information.

6. Shelters may be mutually supporting. For example, personnel may prepare food in one shelter to share with another.

7. ARES/RACES will provide communications if the normal two-way communications systems are damaged, unavailable or out-of-service.

8. The ESF #6 Team may ask pre-identified, non-governmental organizations (NGOs) and voluntary Agencies to support mass care sheltering activities during a period of potential or imminent threat of a disaster or throughout an emergency.

9. The County may enter into agreements with private businesses to provide emergency catering services. The County should memorialize all such agreements in writing.

2.2 National Preparedness Goal Alignment

ESF #6 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #6 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #6 Table 2: NPG Alignment

Mission Area: Response

Core Capability	Description
Mass Care Services	• Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies • Coordinate the return of evacuees to their pre-disaster or alternate locations • Provide feeding services at fixed sites and distribution sites • Reunification services: provide assistance to reunite families separated due to disaster • Support for individuals with access and functional needs • Support for household pets and service animals: collaborates with ESF #16 – Animal Protection to provide rescue, shelter, transportation, reunification, care, and essential needs of household pets and service animals through a single Companion Animal Shelter (CAS) • Identify, obtain, and distribute appropriate food supplies
Logistics & Supply Chain Management	• Assess the need for and coordinate the provision of life-sustaining ESF #6 services, resources, and supplies from other Agencies, NGOs, and the private sector • Determine food supply needs and arrange for transportation supplies
Public Health, Healthcare, and Emergency Medical Services	• Identify and communicate requirements for life-sustaining needs of disaster survivors and household pets and service animals • Ensure that ESF #6 sites are appropriately provisioned and operated in a safe, sanitary, secure, and timely manner • Gather, assess, prioritize, coordinate, and communicate public health and medical requirements of survivors and their household pets and service animals in shelters • Acquire and manage resources, supplies, and services from core capability service providers via contracts, mission assignments, interagency agreements, and donations
Critical Transportation	• Collaborate with ESF #1 – Transportation for the identification and transportation of those with disabilities and individuals with access and functional needs

	• Provide resources for the care of evacuees

3.0 ROLE OF ESF #6 IN THE MISSION AREAS OF EMERGENCY MANAGEMENT

3.1 Prevention

Maintain awareness of direct threats and hazardous situations as they develop and increase in severity so that appropriate proactive measures, such as evacuation, can be considered if necessary.

3.2 Mitigation

Pre-plan shelter locations and conduct surveys to ensure appropriate facilities are identified for mass care that will provide safe sheltering.

3.3 Preparation

1. All ESF Agencies should train personnel to function in their assigned roles (such as shelter managers and/or shelter staff) as appropriate. *See* the County Sheltering Plan 2018 for relevant **Job Action Sheets**.

2. DSS should be prepared to request assistance from other Agencies and organizations in the case of a large-scale disaster, as it may not have sufficient personnel and resources to fully staff a shelter.

3. DSS should determine assistance options (such as ARC, MDH, and FEMA) in preparation for a major disaster in case additional resources are required.

4. The ESF #6 Team will conduct periodic shelter activation exercises as needed in order to verify shelter procedures and plans.

3.4 Response

1. OEM will make the activation decision and will notify the ESF #6 Team members necessary to open mass care shelters. It will communicate with County Office of Central Services to open shelters and deliver supplies within three (3) hours of activation.

2. The OEM will establish primary and back-up physical communications systems with the mass care shelter and all relevant Agencies in accordance with the County Sheltering Plan 2018. However, once established, DSS is responsible for verifying that the communication system remains operable and for requesting technical assistance for communications if needed.

3. Certain parties in the ESF #6 Team will have electronic devices that are already preset to access the Wi-Fi connections at predesignated shelters.

4. The ESF #6 Team will coordinate with <u>ESF #1- Transportation</u> to establish appropriate traffic control measures on evacuation routes to mass care shelters and in regards to the transportation to mass care shelters for those without transportation or with critical transportation needs

5. **Public Information:** ESF #6 will work with the EOC Public Information Officer to release emergency public information approved by the OEM. Information may include:

   (a) Evacuation vs. Shelter-In-Place (*see* <u>Support Annex #2</u> for Shelter-in-Place instructions to the public);

   (b) Geographical and/or political boundaries of the area to be evacuated;

   (c) Personal shelter options (relatives, friends, etc.) are encouraged;

   (d) Evacuation routes (if such routes have been determined);

   (e) Shelter locations;

   (f) Personal items to be brought to the shelters such as clothing, bedding, medications, essentials, infant needs and pet supplies;

   (g) Items prohibited at shelters (weapons, alcoholic beverages, hazardous materials);

   (h) Pet sheltering availability;

   (i) Information on any mental health support or qualified staff available;

   (j) The condition and whereabouts of persons in or evacuated from impacted areas;

   (k) The availability of emergency supplies of food, water, and clothing through CPODs; and

   (l) Shelter closure information and contact for emergency needs after closure.

6. As time and staffing permit, alert hotels and motels in neighboring unaffected jurisdictions, so that those facilities can prepare for an influx of evacuees not wishing to utilize the mass care shelters.

7. Advise the EOC of the number and condition of the evacuees housed in each mass care shelter.

8. Provide food, water, and rest for shelter workers.

3.5 Recovery

1. Maintain mass care activities as necessary. Provide food, water, and medical assistance to the affected population and emergency workers.

2. Arrange for the return of evacuees to their homes as conditions and resources allow, or for the transportation to long-term shelters if in a different location. Long-term shelters are those that sustain operations for at least five days.

3. As conditions and resources allow, provide for communications at mass care shelters to permit evacuees to advise family and friends of their whereabouts.

4. Deactivate unnecessary mass care shelters.

5. Provide six (6) hours' notice to shelter occupants that the shelter will close so that they can arrange alternate lodging and transportation if needed. Unoccupied shelters can be closed at the discretion of the Director of Emergency Management.

6. When a shelter is closed, post a sign on the shelter with a contact number for emergency needs in case someone arrives after it is closed and communicate this information to the EOC PIO.

7. The needs of a shelter are dynamic. It is not recommended to post fixed dates and times that a shelter will be open.

8. Clean and return shelters to original condition; keep detailed records of any damages.

9. Consolidate mass care shelter costs and submit these statements to the appropriate authorities for possible reimbursement.

10. Provide family reunification services.

11. Provide mental health support with present, qualified staff.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. The Anne Arundel County Government, through the Department of Social Services (DSS), retains ultimate responsibility for providing mass care shelters for displaced citizens. DSS will lead ESF #6 with support from Agencies coordinated through the EOC.

2. By arrangement, the American Red Cross may handle sheltering tasks for smaller scale events affecting small groups of individuals (such as a family). Examples of such smaller scale events are individual dwelling fires and flooding, etc.

NOTE: *See* Common Responsibilities for Lead, Primary, and Support Agencies for all responsibilities.

4.1 ESF Lead: Department of Social Services

ESF #6 Table 3: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities

Department of Social Services (DSS)	• **EOC Representative**
	  o Staff shelter management positions and other positions as needed to maintain shelter operations
	  o Provide leadership and coordination to staff
	  o Coordinate overall shelter staffing, including among partner Agencies
	  o Organize mass care shelter staff schedule
	• Designate a mass care Shelter Manager(s) (there are two Shelter Manager per team/one team per shelter) to operate each mass care shelter, who will fulfill all responsibilities in accordance with the County Sheltering Plan (2018), including:
	  o Registration form maintenance and Recording
	  o Maintenance of an activity log
	  o Resource coordination for the shelter
	  o Reports to the DSS EOC as required
	• Train DSS Staff and maintain a communication system and list for employees who will be called upon to provide staffing in mass care activations
	• Provide personnel to assist with mass care shelter activities

ESF Lead	Roles and Responsibilities
	• Assess social services needs of the affected population and provide services or make referrals to other Agencies as appropriate

4.2 Primary Agencies

ESF #6 Table 4: Primary Agency Roles and Responsibilities

Primary Agencies	Roles and Responsibilities
American Red Cross (ARC)	• Provide staffing for counseling, registration and food distribution, as well as nurses, mental health professionals, and others as deemed necessary by the Shelter Manager • Provide meals, as required, for all shelter residents, staff, and volunteers (*see* County Sheltering Plan (2018) for food contingency options) • Provide comfort care kits and financial assistance for items needed by shelter residents including, medicines, medical devices, eyeglasses, etc. through a Client Assistance Card • Provide continuous representation at the EOC when activated, if in accordance with any in-force Memorandums of Understanding (still in progress as of the drafting of this ESF plan) • Coordinate between DSS and other NGOs that can offer meals and supplies for evacuees and personnel • Establish a beverage and snack canteen service as soon as possible after a shelter opens; keep the area sanitary • Arrange for food transport when necessary with vehicles and drivers of Central Services or other Agencies

Primary Agencies	Roles and Responsibilities
Office of Emergency Management (OEM)	- Shared authority with the County Executive to make the initial decision to activate sheltering operations - Notify the Director of DSS (or designated representative) and other partner Agencies of the decision to activate sheltering operations and of EOC activation - Activate and operate the EOC - Identify areas that may require evacuation and subsequent sheltering of the population - Support and assist DSS in making arrangements with AACPS for the use of facilities and equipment, as necessary - Oversee the resupply of consumable shelter goods after deployment - Perform inventory control of the OEM Supply Aisle at the County Warehouse - Coordinate shelter surveys at least every four years - Assist DSS in identifying items that can be provided to sheltered at a mass care shelter - Coordinate with all relevant partners to develop procedures to support mass care plans - Coordinate with adjacent jurisdictions when they host Anne Arundel County evacuees and vice versa - Reciprocate assistance with the City of Annapolis OEM - Anticipate events that may make the County Warehouse inaccessible and coordinate with Support Agencies to pre-position supplies from the Warehouse, if possible - Identify the type and quantity of food items to be purchased in an emergency, as well as the amount and method of packaging of water

4.3 Support Agencies

ESF #6 Table 5: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Department of Health (DOH)	• Provide at least two nursing staff per 12-hour shelter shift to assist with the medical, access, and functional needs of shelter residents • Provide the initial health screening of shelter residents following registration, based on their identified needs • Address health and medical needs and concerns of shelter residents by providing First Aid, medical care, and additional coordination if needed • Work with other Agencies (e.g., ARC) to obtain medication for shelter residents who may have forgotten or lost essential medications and to obtain special meals for those with dietary restrictions • Assist shelter residents with access and functional needs with Activities of Daily Living and mobility if the residents family or personal care assistants are absent • Assist Anne Arundel County Fire and Emergency Medical Services with health care and emergency medical care at mass care shelters • Certify personnel to operate shelter kitchens • Mobilize volunteers from the Maryland Responds Medical Reserve Corps Anne Arundel County Unit (MD Responds MRC AACO Unit) if there is a need for medical or non-medical volunteers
Anne Arundel County Public Schools (AACPS)	• Provide access to AACPS buildings for use as mass care shelters • Open school facilities when needed for sheltering

Support Agency	Roles and Responsibilities
Central Services	**Facilities Maintenance Division** • Arrange for the delivery, set up, and maintenance of backup generators at mass care shelters when available • Deliver and set up supplies, such as cots, linens, and other materials for the mass care shelter • Demobilize the mass care shelter and dormitory supplies and discard all soiled linens • Restore facilities to their pre-shelter condition, including break-down of dormitory facilities and transportation of all shelter supplies back to the County Warehouse • Purchase identified food items when needed • Coordinate with other Agencies to rotate food and water inventory to ensure that expiration dates are not exceeded • Assist in determining the need for and location of CPODS • Transport food and water supplies directed to shelters or identified distribution points and assist in distribution as necessary and as resources permit
Animal Care and Control	• Deliver the animal sheltering trailer and set it up in the designated pet area at the mass care shelter • Provide staff and equipment to manage and operate a pet-friendly mass care shelter co-located within one of the mass care shelters • Ensure all animals are being properly cared for and that only animal owners are caring for or visiting their pets • Coordinate with Central Services for the collection of used linens
Department of Aging and Disabilities	• Provide at least one staff member to support the older adult population through welfare checks and other available programs upon request from OEM

Support Agency	Roles and Responsibilities
Sheriff's Office	• Ensure general safety and security at the mass care shelter • Confiscate and destroy weapons under the discretion of security staff • Provide oversight to any individual(s) deemed a safety concern (e.g., on a State registry, but cannot be denied shelter) at the mass care shelter • Operate in accordance with the Sheriff's Office Special Order – Incident Management Emergency Operations Center Support (Shelter Operations Guide) • Upon closing of shelter, take unclaimed lost & found items to the nearest County Police Department for processing
Anne Arundel County Mental Health Agency	• Provide staffing to assist and support shelter residents with available resources, such as mental health and substance abuse assistance
Office of Transportation	• Provide transportation, as requested, to and from mass care shelters for shelter residents
Fire Department	• Perform Fire Prevention Inspections, support EMS (as needed), and decontamination during specific events
Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency Service (RACES)	• Assign ARES/RACES operators to mass care shelters • Provide backup communications between the EOC and mass care shelters, if necessary
Community Emergency Response Team (CERT)	• Provide CERT members to be assigned by the DSS EOC Representative or Shelter Manager to assist other Agencies in mass care shelter operations as needs arise • Receive on-the-job training for all positions needing assistance and render such assistance
Recreation & Parks (R & P)	• Assume Incident Command for and staff CPOD operations when the CPOD Plan[13] is initiated • As resources permit, provide transportation to assist with the movement of food, water, and

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[13] Note that the County CPOD Plan is currently still being drafted as of the writing of this plan.

Support Agency	Roles and Responsibilities
	emergency supplies • Assist with the location of appropriate vehicles and drivers for transport

5.0   PLAN DEVELOPMENT AND MAINTENANCE

See Common Plan Maintenance and Development Responsibilities for all ESFs.

ESF #6 SUPPORT ANNEX #1: COUNTY PRE-DESIGNATED SHELTERS

County

The County has five (5) schools pre-designated as mass care shelters. ESF #6 leadership must coordinate closely with AACPS prior to opening a shelter. *See* the Anne Arundel County Mass Care Sheltering Plan (2018) [finalization pending] for more information.

ESF #6 Table 6: Pre-designated Shelters

Pre-designated Shelters	Pre-Event Capacity	Post-Event Capacity	Shelter Priority*
Annapolis High School 2700 Riva Road, Annapolis MD 21401	200	100	P
Northeast High School 1121 Duvall Highway, Pasadena, MD 21122	530	265	S
Meade High School 1100 Clark Road, Ft Meade, MD 20755	560	280	S
Southern High School 4400 Solomon's Island Road, Harwood, MD, 20776	300	150	S
Severna Park High School 60 Robinson Road, Severna Park, MD, 21146	574	287	P

* P designates primary shelter
*S designates secondary shelter

City of Annapolis

Additionally, the City of Annapolis has its own mass care shelter for use during disasters or emergencies located primarily in the City of Annapolis. The Director of Annapolis OEM, the city's Mayor, and the city's City Manager have authority to open the shelter. For more information, contact The City of Annapolis Office of Emergency Management: 410-216-9167.

ESF #6 Table 7: Annapolis Mass Care Shelter

City of Annapolis Mass Care Shelter	Capacity
Pip Moyer Community Recreation Center 273 Hilltop Lane, Annapolis, MD, 21403	75

ESF #6 SUPPORT ANNEX #2: SHELTER-IN-PLACE

Note: The following is an excerpt from the County's <u>Citizen's Guide to Emergencies</u>

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SHELTER-IN-PLACE

When emergencies occur, officials may issue shelter-in-place or evacuation orders. Although these orders can be issued for various emergencies, it is important to know and practice the difference in these protective actions.

Shelter-in-place directs individuals to use the nearest suitable physical structure as refuge from a hazardous outdoor or atmospheric threat. Shelter-in-place may be the only immediate option that is viable for certain threats, such as a no-notice toxic hazard or civil unrest.

- Sometimes the safest thing to do is stay inside
- Stay tuned to mass notification systems for the most updated information (see page 7)
- Specific shelter-in-place actions are listed under each hazard in this guide
- Wait until "all clear" message is received before going outside

IMPORTANT NUMBERS

Police (non-emergency)
410-222-8050

Fire (non-emergency)
410-222-8200

BGE Power Outages
877-778-2222

Animal Control
410-222-8900

Constituent Services
410-222-1785

Aging and Disabilities
410-222-4257

Health
410-222-7095

Inspections and Permits
410-222-7790

Office of Transportation
410-222-0022

Public Schools
410-222-5000

Public Schools Student Safety Hotline
877-676-9854

Public Works (dispatch)
410-222-8400

Public Works (general)
410-222-7500

Public Works (roads/snow)
410-222-4040

Sheriff's Office
410-222-1571

Social Services
410-269-4500

ESF #6 SUPPORT ANNEX #3: STORM SURGE HOUSING ESTIMATES SUBJECT TO FLOODING MAP
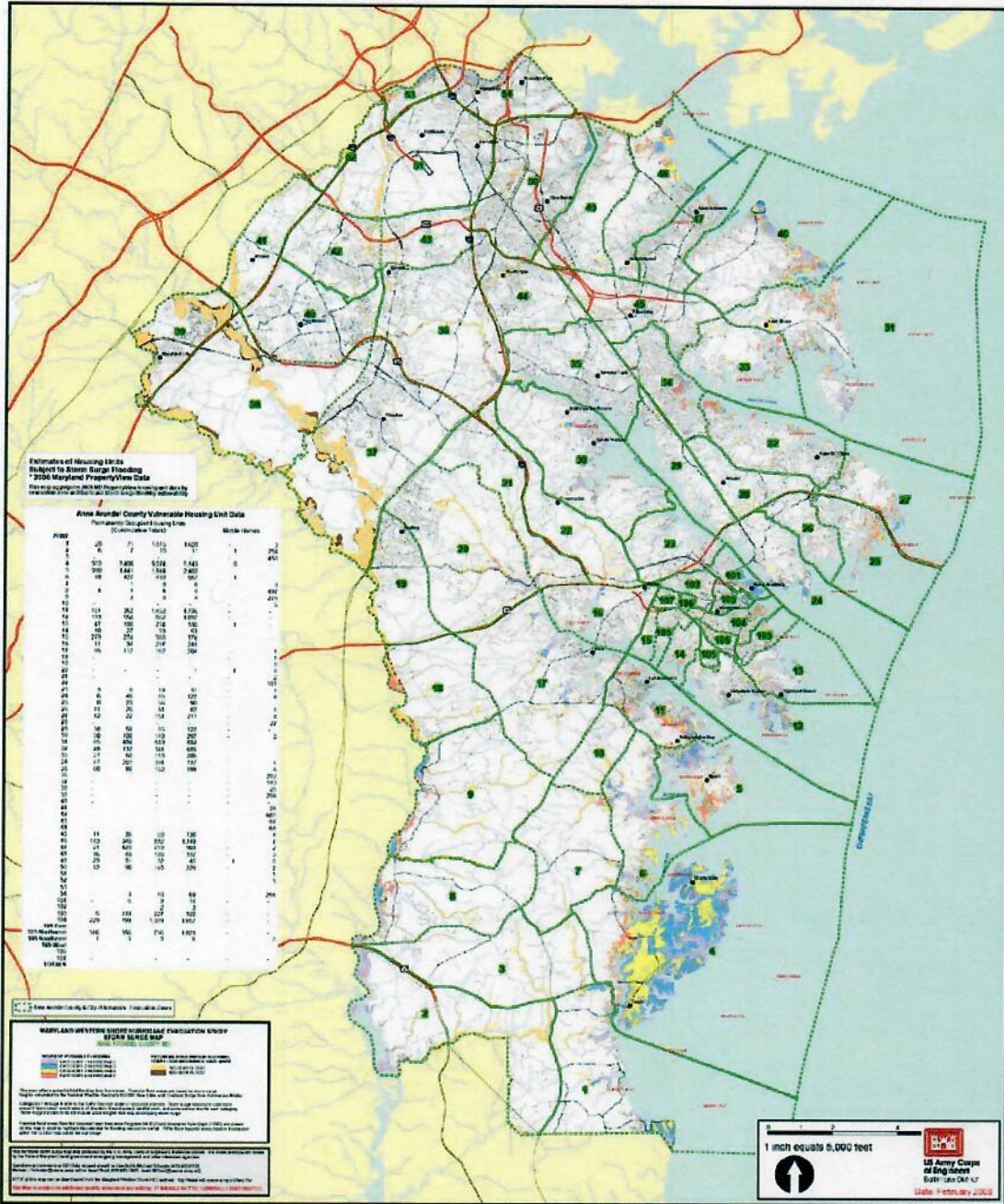
EMERGENCY SUPPORT FUNCTION #7 – LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

ESF #7 Table 1: ESF #7 Agencies

ESF Lead	Central Services
Support Agencies	• Anne Arundel County Public Schools (AACPS) • Department of Public Works (DPW) • Detention Facilities • Office of Information Technology (OIT) • Office of Personnel

1.0 INTRODUCTION

1.1 Purpose

To obtain and coordinate supplemental resources and perform logistical operations necessary to support an emergency response or recovery effort or other disaster assistance initiative. This includes effective management of donated and acquired resources essential to emergency operations, and to conserve the resources available in Anne Arundel County during an emergency.

1.2 Scope

1. Logistics support includes providing or obtaining goods or services and executing logistical or administrative activities for emergency response operations, as well as coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.

2. Potential operations include, but are not limited to, procuring equipment or supplies from private contractors as well as hiring personnel from the private sector, leasing temporary office space or mobile office units, contracting for printing or photographic reproduction services, and initiating contracting agreements with vendors as needed to address the emergency.

3. The ESF #7 Team or its individual members may participate in debris management activities when appropriate and as necessary. For more detail on Debris Management please *see* ESF #14- Debris Management.

4. Anne Arundel County Office of Emergency Management is currently developing a separate Resource Management Plan. Nothing in this ESF plan is intended to supersede, contradict, or otherwise nullify any portion of the County Resource Management Plan once it is finalized.

1.3 Situation

1. Anne Arundel County is subject to a variety of hazards. Some potential disaster situations that threaten the County may require extensive logistical management and coordination. Potential situations could occur during a disaster situation that would isolate the county or specific areas of the County and restrict the ability of the County to deliver available logistics support.

2. The mission of Central Services is to provide efficient and cost-effective services to County operating Departments. The divisions of Central Services are outlined in **ESF #7 Figure 1** below.

ESF #7 Figure 1: Central Services Divisions

Facilities Management Division (FMD)	Purchasing Division	Real Estate Division
• Responsible for the maintenance of 223 County buildings totaling 3.2million square feet, 11 miles of highway, and the 5 gateways into the County. • Responsible for the cleanliness of 16 buildings. FMD is instrumental in office renovations; and providing front desk evening support.	• The Purchasing Division oversees all of Anne Arundel County's purchasing activities, including the asset control programs. • The Purchasing Agent and his staff approve non-personnel expenditures to assure that Agencies meet the Anne Arundel County Code and Charter requirements for competitive bids and quality assurance.	• The Real Estate Division is responsible for the preparation and management of all County leases, identification and disposal of all County property.

Fleet Administration Division

- Responsible for the procurement, maintenance and replacement of fire apparatus, police vehicles, and various general County vehicles and equipment used by County employees. This Division has three garages located in Millersville, Davidsonville, and Glen Burnie.
- Maintains the County fuel system, which has sixteen (16) fully automated fuel sites which dispense millions of gallons of fuel each year.

Risk Management Division

- The primary mission of Risk Management is to protect the assets of the County. This is accomplished through a program of safety advocacy, commercial insurance and Self-Insurance with centralized claims management and administration.

Additional Services

- Telephone Information Center where citizens can have questions answered or be transferred to the appropriate Department..
- Coordinates the Procurement Card program.
- Coordinates space planning.

1.4 Assumptions

1. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.

2. Agencies will draw supplies and equipment from existing County, mutual aid, and State inventories whenever possible. See the Resource Management section of the Basic Plan for more details.

3. Supplies and items of equipment obtained from commercial providers will not be for stockpiling. However, the scope of procurement operations will be consistent with the severity of the event.

4. Procurement will be conducted in accordance with County, State, and Federal laws and regulations, including provisions for emergency procurement and no-bid contracting.

5. Also, some community groups and/or individuals may provide equipment or supplies during emergency situations. For more detail of donations management operations, please refer to ESF #15 – Donations Management.

6. Volunteer Organizations Active in Disaster (VOADs) will provide emergency services such as shelter management and mass feeding when requested to do so by local officials. *See* ESF #6 – Mass Care and Sheltering for more details.

7. Resource Tracking is essential to success in extended emergency operations. All County resources, pursuant to the NIMS, are to be classified by kinds and types. Records are to be maintained for expenditures of goods, services and personnel.

8. Critical information about equipment includes whether it is ordered, in route, ready and standing by, dispatched for operations, in transit, functioning, needs servicing (fuel, lubricants, tires) needs repairs or are ready again for dispatch.

9. Information needed to track resources is coordinated through equipment owners, service personnel, repairers, and incident commanders, via the EOC Logistics Section or a Resource Manager, when established.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. Authority

   The Central Services Officer or his/her designee in the EOC has the authority to commit all personnel and resources of Central Services and to request the same from Support Agencies.

2. Accountability within the Emergency Operations Center

   ESF #7 falls under the Logistics Section Chief of the EOC.

3. <u>Order of Succession</u>

In the Central Services Officer's absence or disability, succession of command shall be in the following order:

1) Deputy Central Services Officer
2) Facilities Maintenance Manager

2.2 National Preparedness Goal Alignment

ESF #7 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #7 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #7 Table 2: NPG Alignment

Mission Area: Response	
Core Capability	Description
Logistics & Supply Chain Management	• Provide resource management that includes determining requirements, sourcing, ordering & replenishment, storage, and issuing of supplies and equipment • Provide facilities management, including storage and distribution facilities • Establish and operate logistics support facilities to include the management of services related to lodging and feeding incident support personnel • Plan for transitional support to recovery operations concurrent with response operations
Operational Communications	• Coordinate the procurement of communications equipment and services
Infrastructure Systems	• Provide logistical support to fire and other first response services as needed
Critical Transportation	• Provide fleet maintenance and replacement services

3.0 ORGANIZATION AND RESPONSIBILITIES

NOTE: *See* <u>Common Responsibilities for Lead, Primary, and Support Agencies</u> for all responsibilities.

3.1 ESF Lead: Central Services

ESF #7 Table 3: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Central Services	**General Responsibilities** • Develop Team procedures and policies in cooperation with Team members • Act as the coordinating agent for all related resources, develop operations assignments and direct deployment in cooperation with the Incident Commander and/or the EOC Operations Section • Establish a liaison with the ESF #5 – Emergency Management Team to facilitate information and data sharing • Collect, compile, and report information **Operational Responsibilities** • Assign personnel from all Central Services bureaus to participate as needed • Coordinate with the Director of Emergency Management and ESF #7 Support Agencies regarding needs and priorities • Monitor for potential logistics shortages in the County and advise the Director of Emergency Management thereof • Identify the facilities and sites that may be used to store needed resources and donations • Facilitate reception, sorting, storage, and delivery of donated goods • Facilitate the disposal or re-distribution of unnecessary donated goods

3.2 Primary Agency

ESF #7 Table 4: Primary Agency Roles and Responsibilities

Primary Agency	Roles and Responsibilities
Office of Emergency Management (OEM)	**Director of Emergency Management** • Approve, control, and direct critical resources that are

Primary Agency	Roles and Responsibilities
	procured
	• Coordinate the incident management objectives and strategies set forth by the by the County Executive's Office to Central Services and the Support Agencies in this ESF
	• Approve of Logistical priorities, decisions, and assignments of resources throughout response and recovery

3.3 Support Agencies

ESF #7 Table 5: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Office of Information Technology (OIT)	• Coordinating Agency for all voice, video, and data communication resources • Maintain communications technology infrastructure to allow for communications and transmission of data between County Agencies (*see also* ESF #2 – Communications)
Department of Public Works (DPW)	• Provide guidance regarding available County resources, restoration of public facilities, and removal and disposal of debris from county roads and residential areas • Operate a Water Fill Station for residents if necessary and if a water plant is available
Department of Detention Facilities	• Provide eligible prisoners to assist with some of the manual labor, such as sand-bagging and debris removal associated with a major disaster response
Office of Personnel	• Provide guidance on personnel-related issues, including utilization of represented employees in non-standard emergency roles • Provide a list of employees with certain qualifications as necessary (e.g., Commercial Driver's Licenses) • Assist in the hiring of temporary employees as needed • Administer employee benefits, including health and life insurance beneficiary information • Provide guidance on time and attendance tracking of personnel during emergency operations • Ensure payment of employees, to include generation of exception payroll, if necessary

4.0 PLAN DEVELOPMENT AND MAINTENANCE

See Common Plan Maintenance and Development Responsibilities for all ESFs.

EMERGENCY SUPPORT FUNCTION #8 – HEALTH AND MEDICAL SERVICES

ESF #8 Table 1: ESF #8 Agencies

ESF Lead	Department of Health (DOH)
Primary Agency	• Fire Department
Supporting Agencies	• Anne Arundel County Public Schools (AACPS) • American Red Cross • Central Services • City of Annapolis Office of Emergency Management (Annapolis OEM) • Department of Public Works (DPW) • Maryland Department of Agriculture • Maryland Department of Health (MDH) • Maryland Department of the Environment (MDE) • Maryland Institute of Emergency Medical Services Systems • Office of Transportation • Police Department • Public Information Office (PIO) • Recreation & Parks • Sheriff's Office

1.0 INTRODUCTION

1.1 Purpose

To define objectives, establish strategies, and assign responsibilities for providing health and medical services to residents and visitors in Anne Arundel County before, during and after an emergency.

1.2 Scope

Health and medical support operations include:

1. Conducting communicable disease surveillance.

2. Implementing and monitoring communicable disease controls, including isolation and quarantine.

3. Assessing of health/medical needs, including in-patient capacity.

4. Providing public health and related risk information to the public and providers using media outlets.

5. Requesting and receiving the Strategic National Stockpile (SNS).

6. Coordinating the mass distribution of medications or vaccinations.

7. Identifying potential public health problems.

8. Providing research and medical consultation, coordination, and control on potential health hazards and medical problems.

9. Coordinating mental health assistance and crisis counseling for victims.

10. Conducting environmental assessments of food service facilities, water-ways, properties on private wells, properties on private septic systems, and residential properties with potential housing maintenance and sanitation issues.

11. Assisting and supporting for mass casualty incidents.

12. Monitoring food service facilities and ensuring proper operation before, during and after an emergency.

13. Monitoring and reporting adverse events related to the administration of vaccines and/or medications.

14. Consulting on radiological, select chemical and biological hazards.

15. Providing triage, treatment, and transport during mass casualty field response.

16. Coordinating healthcare resources and assisting in medical surge events.

17. Implementing disease vector controls and possible appropriate pest controls with the support of appropriate local and State Agencies (in conjunction with the Department of Natural Resources and the Department of Agriculture).

1.3 Situation

1. Anne Arundel County is vulnerable to a range of natural and man-made hazards that may require the County to provide emergency medical and public health services.

2. In some types of incidents, emergency medical, public health, and/or health care services will be the focus of the response. In other incidents, they will be a supporting part of the overarching response.

3. A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance.

4. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.

5. The extent of damage to medical, mental health and extended care facilities within the affected area will influence the strategy and ability to coordinate care and provide appropriate treatment.

6. Collateral damage to industrial sites and facilities, water systems, and pipelines may generate secondary casualties, cause fires, or create a toxic or contaminated environment for communities and emergency responders.

7. The incapacitation of solid waste disposal facilities and water treatment systems, as well as the disruption of electrical power services, may foster long-term conditions that propagate bacteria and disease.

8. All Agencies/Department will conduct procurement in accordance with Federal, State and County laws and regulations.

9. The County Health Officer possesses several emergency powers granted by State law and regulation, which can be used to carry out the objectives of this ESF. *See* Support Annex #3 for more information.

1.4 Assumptions

1. During the first 72 hours after the disaster, the public should not anticipate routine public health services.

2. In response to a large-scale health or medical emergency, the Governor may declare a catastrophic health emergency, suspending normal day-to-day licensing requirements and standard treatment practices utilized by public health and healthcare professionals in order to swiftly respond to the medical consequences of the emergency.

3. In a radiological event, all personnel taking samples will comply with guidance provided by MDE and/or MDH as appropriate.

4. The resources routinely available within the affected emergency area may be inadequate, and the ability to clear casualties from the scene or treat them nearby may be limited. Alternative treatment facilities may be required.

5. Mobilization of County resources and possible neighboring community resources based on established partnering agreements may be urgently needed for triage, treating casualties in the emergency area, and then transporting them to the closest appropriate hospital or other health care facility.

6. Medical re-supply may be needed throughout the emergency area.

7. In a major health and medical emergency, operational necessity may require the transportation of patients to other medical health facilities by alternative means.

8. The stress, loss and pain caused as a result of a large-scale emergency may quickly overwhelm the mental health system, producing an urgent need for mental health crisis counseling for emergency victims, response personnel, and their families.

9. Assistance in maintaining the continuity of health and medical services may be required, especially for citizens with long-term and ongoing healthcare needs, as well as continuity of services for critical or acute care patients.

10. The availability of County infrastructure such as potable water, sewage disposal, and electricity may be limited or in some cases non-existent. This will further strain medical resources and ability to respond.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. With the ESF Support Agencies, the Department of Health will monitor events and assess health and medical needs during or following an activation.

2. Based on this ongoing assessment, the Department of Health will direct resources, coordinate the delivery of public health services, and collect information from other Agencies and private sector medical providers.

3. Upon notification by OEM that a major emergency has occurred, the Department of Health will alert appropriate personnel and activate the staff at Department of Health to assist with the coordination of activities.

4. In conjunction with OEM and available ESF #8 Agencies, the Department of Health will make a rapid assessment of the situation and notify additional ESF #8 Agencies as necessary.

5. The DOH Representative at the EOC will begin initial discussions and coordination with the ESF Leads of other ESFs to ensure that effective health and medical services continue to be provided to those impacted by the event.

6. The Department of Health will provide a representative to the Emergency Operations Center (EOC) in the event of an EOC activation if its support is necessary. In a large-scale event, where ESF #8 Health and Medical Services is the lead, the Department of Health may coordinate all Health and Medical Response efforts from the DOH Operation Center (DOC).

7. If the Anne Arundel County and City of Annapolis EOCs are both activated, the DOH will provide staffing to the County EOC and communicate to the City EOC via telephone or other designated mechanism (e.g. WebEOC). If the City of Annapolis EOC is activated and the County is not, the DOH will provide representation to the City EOC.

8. When DOH is taking samples for testing, they will not be permitted to enter an area of Imminent Danger to Life and Health (IDLH). To prevent entering a potentially dangerous environment or exposure to dangerous condition, DOH will coordinate with Agencies such as Hazardous Material teams, Maryland Department of Environment (MDE) and Environmental Protection Agency (EPA) prior to taking samples.

2.2 Mitigation/Preparedness

ESF #8 Table 2: DOH Response Plans

The Department of Health has developed All-Hazards Emergency Response plans for specific Agency functions. These include:
o Strategic National Stockpile Response and Distribution Plan (includes Mass Dispensing)

- o Continuity of Operations Plan (COOP)
- o Environmental Health Emergency Response Plan
- o Public Health Risk Communication Plan
- o First Responder Points of Dispensing Plan
- o Infectious Disease Response Plan
- o Shelter Activation Response Plan
- o Pandemic Influenza Response Plan
- o Phone Bank Plan
- o Radiation Reception Center Plan (Region III Plan)

The Department of Health will exercise these plans and make revisions as necessary.

2.3 Response

ESF #8 will collectively perform the following actions. *See* section 3.0 – Organization and Assignment of Responsibilities for a breakdown of actions per each Agency:

1. Carry out assessment of health/medical needs, including in-patient capacity. Mobilize and deploy a triage team to the disaster area to assist in determining specific health/medical needs and priorities.

2. Carry out assessment of mental health needs and mobilization of resources.

3. Provide medical-related information releases and public information/risk communication on public health issues. Provide public health and disease prevention information that can be transmitted to members of the general public in or near affected areas.

4. Receive the Strategic National Stockpile and distribute prophylactic medications.

5. Provide public health and medical-related services, supplies, and personnel.

6. Carry out research and medical consultation, coordination, and control on potential health hazards and medical problems.

7. Practice Disease Vector Control in the following manner:

   (a) DOH: Assist in assessing the threat of vector-borne diseases.

   (b) Department of Agriculture: Conduct field investigations collection and lab analysis of relevant samples.

   (c) DOH: Provide technical assistance, consultation on protective actions, and medical treatment of vector-borne diseases.

   (d) DOH: Provide technical assistance and consultation on medical treatment of victims of vector-borne diseases.

8. Provide assistance to the Incident Commander, EOC if activated, and receiving hospitals with radiological, chemical, and biological consultation.

9. Participate in the Joint Information System (JIS)/ Joint Information Center (JIC) with other Support Agencies to provide the public with information about health emergencies, particularly regarding any chemical, biological, radiological, and explosive event.

10. Monitor environmental food and water quality and implementation of appropriate measures to minimize risks.

2.4 Recovery

ESF #8 will collectively perform the following actions. *See* section 3.0 – Organization and Assignment of Responsibilities for a breakdown of actions per each Agency:

1. Work with State and Federal Agencies to set up systems to monitor individuals and the community who may have been exposed to biological agents.

2. Assure that plans are in place for environmental assessments, particularly involving food service facilities, private well contamination, waterway contamination, failing septic systems and public sewage infrastructure failures.

3. Prepare and deliver public information in collaboration with the County PIO.

4. Provide public health information to community physicians and health care providers.

5. Assist in identifying potential environmental hazards for land, building, and utilities specifically those related to food service facilities, multiple dwellings and residential dwellings that may have resulted from the incident.

6. Assure that some provisions are made to address community psychological needs following an incident.

7. Assure processes are in place for de-briefing and preparing an overall After Action Report (AAR).

8. Ensure that financial reports (e.g. reimbursement forms to FEMA) are prepared without delay.

2.5 Powers and Responsibilities of the County Health Officer

The County Health Officer has certain powers and responsibilities in order to protect public health, as granted to them by State law and regulation, including the Catastrophic Health Emergencies Act (CHEA). **ESF #8 Table 3** below outlines these powers. Detailed information on CHEA and other legal sources for the Health Officer's powers and responsibilities are found in Support Annexes #2 and #3 of this ESF.

ESF #8 Table 3: Powers and Responsibilities of County Health Officer

The County Health Officer	
Powers	- Enter into and inspect businesses and places of employment, as well as private homes in some circumstances - Report, investigate, and take proper actions to prevent the spread of suspected disease - Issue quarantine and/or isolation orders in certain circumstances - Disinfect a house and disinfect/destroy the articles within the house if they have been exposed to a contagious disease - Act immediately and take steps to prevent the spread of infectious or contagious disease - Obtain samples of food and drugs for testing and analysis
Responsibilities	- Notify the County Board of Education if a disease exists that will likely endanger schoolchildren - Keep records of physician reports of diagnosed diseases - Notify the State Secretary of Health of unusual disease or mortalities - Enforce the State health laws and rules/regulations made by the State Secretary of Health, and—if the Governor declares a state of emergency—the rules, regulations, and orders issued by the Governor

2.6 National Preparedness Goal Alignment

ESF #8 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **Figure/Table E8-4** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #8 Table 4: NPG Alignment

Core Capability	Mission Area: Response Description
Public Health, Healthcare, and Emergency Medical Services	Monitor the health of the general medical needs population, as well as that of response workers; identify emerging trends related to disaster

	• During a medical surge, provide support for triage, patient treatment, and patient movement • Assist with isolation and quarantine measures and with medical countermeasure and vaccine Point of Dispensing operations • Maintain appropriate patient confidentiality (e.g., Health Insurance Portability and Accountability Act compliance) • Assess public health, medical, and veterinary medical effects resulting from all hazards • Enact vector control measures
Public Information & Warning	• Coordinate public health and medical messaging with the County/EOC PIO and the JIC • Continuously acquire and assess information on the incident
Critical Transportation	• Transport seriously ill or injured persons and medical needs populations from point of injury or casualty collection point to treatment facilities
Fatality Management Services	• Maintain and enact a Mass Fatality Plan
Mass Care Services	• Provide support for mass care sheltering, as resources permit
Logistics & Supply Chain Management	• Arrange for the procurement and transportation of equipment and supplies, to include assets from the Strategic National Stockpile, in support of immediate public health and medical response operations

3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

NOTE: *See Common Responsibilities for Lead, Primary, and Support Agencies* for all responsibilities.

3.1 ESF Lead: Department of Health (DOH)

ESF #8 Table 5: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities

Department of Health	• Conduct Public Health Surveillance, including:
	     o Infectious disease surveillance
	     o Epidemiological investigation
	     o Field studies and investigations

ESF Lead	Roles and Responsibilities
	o Monitoring the health of the general population and special high-risk populations
	o Monitor injury and disease outbreaks
	• Identify conditions that have the potential to cause long-term or widespread health problems
	• Direct, coordinate, and integrate overall efforts to provide medical and public health assistance to the affected area
	• Develop and enforce disease control, emergency health, and sanitation standards
	• Investigate communicable disease outbreaks
	• Implement food service facilities and private water supplies for possible contamination as a result of emergency conditions and assist DPW in case of a public water contamination
	• Coordinate and execute mass vaccination and medication dispensing
	• Monitor and report adverse events related to the administration of vaccines and/or medications
	• Coordinate with City of Annapolis, County, State, and Federal Agencies in response to hazardous materials incidents affecting surface or ground water resources
	• Conduct health and environmental assessments of conditions in the communities affected by the emergency and anticipate, if possible, where health problems could occur
	• Work with community Agencies in providing public health, medical, mental health, and social services
	• Maintain ongoing human health surveillance of affected communities in order to rapidly identify and address health-related problems and provide appropriate public notification and recommendations regarding hazards/contamination problems
	• Direct the activation and deployment of health/medical personnel, equipment, and supplies in response to requests for assistance
	• Provide health and medical advisories, press releases, and other medically-related information to the public

3.2 Primary Agency

ESF #8 Table 6: Primary Agency Roles and Responsibilities

Primary Agency	Roles and Responsibilities
Fire Department	• Administer medical rescue and evacuation, triage, treatment and transport operation in a mass casualty situation • Update the EOC of incident status and expected patient inflows • Utilize other area EMS Agencies and local/Regional private sector ambulance companies for assistance when needed • During Hazardous Materials incidents, administer special procedures for managing patients contaminated by hazardous materials. Respond to and mitigate hazardous material incidents (*See* ESF #10 – Hazardous Materials for further information) • Support dispensing/vaccination of First Responders and their immediate household contacts at First Responder Points of Dispensing during a public health emergency (PHE)

3.3 Support Agencies

ESF #8 Table 7: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Police Department	• Control pedestrian and vehicular access to the disaster or hazardous area • Assist residents of evacuation zones by providing local warnings, coordinating evacuation routes, and securing the evacuation zone • Provide security at gathering points such as public mass prophylaxis Points of Dispensing (PODs) • Provide personnel to secure and to support operations at First Responder PODs during a PHE • Enforce Isolation and Quarantine orders under the direction of the Health Officer • Provide armed law enforcement escort for transportation of SNS prophylactic cache to Anne Arundel County PODs
American Red Cross	• Assist DSS with emergency shelters for residents, mass feeding, and first aid • Support counseling and healthcare for minor illnesses and injuries to incident victims in mass care shelters and other sites deemed necessary by the Health Department • Assist community health personnel subject to staff availability • Subject to staff availability, provide supportive counseling for the family members of the dead, injured, and other affected by an emergency incident
Department of Public Works (DPW)	• Protect, operate, and maintain water and wastewater systems during emergency/disaster conditions • Restore sewage collection and treatment systems that may be affected by emergency or disaster conditions • Coordinate with the Department of Health PIO and the JIC, if activated, to provide information to the public in case of public water contamination
Anne Arundel County Public Schools (AACPS)	• Support and assist in making arrangement for the use of facilities
Central Services	• Distribute stored DOH POD supplies to the six (6) Strategic National Stockpile (SNS) PODS

Support Agency	Roles and Responsibilities
	• Permit use of Grover Road facility for distribution of prophylactic medication to Closed POD partners in the event of a public health emergency
Sheriff's Office	• Assist the Police Department in providing security at POD sites if requested and as resources permit • If necessary, coordinate with other Agencies regarding POD site security
Office of Emergency Management	• Assist DOH in the case of possible pandemic disease outbreaks or other public health issues with communications, public notifications, and EOC activation if necessary • Assist with the organization and logistics of medical PODs intended for both the public and responders
Office of Transportation	• Provide transportation for DOH employees to and from PODs as needed if the Strategic National Stockpile Plan is implemented
County PIO	• Cooperate with and advise the DOH PIO to ensure that information releases are consistent with the objectives of emergency management • Keep the County Executive and the Director of Emergency Management informed of all media releases • Coordinate the issuance of all emergency public information releases with appropriate Federal, State, and local officials in the case of a public health emergency • Assure notification to the public concerning the situation via multiple news media such as Emergency Alert System (EAS), reverse 911, JIS, etc. • Provide detailed geographical and/or political and/or zip code boundaries of the areas affected by the health emergency and POD plans • Monitor media outlets to ensure that information provided to the media is reaching intended audiences
Recreation & Parks	• As resources permit, provide additional vehicles to transport DOH employees to and from PODs as needed and if the Strategic National Stockpile Plan is implemented
o **Maryland Institute of Emergency Medical Services Systems**	• Provide aid and assistance in accordance with separate mutual aid agreements

Support Agency	Roles and Responsibilities
(MIEMSS) o Maryland Department of Health (MDH) o Maryland Department of Agriculture o Maryland Department of the Environment (MDE) o City of Annapolis OEM	

4.0 PLAN DEVELOPMENT AND MAINTENANCE

The County Agencies involved will maintain this ESF in accordance with Common Plan Maintenance and Development Responsibilities for all ESFs with the following addition:

Primary and Support Agencies to this ESF will assist the County Health Officer *and* the **Program Manager, DOH Office of Emergency Preparedness and Response**, with developing and maintaining this ESF.

ESF #8 SUPPORT ANNEX #1: HOSPITAL, TRAUMA AND SPECIALTY REFERRAL CENTERS

See ESF #4 Support Annex #2 for list of Hospital, Trauma, and Specialty Referral Centers.

ESF #8 SUPPORT ANNEX #2: CATASTROPHIC HEALTH EMERGENCIES ACT (CHEA)

*NOTE: This section provides an overview of the **Catastrophic Health Emergencies Act** as it empowers the Maryland Secretary of Health to take certain emergency measures, which in turn creates duties and powers for the County Health Officer. See Support Annex #3 for more information on the duties and powers of the Health Officer.*

1. The Catastrophic Health Emergencies Act (hereinafter CHEA) defines a catastrophic health emergency as "a situation in which extensive loss of life or serious disability is threatened imminently because of exposure to a deadly agent." Md. Code Ann., Pub. Safety § 14-3A-01(b) (LexisNexis 2018).

2. A "deadly agent" is defined in three different classes, each at levels "capable of causing extensive loss of life or serious disability:

   (a) "Anthrax, ebola, plague, smallpox, tularemia, or other bacterial, fungal, rickettsial, or viral agent, biological toxin, or other biological agent [. . .];

   (b) Mustard gas, nerve gas, or other chemical agent; or

   (c) radiation."

   Id. § 14-3A-01(c).

3. Under the CHEA, the Governor may issue a proclamation declaring a catastrophic health emergency. *Id.* § 14-3A-02(a).

4. Once a proclamation of a catastrophic health emergency is made, the Governor may issue orders to the Secretary of Health (the "Secretary") or other designated official to "control, restrict, or regulate the use, sale, dispensing, distribution, or transportation of anything needed to respond to the medical consequences of the catastrophic health emergency" by "rationing or using quotas; creating and distributing stockpiles; prohibiting shipments; setting prices; or taking other appropriate actions." *Id.* § 14-3A-03(b)(2).

5. The Governor may also order the Secretary or other designated official to "seize immediately anything needed to respond to the medical consequences of the catastrophic health emergency" and to "work collaboratively, to the extent feasible, with health care providers to designate and gain access to a facility" needed to respond to the emergency. *Id.* § 14-3A-03(b)(1). Additionally, the Governor may "order the evacuation, closing, or decontamination of any facility." Md. Code Ann., Pub. Safety § 14-3A-03(d)(1) (LexisNexis 2018).

6. "If medically necessary and reasonable to treat, prevent, or reduce the spread of the disease or outbreak believed to have been caused by the exposure to a deadly agent," the Governor may order the Secretary or other designated official to require individuals to submit to: "medical examination or testing;" "vaccination or medical treatment" (unless the vaccination or treatment likely will cause serious harm to the individual); and to establish places of treatment, isolation, and quarantine. *Id.* § 14-

3A-03 (b)(3). The Governor may also order the Secretary or other designated official "to require individuals to go to and remain in places of isolation or quarantine" until the Secretary or other designated official "determines that individuals no longer pose a substantial risk of transmitting the disease or condition to the public." *Id.* Furthermore, "if necessary and reasonable to saves lives or prevent exposure to a deadly agent, the Governor may order individuals to remain indoors or refrain from congregating." *Id.* § 14-3A-03(d)(2).

7. The Governor may order any health care provider…to participate in disease surveillance, treatment, and suppression efforts or otherwise comply with the directives of the Secretary or other designated official." *Id.* § 14-3A-03(c). The Secretary or other designated official, acting pursuant to the Governor's issued order, must issue a directive to require any individual or group of individuals to go to or remain in places of isolation or quarantine. *Id.* § 14-3A-05. The directive shall include:

(a) "The identity of the individual or group of individuals that are subject to isolation or quarantine;

(b) The premises that are subject to isolation or quarantine;

(c) The date and time when the isolation or quarantine starts;

(d) The suspected deadly agent causing the outbreak or disease, if known;

(e) The justification for the isolation or quarantine; and

(f) The availability of a hearing to contest the directive."

Pub. Safety § 14-3A-03(b)(1).

8. A directive shall be in writing and given to those subject to the directive before taking effect unless "the Secretary or other designated official determines that this notice is impractical because of the number of individuals or geographic areas affected." *Id.* § 14-3A-05(b)(2)-(3). If this exception applies, "the Secretary of other designated official shall ensure that the affected individuals are fully informed of the directive using the best possible means available." *Id.* § 14-3A-05(b)(3).

9. A directive can be challenged in a hearing, but a request for a hearing does not stay or enjoin a directive. *Id.* § 14-3A-03(c)(1)-(2). A court receiving a request for a hearing "shall hold a hearing within 3 days of receipt of the request." *Id.* § 14-3A-03(c)(3). The court may extend the time for a hearing "if the Secretary or other designated official shows that extraordinary circumstances exist that justify the extension; and after considering the rights of the affected individual or group of individuals, the protection of the public health, and the availability of any necessary witnesses and evidence. Pub. Safety § 14-3A-03(c)(4).

10. A request for relief shall be granted unless the court determines that "the isolation or quarantine directive is necessary and reasonable to prevent or reduce the spread of the disease or outbreak believed to have been caused by the exposure to a deadly agent." *Id.* § 14-3A-03(c)(5). For additional information on court hearings and court orders under this section, *see Id.* § 14-3A-05(c)-(f).

11. The authority granted under the CHEA "is in addition to, and not in derogation of, any other authority that the Governor, the Secretary, or any other public official may exercise under other law." *Id.* § 14-3A-07.

ESF #8 SUPPORT ANNEX #3 EMERGENCY LEGAL POWERS AND RESPONSIBILITIES OF THE COUNTY HEALTH OFFICER

The Anne Arundel County Health Officer has certain legal powers the Officer can exercise in emergency, which derive from State and local laws and regulations. They include the following:

Powers

1. Can enter into and inspect businesses and places of employment in the performance of official duties. Md. Code Ann., Health-Gen. § 3-307(b) (LexisNexis 2018).

2. Can enter into private homes in the performance of official duties if the Health Officer has (1) consent, (2) a warrant, or (3) no time or opportunity to obtain a warrant and an exceptional or emergency situation exists. *Id.* § 3-307(a).

3. Investigate and prevent the spread of disease. *Id.* § 18-208.

4. Perform investigations and other duties as they are assigned by the State Secretary of Health, or the County Board of Health. *Id.* § 3-306.

5. Obtain samples of food and drugs for testing and analysis. *Id.* § 3-306(b).

6. Report, investigate, and take proper actions to prevent the spread of suspected disease. Health-Gen. § 18-208(a)(1).

7. Disinfect and/or destroy articles within a house if they have been exposed to a contagious disease/deadly agent. *Id.* § 18-201(a).

8. Move patients to another location, if certain conditions are met. *Id.* § 18-211.

9. Disinfect a house if it has been exposed to a contagious disease/deadly agent. *Id.* §18-210(a).

10. Act immediately to prevent the spread of infectious or contagious disease within the County. Note that the Health Officer must contact the State Secretary of Health within 24 hours after being notified of an infectious or contagious disease in the County. *Id.* § 18-208(b).

11. Investigate nuisances if they present immediate hazard to the public health. Issue abatement orders if needed. *Id.* § 20-301(a), (d)(1)(ii).

12. Order individuals examined if a physician suspects them of having contracted tuberculosis. Order care for the individual it tuberculosis is confirmed, or order quarantine or isolation if the individual does not comply with an order for medical care. Health-Gen. § 18-324.

13. If the Governor has declared an emergency, the Health Officer has the power and responsibility to execute and enforce the rules, regulations, and orders issued by the Governor. Md. Code Ann., Pub. Safety § 14-113(b) (LexisNexis 2018).

Responsibilities

The Health Officer also has certain duties under State laws and regulations. Those duties include:

1. Notify the County Board of Education if a disease exists will likely endanger schoolchildren. Md. Code Ann., Health-Gen. § 18-209 (LexisNexis 2018).

2. Keep records of physician reports of diagnosed diseases. *Id.* § 18-201.

3. Report to the County Board of Health any reasonable belief that a public health risk exists. *Id.* § 18-208.

4. Notify the State Secretary of Health ("the Secretary") of unusual diseases or mortalities, even if the Health Officer does not definitively know the disease to be contagious. *Id.* § 18-208(c).

5. Enforce State health laws and rules/regulations adopted by the Secretary, as the Secretary directs. *Id.* § 3-306(c)(4).

6. Advise and assist the Secretary on matters pertaining to quarantine or isolation orders that the Secretary issues. *See* COMAR 10.59.01.03 (2018) for details on the assistance required. *See also* Support Annex #2 of this ESF plan for the Secretary's powers under the CHEA.

ESF #8 SUPPORT ANNEX #4: STRATEGIC NATIONAL STOCKPILE (SNS)/CITIES READINESS

NOTE: Reference the County DOH's <u>Strategic National Stockpile Plan</u> *(SNS Plan) for further information omitted from this annex. What follows is a brief overview of the UASI Antibiotic Cache, the SNS, and an excerpt of the SNS Plan explaining criteria for activation. As of this writing, the DOH is updating the SNS Plan; any information in the updated SNS Plan supersedes that in this annex.*

Overview: UASI Antibiotic Cache

The UASI antibiotic cache, which is designated for first responders, can be accessed from the local level since it is a local asset, however a declared emergency from the local and State Departments of Health and guidance from FDA and CDC may be necessary before the cache can be accessed. It is important to recognize that an event that requires usage of the UASI antibiotic cache will most likely be significant enough to require additional State and Federal assets, and therefore the activation sequence for the Strategic National Stockpile (SNS) and activation for the UASI cache are a joint, in some cases, simultaneous process.

Overview: The Strategic National Stockpile (SNS) [excerpt from the SNS Plan]

1. In a large-scale emergency caused by a natural occurrence, man-made accident or a terrorist attack resulting from a chemical, biological, radiological, nuclear or explosive (CBRNE) weapon (hereinafter, referred to as the "Event"), the casualty numbers and/or possible exposures will rapidly overwhelm Anne Arundel County's healthcare systems, existing resources and supplies.

2. The Strategic National Stockpile (SNS) is a collection of large quantities of medical materiel, equipment, and pharmaceuticals. The Division of Strategic National Stockpile (DSNS), under the Centers for Disease Control (CDC),[*] manages the SNS and provides personnel to augment State and local responders during an emergency. The mission of the DSNS is to deliver critical medical assets to the site of a national emergency. The DSNS has a variety of alternatives from which to choose to respond to national emergencies requiring large quantities of medical supplies.

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[*] NOTE: as of the writing of this EOP, the Federal government is planning to change oversight of the SNS from the CDC to the Office of the Assistant Secretary for Preparedness and Response (ASPR) on October 1, 2018.

SNS Plan Excerpt: Criteria for Activation

4.0 CRITERIA FOR ACTIVATION OF THE SNS

The decision to activate the SNS will be a collaborative effort among local, State, and Federal officials. It begins at a local level when officials identify a potential or actual situation that is believed to have the ability to threaten the health of the community. Regional and local resource considerations for activating SNS Materiel include, but are not limited to:

- Current casualty numbers exceeding the local response capabilities available;
- The projected health and medical needs of the population of the area (including transients);
- The hospital surge capacity at the time of the Event; and
- The availability of State and/or local resources, including pharmaceutical and oxygen distributors, nearby hospitals, and transportation services.

There are numerous other events, which may provide justification for SNS materiel activation, including but not limited to:

- A chemical, biological, radiological, nuclear, or explosive (CBRNE) event.
- A large-scale medical emergency brought on by a natural disaster.
- Confirmation by intelligence or law enforcement of a release of a CBRNE device.
- An indication from intelligence sources or law enforcement of an increased potential for or an imminent terrorist attack.
- Clinical, laboratory, or epidemiological indications including:
  - ☐ A large number of persons with similar symptoms, disease, syndrome, or deaths
  - ☐ An unusual illness in a population – single case of disease from uncommon agent, and/or a disease with unusual geographic or seasonal
  - ☐ distribution, and/or an endemic disease or unexplained increase in incidence
  - ☐ A higher than normal morbidity or mortality from a common disease or syndrome
  - ☐ A failure of a common disease to respond to usual therapy
  - ☐ Multiple unusual or unexplained disease entities in the same patient
  - ☐ Multiple atypical presentations of disease agents
  - ☐ Similar genetic type in agents isolated from temporally or spatially distinct sources
  - ☐ Unusual, genetically engineered, or an antiquated strain of a disease agent
  - ☐ Simultaneous clusters of similar illness in non-contiguous areas
  - ☐ Atypical aerosol, food, or water-borne transmission of a disease
  - ☐ A biosensor alert from surrounding counties or cities
  - ☐ Animal deaths/illnesses that precede or accompany human death.

- Unexplained increases in emergency medical service requests.
- Unexplained increases in antibiotic prescriptions/over-the-counter medication use.

ESF #8 SUPPORT ANNEX #5: INDIVIDUAL HOSPITAL EVACUATION PLAN FROM THE MIEMSS EMERGENCY OPERATIONS PLAN

To view the complete MIEMSS Individual Hospital Evacuation Plan (which is Appendix 10 to the
MIEMSS EOP), contact the Anne Arundel County Director of Emergency Management at 410-222-0603.

ESF #8 SUPPORT ANNEX #6: ANNE ARUNDEL COUNTY PANDEMIC INFLUENZA PLAN

Below is the link to the Anne Arundel County Preparedness and Response Plan for Pandemic Influenza and Highly Infectious Respiratory Diseases:

https://www.aahealth.org/wp-content/uploads/2017/08/pandemic-flu-plan.pdf

EMERGENCY SUPPORT FUNCTION #9 – SEARCH AND RESCUE

ESF #9 Table 1: ESF #9 Agencies

ESF Lead Agency	Fire Department
Primary Agencies	• Police Department
Support Agencies	• Department of Health (DOH) • Department of Public Works (DPW) • Recreation & Parks (R & P)

1.0 INTRODUCTION

1.1 Purpose

To coordinate search and rescue resources and services for missing or trapped victims following a major disaster or emergency.

1.2 Scope

1. Search and Rescue (SAR) consists of two aspects:

   (a) **Urban Search and Rescue (USAR)** is characterized by collapsed buildings, trench rescues, marine and swift water accidents resulting from floods or hurricanes, accidents involving transportation involving heavy vehicles, and high angle technical response.

   (b) **Non-urban Search and Rescue** involves locating missing persons, downed air-craft, or overdue/missing boaters.

2. SAR includes locating missing persons, extricating victims trapped in collapsed structures, trenches, or transportation incidents, and providing appropriate medical treatment and transport.

3. SAR resources may be employed to retrieve deceased victims who cannot be recovered through conventional methods.

4. While the Fire Department is the ESF Lead for coordination and accountability purposes, the operational leadership for SAR activities may vary depending on the mission requirements. The Police Department is responsible for the investigation of missing persons. The Fire Department or the Department of Natural Resources Police Department are usually the lead Agency for missing person searches and rescues in water environments; and USAR teams have specialized search equipment to assist with search and rescue operations in hazardous environments. The Police Department is the lead Agency for missing person searches on land, and is supported by credentialed SAR resources from Recreation & Parks, other law

enforcement Agencies, and State-recognized/credentialed volunteer SAR organizations.

1.3 Situation

1. Natural or technological disasters could result in conditions in which persons and animals in life threatening situations require prompt rescue and medical care. First responders may encounter extensive damage to structures and other conditions that require highly technical search and rescue expertise from specially trained personnel within the County.

2. Specialized equipment and trained personnel are available from State and Federal USAR task forces to assist in search and rescue. ESF #9 can request assistance through MEMA for these additional resources. *See* the Resource Management section of the Basic Plan for more information.

3. Recreation and Parks (R & P) also has a certified Type 3 Wilderness/Inland SAR (search and rescue) team.

1.4 Assumptions

1. The extent of damage to infrastructure or the scope of the affected area, in addition to the unique transportation network in the area, will influence the response strategy.

2. If a significant event requiring USAR occurs, many residents in the affected area will spontaneously evacuate without official order or recommendation and may leave by routes not designated as evacuation routes.

3. If a neighboring jurisdiction is affected by a major event requiring USAR, it is possible that Anne Arundel County might be called upon to act as a reception center or shelter for evacuees.

4. Disasters may occur anywhere in Anne Arundel County and surrounding jurisdictions simultaneously. These incidents will draw on the same resources, necessitating mutual aid assistance.

5. SAR operations can be traumatizing to the personnel involved. The County and ESF #9 Agencies in particular should make all efforts to properly prepare SAR personnel for this aspect of operations, and to provide support for personnel post-event.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. USAR operations will be conducted in accordance with the Fire Department Operation Procedure Manual (OPM)[14] and the National Incident Management System (NIMS).

2. The Incident Commander (IC) will make appropriate notification as required per local, State and Federal guidelines.

3. The IC will establish an Incident Command Post (ICP) to coordinate responding Departments, Agencies, and specialists.

4. As an incident or threat escalates, the Incident Commander may request the Director of Emergency Management or on-call designee to activate the Emergency Operations Center (EOC) to support communications, alerting, warning, transportation, protective actions, reception, mass care, and any other resources required.

5. If the incident spans more than one operational period, the IC may request an Incident Management Team to assist with extensive operational, planning, and administrative requirements of extended operations.

6. Incidents requiring close coordination with Support Agencies, such as a terrorism event, may require a Unified Command structure.

2.2 Alert and Warning

1. The IC may notify the Communications Center or the Emergency Operations Center to send out an Emergency Alert System (EAS) message that details the hazards, affected populations, and response actions.

2. Depending on the situation mediums available to the IC to alert the public of an ongoing SAR operation are EAS, loudspeakers, and door to door notification depending on the situation.

2.3 National Preparedness Goal Alignment

ESF #9 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #9 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

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[14] *Note* as of this writing, the Fire Department is still updating its OPM.

ESF #9 Table 2: NPG Alignment

Core Capability	Mission Area: Response Description
Mass Search and Rescue Operations	• Activate when an incident is anticipated or occurs that may result in a request for a unified SAR response to an affected area • Plan and conduct SAR operations
Fatality Management Services	• Retrieve deceased victims that cannot be retrieved through conventional methods

3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

NOTE: *See* Common Responsibilities for Lead, Support, and Primary Agencies.

3.1 ESF Lead: Fire Department

ESF #9 Table 3: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Fire Department	• Coordinate USAR response planning • Conduct training and exercises • Develop and maintain notification channels and rosters • Conduct planning with designated Support Agencies • Maintain agreements and working relationships with Support Agencies • Forward all copies of Memorandums of Understanding, compacts, contracts, and agreements to the Anne Arundel County Office of Law • Conduct collapsed structure, trench, USAR, confined space, and technical rescue • Conduct water-based search, rescue, and recovery • Determine need for shelters or reception centers • Provide emergency medical services • Secure sensitive information • Request County, Regional, State, and Federal USAR teams to assist in search and rescue when necessary • Pre-position resources when it becomes apparent that USAR equipment will be required • Conduct safety inspection of structures as requested • Maintain appropriate records to document time and costs of operations

3.2 Primary Agency

ESF #9 Table 4: Primary Agency Roles and Responsibilities

Primary Agency	Roles and Responsibilities
Police Department	• Primary responsibility for the investigation of missing persons • Maintain capabilities for Missing Person Search Management • Maintain relationships with Maryland State Police, Department of Natural Resources Police, and State-

Primary Agency	Roles and Responsibilities
	recognized/credentialed volunteer SAR organizations • Upon request of the IC, control access to and around traffic incident sites • Conduct criminal investigation activities

3.3 Support Agencies

ESF #9 Table 5: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Department of Health (DOH)	• Develop and maintain the County's <u>Mass Fatality Plan</u> • In a mass fatality incident in which SAR operations are needed for decedent retrieval, assist the ESF Lead and Primary Agencies in accordance with a finalized <u>Mass Fatality Plan</u> • Provide mental health services, as needed, for other responding personnel and affected families
Department of Public Works (DPW)	• Upon request by an IC/Unified Command — and with approval of the activated EOC — provide heavy equipment support for SAR operations (as resources with qualified operators permit) • Conduct debris management on roadways in accordance with <u>ESF #14 – Debris Management</u>
Recreation & Parks (R & P)	• Provide personnel to assist with SAR operations, especially those certified for wilderness/inland SAR

4.0 PLAN DEVELOPMENT AND MAINTENANCE

See <u>Common Plan Maintenance and Development Responsibilities</u> for all ESFs.

EMERGENCY SUPPORT FUNCTION #10 – HAZARDOUS MATERIALS

ESF #10 Table 1: ESF #10 Agencies

ESF Lead Agency	Fire Department
Support Agencies	• Anne Arundel County Soil Conservation District • Department of Health (DOH) • Department of Public Works (DPW) • Maryland Department of Agriculture • Maryland Department of the Environment (MDE) • Office of Emergency Management (OEM) • Police Department

1.0 INTRODUCTION

1.1 Purpose

1. To coordinate response to emergency threats to life, property, and the environment from hazardous materials releases.

2. To identify the capabilities of the various emergency response Agencies with respect to hazardous materials (Haz-Mat) incidents.

1.2 Scope

1. Provide for a coordinated response to actual or potential oil and Haz-Mat incidents in Anne Arundel County by establishing and pre-determining appropriate response and recovery actions to prevent or mitigate a threat to public health or the environment.

2. Provide for identification, assessment, monitoring, containment, control, and mitigation of hazardous materials released into the environment.

3. Describe delivery of emergency medical services to victims of hazardous material incidents as well as the decontamination of victims and emergency responders.

4. Describe coordination of the removal and disposal of hazardous materials with appropriate Agencies and contractors.

5. Define and assign emergency roles and responsibilities of organizations and key positions conducting hazardous materials operations in Anne Arundel County.

6. Clarify administrative and logistical support to emergency operations, and the actions necessary to obtain outside assistance from State or Federal government, and/or non-governmental organizations.

7. Determine levels of response to both Haz-Mat incidents and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) incidents.

NOTE: A **Haz-Mat** incident refers to accidental incidents with Hazardous Materials, while a **CBRNE** incident is the product of a criminal or terrorist act. This ESF plan assumes that responders may not initially know the intent behind a Haz-Mat/CBRNE incident, and that County law enforcement may need to cooperate with Federal law enforcement at the onset.

1.3 Situation

1. Natural or technological disasters could result in the release of hazardous materials affecting large populations, major transportation corridors, and sensitive areas of the environment.

2. In Anne Arundel County, numerous fixed facilities could accidentally or intentionally release Extremely Hazardous Substances (EHS) as classified by the Environmental Protection Agency (EPA).

3. There are several classes of hazardous materials which include explosives, flammable and non-flammable gases, flammable liquids, flammable solids, oxidizers, toxic materials, poisons, substances that present inhalation hazards, radioactive materials, corrosives, hazardous biological materials, and Other Regulated Materials (ORM).

4. Anne Arundel County has no designated or restricted hazardous cargo transportation routes through the County. Therefore, all areas adjacent to transportation routes are equally at risk of a hazardous materials incident.

5. The Fire Department will be the primary point of alert and notification of Haz-Mat incidents within the County.

6. Portions of Anne Arundel County are within the ingestion zone of either of two Fixed Nuclear Facilities (FNFs), Calvert Cliffs Nuclear Power Plant and Peach Bottom Atomic Power Station. The County Office of Emergency Management maintains an FNF Emergency Response Plan ("FNF Plan") which should be referred to in the event of an incident involving either of these facilities. The more recently approved version of either the FNF Plan or this ESF plan should supersede any conflicting information in the other.

1.4 Assumptions

1. Hazardous materials include petroleum, chemical, biological, radiological, and nuclear releases whether accidental or intentional.

2. Hazardous materials incidents can happen anywhere in Anne Arundel County.

3. The extent of damage to the infrastructure or contaminated exposure (such as a plume cloud) of the affected area, in addition to the unique transportation network in the area, will influence the response strategy.

4. Reducing the dangers from hazardous materials vary depending on the materials. Options include but are not limited to:

   (a) Elimination of hazardous material;

   (b) Reducing the quantities generated;

   (c) Restricting the area contaminated by containing the waste; and

   (d) Storing the waste.

5. If a hazardous materials release occurs, many residents in the affected area will spontaneously evacuate without official order or recommendation, and may leave by routes not designated as evacuation routes.

6. If a neighboring jurisdiction is affected by a major hazardous materials incident, it is possible that Anne Arundel County might be called upon to act as a reception center or shelter for evacuees.

> *Note:* ESF #6 – Sheltering and Mass Care is *not* responsible for reception centers pursuant to a Haz-Mat incident. The Department of Health is, as of this writing, developing a Haz-Mat incident Reception Center Plan specific to a Fixed Nuclear Facility incident, which could possibly be applicable to other Haz-Mat incidents. However, OEM will likely activate ESF #6 and send evacuees to a shelter after they have been decontaminated at a DOH reception center.

7. An incident involving hazardous substances may have resulted from deliberate criminal or terrorist intent (a CBRNE incident), and responders may have to assume as such until it is otherwise evident. Federal/State law enforcement Agencies may seek to play a larger role in such cases.

8. Criminal or terrorist organizations/individuals may intentionally launch CBRNE attacks on the County.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. ESF #10 will respond to hazardous materials (Haz-Mat) incidents in accordance with the Fire Department Operation Procedure Manual (OPM) and the National Incident Management System (NIMS).

2. The Incident Commander (IC) will make the appropriate notification as required per local, State, and Federal guidelines such as SARA Title III, section 304.

3. The IC will establish an Incident Command Post (ICP) to coordinate responding Departments, Agencies, and specialists.

4. As an incident or threat escalates, the Incident Commander may request the Director of Emergency Management or on-call designee to activate the Emergency Operations Center (EOC) to support communications, alerting, warning,

transportation, protective actions, reception, mass care, and any other resources required.

5. If the incident spans more than one operational period, the Incident Commander may request an Incident Management Team to assist with extensive operational, planning, and administrative requirements of extended operations.

6. Incidents requiring close coordination with Support Agencies, such as a terrorism event, may require a Unified Command structure.

7. In incidents in which the Maryland Department of the Environment (MDE), United States Coast Guard (USCG), or Environmental Protection Agency hires private, certified Haz-Mat removal contractors to perform cleanup and recovery operations, the ESF #10 Team may continue to monitor and observe restoration activities.

8. Incidents involving military hazardous materials may come under the supervision of the appropriate military response organizations.

2.2 Alert and Warning

1. The IC may notify the Communications Center or the Emergency Operations Center to send out an Emergency Alert System (EAS) message that details the hazards, affected populations, and response actions.

2. Mediums available to the IC to alert the public to a Haz-Mat event are EAS, CivicReady©, loudspeakers, and door to door notification depending on the situation.

2.3 Protective Actions

1. The impact of protective actions on the community has far reaching effects on the individuals being evacuated or sheltered as well as those Departments and Agencies supporting the process.

2. Under certain conditions, it may be preferable to shelter-in-place so individuals can remain in their residence, work place, or other areas rather than risk exposure to exterior hazardous materials releases. *See* Support Annex #1: Shelter-In-Place for an example of instructions given to County residents and visitors to shelter-in-place.

2.4 Public Information

1. During normal daily operations, the Fire Department Public Information Officer (PIO) will be responsible for public information coordination and dissemination during a hazardous materials incident.

2. During EOC activation, the County Executive PIO or his/her designee will be responsible for public information coordination and dissemination during a hazardous materials incident.

2.5 National Preparedness Goal Alignment

ESF #10 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #10 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #10 Table 2: NPG Alignment

Core Capability	Mission Area: Response Description
Environmental Response/Health and Safety	• Conduct actions to detect and assess the nature and extent of oil and hazardous materials releases • Take appropriate actions to stabilize the release and prevent the spread of contamination; conduct environmental cleanup actions; decontaminate buildings and structures; and manage waste • Follow applicable health and safety requirements for ESF #10 responders
Critical Transportation	• For incidents where transportation infrastructure or routes are contaminated by Haz-Mats, help identify safe evacuation and ingress routes; assess the nature and extent of contamination, and clean up and/or decontaminate infrastructure and routes • For CBRNE incidents that may result in contaminated debris, ESF #10 may assist in clearing critical transportation routes and managing CBRNE-contaminated debris after the emergency phase is over

3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

NOTE: *See* Common Responsibilities for Lead, Support, and Primary Agencies.

3.1 ESF Lead: Fire Department

ESF #10 Table 3: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Fire Department	• Coordinate hazardous material response planning • Monitor environmental compliance and reporting in partnership with the Local Emergency Planning Committee

ESF Lead	Roles and Responsibilities
	(LEPC) • Conduct training and exercises • Develop and maintain notification channels and rosters • Conduct planning with designated Support Agencies • Provide trained personnel, equipment, and transportation allocated to a designated Haz-Mat team • Provide for response and containment for hazardous materials incidents • Identify hazards • Determine need for evacuations based on risk analysis and dispersion modeling • Determine need for shelters or reception centers • Manage decontamination • Monitor site clean-up and restoration • Conduct a post-incident analysis • Apply lessons learned to lessen future impact of Haz-Mat incidents

3.2 Support Agencies

ESF #10 Table 4: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Police Department	• Perform warning and notification operations as necessary • Assist in evacuation and traffic control **In the Event of a Deliberate Release or a Release that Occurs Secondary to a Criminal Act** • Assist in securing the area • Make necessary notification to all involved law enforcement personnel • Initiate investigation once area is secured • Collect and process evidence with the assistance of the Haz-Mat team • Cooperate with any Federal/State law enforcement organizations investigating the incident

Support Agency	Roles and Responsibilities
Department of Health (DOH)	• Provide recommendations regarding public health hazards and protective measures to the Incident Commander • Assist with coordination of emergency health services required to cope with the emergency • Consult with other Agencies to determine if the hazard area is safe for re-entry • Assist in determining the health impact of biological and radiological hazardous materials release upon the environment and provide recommendation for corrective actions • Collaborate with the Haz-Mat teams, the MDE, and/or the Environmental Protective Agency in determining the impact and response to CBRNE incidents, to include assisting the IC/UC with Health Assessments and strategies
Department of Public Works (DPW)	• Support the IC on County roads, rights-of-way, and County road closures • Remove non-hazardous debris from County roads and rights-of-way • Provide available equipment and personnel for incident containment • Determine the possible impact on sewer or water systems
Office of Emergency Management	• Notify necessary parties as appropriate or requested • Activate the EOC with appropriate staffing to support the IC • Provide communications support to the IC and establish a communications link between the IC and the EOC • Coordinate resources to the IC upon request • Notify the Maryland Joint Operations Center (MJOC) whenever activating the EOC or whenever protective actions are implemented • Make periodic reports to the MJOC or State Emergency Operations Center (SEOC), if activated, of local emergency conditions during an EOC activation • Notify mutual aid jurisdictions of the incident in progress as it may affect them • Maintain a situational awareness of the incident to include area at risk, traffic re-routing road closures, shelter, and other pertinent information • Maintain a listing of local government and private sector resources that could be used in response to a Haz-Mat

Support Agency	Roles and Responsibilities
	incident
Maryland Department of Agriculture	• Assist with the sampling and control of crops and/or feed animals that may have been exposed to biological, chemical, or nuclear contaminants
Maryland Department of the Environment (MDE)	• Direct/assist with the sampling and control of any contaminated areas which may have been exposed to biological, chemical, or nuclear contaminants
Anne Arundel County Soil Conservation District	• Can act as liaison to agricultural and riparian landowners in the case of contaminated streams

4.0 PLAN DEVELOPMENT AND MAINTENANCE

See Common Plan Maintenance and Development Responsibilities for all ESFs.

ESF #10 SUPPORT ANNEX #1: SHELTER-IN-PLACE

[*Note*: The following is an excerpt the from the County's Citizen's Guide to Emergencies.]

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SHELTER-IN-PLACE

IMPORTANT NUMBERS

When emergencies occur, officials may issue shelter-in-place or evacuation orders. Although these orders can be issued for various emergencies, it is important to know and practice the difference in these protective actions.

Shelter-in-place directs individuals to use the nearest suitable physical structure as refuge from a hazardous outdoor or atmospheric threat. Shelter-in-place may be the only immediate option that is viable for certain threats, such as a no-notice toxic hazard or civil unrest.

- Sometimes the safest thing to do is stay inside
- Stay tuned to mass notification systems for the most updated information (see page 7)
- Specific shelter-in-place actions are listed under each hazard in this guide
- Wait until "all clear" message is received before going outside

Police (non-emergency)
410-222-8050

Fire (non-emergency)
410-222-8200

BGE Power Outages
877-778-2222

Animal Control
410-222-8900

Constituent Services
410-222-1785

Aging and Disabilities
410-222-4257

Health
410-222-7095

Inspections and Permits
410-222-7790

Office of Transportation
410-222-0022

Public Schools
410-222-5000

Public Schools Student Safety Hotline
877-676-9854

Public Works (dispatch)
410-222-8400

Public Works (general)
410-222-7500

Public Works (roads/snow)
410-222-4040

Sheriff's Office
410-222-1571

Social Services
410-269-4500

EMERGENCY SUPPORT FUNCTION #11 – NON-GOVERNMENTAL ORGANIZATION AND UNAFFILIATED VOLUNTEER MANAGEMENT

ESF #11 Table 1: ESF #11 Agencies

ESF Lead	By designation of the Director of Emergency Management
Support Agencies	- American Red Cross - Community Engagement and Constituent Services - Department of Social Services - Office of Emergency Management - Office of Finance - County/EOC Public Information Officer

1.0 INTRODUCTION

1.1 Purpose

1. To effectively coordinate the registration and referral of spontaneous, unaffiliated volunteers so that these volunteers can be directed to a proper NGO/VOAD (Volunteer Organization Active in Disaster) and become affiliated volunteers, with the aspiration that there be no unaffiliated volunteers responding to a disaster in Anne Arundel County.

2. To enhance emergency operations by supplementing the volunteer resources of Agencies and Non-governmental Organizations (NGOs) with spontaneous volunteers as requested, and to provide the proper mechanisms for the County to coordinate with VOADs and NGOs.

1.2 Scope

1. This guidance applies to all Agencies, organizations, and personnel with direct and indirect volunteer management responsibilities.

2. This ESF entails coordinating systems that will manage the reception, recruitment, registration, and referral of spontaneous, unaffiliated volunteers to support response and recovery efforts in the County.

3. ESF #11 does not directly supervise affiliated volunteers, and its primary aim is to convert unaffiliated, spontaneous volunteers to affiliated volunteers.

4. ESF #11 activities include, but are not limited to:

   (a) Informing County residents and visitors of volunteer opportunities and community needs;

(b) Collecting general information about spontaneous volunteers regarding time availability, general interests, capabilities, and location preferences;

(c) Collecting requests for volunteers from registered Agencies, NGOs, and the OEM; and

(d) Overseeing registration and referral of spontaneous volunteers to registered Agencies and NGOs requesting volunteers.

1.3 Situation

1. Terms relevant to this ESF include:

   (a) Volunteer: and individual willing to provide services without receiving financial compensation;

   (b) Affiliated Volunteer: Individuals or groups attached to an established Agency or NGO and trained during the preparedness phase to provide specific disaster response skills;

   (c) Spontaneous Volunteers: individual or groups that come forward, at times without being asked, following a disaster to assist Agencies and NGOs with response and recover, often without training or pre-existing relationship. Also called "emergent" or "unaffiliated" volunteers.

> NOTE: Anne Arundel County's Volunteer Management Policy (authorization pending) is that the County will aim to have NO unaffiliated volunteers, but will rather seek to convert unaffiliated volunteers to affiliated volunteers by referring them to an online clearinghouse which will refer them to an NGO/VOAD that can best accommodate their abilities and interest. This is per the latest version of the County's Volunteer Management Plan, which is still in progress as of this writing and subject to change.

2. Anne Arundel County is subject to a variety of hazards which could overwhelm existing personnel.

3. As of the drafting of this Plan, the Volunteer Management Center (VMC), an essential Agency in the prior version of the EOP, is not expected to be able to fulfill its past functions and is not included in this version of the Plan. Because of this, the Lead Agency for this ESF will be by designation until another Agency can be found to assume Lead Agency responsibilities. The OEM is currently working on a Volunteer Management Plan, which may supersede any information here once finalized.

1.4 Assumptions

1. After a disaster, many people may be eager to assist in the response and recovery, despite often lacking specific training.

2. Spontaneous volunteers may arrive in numbers greater than what on duty disaster responders can effectively assimilate.

3. Spontaneous volunteers may overwhelm, hamper, or complicate the efforts of first responders by putting themselves or others at risk.

4. Agencies responding to an incident are expected to use affiliated volunteers before requesting spontaneous volunteers.

5. Spontaneous volunteers will be referred only to registered Agencies and NGOs, not to individual community members.

6. Screening, reference checks, and risk management/liability of referred spontaneous volunteers will be the responsibility of the accepting Agency or NGO, and this ESF will no longer be responsible once a referral is made.

7. Volunteers, Agencies, and NGOs are not obligated to accept any referral made by this ESF.

8. The County reserves the right to decline requests for volunteers and to turn away volunteers should there be a question of supervision, safety, or other concerns.

9. When all personnel resources are depleted, the OEM can request support from MEMA through the State Emergency Operations Center (SEOC).

2.0 CONCEPT OF OPERATIONS

2.1 General

1. The Director of Emergency Management will decide when to activate this ESF and designate leadership for it.

2. If finalized and available, the OEM may simply direct spontaneous volunteers to the online volunteer clearinghouse.

3. Agencies and NGOs accepting volunteers will screen them as needed and provide supervision of such volunteers. ESF #11 personnel will not manage or supervise volunteers once referred, nor will they be liable for the actions of those volunteers.

4. All accepting Agencies/NGOs will maintain their own records of expenditures, volunteer tasks, and service hours provided by spontaneous volunteers for any possible Federal reimbursement. However, the OEM or designated ESF Leadership shall maintain records of spontaneous volunteers up to the point they are received by an accepting Agency/NGO.

3.0 ORGANIZATION AND RESPONSIBILITY

NOTE: See Common Responsibilities for Lead, Support, and Primary Agencies.

3.1 ESF Lead: By Designation

ESF #11 Table 2: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
By Designation of the Director of Emergency Management	• Coordinate with other ESFs to verify needs/offers for additional volunteer support and NGOs • Encourage Agencies and NGOs anticipating a need for spontaneous volunteers to register with the County in preparation (note that the County is seeking to make this an online process as of this writing) • Prioritize the allocation of spontaneous volunteers in coordination with the Incident Commander or Operations Section Chief • Refer volunteers to registered Agencies/NGOs (or to the online clearinghouse if available) as appropriate and keep a record of such referral • Monitor news sources for appeals for volunteers and develop public service announcement through the EOC PIO regarding any need for volunteers and how they should report • Coordinate with Community Engagement and Constituent Services regarding volunteer staffing needs and the priorities for meeting them • Determine the need for physical space for volunteer management and reception • Maintain records of volunteer referral activity and any significant incidents addressed for potential financial reimbursement

3.2 Support Agencies

ESF #11 Table 3: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
American Red Cross	• Coordinate activities with the OEM and other NGOs (including faith-based disaster relief organizations) that can offer volunteer services
Community Engagement and Constituent Services	• Provide a direct link between the County Executive and the residents and visitors of Anne Arundel County using email and call-down lists • Serve as an extra resource through which to solicit volunteers if necessary

County PIO (or designated EOC PIO if County PIO is unavailable)	• Coordinate with ESF Lead to prepare and issue complete and timely emergency public information concerning volunteer needs and reporting procedures • Work with ESF Team to produce clear and regular messages to keep the public informed • Monitor news sources for appeals to volunteers
Office of Finance	• Assist in the development of procedures needed to account for expenditures and activities related to volunteer Management for possible reimbursement
Department of Social Services	• Collect and analyze social services information provided by volunteers involved in the response effort to utilize in formulating a strategy to meet current community needs
Office of Emergency Management	• Work with ESF Leadership to train any necessary volunteer management staff • Establish a liaison with the ESF Lead and leadership from other ESFs to share logistics and personnel needs • Collect and compile records from the designated ESF Lead to forward to forward for possible reimbursement • Maintain record of Volunteer Organizations Active in Disaster (VOADs) and registered Agencies that may need/could accept additional volunteers • Develop processes to communicate with VOADs and refer volunteers as needed • Develop MOUs as necessary for any non-County Agency that may be designated to assist or lead in volunteer management

4.0 PLAN DEVELOPMENT AND MAINTENANCE

Given the situation, the Office of Emergency Management will render whatever assistance is necessary to a designated ESF Lead to develop and maintain this plan. The ESF Team will otherwise follow the Common Plan Maintenance and Development Responsibilities for all ESFs.

EMERGENCY SUPPORT FUNCTION #12 – UTILITIES AND ENERGY

ESF #12 Table 1: ESF #12 Agencies

ESF Lead	Department of Public Works (DPW) – Bureau of Utility Operations
Support Agencies	• Baltimore Gas & Electric (BGE) • Department of Health • DPW – Bureau of Highways • Office of Information Technology (OIT) • Office of Emergency Management (OEM) • Public Information Officer (PIO)

1.0 INTRODUCTION

1.1 Purpose

To coordinate the utility and energy industries (hereinafter, "utility and energy" will be collectively referred to as "Utility/ies" in this ESF) and County Agencies to facilitate a unified restoration of water/wastewater services, electric, gas and commodity fuels as well as energy delivery systems in affected areas following a public emergency.

1.2 Scope

1. Utilities support includes communicating with providers, coordinating restoration strategies, and reviewing emergency plans.

2. Utilities resources include: electricity, natural gas, water, heating oil, coal, propane, and gasoline.

3. Utilities are critical to protecting lives and property and maintaining the continuity of government, business, transportation, energy services, and other critical infrastructure within the County.

4. ESF #12 does not cover the restoration of communications and information technology systems (e.g., voice, video, or data), which is addressed by ESF #2 – Communications.

5. ESF #12 also does not work on private property.

1.3 Situation

1. Anne Arundel County is subject to a variety of hazards. Some potential disaster situations that threaten the County may require extensive Utilities management and coordination. Potential situations could occur during a disaster situation that would isolate the county or specific areas of the County and restrict available Utilities support.

2. The loss of Utility services, particularly extended outages, could adversely affect the capability of local personnel to respond to and recover from the emergency situation that caused the disruption of service and create additional health and safety risks for the general public.

3. Utilities are those companies and organizations that provide Utility services, including electricity, water, and wastewater service, natural gas, and telecommunications, to the general public within the County. Utilities may be owned and/or operated by the County or private entities.

4. Extended outages in one Utility system can directly impact other Utility systems. Interdependence exists among all Utilities.

5. Occupational Safety and Health Administration (OSHA) regulations may prohibit Utility provider's employees from working on electric power transmission lines during adverse weather conditions (e.g., winds over 40 miles per hour), which could prolong the restoration of Utilities.[15]

1.4 Assumptions

1. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.

2. Damage to Utilities in one area of the County may affect the Utilities in other regions relying on the same delivery systems.

3. Individual Utility providers will have emergency operations plans for restoring disrupted service.

4. There may be widespread and possibly prolonged utility outages or interruptions.

5. In the event of damage to or destruction of Utility systems, Utility operators will make their best effort to restore service to their customers as quickly as possible.

6. A major emergency or disaster affecting a wide area may require extensive repairs and/or reconstruction of portions of Utility systems that may take considerable time to complete.

7. Damage to Utility systems may create secondary hazards such as increased risk of fire and public health hazards.

8. Each Utility provider will direct and control its resources. The Utility provider will plan and carry out its own response operations, coordinating as necessary with the County and with other Utility providers.

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[15] "The employer shall ensure that employees do not perform work when adverse weather conditions would make the work hazardous even after the employer implements the work practices required by this section." 29 C.F.R. § 1910.269(q)(3)(vi) (2018). OSHA defines adverse weather conditions in the Note to this paragraph. *Id.*, (Note to paragraph (q)(3)(vi)). *See also Id.* at (Note to the definition of "High Winds").

9. MEMA, Anne Arundel County OEM, and BGE will mutually maintain a working relationship throughout the year that will consist of integrated efforts during an emergency incident as per Maryland Public Service Commission (PSC) Order 79159.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. The ESF #12 Team Lead will consolidate utility reports identifying the assessment of Utility damage, energy supply and demand, and estimates to repair such systems, as follows:

   (a) Coordinate closely with officials to establish priorities to restore critical customer facilities and coordinate the provision of temporary, alternate, or interim sources of emergency utilities;

   (b) Obtain current information regarding damage to energy supply and distribution systems and obtain estimates for restoration; and

   (c) Provide damage assessment information to the EOC if activated.

2. Provide timely and credible restoration forecasts in times of disaster in coordination with the OEM or the County Emergency Operations Center (EOC), if activated. Recommend actions to mitigate the impact and disaster.

3. Potential operations include:

   (a) Coordinating restoration plans;

   (b) Implementing rationing measures;

   (c) Allocating fuel resources;

   (d) Coordinating delivery schedules with wholesale providers;

   (e) Locating supplemental resources and arranging for distribution or delivery; and

   (f) Participating in damage assessment operations.

4. Provide technical experts on supply production and delivery to coordinate utility information exchange.

5. Obtain information and provide input regarding the situation and other reports to the EOC, if activated.

6. Coordinate among mutual aid, State, and Federal officials and industry groups in the region regarding priorities to repair damaged systems.

7. ESF #12 Agencies collectively have the capabilities to respond to multiple types of extended Utility system outages, to include (a) water, (b) wastewater systems, (c) electric, or (b) natural gas outages. The specific roles and responsibilities ESF #12 Agencies undertake in the event of such outages are covered in section 3.0 Organization and Responsibilities.

2.2 Organization

The Director of Public Works or his/her designee in the EOC has the authority to commit all personnel and resources of the DPW and to request the same from Support Agencies.

2.3 National Preparedness Goal Alignment

ESF #12 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #12 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #12 Table 2: NPG Alignment

Mission Area: Response	
Core Capability	Description
Infrastructure Systems	• Identify supporting resources needed to stabilize and restore Utilities systems • Address significant disruptions in energy supplies • Consult with appropriate Utilities systems providers and with State and/or Regional and Federal authorities regarding priorities for Utilities systems restoration, assistance, and supply during response and recovery operations

3.0 ORGANIZATION AND RESPONSIBILITIES

3.1 ESF Lead: DPW – Bureau of Utility Operations

NOTE: *See* Common Responsibilities for Lead, Support, and Primary Agencies.

ESF #12 Table 3: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
DPW – Bureau of Utility Operations	• Assess the vulnerability of its Utility systems to intentional criminal or terrorist acts as well as known hazards and work to lessen such vulnerabilities • Develop Team procedures and policies in cooperation with other Team members • Ensure that Utility providers' emergency plans are up-to-date and relevant equipment is secure and in good repair • Responsible for drinking water supply as well as the treatment

ESF Lead	Roles and Responsibilities
	and collection of wastewater

- Monitor the 24-hour utility-specific emergency dispatch hotline (410-222-8200) and dispatch resources as needed

- Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment in cooperation with the Incident Commander and/or the EOC Operations Section

- Work with Utility providers to identify damage assessment information they can normally provide during an emergency

- Request that Utility providers brief the EOC staff on their emergency service restoration plans periodically and participate in County drills and exercises

- Collect, compile, and report information and data, including estimates of damages needed for inclusion in the County's requests for disaster assistance

- The DPW Director will:
  - Approve, control, and direct critical resources that are procured through the EOC
  - Coordinate the incident management objectives and strategies set forth by the County Executive's office to Central Services and the Support Agencies in this ESF
  - Approve of priorities, decisions, and assignment of resources throughout event response and recovery

- Isolate damaged portions of utility systems so as to restore service quickly to those areas where systems are substantially undamaged

- Salvage and reposition Utility systems if possible

- Monitor activity to verify that the core duties of Utility providers can be performed

- Coordinate with Utilities providers to institute conservation measures if needed during an outage

- During a water or wastewater system outage:
  - Curtail general water service to residents to retain water for firefighting
  - Establish water fill stations at or near working water treatment plants (**Note**: A DPW-established water fill station has limited capacity)

- During an electrical system outage:
  - Operate emergency generators to power DPW facilities and sites
  - Arrange for fuel deliveries to keep emergency generators

ESF Lead	Roles and Responsibilities
	running at DPW facilities and sites

3.2 Support Agencies

ESF #12 Table 4: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Office of Information Technology	• Serve as coordinating Agency for all voice, video, and data communications (hereinafter "Communications") resources • Develop operations assignments and direct deployment for the restoration and/or rerouting of existing Communication and the provisioning of new telecommunication and Enterprise systems • Coordinate with Communications providers in accordance with ESF #2 – Communications • Assess the status of County Communications technology and infrastructure and keep of abreast of County technological developments
DPW – Bureau of Highways	• Facilitate the restoration of damaged Bureau of Highways infrastructure
Baltimore Gas & Electric (BGE)	• Provide electrical and natural gas services to the public and businesses of the County • Ensure communications with the EOC, and, if necessary, provide a liaison to the EOC for effective operation of its communications and coordination of efforts during public emergencies, specifically monitoring the power grid and its impact on the County • As the information becomes available, provide operational/restoration priority updates on restoration priority activities and the areas affected by an electrical or natural gas shortage/outage to the EOC • Assist OEM in preparing an impact statement outlining the effects of a long-term power outage on government operations, as well as the potential threat to the health, welfare, and safety of citizens in the affected areas, and also any natural gas shortage/outage situation • Assess the vulnerability of its systems to intentional criminal or terrorist acts as well as existing hazards and act to lessen such vulnerability • Include safety recommendations during shortage/outage period

Support Agency	Roles and Responsibilities
Public Information Officer (PIO)	• Interface with the public and media with incident-related information requirements • Coordinate with the Office of Emergency Management and/or the EOC PIO to establish the Joint Information System (JIS) and the Joint Information Center (JIC) • Coordinate press releases with the EOC PIO • Maintain contact with local organizations, the media, and other pertinent individuals • Draft Public Notices for assistance and support • Implement a redundant and continual campaign to advise and inform citizens in an affected area about health and safety hazards • Disseminate public information which requests conservation of utilities when necessary
Department of Health (DOH)	• Coordinate with the DPW and JIC (if formed) to provide public information regarding health related issues in case of Utility disruptions and/or contaminations • Respond to complaints and reports of septic system failures • Provide public information and support citizens in case of drinking water well contaminations • Assess impact of utility disruptions on Food Service Facilities and issue limitations or cessation of services if necessary • Coordinate with DPW in case of sanitary sewer overflow and determine if it will impact recreational water-ways or any other area that may create a human health hazard • Respond to complaints associated with utility disruptions at multiple dwellings (e.g., apartment complexes, motels, hotels, etc.) and single family rental units; coordinate to ensure services are restored and/or repaired as soon as possible

Support Agency	Roles and Responsibilities
OEM	- The Director of Emergency Management will establish direct contact or liaison with the power companies - Establish a priority list for restoration of Utilities to include all of the County Agencies - Coordinate for law enforcement personnel, as necessary, at key intersections if traffic control devices are inoperative - Consider requesting increased security patrols and pre-staged fire equipment in areas without electrical or water service - During periods of extreme hot or cold weather, monitor and track the potential need for public shelters for residents who lack air conditioning or heat in their homes - If necessary, procure through Central Services portable toilets and hand-washing stations in the event of a water/wastewater system breakdown - Request Utility providers that participate in major emergency operations also participate in the After Action Review

4.0 PLAN DEVELOPMENT AND MAINTENANCE

The Director for DPW shall have primary responsibility for the maintenance and development of this plan. The ESF Team will otherwise follow the Common Plan Maintenance and Development Responsibilities for all ESFs.

EMERGENCY SUPPORT FUNCTION #13 – LAW ENFORCEMENT

ESF #13 Table 1: ESF #13 Agencies

ESF Lead Agency	Police Department
Primary Agencies	• Maryland State Police • Sheriff's Office
Support Agencies	• Fire Department • Department of Detention Facilities • Department of Health (DOH) • Department of Public Works (DPW) • Maryland National Guard • Office of Information Technology (OIT) • Office of Law • Recreation and Parks (R & P)
Federal/State Law Enforcement and Counter-terrorism Agencies	• Department of Homeland Security (DHS) • Department of Justice (DOJ) • Federal Bureau of Investigation (FBI) – Joint Terrorism Task Force (JTTF) • Maryland Coordination and Analysis Center (MCAC) • Maryland Department of Natural Resources Police • Maryland Transportation Authority Police • Maryland Transit Administration Police

1.0 INTRODUCTION

1.1 Purpose

1. Assign responsibilities and provide coordination amongst law enforcement and Support Agencies operating during emergency situations.

2. Identify law enforcement roles and responsibilities in Anne Arundel County during a disaster or in an emergency operation/situation.

3. Coordinate the deployment and activities of law enforcement units when multiple Agencies respond to a disaster site or in an emergency operation.

1.2 Scope

1. Maintaining law and order through traffic and crowd control; providing security for vital facilities and supplies; controlling access to operating scenes and vacated areas; and preventing and investigating crimes against people and property.

2. Support force protection through the deployment of uniformed personnel to assist on-site forces in field operations to ensure security, maintain stability and order within communities.

3. Potential operations include: establishing perimeter security at an incident site, managing traffic patterns, patrolling communities, implementing protective action orders and apprehending offenders.

4. The ESF #13 – Law Enforcement Team may participate in debris management activities when appropriate. For more detail on please refer to ESF #14 – Debris Management.

5. Provide resources for impacted victims and their property.

6. To conduct investigations related to missing persons and coordinate non-urban SAR operations with ESF #9 – Search and Rescue. Provide services necessary to support an emergency response effort anywhere in Anne Arundel County

1.3 Situation

1. The Anne Arundel County Police Department (AAPD) maintains a 24-hour operation capability and is the lead law enforcement Agency in Anne Arundel County, with some exceptions listed below:

   (a) The Annapolis Police Department is the lead law enforcement Agency within the City of Annapolis.

   (b) The Maryland Department of Natural Resources Police is the lead for incidents occurring on tidal waterways.

   (c) Federal government law enforcement, such as the Fort Meade Military Police, are the leads for properties owned or reserved by the Federal government; however, AAPD has concurrent jurisdiction inside and on public school properties on the Fort Meade campus.

   (d) Maryland State Police have primary jurisdiction for specific roads (point 4 below) and for investigating aircraft emergency landings or crashes.

   (e) Maryland Transportation Authority Police has primary jurisdiction for parts of U.S. 50 and for BWI airport.

   (f) Maryland Transit Administration (MTA) Police has primary police responsibility on MTA buses, trains, in MTA stations, within fenced-in track areas between stations, and on MTA parking lots. AAPD has concurrent jurisdiction on other MTA properties and facilities in the County.

2. The Anne Arundel County Detention Center maintains 24-hour capability to provide detention services for adult prisoners.

3. Assistance between law enforcement Agencies is facilitated by mutual aid agreements in effect for most law enforcement Agencies which operate in the County and in neighboring jurisdictions.

4. The Maryland State Police (MSP) maintains primary jurisdiction of specific roads, namely:

   (a) Interstate Routes I-97, I-195, and I-695;

   (b) Maryland Route 295; and

   (c) U.S. Route 50.

5. During emergencies, law enforcement Agencies must expand operations to provide the increased protection required by disaster conditions. Numerous State law enforcement Agencies, along with the Maryland National Guard, Department of Natural Resources Police, Maryland State Police (MSP), the Anne Arundel County Sheriff's Office, and other Agencies are available to provide assistance to the Anne Arundel County Police Department in this effort.

6. Federal law enforcement Agencies may be available for support if:

   (a) An incident is located within Federal property;

   (b) Has a Federal jurisdictional nexus (e.g., acts of terrorism);

   (c) Federal law enforcement assistance is requested and granted; or

   (d) Through a request by the Governor for a Presidential emergency or major disaster declaration.

7. ESF #13 leadership may direct requests to Air Traffic Control/the Federal Aviation Administration to halt air traffic in the area, but cannot ultimately order that it be done.

8. Resources within the County that may be targeted by terrorist attack include BWI Airport, shopping malls, public transport, and military facilities.

1.4 Assumptions

1. Activities of law enforcement Agencies will increase significantly during emergency situations.

2. The response of the Anne Arundel County Police Department to an emergency situation will involve the expansion and reorganization of routine services.

3. The County's proximity to Baltimore and Washington, D.C. as well as the location of several prominent military facilities within the County may make it a target for terrorist activity.

4. A terrorist attack, complex coordinated attack, or active assailant incident within the County could cause mass casualties and strain the capabilities of first responder and hospital systems.

5. Any terrorist attack that severely impacts the County would lead to an immediate increase in Federal officials in the area. These officials would promptly begin to investigate the incident, deliver relief supplies, and start the process for disaster recovery assistance.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. The Anne Arundel County Police Department has primary responsibility for law enforcement matters within the County, with the exceptions noted in section 1.3 – Situation.

2. Emergency law enforcement will be an expansion of normal functions and responsibilities. These responsibilities include maintenance of law and order, traffic control, access control, crowd control, criminal investigation, and evacuation assistance.

3. If the scope of an emergency is beyond local capabilities, the Governor has the power to provide assistance from State Agencies, including the Maryland National Guard. The Governor may also request Federal armed forces if a Presidential emergency or major disaster declaration is made.

4. Law enforcement Agencies are responsible for organizational administration and logistics.

5. The Anne Arundel County Police Department or the Police Department Emergency Operations Center (EOC) representative will field requests for additional law enforcement emergency resources.

6. Law enforcement Agencies will maintain and submit incident reports and records in a timely manner, to ensure retention of historical data and to substantiate reimbursement requests.

7. All Agencies are responsible for the maintenance of Haz-Mat equipment issued to them. *See* ESF #10 – Hazardous Materials for additional information.

8. The detention center may provide eligible prisoners to assist with some of the manual labor such as sand bagging and debris removal associated with a major disaster response. The Police Academy trainees may also assist with manual labor such as sand bagging and debris removal.

9. If necessary, arrange transportation for key personnel from government and response Agencies.

2.2 Mass Casualty Considerations

When an emergency situation involves mass casualties, law enforcement will:

1. If first law enforcement on the scene, conduct a scene size-up to assess any ongoing threat or hazard, including assessments for secondary devices;

2. Determine the number of casualties and request additional assistance;

3. Restrict access to the scene and administer necessary first-aid to the injured until the arrival of EMS personnel;

4. Preserve evidence and personal effects found at the scene;

5. Conduct criminal investigation, if the incident involves a criminal act;

6. Provide security for temporary morgue sites and provide personnel to assist the Medical Examiner in the identification of the deceased (*see* the County's Mass Fatality Plan [pending finalization] for more information); and

7. Notify the next of kin.

2.3 Counter-terrorism

1. The Maryland Coordination and Analysis Center (MCAC) collects, analyzes, and disseminates information related to law enforcement and homeland security matter on a statewide level. AAPD is a partner and will share and receive information related to terrorist threats from the MCAC.

2. The FBI, with the assistance from the Anne Arundel County government, maintains primary responsibility for counter-terrorist activities for attacks not directed at military targets. The FBI fields Joint Terrorism Task Forces (JTTFs) that provide locally based expertise on counter-terrorism. However, AAPD will still have command and control of the County's initial response to a terrorist attack, for both intelligence gathering and information.

3. The County's public safety Agencies will adopt a Unified Command structure during the initial response to a terrorist incident.

2.4 Cyberattack Response

1. The Office of Information Technology has the primary responsibility for the County's response to any cyberattack (see OIT's Roles and Responsibilities in section 3.3). It can also communicate directly with the Maryland Coordination and Analysis Center regarding important cybersecurity and cybercrime information.

2. In the event of a cybersecurity breach that may be large in scope, cost, and/or beyond the capabilities of the OIT, OIT management will execute the County's cyber liability insurance policy and hire an incident response team. The incident response team will help contain and eradicate the threat and return the County's information systems to normal operations.

3. OIT is currently developing an email attack operational response plan, with finalization and approval pending.

2.5 Recovery

The ESF #13 Team will:

1. Continue emergency law enforcement services as long as necessary.

2. Conduct any necessary investigations (or notify the appropriate law enforcement Agency) if it is suspected or determined that a criminal act/intent was the cause/responsibility of an incident.

3. Phase down operations as directed by the Incident Commander (IC) or Unified Command.

4. Assist in damage assessment activities, as requested by the IC or Inspections & Permits.

5. Release mutual aid and augmentation of forces to their home jurisdictions when possible.

6. Assist with return operations.

7. Maintain records of all financial expenditures and use of law enforcement resources.

2.6 National Preparedness Goal Alignment

ESF #13 supports the County's alignment with the National Preparedness Goal (NPG) by helping fulfill Core Capabilities within NPG Mission Areas as described in **ESF #13 Table 2** below. Additionally, all ESFs help fulfill the Core Capabilities of Planning, Operational Coordination, and Situational Assessment.

ESF #13 Table 2: NPG Alignment

Core Capability	Mission Area: Response Description
On-Scene Security, Protection, and Law Enforcement	• Provide general and specialized law enforcement resources • Protect critical infrastructure when requested • Protect emergency responders • Give priority to life safety missions, then security, and then the protection of infrastructure and property

3.0 ORGANIZATION AND RESPONSIBILITIES

NOTE: *See* Common Responsibilities for Lead, Support, and Primary Agencies.

3.1 ESF Lead: Anne Arundel County Police Department

ESF #13 Table 3: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Anne Arundel County Police Department (AAPD)	• Coordinate all emergency response and recovery law enforcement activities at the County level • Maintain law and order • Conduct criminal investigations • Gather counter-terrorist intelligence through Homeland Security & Intelligence Unit and share information with higher echelons as appropriate • Provide security for critical facilities and resources • Implement evacuation procedures as required by the situation • Provide access control in restricted and/or evacuated areas • Implement traffic and crowd control measures • Coordinate with higher levels of government for law enforcement support during emergency response activities • Maintain a current listing of all personnel, vehicles, and resources on hand at the Police Department • Provide support for the receipt, staging, and storing of assets of the Strategic National Stockpile (SNS) • Provide security to transport First Responder medication to the First Responder Points of Dispensing (PODs) • Conduct investigations of missing persons • Coordinate with State and Federal counter-terrorism Agencies in the event of a terrorist threat/attack • Conduct hostage rescue operations by providing tactical, negotiations, intelligence, and logistical support personnel • Provide equipment—to include unconventional heavy weapons, air monitoring, communications, and transportation capabilities

3.2 Primary Agencies

In this specific ESF, Primary Agencies also employ Maryland Police and Correctional Training Commission-certified law enforcement officers, which can function with AAPD officers or act in their place if necessary. Note that Anne Arundel Community College also has a certified police force, but they are not part of this ESF.

ESF #13 Table 4: Primary Agency Roles and Responsibilities

Primary Agencies	Roles and Responsibilities
Maryland State Police (MSP)	• Support local law enforcement operations, especially if the event requires more resources than AAPD has available • Provide a representative to the EOC when available • Provide additional personnel and equipment to supplement County resources • Conduct investigations of aircraft emergency landings and crashes
Sheriff's Office	• Provide officers for security, traffic, or patrol as requested

3.3 Support Agencies

ESF #13 Table 5: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Maryland National Guard	• When authorized by the Governor, perform mission-type requests of the AAPD • Provide additional communications equipment • Assist with evacuation operations
Fire Department	• Assist local law enforcement in the implementation of appropriate emergency plans and procedures • Assist the AAPD with alert, warning, and notification as directed • Perform fire suppression, emergency medical services, Urban SAR, Haz-Mat response, and decontamination of personnel as outlined in ESFs #4, #9, and #10
Department of Public Works (DPW)	• Provide and position traffic control devices as requested by law enforcement

Support Agency	Roles and Responsibilities
Department of Detention Facilities	• Continue to maintain 24-hour detention capability for adult prisoners • When necessary and as resources permit, act as an additional resource that can provide NIMS-trained emergency operations personnel to the EOC
Office of Information Technology	• Prevent, to the fullest extent possible, cyberattacks on County information and communications systems • Develop and maintain cyber security and cyberattack response plans • Assist in any investigation into suspected or known cyberattacks against County systems • Coordinate cybercrime related information directly with MCAC • Hire an incident response team for large-scale cyberattacks if needed
Office of Emergency Management (OEM)	**Counter-terrorism Support** • Direct development on supporting plans, procedures, and checklists to effectively deal with a terrorist situation within the County • Assist with notification of appropriate government Agencies and private sector organizations when plans are to be initiated • Coordinate information requests from State or Federal authorities, if necessary
Office of Law	• Provide legal services to the Police Department • During an emergency event draft emergency declarations and provide overall legal guidance and opinions
Recreation & Parks	• Employ Park Rangers to assist with security and parking related issues in the County parks

3.4 Federal/State Law Enforcement and Counter-terrorism Agencies

The following Agencies in **ESF #13 Table 6** below may provide essential support or leadership for certain law enforcement activities, especially counter-terrorism. They are not listed with the other Primary or Support Agencies as they do not have the same responsibilities toward the ESF Lead and may not always participate in an ESF #13 activation, depending on the circumstances.

ESF #13 Table 6: Federal and State Agencies

Federal/State Agency	Roles and Responsibilities
Department of Homeland Security	• Responsible for ensuring a Federal response to acts of domestic terrorism
Department of Justice	• Oversee any investigations and potential prosecutions of individuals involved in terrorist activity
Federal Bureau of Investigation (FBI) – Joint Terrorism Task Force (JTTF)	• Primary operational Agency for the management of terrorist incidents that occur in the territories and confines of the United States of America
Maryland Coordination and Analysis Center (MCAC)	• Coordinate the efforts of Federal, State, and County Agencies to gather, analyze, and share intelligence information with law enforcement • Communicate relevant cybercrime information directly with OIT
Maryland Department of Natural Resources Police	• Lead law enforcement Agency for incidents on tidal waterways
Maryland Transit Administration (MTA) Police	• Lead law enforcement Agency for trains, buses, and MTA facilities
Maryland Transportation Authority Police (MDTA)	• Lead law enforcement Agency for parts of State roads and for BWI Airport
Other Federal Agencies that may respond as needed	• Law Enforcement Assistance Administration (LEAA) • Immigration and Customs Enforcement (ICE) • Federal Aviation Administration (FAA) • National Transportation Safety Board (NTSB) • Department of the Treasury • Department of Defense (DOD) • Department of Energy (DOE) • National Institutes of Health (NIH) • Centers for Disease Control (CDC)

4.0 PLAN DEVELOPMENT AND MAINTENANCE

The ESF Team will follow the Common Plan Maintenance and Development Responsibilities for all ESFs.

ESF #13 SUPPORT ANNEX #1: ACTIVE ASSAILANT PLAN

[NOTE: The following is an excerpt from AAPD's Active Assailant Plan. It is redacted here due to Law Enforcement Sensitivity. Please contact AAPD for information.

ACTIVE ASSAILANT RESPONSE
INDEX CODE: 2308.1
EFFECTIVE DATE: 01-27-20

EMERGENCY SUPPORT FUNCTION #14 – DEBRIS MANAGEMENT

ESF #14 Table 1: ESF #14 Agencies

ESF Lead Agency	Department of Public Works (DPW)
Primary Bureaus (within DPW)	DPW – Bureau of Highways (Response) DPW – Bureau of Waste Management Services (Recovery)
Support Agencies	Anne Arundel Soil Conservation District Anne Arundel County Public Schools (AACPS) Central Services Department of Health (DOH) Department of Detention Facilities Baltimore Gas & Electric (BG&E) Fire Department Maryland Department of Agriculture Maryland Department of the Environment (MDE) Office of Emergency Management (OEM) Office of Information Technology (OIT) Police Department Public Information Officer (PIO) Recreation & Parks Sheriff's Office

1.0 INTRODUCTION

1.1 Purpose

1. To manage disaster debris operations from the public right-of-way and on public improved property during widespread events in conjunction with the Anne Arundel County Disaster Debris Management Plan (hereinafter the County Debris Management Plan). **This ESF is not meant to contradict or supersede any portion of an up-to-date version of the County Debris Management Plan.** Any version of the County Debris Management Plan published at a later date than this EOP shall control in the event of conflicting information.

2. To identify how Anne Arundel County manages debris generated as a result of an emergency/disaster situation.

3. Establish procedures and priorities for the use of Department of Public Works and other supporting Agencies to coordinate the collection and disposal of debris after a disaster event.

4. Coordinate the procedures, responsibilities and actions to be taken by the Anne Arundel County Office of Emergency Management in order to determine the extent and impact of damage caused by either man-made or natural disasters within the County.

5. Outline damage assessment procedures, which are essential to support requests for State and/or Federal assistance.

1.2 Scope

1. Disaster debris management involves the removal and disposal of debris from public property and traveled rights-of-way, thereby enabling vehicle access and reinstituting traffic patterns, minimizing health risks resulting from undisposed debris, and disposing debris in the most effective and legally permissible manner.

2. Debris management may include: (a) debris assessments; (b) clearing roadways, drainage features, and roadsides; (c) implementing mutual aid agreements; (d) establishing and maintaining temporary storage sites; (e) coordinating with contractors; (f) notifying residential communities and providing direction; (g) segregating debris; (h) demolishing condemned property (if appropriate legal authority is secured); and (i) monitoring operations to ensure they are compliant with State and Federal regulations.

3. ESF #14 – Debris Management will be activated for small and large-scale events that require local government involvement to address impacts to public property.

1.3 Situation

1. The extent of damage and the unique transportation network of Anne Arundel County will influence the strategy developed by the Disaster Debris Manager.

2. Trees, rock, dirt and sand, construction materials, metal, garbage, tires, animal carcasses, or other items may result from a debris-generating disaster.

3. Local jurisdictions are responsible for response and recovery operations on public property.

4. Owners of private property, and insurers of such property, are chiefly responsible for response and recovery operations on private property.

5. Anne Arundel County is a member of the Baltimore Metropolitan Council (BMC). The Regional disaster debris management plan complements the Anne Arundel County Disaster Debris Management Plan (hereinafter the "County Debris Management Plan").

6. Residential Collection Center Locations: Three recycling centers and one landfill serve the County for Residents to transport household trash, recyclable, and yard waste. Refer to **ESF #14 Table 2** below. The County may establish additional collection locations in response to a debris-generating event or emergency.

ESF #14 Table 2: Collection Centers

Residential Collection Centers
Millersville Landfill and Resource Recovery Facility
389 Burns Crossing Road, Severn, MD 21144
Northern Recycling Center
100 Dover Road, Glen Burnie, MD 21060

Southern Recycling Center
5400 Nutwell Sudley Road, Deale, MD 20751
Millersville Convenience Center
389 Burns Crossing Road, Severn, MD 21144

1.4 Assumptions

1. A disaster situation may generate an abnormal amount of debris that must be dealt with in order to support recovery from the incident.

2. Unattended and long-standing debris may pose a safety and health threat.

3. The quantity and nature of the debris may require diverse methods and actions for disposal.

4. **Businesses and residents will be responsible for their property and debris management on it.** They may be able to fund such work from insurance proceeds, when available.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. In addition to resources as described in section 3.6 of the Basic Plan, supplemental assistance *may* be available in certain circumstances from the US Army Corps of Engineers, FEMA, and the National Resources Conservation Service. The County can access supplemental assistance only after it has depleted local resources.

2. The County will clear roadsides and roadside rights-of-way to restore the transportation network. The County will remove debris from roadsides and roadside rights-of-way if that debris originated from within the right-of-way (e.g., street trees).

3. As quickly as possible following a debris-generating event, the County will open its solid waste management facilities to accept disaster debris from residents and businesses. It may also establish additional collection points and employ contract facilities to leverage additional disposal capacity.

4. As quickly as possible following a debris-generating event, the County will remove debris from private property placed at curbside, in those areas provided with curbside collection, *following normal curbside collection program requirements*. A special curbside collection effort may be instituted for portions of the Anne Arundel County area depending on the severity of a debris-generating event.

2.2 Preparedness

1. Site Selection

Reasonable efforts will be made to expedite approval of an emergency site for debris collection, storage, transfer, or disposal in accordance with Federal, State and local laws and regulations. County park facilities have been identified in the County Debris Management Plan.

2. Understandings and Agreements with State Agencies and Debris-Hauling Firms

(a) State Agencies provide regulatory guidance and technical assistance for debris operations. State Agencies involved in such assistance include the Maryland Emergency Management Agency (MEMA), the Maryland Department of the Environment (MDE), and the Maryland Department of Transportation (MDOT). *See* the County Debris Management Plan for more details.

(b) To utilize private debris-hauling firms, the County must first enter into an approved contract.

2.3 Response

1.   Damage Assessment

(a) The Anne Arundel County Department of Public Works (DPW) is responsible for estimating/assessing debris generated from a disaster. The Disaster Debris Manager monitors debris accumulation throughout the response phase and forecasts post-event debris accumulation. The Police Department's Special Operations Divisions Aviation Unit may support this activity.

(b) Designated personnel will do a visual survey of the roads and County property to assist in estimating debris damage.

(c) Designated personnel will use these visual observations in conjunction with assessment formulas to compute a quantity estimate. NOTE: most assessment formulae attempt to define the total amount of debris, and not the debris solely on public property for which the County is responsible.

(d) The ESF #14 Team will employ practical and effective methods, including aerial reconnaissance, to assess Regional damage and determine the need for supplemental assistance and special programs.

(e) Estimation and planning activities include assumptions about debris.

2.   Staging and Reduction Site Operations

Federal, State and local laws will serve as the fundamental basis for operating staging, storage, and disposal sites (*see* the Support Annex #2 for a list of legal authorities).

3.   Debris Removal

(a) Debris will be sorted as it is removed or at temporary storage sites to ensure efficient and cost-effective disposal solutions, as well as maximal opportunities for FEMA reimbursement. *See* the County Debris Management Plan for a full list of possible Temporary Debris Storage and Reduction Sites (TDSRS) and temporary residential drop-off sites.

(b) The Office of Emergency Management will coordinate with the Department of Health, the State Department of Agriculture and Anne Arundel County Animal Care and Control to address animal carcass removal. Animal carcasses are not

an acceptable solid waste at Anne Arundel County solid waste management facilities under State-issued permit conditions. However, the County Health Officer may make an exception and order that the Millersville Landfill accept carcasses provided that the carcasses are covered with soil immediately.

(c) Priorities: *see* **ESF #14 Table 3** below.

ESF #14 Table 3: Priorities

Debris Removal Priorities
1. Any situation on public property posing a threat to lives
2. Emergency access roads for police, fire, and hospital facilities
3. Critical roadway networks
4. Access roads to essential services facilities, e.g., water treatment plants utility sub-stations
5. Public rights-of-way

(d) Removal from Anne Arundel County property is the responsibility of the Agency/Department or entity that owns the property or is charged with maintaining the property.

(e) Incorporated areas within the County are responsible for conducting their own debris operations within their jurisdictions to the greatest extent possible.

(f) **Removal from private property is the responsibility of the property owner in conjunction with respective insurance companies and any local jurisdiction where the property is located.**

2.4 Recovery

1. Debris Disposal

Debris management activities encompass those found in **Table 4** below.

ESF #14 Table 4: Activities

Reduction	• Conduct operations such as chipping, mulching, grinding, and crushing to reduce segregated debris so that storage and disposal are easier and more efficient
Recycling	• Seek agreements with private businesses that will take ownership of segregated materials and process them into re-useable substances • Consider every reasonable proposal for efficiently disposing of recycled wood, debris, concrete, soil, tires, metal, and bricks

Reclamation	• Offer for bid any segregated debris deemed have salvage value unless a contract for such debris already exists, and in accordance with local laws
Resource Safety and Recovery	• Segregate stable or hazardous debris, such as Freon or propane, and specially handle or prepare it for reclamation or appropriate disposal • Notify MDE Hazardous Material Response personnel of any unstable debris (866) MDE-GOTO
Disposal	• Public or private solid waste management operations that involve landfill sites will proceed per any agreement between the organization and the site operator • State Agencies responsible for debris management will utilize existing landfill sites as necessary

2.   Structural demolition

(a) The Department of Inspections & Permits will condemn buildings deemed uninhabitable or not suitable for business use to be demolished. Buildings not condemned will be repaired and inspected prior to re-occupancy.

(b) Owners of demolished property will be responsible for the disposal of debris that results from such action.

(c) The Department of Inspections & Permits is the lead Agency for condemnation of hazardous structures.

3.   Air Quality and Airborne Hazards

Any action to remove, store, or dispose of debris will be consistent with Federal, State, and local laws and regulations regarding air quality.

4.   Hazardous Materials

Every effort will be made to segregate hazardous debris (if safe to do so) and appropriately handle it for disposal. *See* ESF #10 – Hazardous Materials for additional information. Hazardous debris handling and disposal will require contractual support.

2.5 Federal Agency Involvement

Federal Agencies may support debris management operations by providing disaster assistance funding, regulatory oversight, and technical assistance. Federal Agencies which may be involved include:

- Federal Emergency Management Agency (FEMA)
- U.S. Army Corps of Engineers (USACE)
- Natural Resources Conservation Services
- Federal Highway Administration

- Environmental Protection Agency (EPA)
- U.S. Fish and Wildlife

3.0 ORGANIZATION AND RESPONSIBILITIES

NOTE: *See* Common Responsibilities for Lead, Support, and Primary Agencies.

3.1 ESF Lead: Department of Public Works (DPW)

The ESF Lead Agency is the coordinating Agency for the entire ESF and ultimately accountable for the ESF. The DPW may apportion responsibilities to different Bureaus (Bureau of Highways or Bureau of Waste Management Services) depending on whether the ESF is in its Response or Recovery phase of the incident.

ESF #14 Table 5: Lead Agency Roles and Responsibilities

ESF Lead Agency and Primary Bureaus	Roles and Responsibilities
Department of Public Works	- Assign a Bureau of Highways representative to the EOC to act as a Debris Coordinator during the Response phase and a Bureau of Waste Management representative to act as a Debris Manager for the Recovery phase - Make other Bureaus of DPW (such as Utility Operations) available to assist the ESF #14 Team as necessary
DPW Bureau of Highways (HWY) – Response Activities	- Receive debris status and debris movement requests at the EOC - Provide personnel and equipment to clear County roads and critical facilities as directed by the Director of Emergency Management or designee thereof - Ensure that the EOC and Debris Manager are informed of debris clearing progress and problems encountered or anticipated - Coordinate maintenance and restoration of County roads, bridges, and unincorporated areas of the County - Assist police and fire with access control by providing barricades, lights, traffic cones, signs, and other necessary materials - Obtain procurement contracts for needed services such as hauling, clearing, etc.
DPW Bureau of Waste Management Services – Recovery Activities	- Create, through the Debris Manager, Assistant Debris Managers as needed (*see* the County Debris Management Plan for more details on the role of

Assistant Debris Managers)

- Receive information on severity of disaster from the Office of Emergency Management (OEM)

- Obtain updates from the Debris Coordinator regarding resource needs, extent of damages, quantity of debris, cleanup progress, and problems encountered or expected

- Develop a debris management plan based on the above information and submits it to the Director of Emergency Management for ultimate approval by the County Executive

- Submit requests for supplemental County personnel and equipment support to the Director of Emergency Management

- Fill out the proper MEMA forms, such as the Public Assistance Damage Assessment Site Collection Form, to ensure all damaged County infrastructure may be applicable to the Public Assistance Grant

- Issue debris management directives

- Identify staff and/or contractors for debris management monitoring (contractor, load site/disposal site inspectors and site monitors)

- Communicate timely information to the Director of Emergency Management and Debris Management Teams regarding the status of debris clearing, removal, and disposal operations

- Notify staff as to where and when to report for duty

- Coordinate with the EOC Public Information Officer (PIO) and the Joint Information Center (JIC) to centralize media reports on debris operations

- Provide personnel and equipment to operate and staff debris management sites; provide contractor oversight and inspections personnel, including communications, equipment, transportation, etc.

- Obtain approval to extend operating hours for State permitted disposal and recycling facilities

- Obtain procurement contracts for needed services such as roll off hauling, recyclables processing, disposal services, etc.

- Provide personnel and equipment to remove, recycle, and dispose of debris through heavy equipment rental and debris recovery and recycling contractors

- Thoroughly document number of hours for personnel on

	standby and personnel operating equipment for the FEMA reimbursements

3.2 Support Agencies

ESF #14 Table 6: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Anne Arundel County Public Schools	• Maintain lists of Board of Education (BOE) equipment identified for possible debris removal and disposal operations • Coordinate BOE debris assignments approved by the Debris Manager • Ensure that required logistical support is available, including cell phone, transportation, etc. • Inform the Debris Manager of clean-up progress and any problems encountered or expected
Department of Health	• Enforce the local property maintenance code and enforce the removal of refuse, rubbish, and garbage be removed from a residential property if it constitutes a health or safety hazard • Employ emergency abatement powers as per the Anne Arundel County Property Maintenance Code (Article 15, Title 4 § 1 Property Maintenance Code)
County PIO	• Coordinate press releases of respective Agency PIOs (or delegate coordination responsibilities to an EOC PIO) • Develop and implement a proactive information management plan to keep the public informed prior to foreseeable disasters and the loss of electricity and communications • Ensure that complete, verified, accurate, and authorized information is released through an organized means to dispel rumors and provide the general public the information necessary in protecting themselves and their property • Emphasize through the Public Information Program what actions the public can anticipate and what actions they can perform to help expedite the cleanup process this includes: o What waste can be placed curbside, and what must be taken to a waste management facility

	o Different types of waste that must be segregated o Information on instances and locations of illegal dump sites o Pickup schedules • Coordinate with the State PIO and other Agencies as appropriate
Recreation & Parks (R & P)	• Provide an EOC representative if necessary • Maintain list of equipment available for possible debris management activities • Provide personnel and equipment to assist with debris management if necessary and as resources permit • Ensure debris removal from R & P facilities • Update the Debris Manager on progress • Ensures that R & P staff provides logistical support, including communications equipment, and transportation support • Assist in baseline data management and post-storm damage assessment site investigations • Provide park sites as temporary storm debris collection centers
Police Department	• Assist with debris assessment and accumulation monitoring through its Aviation Unit • Monitor illegal dumping activities • Monitor debris management sites as needed to ensure compliance with local traffic regulations • Coordinate traffic control at loading sites and at entrances to and from debris management sites as needed • Prohibit unauthorized re-entry or access into exclusion areas • Provide field condition reports to the EOC for use by Debris Coordinator
Fire Department	• Respond to emergencies at debris management sites • Investigate and handle hazardous material incidents (*See* ESF #10 – Hazardous Materials) • Approve debris management burn sites in accordance with appropriate local requirements to ensure safe burning if it is determined by the Authority Having Jurisdiction that debris burning will be conducted

	• Issues ban on open burning based upon assessment of local conditions and ensure dissemination of information to the public (through the JIC if activated)

Inspections & Permits	• Take note of types of damage and adopt appropriate permit regulations to proactively mitigate future damage from similar disasters, to include (for example):
	
	  o Raising minimum elevation of homes in coastal areas
	
	  o Provide for a higher wind resistance requirement for mobile homes
	
	  o Require higher wind resistant materials and design for new constructions
	
	• Inspect private homes and businesses for damage assessment
	
	• Coordinate an Initial Damage Assessment team tasked with determining the scope of destruction and consisting of local inspectors and possibly a State representative
	
	• Gather Individual Assistance damage assessment data and information and submit a copy of these reports to the OEM
	
	• Complete and submit MEMA Damage Assessment forms (including the Preliminary Damage Assessment Impact Statement, the Initial Damage Assessment Summary Form, and the Individual Assistance Damage Assessment Site Collection From) to OEM, which will forward to such forms to MEMA
	
	• Consult with DPW on environmental and zoning compliance regulations and laws

Anne Arundel Soil Conservation District	• Advise DPW regarding water run-off control and sediment control • Advise DPW regarding COMAR 26.17.01, Erosion and Sediment Control • Support ESF #14 liaisons with agricultural and riparian landowners in matters relevant to its capacity and the ESFs mission
BGE	• Coordinate debris removal and disposal as a function of power restoration priorities with the Directors of Emergency Management • Coordinate with the Debris Coordinator and Debris Manager regarding debris movement and removal along electrical easements and rights-of-way in order to de-energize fallen lines

Central Services (Facilities Management Division)	• Facilities Management Division (FMD) will maintain lists of equipment available for possible debris management activities, e.g., generators, chainsaws, pumps, trucks, and trailers • Coordinate debris removal from County facilities for which FMD is responsible, with the option to utilize volunteer assistance under the direction of a County employee • Provide personnel and equipment to assist debris management cleanup at other locations if necessary and as resources permit, and in some cases, monitor volunteers at cleanup sites
Sheriff's Office	• Arrange for the security of any debris management sites
Office of Emergency Management (OEM)	• Activate the County EOC, and if necessary this ESF as a function of the EOC, in response to natural and man-made disaster • Ensure the County Executive and Public Information Officer are informed and kept advised of emergency situations and are prepared to warn citizens of an impending emergency • Coordinate with the Debris Coordinator, Debris Manager, and the PIO on debris-related activities and requests • Coordinate with the County Police Department for aerial reconnaissance and damage assessment • Keep the Maryland Emergency Management Agency (MEMA) informed of the County's situation
Office of Information Technology	• Assist DPW at their debris management sites with the necessary communications and data sharing requirements
Maryland Department of the Environment (MDE)	• Receive consent orders from Anne Arundel County and determine if the request should be granted for the opening of debris management sites • Assist DPW with environmental compliance at debris management sites
Maryland Department of Agriculture	• Assist DPW with the proper disposal of animal carcasses

4.0 PLAN DEVELOPMENT AND MAINTENANCE

The DPW Program Manager – Safety & Security Services has primary responsibility for coordinating the development and maintenance of ESF #14. Changes and updates will comply with the any changes in the County Debris Management Plan [the County is currently rewriting the 2018 version of this plan]. In all other aspects, the ESF Team will follow the Common Plan Maintenance and Development Responsibilities for all ESFs.

ESF #14 SUPPORT ANNEX #1: DISASTER DEBRIS MANAGEMENT PLAN (ANNE ARUNDEL COUNTY DEPARTMENT OF PUBLIC WORKS)

This ESF was based on the Anne Arundel County Disaster Debris Management Plan. To view the complete plan, contact the Department of Public Works-Utilities Program Manager – Safety & Security Services at 410-222-7524 or the Office of Emergency Management at 410-222-0600.

ESF #14 SUPPORT ANNEX #2: AUTHORITY TO ESTABLISH TEMPORARY DEBRIS MANAGEMENT SITES AND DEBRIS STORAGE AND REDUCTION SITES

1. The Secretary of the Maryland Department of the Environment ("Secretary") may issue a Consent Order authorizing the County to establish temporary debris management sites and debris storage and reduction sites for the accumulation, sorting, and transfer of debris from a natural or man-made incident affecting the County. (Note: The Annotated Code of Maryland refers to debris storage and reduction site as "transfer and processing stations").

2. The Director of OEM shall request the Secretary to issue the Consent Order.[16]

3. In the Consent Order, the Secretary shall state that absence of the temporary debris management sites and/or debris storage and reduction sites within the County is "sufficiently prejudicial to the health or comfort of that or any other county, municipal corporation, sanitary district, subdivision, or locality; or causes a condition by which any of the waters of this State are being polluted or could become polluted in a way that is dangerous to health or is a nuisance." Md. Code Ann., Environ. § 9-222(a) (LexisNexis 2018).

   (a) The Secretary has legal authority to issue such a Consent Order under section 9-222 of the Environment Article of the Maryland Code.

   (b) The Consent Order issued by the Secretary is neither subject to the permit laws and requirements under section 9-204(d) of the Environment Article nor any corresponding permit regulations. *See Opinion of the Attorney General No. 93-045*, 78 Op. Atty. Gen. Md. 174 (Nov. 8, 1993) (The Attorney General stated that MDE had "the legal authority to enter into a consent agreement that allowed for a vertical expansion of the…. [l]and fill" while the county's application for a permit for expansion was still pending, and in advance of providing an opportunity for a contested case hearing. The Attorney General stated that the grant of a "consent agreement" to Prince George's County was "independent of MDE's authority to issue permits and enables MDE to move immediately when necessary to protect the public interest in a healthful environment.")

4. Pursuant to section 9-335(b) of the Environment Article, the Consent Order is effective immediately upon execution by both parties, and is effective (30) days from the date of execution unless extended by the MDE. This agreement may be extended by agreement of both parties.

5. In the case that the Governor declares a state of emergency, the Governor may authorize the clearance and removal of debris and wreckage, if the Governor finds it

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[16] For a template of the Consent order, *see* the County Debris Management Plan, once published.

to be necessary in order to protect the public health, welfare, or safety. Md. Code Ann., Pub. Safety § 14-107 (LexisNexis 2018).

6. In addition to a Consent Order from the Secretary, temporary facilities that are established by the County **must** abide by all provisions set forth in County, State, and Federal laws regulating the environmental use, management and parameters of debris management sites and debris storage and reductions sites (transfer and processing stations). These include, but are not limited to:

   (a) COMAR 26.04 (2018) Subtitle: Regulation of Water Supply, Sewage Disposal, and Solid Waste;

   (b) COMAR 26.17.01 (2018), Erosion and Sediment Control;

   (c) Anne Arundel County, Md., Code art. 13, §§ 13-4-101 to 109 (2018), Solid Waste Collection;

   (d) *Id.* art. 18, Zoning; and

   (e) FEMA 325 Debris Management Guide, July 2007.

EMERGENCY SUPPORT FUNCTION #15 – DONATIONS MANAGEMENT

ESF #15 Table 1: ESF #15 Agencies:

ESF Lead Agency	Recreation and Parks (R & P)
Primary Agencies	• Central Services • Office of Emergency Management
Support Agencies	• American Red Cross • Department of Social Services • Office of Finance • Fire Department • Office of Information Technology • Police Department • Public Information Office

1.0 INTRODUCTION

1.1 Purpose

To effectively coordinate management of spontaneous donations so that they can be efficiently utilized to respond and recover from a disaster in Anne Arundel County.

NOTE: The County's Donation Management Plan (in progress) shall supersede any conflicting information found in this ESF, once finalized and approved.

1.2 Scope

1. This guidance applies to all Agencies, organizations, and personnel with direct and indirect donations management responsibilities under the Anne Arundel County Emergency Operations Plan: Basic Plan (Basic Plan).

2. This ESF entails coordinating systems to manage the donation of material goods.

3. ESF #15 activities include, but are not limited to:

   (a) Creating a system to sort and distribute donated items.

   (b) Designating an appropriate organization to accept unsolicited financial donations.

   (c) Storing resources until they are no longer required for response and recovery efforts.

4. Non-governmental organizations (NGOs) accept and manage donations in many circumstances, according to their respective policies and procedures, and this plan does not supersede any individual NGO donations plan in any way, nor will any donation offered directly to an NGO be subject to regulation by this plan.

5. However, when any NGO activates its personnel to perform tasks under the auspices of this plan, and when any NGO joins in the cooperative effort to manage donated goods, then those activities will be governed by this plan.

1.3 Situation

1. Anne Arundel County is subject to a variety of hazards which could overwhelm existing logistics. This includes goods and/or personnel. Following some disasters, people are eager to respond and assist with the County's recovery, which may require extensive donations management and coordination.

2. Some disasters may require resources beyond the capacity of the County government. Donations of emergency goods may be necessary to effectively meet the needs of the impacted area and its residents.

3. Donors first will be encouraged to contact recognized NGOs with disaster relief operations because such organizations already have established networks developed to receive, process, and distribute donations.

4. Donations received by the County but intended for a specific NGO, and labeled as such, will be forwarded to that organization. Donations not otherwise intended for a specific NGO, as indicated by the donor, will become the temporary property of the County and thus are the responsibility of the County.

5. Donations may be money, food, clothing, products and equipment. The County will advocate cash as the best first alternative for donors to maximize the usefulness and timeliness of the donation. If not cash, then pre-sorted, clearly labeled, palletized, and shrink-wrapped donations with a predetermined transportation method – and that have been identified as needed- are preferred.

6. As of this writing, the County has not entered into any contracts or Memorandums of Agreement (MOAs) with privately owned sites for space to receive and distribute donations (e.g., large retailer parking lots), but may pursue such agreements in the future.

7. As of this writing, there is no designated ESF Lead Agency. However, a separate Donations Management Plan is in progress which may designate a Lead. The Director of Emergency Management shall designate leadership for this ESF should an incident occur in the interim requiring this ESF's activation.

1.4 Assumptions

1. Handling unneeded, unsolicited, and/or excess donations has – and will continue to be – the most pressing challenge for this ESF unless the public is properly educated

2. Supplies and equipment will be provided from existing County, mutual aid, and State inventories whenever possible.

3. A surge in donations may arrive from individuals, community groups, businesses, and/or other governmental bodies. The outpouring of donations may challenge the ability of the County and volunteer organizations to respond in the most effective manner possible.

4. In a major emergency or disaster, the County may receive donations even if they are not requested. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.

5. Many individuals donate goods that are not needed by disaster victims. Receiving and sorting unneeded goods wastes valuable resources; the handling of and disposing of large quantities of unneeded goods can be a lengthy and very costly process.

6. The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers (and denying unneeded deliveries) and providing information to potential donors through public information channels of communication on current needs and those items and services that are not required.

7. Some donations may be unusable, and some donors may give, or only appear to give, with ulterior motives, including fraud.

8. Donors may want to:

   (a) Know what is needed in the local area: monies, tangible goods, and/or services;

   (b) Know how and where they should transport their donations to the local area, or if there is someone who can transport it for them;

   (c) Start a "drive for donations" to help disaster victims, but have no knowledge of what to do and how to do it;

   (d) Earmark their donations for a specific local group or organization, such as a church, fraternal society, or social service Agency, or want to know who specifically received their donations; or

   (e) Have their donations received by a local official and/or receive a letter of appreciation or public recognition.

9. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly.

10. Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, or garbage bags; some items may be in bins or on pallets. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.

11. Disaster victims may:

(a) Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points;

(b) Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations; or

(c) Have unmet needs which can be satisfied by additional donations.

2.0 CONCEPT OF OPERATIONS

2.1 General

1. If the situation demands, the OEM can commit its call-taker phone bank to receive calls regarding donations, log those calls, and match the potential donation against known or expected needs all while discouraging unneeded donations.

2. Donations and matching an immediately identifiable need will be directed to a designated collection site. Collection and sites will have controlled entries and exits.

3. Desirable donations with no identified matching need will be retained as records in the database but not authorized for delivery. The donor will be contacted when the need does materialize and additional arrangements will be made at that time.

4. Donations management personnel should submit all donated food products to DOH for inspection.

5. The Logistics Section of the EOC will field donation needs and requests internally from County Agencies, other ESF teams, emergency shelters, and Incident Commanders and communicate these needs to the ESF #15 Team if donated goods are needed to support the response.

6. Requests will be prioritized and donated goods and services will be allocated and deployed in mission assignments, with the approval of the Director of Emergency Management. External requests from neighboring jurisdictions will also be prioritized and donated goods and services will be allocated if possible.

7. Coordination with the State will be through MJOC (or SEOC if activated) via WebEOC, phone, fax, etc. Representatives may meet in either a Joint Field Office (JFO), if established, or a Unified Command post upon establishment.

2.2 Donation Collection and Distribution Sites

1. This ESF may pursue the use of privately owned sites (e.g., Walmart parking lots) or those belonging to institutions such as Anne Arundel Community College (AACC) for collection and/or distribution, however, the County should first formalize any agreements in a written Memorandum of Understanding/Agreement (MOU/MOA) before such use.

2. The donor is responsible for transporting any donated goods to collection sites.

3. All personnel receiving donated goods at a collection site shall record the following information:

(a) Name of the goods;

(b) Detail the size and type of packages, cases and pallets;

(c) Place of origin;

(d) Entity which transported the donations and name of delivery person; and

(e) The distribution details of the donated goods.

3.0 ORGANIZATION AND RESPONSIBILITIES

NOTE: *See* Common Responsibilities for Lead, Support, and Primary Agencies.

3.1 ESF Lead

ESF #15 Table 2: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Recreation and Parks (R & P)	• Approve donations management priorities, decisions, and assignment of resources pertaining to donated goods • Identify sites and coordinate set-up for donation collection and distribution • Maintain a current inventory of all donated goods • Make pertinent request for goods based on needs and establish priorities for their distribution • Assist OEM in developing a detailed Donations Management Operational Plan, including team procedures and policies with other ESF member Agencies • Assist with locating and providing transportation as needed for the movement of emergency supplies as R & P resources permit • Assist with the location of appropriate vehicles and drivers for transport

3.2 Primary Agency

ESF #15 Table 3: Primary Agency Roles and Responsibilities

Primary Agency	Roles and Responsibilities
Central Services	• Coordinate with ESF #7 – Logistical Management and Resource Management to monitor potential logistics shortages in the County and advise the Director of Emergency Management

	Roles
	• Maintain generators that can be relocated to the necessary collection site • Donation site identification and set-up for donation collection and distribution points
Office of Emergency Management	• Develop, exercise, and maintain a detailed <u>Donations Management Operational Plan</u>

3.4 Support Agencies

ESF #15 Table 4: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Office of Information Technology (OIT)	• Coordinate all voice, video, and data communications for ESF Team members and donation collection/distribution sites
Office of Community Engagement and Constituent Services	• Provide a direct link between the County Executive and County citizens, including information regarding donations management
Department of Health (DOH)	• Assure proper food storage, preparation, and service of food donations according to Anne Arundel County Health Codes
Office of Finance	• Assist in development of procedures needed to account for expenditures and activities for possible reimbursement
Public Information Officer	• Coordinate with the ESF Lead Agency, the County Joint Information Center (JIC) (if activated), and appropriate Federal, State, & local officials to prepare and issue complete and timely emergency public information concerning donations needs and the location of any donation collection sites • Work closely with the ESF #15 Team to produce clear and regular messages to the media through the EOC PIO/JIC • Monitor news sources for appeals for donations and put out message requests for donations as necessary • Provide a thorough informational campaign to prevent unneeded donations
Police Department	• Provide security and law enforcement for collection and distribution sites, where applicable • Provide traffic control during movement to/from collection and distribution sites, where applicable • Provide escorts to safeguard donations for distribution,

	as needed
Fire Department	• Survey collection and distribution sites for fire and life safety as needed
Department of Social Services (DSS)	• Indicate to the EOC where DSS needs volunteers to assist with Mass Care and Sheltering functions (*See* ESF #6 – Mass Care and Sheltering) • Provide disaster relief services and utilize the donations, if available, for those in need • Collect and analyze social services information provided by the responders/volunteers involved in order to formulate a strategy for the current community's needs • Coordinate with private and government officials to solve unmet needs and reconcile any problems at mass care shelters
American Red Cross	• Coordinate meals for both victims and workers • Coordinate activities with the Office of Emergency Management and other Volunteer Organizations Active in Disaster (VOADs) to assist in donations services and management

4.0 PLAN DEVELOPMENT AND MAINTENANCE

See Common Plan Maintenance and Development Responsibilities for all ESFs.

EMERGENCY SUPPORT FUNCTION #16 – ANIMAL PROTECTION

ESF #16 Table 1: ESF #16 Agencies

ESF Lead Agency	Animal Care and Control
Primary Agency	Maryland Department of Agriculture (MDA)
Support Agencies	- American Red Cross (ARC) - Anne Arundel County Public Schools (AACPS) - Department of Health (DOH) - Department of Public Works (DPW) - Department of Social Services - Police Department - Public Information Office (PIO) - Recreation & Parks - Sheriff's Office

1.0 INTRODUCTION

1.1 Purpose

1. To provide immediate care and control of animals during disaster situations and to minimize animal suffering and human anguish by providing and facilitating temporary shelter for domestic animals during disasters.

2. To establish a program that ensures the care and sheltering needs of domestic pets following an animal health emergency.

3. To work with the State to ensure the proper care of livestock following an animal health emergency.

4. To preserve and maintain economic resources and to protect livestock and domesticated animals from disease, a natural disaster, or an act of terrorism.

5. To assist pet owners with the provision of humane care and treatment to their companion animals while they are located at a Companion Animal Shelter (CAS).

1.2 Scope

1. Animal protection includes, but is not limited to, the following:

   (a) Providing for the protection, sheltering, documentation, disposition, and care of animals during disasters and emergencies; and

   (b) Educating pet owners and the farming community about emergency preparedness, disseminating guidance to animal owners, and coordinating animal medical and shelter arrangements. MDA will take a greater role in regards to the farming community a livestock.

2. Potential operations include, but are not limited to, the following:

 (a) Rescuing stray/abandoned animals;

 (b) Tracking occupancies at boarding facilities;

 (c) Coordinating the emergency provision of essential medical supplies and drugs;

 (d) Organizing the participation of animal relief organizations in response and recovery operations;

 (e) Establishing a temporary shelter;

 (f) Ensuring the availability of adequate supplies of food at boarding facilities and the CAS; and

 (g) Coordinating with appropriate Agencies for grief counseling to victims whose animals are lost, injured, or killed.

1.3 Situation

1. Anne Arundel County is vulnerable to disasters which have the potential for mass animal casualties, as well as health dangers including disease.

2. A significant disaster event may cause injuries to a considerable number of animals, produce physical or biological health issues throughout the affected area, and create a widespread need for medical care and sheltering of animals.

3. Animal owners have the basic responsibility for care and protection of their animals, including during an emergency situation. Individuals with pets are encouraged to bring specific items to care for the needs of their animals, such as leashes, carriers/enclosures, muzzles, food feeding dishes and medications to Companion Animal Shelters (CAS).

4. The human-animal bond can be a unique and powerful force in decision-making, especially when deciding when and if to evacuate from a potentially risky situation.

5. The County may have to open the CAS on short notice.

6. Prior to or during an emergency or disaster event, people in harm's way may be asked to, or required to, protect themselves by evacuating from an area of higher risk to an area of relative safety. Companions and other animals living with these threatened individuals will be placed in the same circumstances and will need to be evacuated.

7. Persons in the risk area who have their own vehicles should take their animals with them.

8. The County currently has the resources to open and operate only one (1) CAS at a time. The County has five (5) pre-designated mass care shelters where the CAS can be co-located (*See* **ESF #16 Table 2** below and ESF #6 – Sheltering and Mass Care).

ESF #16 Table 2

Pre-designated Shelters	Pre-Event Capacity	Post-Event Capacity	Shelter Priority*
Annapolis High School **2700 Riva Road, Annapolis MD 21401**	200	100	P
Northeast High School **1121 Duvall Highway, Pasadena, MD 21122**	530	265	S
Meade High School **1100 Clark Road, Ft Meade, MD 20755**	560	280	S
Southern High School **4400 Solomon's Island Road, Harwood, MD, 20776**	300	150	S
Severna Park High School **60 Robinson Road, Severna Park, MD, 21146**	574	287	P

* P designates primary shelter
*S designates secondary shelter

1.4 Assumptions

1. The term CAS will be utilized in place of pet friendly shelters and will be used to shelter domestic animals.

2. Owners of farm animals will receive instructions from OEM in reference to proactive steps to be taken by owners to shelter their farm animals and/or addressing feed issues.

3. For the purposes of this ESF, "livestock" shall be cattle, sheep, hogs, goats, horses, or poultry.

4. For the purposes of this ESF, "companion animals" are defined and limited to only include: dogs, cats, birds and pocket pets (such as rodents). Pocket pets are defined and limited to only include hamsters, gerbils, mice, and ferrets.

5. For the purpose of this ESF, the term "service animal" refers to "any dog individually trained to do work or perform tasks for a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." 28 C.F.R. § 35.104 (2018). Such tasks include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

6. Many individuals who have their own transportation to evacuate a risk area will take along their companion animals, but will not seek public shelter. Instead, they will attempt to obtain private lodging for themselves and their companion animals (e.g. at pet-friendly hotel).

7. Accredited veterinarians will immediately report any reportable disease to the State Veterinarian's Office. Any Foreign Animal Disease (FAD) or parasite will also be reported.

8. The sheltering and protection of animals is the responsibility of their owner. As needed, Anne Arundel County will support the temporary sheltering of companion animals affected by an emergency.

9. Many people are reluctant to leave their pets. When unable to take their pets, many people may choose to stay in an unsafe location. This is particularly true of the elderly.

10. People will frequently try to reenter an area to retrieve animals before it is advisable for them to return to the evacuated area.

11. Some people will abandon their pets during a disaster. This includes unscheduled drop-offs at animal facilities. This type of behavior could put people, pets, animals, and emergency responders in a difficult position.

12. Decontamination of livestock may be needed in a chemical or biological event.

13. Evacuation of animals must occur in advance of a disaster, if time permits.

14. Volunteer groups and may assist with the provision of animal services to supplement established organizations, if necessary.

15. The following are the relevant primary roles for Companion Animal Shelters (CAS) in Anne Arundel County:

ESF #16 Table 3: CAS Personnel Roles

Role	Description
Shelter Manager	The individual in charge of the entire shelter, both human and animal sections.
CAS Manager	Individual managing the CAS section of a shelter.
CAS Coordinator	The supervisor at Animal Care and Control overseeing the total Animal Care and Control mission, including CAS and operational animal rescues.
Animal Care and Control Commander	Command position within the Anne Arundel County Police Department.
Animal Care and Control EOC Representative	Reports to the Emergency Operations Center (EOC) during an activation and coordinates requests from Animal Care and Control.

2.0 CONCEPT OF OPERATIONS

2.1 General: Three Categories Which May Require ESF #16 Activation

1. Foreign Animal Disease (FAD): The introduction of FAD could be accidental or intentional.

2. Disasters such as a flood, tornado, wildfire, drought, blizzard or heat.

3. Disasters caused by the intentional or accidental spillage/leakage of hazardous materials.

2.2 Preparedness

1. ESF leadership will coordinate with the ESF #7 – Logistics Management and Resource Support Team to maintain a current inventory of Animal Care and Control resources including facilities, equipment, supplies and personnel.

2. Identify qualified representatives to staff ESF #16's position in the EOC. The Animal Care and Control EOC Representative will:

    (a) Deal with all incoming EOC messages concerning animal rescue and care;

    (b) Coordinate with the Animal Care and Control Commander, the Shelter Manager and the Director of Emergency Management; and

    (c) Relay all information and requests received to the appropriate individual(s) in the Planning and/or Logistics Section of the EOC.

3. Maintain personnel and equipment in a state of appropriate readiness so personnel are ready to mobilize and stage resources at various locations.

2.3 Response

1. ESF #16 will prioritize requests and allocate resources according to mission assignments.

2. The EOC will notify appropriate State Agencies (MEMA and the MDA) when this ESF is activated. NOTE: While Animal Care and Control is the Lead Agency for the whole ESF, MDA will lead for issues related to livestock.

3. The County PIO, or designee thereof at the EOC/Joint Information Center (JIC), will notify and inform media of the relevant information.

4. The Animal Care and Control EOC Representative will report to the EOC when necessary to deal with incoming EOC messages regarding animal rescue and care and to relay information and requests received to the appropriate individuals in the EOC.

5. If the Anne Arundel County and City of Annapolis EOCs are both activated, Animal Care and Control will provide staffing to the County EOC and communicate to the

City EOC via telephone or other designated mechanism (e.g. WebEOC). If the City of Annapolis EOC is activated and the County is not, Animal Care and Control will provide representation to the City EOC.

6. Confirm the availability of potential animal shelter sites. The Companion Animal Shelter (CAS) Coordinator will consult with the Director of Emergency Management to decide on the appropriate location.

7. Upon being notified of the need for a CAS, the CAS Coordinator will contact the building representative to ensure that appropriate areas of the facility are available and unlocked. The CAS Coordinator will also promptly notify the CAS Team to respond to the shelter and begin setting up operations.

8. OEM will notify the CAS Coordinator, who will activate the CAS Team to respond to the shelter and begin setting up operations. It is the responsibility of the CAS Coordinator to arrange for the CAS equipment trailer to be promptly delivered to the shelter.

9. The CAS Manager, with the CAS Team, will be responsible for setting up CAS operations. The CAS Manager will have final authority regarding accepting, denying, or terminating shelter to any companion animal.

10. Service animals will not be registered and will remain with their owners within the human shelter. For additional information regarding shelter operations, *see* Support Annex #2 of this ESF.

11. Identify livestock that may need to be evacuated. Contact the owner/custodians of these animals and advise them of the steps they need to take in preparation (such as moving to a higher ground, evacuating to a different location, moving inside, etc.).

12. Keep records of disaster related expenses (includes hours worked by staff and volunteers).

13. Activation of Companion Animal Shelters in Anne Arundel County: *see* **ESF #16 Table 4** below.

ESF #16 Table 4: CAS Activation

CAS Activation Steps	
(1)	The Director of Emergency Management will request the activation of the Anne Arundel County Companion Animal Services based on the actual need for pet shelter services.
(2)	The Shelter Manager (*see* ESF #6 for more information on the role of Shelter Managers) will also evaluate the need for CAS.
(3)	The Director of Emergency Management, or designee, will notify the CAS Coordinator that an event has occurred that requires the opening of a human shelter, and consequently will require the opening of a CAS.
(4)	The CAS Coordinator will notify the CAS team and shelter volunteers of activation and

shelter location. The Coordinator may need to collaborate with the County or EOC PIO to disseminate notification if phone service is disrupted.

(5)	Volunteers assigned to Logistical Support will pick up and deliver set up supplies to the assigned shelters.
(6)	A CAS Shelter Set-up Team will also pre-inspect and document a facility area prior to set-up.
(7)	The CAS will begin to allow animals once it is set up and staffed.

14. The CAS Manager is the administrator for the CAS. It is critical that the CAS Manager keeps the CAS Coordinator briefed on the number of animals housed within the shelter.

15. The CAS Manager is responsible for determining if an animal must be removed from the shelter for aggression or for medical care, if possible.

16. **Goals for the CAS Manager.** Getting the Shelter area set up and ready to accept animals is the primary focus of the CAS Manager.

ESF #16 Table 5

CAS Manager	
(1)	Pre-inspect and document facility area prior to set-up
(2)	Coordinate the set-up of the shelter area by following a pre-established floor plan. This includes directing the placement of plastic under all crating areas and along the walls
(3)	Secure volunteers for the following positions, as needed: • Registration Staff • Pet Area Management Staff Volunteers • Pet Health Services Team • Volunteer Manager • Liaison with the Human Shelter Area • Material Support Staff
(4)	Set up tables and post signs for registration

17. Shelter Rules

(a) The Anne Arundel County CAS located within a school will typically be placed in a portion of a shelter that also houses humans. The guiding principle in this plan believes that if owners are allowed to bring their small pets with them to a shelter,

they will evacuate to this safe location. As such, owners will be allowed to enter the shelter area to care for their pets.

(b) All pets will remain in a separate area of the shelter facility apart from the human population.

(c) Pet owners will be responsible for the care of their animals to include providing the basic care needs, i.e. food and water. Clean up materials will be available through the CAS Team.

(d) Access to the shelter area will be limited to those named on the registration form and providing proper identification. A gatekeeper will be present to screen individuals not named on the registration form and providing proper identification.

(e) A relief area will be set up for use. Clean-up materials will be supplied and utilized by pet owners.

(f) Access to the shelter area by owners for animal care (such as walking) will be at designated times only. This is to limit barking and stress on other CAS residents. At other times, access to the shelter area is limited to staff only.

(g) Animals shall be removed if possible from the shelter area to an authorized animal hospital by the owner, if the staff determines that the animal is ill, injured, has an infectious disease, or other medical concerns.

(h) If the animal is determined to be aggressive per the CAS Manager, then the owner will be responsible for locating another refuge for their pet. Otherwise, Animal Care and Control may remove the aggressive animal to an Animal Care and Control facility.

2.4 Recovery

1. The CAS will remain in operation as long as the co-located human shelter remains open to the public.

2. CAS personnel will release animals to their owners upon presentation of proper identification. All owners will sign a release form upon picking up their pet.

3. The pet owner will clean and disinfect their animal's area upon release. All materials will be removed from the area and the location will be restored to its original condition. The CAS Manager will obtain documentation for any damages and forward it to the facility manager and the CAS Coordinator.

4. The CAS Manager will forward a comprehensive list of supplies that are needed to restock the CAS and to the CAS Coordinator and Animal Care and Control Administrator.

5. Anne Arundel County Animal Care and Control will participate in recovery operations as they relate to animal rescue, animal housing, reuniting citizens with their animals, and overall Anne Arundel County recovery efforts. These efforts shall include:

(a) Continue to provide emergency animal care services as long as required.

(b) Continue efforts to reunite lost or displaced pets with their owners.

(c) Continue to assist in the disposal of animal carcasses.

(d) Continue to provide emergency animal protection services as long as required.

6. The Mobile Crisis Team and/or the Department of Health and other private entities will provide grief counseling for individuals traumatized by the loss, injury, or death of an animal.

2.5 National Preparedness Goal Alignment

ESF #16 supports the County's alignment with the National Preparedness Goal (NPG) by fulfilling—or helping to fulfill—Core Capabilities within NPG Mission Areas as described in **ESF #16 Table 6** below:

ESF #16 Table 6: NPG Alignment

Mission Area: Response	
Core Capability	Description
Mass Care Services	• Coordinate response to meet the mass care and emergency assistance needs of animals, including household pets and service animals, and their owners
Public Health, Healthcare, and Emergency Medical Services	• Respond to animal health emergencies • Coordinate with ESF #8 – Health and Medical Services and veterinary resources on the management of animal disease and other emergency animal health issues

3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

NOTE: *See Common Responsibilities for Lead, Support, and Primary Agencies.*

3.1 ESF Lead: Animal Care and Control

ESF #16 Table 7: Lead Agency Roles and Responsibilities

ESF Lead	Roles and Responsibilities
Animal Care and Control	• Maintain responsibility for developing plans and procedures with the ESF #16 – Animal Protection Team, including a CAS operational plan • Coordinate with the OEM, Department of Agriculture, and DSS to provide shelter and care to an indeterminate number of companion animals and livestock during natural and man-made disasters • Develop recommendations regarding where and when CAS

	should be established
	• Coordinate training and disseminate common shelter operating guidelines to volunteer organizations assisting with shelters
	• Appoint Animal Care and Control EOC Representatives
	• Coordinate animal rescues and care requests through the EOC Representative
	• Identify local resources for veterinary services, animal medical supplies and vaccines
	• Maintain stockpile of resources, including animal leashes, food, cages, crates, bowls, and flea sprays. Identify local supplies for such items, if necessary
	• If necessary, request aid from the State Department of Agriculture, Community Animal Response Team (CART), and the State Animal Response Team (SART) when dealing with livestock rescue and control
	• Take animals from a CAS to the emergency veterinary clinic, if necessary
	• Train CAS registration staff to screen for animals which may need transport to an emergency veterinary clinic
	• Conduct thorough search and rescue operations throughout the affected areas for lost, misplaced, abandoned, and/or injured companion and farm animals
	• Transport animals from the evacuation area(s), as needed
	• Document, collect, consolidate, and report disaster related expenses to the EOC
	• Facilitate the circulation of vital information with specific relevance to animal owners in the community during all stages of the incident
	• Provide CAS information prior to an emergency event via the Police Department PIO throughout the year
	• Provide area(s) and/or means of disposal for dead and diseased livestock and animals, coordinating with Recreation & Parks, State Highway Administration, Maryland Department of Agriculture, and DPW
	• Provide area(s) and means to handle solid waste at the CAS site
	• Develop and maintain a CAS operational plan

3.2 Primary Agency

ESF #16 Table 8: Primary Agency Roles and Responsibilities

Primary Agency	Roles and Responsibilities
Maryland Department of Agriculture (MDA)	• Take lead responsibility for the preservation, protection, and maintenance of livestock (animals or products that are

	• consumed by humans) • Educate the farming community about emergency preparedness • Provide a list of volunteer sources for the transport housing of livestock, if available and if necessary • Advise and assist the ESF Lead, the OEM, and the PIO on matters pertaining to livestock

3.3 Support Agencies

ESF #16 Table 9: Support Agency Roles and Responsibilities

Support Agency	Roles and Responsibilities
Department of Public Works (DPW)	• Provide assistance with traffic control to support evacuation and sheltering operations • Assist in quarantine with road barricade and signage • Provide trucks and trailers to transport carcasses from CAS and field operations to a disposal area, provided drivers are properly trained for animal carcass handling • Provide a disposal area for animal carcasses at the Millersville Landfill if so ordered by the County Health Officer[17]
Department of Health	• Coordinate to diagnose, prevent, and control zoonotic diseases (such as rabies) and other animal-related conditions of public health significance • Identify, along with Recreation & Parks during preparation, possible burial sites or locations where animal remains can be properly disposed within the jurisdiction with guidance from the Maryland Department of Agriculture • Provide support for mental health counseling for companion animal owners and animal care providers • If necessary, the County Health Officer may order the acceptance of animal carcasses at the Millersville landfill as an exception to the State permit
Police Department	• Coordinate security and law enforcement during CAS and animal search & rescue operations • Assist in implementation of traffic control measures • The Animal Care and Control Commander will be responsible for training and equipping the CAS team

[17] Note that DPW's permit prohibits them from dumping animal carcasses at the Millersville Landfill "**unless** acceptance of the carcass(es) is ordered by the local County Health Officer, and the carcasses are covered with soil immediately upon deposition at the working face of the landfill." Emphasis added.

Sheriff's Office	• Provide or ensure that there is security and law enforcement at shelters
Department of Social Services (DSS)	• Coordinate with Animal Care and Control as the ESF Lead Agency for ESF #6 – Sheltering and Mass Care for the operation of CAS • Upon activation of ESF #6, assist with the opening and staffing • Provide representation at the County EOC if both County and City of Annapolis EOC's are activated; provide representation at the Annapolis EOC only if the County EOC is not also activated
American Red Cross	• Upon activation of ESF #6 – Sheltering and Mass Care, assist with the opening and staffing of emergency shelters including the shelter with a CAS • Coordinate with Animal Care and Control to allow for animal sheltering within the County CAS
Public Information Office (PIO)	• Disseminate companion animal evacuation and sheltering information through the EOC • Provide information to the public on the location of the Companion Animal Shelter, operating policies, and other animal-related matter before and during the recovery period of an emergency • Provide public information on closure of shelters and the return of evacuees to their homes
Recreation & Parks	• Identify, with the Department of Health possible temporary burial sites or location where animal remain can be properly disposed within the jurisdiction
Anne Arundel County Public Schools	• Conduct and document with the CAS Manager an Before and After Facility Report • Provide staff member(s) to unlock school buildings in the event of an emergency requiring the activation of ESF #6 and this ESF

3.0 PLAN DEVELOPMENT AND MAINTENANCE

The Animal Care and Control Administrator of the Anne Arundel County Police Department will be responsible for maintaining this ESF plan by ensuring that its contents are current and accurate. *See Common Plan Maintenance and Development Responsibilities* for the responsibilities common to all Agencies in this ESF.

ESF #16 SUPPORT ANNEX #1: COMPANION ANIMAL SHELTER ORGANIZATIONAL CHART

ESF #16 Figure 1: CAS Organization Chart

Anne Arundel County
Companion Animal Shelter (CAS)
Organizational Chart

CAS Coordinator

Public Information Officer

Safety

CAS Manager
Incident Commander

Human Shelter Liaison

Operations

Logistics

Planning

Finance & Administration

Set Up
Sustainment
Demobilization

Registration

Kennels

Operational Period #

CAS Coordinator:
CAS Manager:
PIO:
Safety:
Liaison:
Operations:
Set Up:
Sustainment:
Demobilization:
Registration:
Kennels:
Logistics:
Planning:
Finance/Admin: