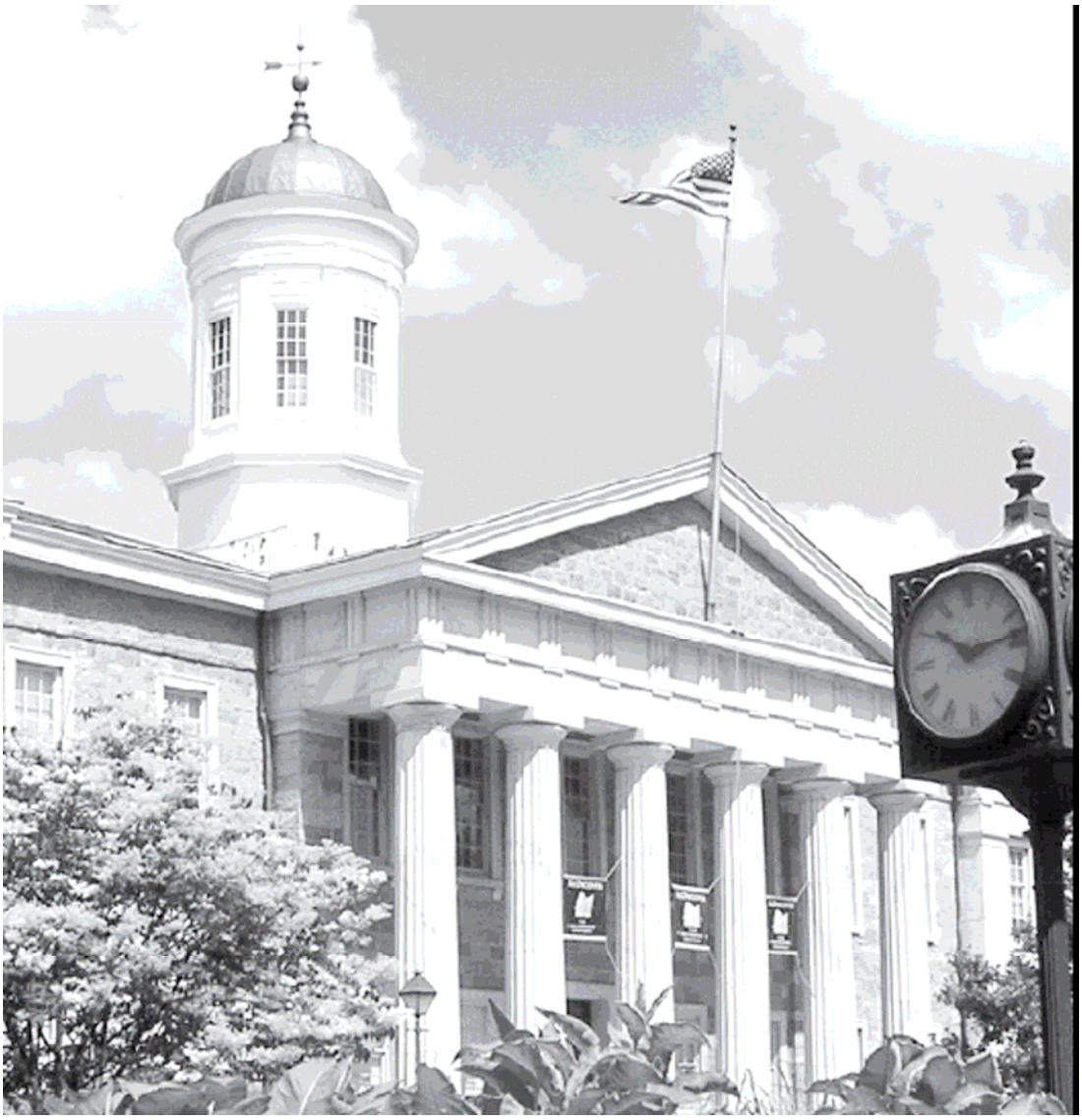
Baltimore County Government



EMERGENCY OPERATIONS PLAN

August 2007

BALTIMORE COUNTY
MARYLAND

BALTIMORE COUNTY
MARYLAND

JAMES T. SMITH JR.
County Executive

August 21, 2007

PROMULGATION

Baltimore County Government maintains a high level of readiness to respond to natural and manmade disasters. Through a program of integrated emergency management, all departments, agencies, and private organizations plan for mitigation of hazards, prepare for future emergencies, and assist the community in returning to pre-disaster conditions.

This Emergency Operations Plan outlines the basic organization for emergency management and concept of operations for coordinated responses. The Emergency Operations Plan assigns actions to be taken in various situations by Baltimore County government and others. 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.

WITNESS:

Richard G. Muth
Director, Office of Homeland Security
and Emergency Management

James T. Smith, Jr.
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RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

ANNUAL REVIEW CERTIFICATION

I hereby certify that I have reviewed the Baltimore County Emergency Operations Plan. All necessary changes have been incorporated into the Plan. Distribution of changed pages has been made to all recorded holders of the Plan.

DATE	SIGNATURE

NOTE: Any required changes needed throughout the year are incorporated into associated procedures and checklists. These changes will then be included in the next change to this Plan.

DISTRIBUTION LIST

County

County Executive
County Council
Office of Homeland Security and Emergency Management
ADO – Police Dispatch
ADO – Fire Dispatch
Baltimore County Branch Libraries
Department of Corrections
Department of Aging
Department of Economic Development
Department of Environmental Protection and Resource Management
Department of Permits and Development Management
Department of Planning and Zoning
Department of Public Works
Department of Recreation and Parks
Department of Social Services
Department of Electronic Services
Fire Department
Health Department
Office of Budget and Finance
Office of Communications
Office of Human Resources
Office of Information Technology
Office of Law
Police Department
Public Schools
Resident Maintenance Engineer – Baltimore County, State Highway Administration
Supervisor of Transportation, Baltimore County Board of Education

State

Maryland Cooperative Extension Service
Maryland Department of Agriculture
Maryland Department of Environment
Maryland Department of Natural Resources
Maryland Emergency Management Agency
Maryland Institute for Emergency Medical Services Systems
Maryland State Police

Federal

Federal Emergency Management Agency
United States Coast Guard – Activities Baltimore

Non-Governmental

Director, American Red Cross – Central Maryland Chapter

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BASIC PLAN

A. PURPOSE

The purpose of this Emergency Operations Plan (EOP) is to define the actions to be taken by Baltimore County government, State and Federal agencies, and other non-governmental organizations in the event of a large emergency. An effective response to any emergency situation in Baltimore County will require a coordinated effort among all participants in order to successfully protect lives and property to the extent possible.

B. SCOPE

This EOP addresses most emergency situations. It details activities related to mitigation, preparedness, response, and recovery operations. The EOP consists of a Basic Plan, functional annexes, and hazard-specific appendices.

The basic plan portion of this EOP has a broad framework and describes the approach to emergency management, planning, and operations. It also covers Baltimore County's formal adoption of the National Incident Management System (NIMS) and discussion of the strategy to implement NIMS countywide.

The functional annexes are components of the EOP that, in general terms, provide information and direction for functional responsibilities. The functional annexes expand upon but do not repeat information contained in the basic plan.

Numbered appendices are hazard specific. These are required when response to a hazard cannot be expressed generically in the Basic Plan and/or functional annexes.

Attachments are found throughout this EOP in the form of charts, maps, tables, and other information.

This EOP is a flexible document and will be reviewed annually due to the unique nature of emergencies and the evolution of emergency planning. These updates, using initiative and common sense, are both authorized and encouraged in order to prepare for various hazards and to ensure public safety.

Each organization and agency, which has a role in this plan or its elements, will develop standard operating procedures (SOPs) which provide step by step instructions for accomplishing assigned functions.

C. SITUATION AND ASSUMPTIONS

1. Situation

Baltimore County is located in the north-central portion of the State of Maryland. It is bordered by York County, Pennsylvania to the North; Harford County and the Chesapeake Bay to the East; the City of Baltimore and Anne Arundel County to the South; and Howard and Carroll Counties to the West.

The adjusted 2000 census population of Baltimore County is 754,292.

There is a highly sophisticated transportation system in place that includes nearby Baltimore-Washington Thurgood Marshall International Airport, Martin State Airport, local airports/helicopter pads, Amtrak passenger rail service, CONRAIL, CSX, MARC commuter trains; Interstates 95, 70, and 83; U.S. Routes 1 and 40; and numerous State routes. There is also considerable boat and barge traffic proximate to Baltimore County on the Patapsco River and the Chesapeake Bay.

Baltimore County is vulnerable to various natural hazards such as hurricanes, floods, tornadoes, earthquakes, sinkholes, landslides, winter storms, and fires.

Additionally, Baltimore County is vulnerable to a variety of man-made and technological hazards such as hazardous materials accidents, major transportation accidents, nuclear power plant incidents, civil disorders, power failures, terrorism, nuclear attack, dam failures, etc.

The potential scope and impact of these emergencies may vary from a minor emergency requiring minimum response to a major emergency requiring maximum response, depending on time of day, weather conditions, time of year, warning time, location, population density, and the type of emergency or disaster.

2. Assumptions

The Baltimore County Government is supported by private and volunteer organizations and State/Federal agencies that possess significant amounts of manpower, equipment, and supplies that can be utilized to minimize loss of life and property in the event of a large emergency or disaster.

Emergencies may require coordination and cooperation among governmental, private, and volunteer organizations in order to protect lives and property of Baltimore County residents.

The location and extent of some emergencies can be predetermined while other emergencies may occur with little or no warning at any time and place.

Organizations and agencies tasked in this document will respond as required to fulfill their responsibilities in providing for public safety during an emergency response and/or recovery operation.

D. CONCEPT OF OPERATIONS

1. General

When an emergency occurs that affects a particular jurisdiction, the government of that respective jurisdiction has the primary responsibility to respond to protect lives and property and to assist in recovering from the emergency.

The County will be prepared to supplement its emergency resources with those provided by private organizations and organized volunteer efforts.

If the capabilities within Baltimore County are exceeded or if it is anticipated that capabilities within the County will be exceeded, the County will request assistance from other jurisdictions. The Baltimore County Emergency Operations Center (EOC) may submit requests to adjacent or

nearby local jurisdictions in Pennsylvania and Maryland, Baltimore Washington International Airport (BWI), the City of Baltimore, or Aberdeen Proving Ground, in accordance with existing mutual aid agreements or memoranda of understanding (MOU). Requests for additional State and Federal support will be requested through the Maryland Emergency Management Agency (MEMA).

Depending upon the situation, the on-scene Incident Commander may utilize multiple resources, including existing mutual aid agreements, to obtain what is needed.

The Baltimore County Executive, the County Administrative Officer, and/or the Director of the Office of Homeland Security and Emergency Management (HS&EM), or designees, will direct all requests for assistance originating from outside Baltimore County that are beyond existing mutual aid agreements or MOUs.

2. Phases of Emergency Management

This EOP is concerned with every type of emergency situation. This EOP also focuses on activities that occur before, during, and after emergency operations. These activities are accomplished by dividing emergency management activities into the following phases:

a. Mitigation – Actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property. Examples of mitigation efforts include, but are not limited to:
- Updating building codes
- Offering and/or encouraging the purchase of disaster insurance (i.e. flood insurance)
- Educating the public about disaster preparedness
- Buy-out of hazard-prone properties

b. Preparedness – Actions taken prior to emergencies that facilitate the implementation of a coordinated response. Examples of preparedness efforts include, but are not limited to:
- Continuity of government/continuity of operations planning
- Testing and maintaining equipment
- Establishing, equipping, and maintaining the EOC
- Educating the public about disaster preparedness
- Developing emergency plans and procedures (EOPs, SOPs)
- Procurement and integration of improved response equipment
- Identifying emergency resources
- Participation in training, drills, and exercises
- Collaboration and communication with other government departments and agencies, as well as, private and non-governmental organizations
- Emergency Alert System (EAS) testing and utilization
- Encouraging individuals and groups to obtain a NOAA Hazard Alert Radio
- Hazard identification

c. Response - Actions taken immediately before, during, or directly after an emergency to protect lives and property and increase the effectiveness of recovery efforts. Examples of response include, but are not limited to:
- Emergency medical services (EMS)
- Law enforcement
- Fire and rescue services

- Public works
- Reception and mass care
- Non-governmental services (donations/volunteers)
- Protective actions (shelter-in-place, evacuation)

d. Recovery. Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and re-establish vital life-support systems; long-term recovery actions may continue for years. Examples of recovery actions include, but are not limited to:

- Damage assessment
- Debris clearance
- Decontamination
- Counseling
- Disaster assistance
- Temporary housing
- Donations/volunteer management
- Could include some mitigation efforts

More specific information concerning mitigation, preparedness, response, and recovery is addressed in the functional annexes and the hazard-specific appendices to this EOP.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. The National Incident Management System

The National Incident Management System (NIMS) was created by the Department of Homeland Security (DHS) 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.

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 nongovernmental organizations. This framework will enable 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**:**

- Command and Management (Incident Command System [ICS])
- Preparedness
- Resource Management
- Communications & Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

The steps required to achieve NIMS compliance are:

- Incorporating NIMS into existing training programs and exercises
- Ensuring that federal preparedness funding supports NIMS implementation at the state and local levels

- Incorporating NIMS into EOPs/SOPs
- Promotion of intrastate mutual aid agreements
- Coordinating and providing technical assistance to local entities regarding NIMS
- Institutionalizing the use of the Incident Command System (ICS)

On January 13, 2006, County Executive James T. Smith, Jr. signed an Executive Order that officially adopts NIMS as the standard for incident management in Baltimore County. The Executive Order also states that all Baltimore County departments and agencies with an emergency management function will adopt this system as a basis for command and control of emergency incidents. A copy of the Executive Order is included in Attachment 5.

The Director of the Office of Homeland Security and Emergency Management (HS&EM) is responsible for coordinating the implementation and training necessary to utilize NIMS in Baltimore County.

2. Activation of the Emergency Operations Center

The HS&EM Director, or designee, will monitor threatening situations, determine if and when to activate the EOC, and will oversee the notification of appropriate staff.

Depending on the situation, other organization or agency personnel with responsibilities under the EOP will either be directed to report to the EOC, be alerted and placed on a stand-by status, or directed to perform their required responsibilities from either their home or office locations.

If a further expansion of the EOC staff is required by a re-evaluation or a change in the extent of a specific emergency or disaster, appropriate stand-by personnel will be notified and directed to report to the EOC to assist in either the emergency response or recovery phases.
County departments and agencies providing staff to the EOC will have the capability to maintain 24 hours per day/7 days a week (24/7) operations for the duration of the emergency.

Organization and agency representatives must have the authority to make decisions, coordinate resources, provide information, and advise the County Executive, their respective department heads, and EOC command and support staff.

To optimize coordination and communications, EOC activation and staffing will be at the lowest level necessary to adequately respond to a hazardous event. The following EOC activation levels are defined:

a. **Level I**: Routine Operations and Low-Impact Emergencies

Day-to-day emergencies that require minimal coordination and assistance, such as: minor to moderate flooding or a moderate hazardous material spill. The situation may be such that it can be more efficiently and effectively supported without primary EOC activation. There is no foreseen need to have the County Executive declare a “Local State of Emergency”.

When necessary, the EOC will be activated with the HS&EM Director, or designee, as the EOC Operations Officer. The Office of HS&EM and relevant County departments and agencies will provide staffing to the EOC with additional personnel called in as needed.

b. **Level II**: Medium-Impact Emergencies

Any emergency situation requiring more than routine coordination and assistance, and generally involving multiple jurisdictions, such as moderate flooding in multiple locations, a significant transportation accident, a major hazardous materials release, or a major weather event. The EOC Operations Officer may elevate activation to a Level III in particularly complex situations with several organizations involved, or where there is a high degree of media or public interest. It may be prudent for the County Executive to declare a "Local State of Emergency".

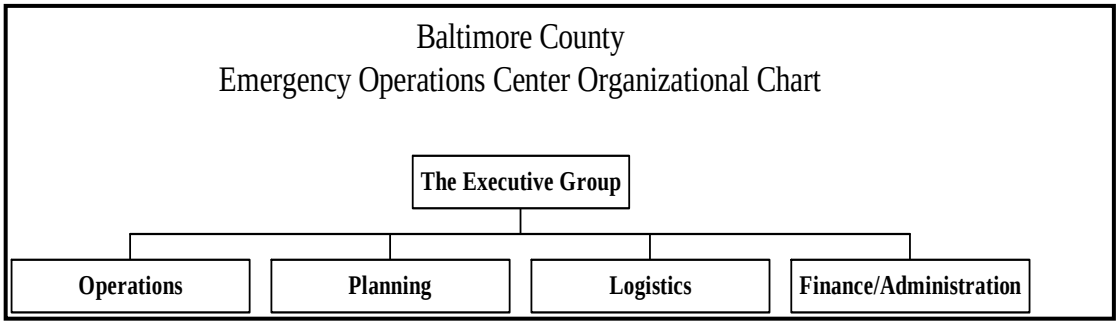
The EOC will be activated with the HS&EM Director, or designee, as the EOC Operations Officer. The Office of HS&EM and relevant County departments and agencies will provide staffing with additional personnel called as needed. Staff should be prepared for 24-hour operations.

c. **Level III**: High-Impact Emergencies

Any emergency, requiring a high degree of coordination and generally involving state and federal assistance, such as a significant tropical cyclone, severe flooding, or a severe winter storm. In most cases, the County Executive will declare a "Local State of Emergency".

The EOC will be activated with the HS&EM Director, or designee, as the EOC Operations Officer. The EOC will be fully staffed at the outset. Unnecessary staff will be dismissed on a case basis following assessment. Remaining staff will be prepared for 24-hour operations, possibly for several days.

The Baltimore County EOC, when activated, is organized in the following way:



a. The Executive Group, headed by the County Executive, or designee, and includes the County Administrative Officer, the HS&EM Director, other department heads (as required), and other elected officials. The Executive Group will be the focal point for leadership and policy decisions.

b. The Operations Group, headed by the EOC Operations Officer (Operations Section Chief), includes support staff from the Office of HS&EM and the Office of Information Technology (OIT), department/agency EOC representatives and liaison officers, who will carry out policy set forth by the Executive Group and coordinate the implementation of assigned emergency functions and decisions.

c. The Planning Group, headed by the EOC Planning Section Chief, includes staff to conduct resource management, development and maintenance of the incident action plan, and certain EOC agency liaisons.

d. The Logistics Group, headed by the EOC Logistics Section Chief, includes communications staff and staff to support feeding activities. This group ensures successful communications between responders, the EOC, other jurisdictions, and the State Emergency Operations Center (SEOC). Communications are discussed in greater detail in Annex L.

e. The Finance/Administration Group, working under the Finance/Admin Section Chief, consists of clerical and other EOC support personnel, who work under the direction of the EOC Operations Officer to provide support services to the other groups.

3. County Departments and Agencies

The following are tasked with primary and support responsibilities. More specific assignments can be found in the functional annexes and hazard-specific appendices to this EOP and in detailed SOP documents developed by each respective organization.

a. County Executive
   1) Provides overall leadership of county functions during and after a large emergency.
   2) Declares a "Local State of Emergency", if necessary.

b. County Administrative Officer
   1) Provides policy decision support to the County Executive.

c. Office of Budget and Finance
   1) Provide a representative to the County EOC, when requested.
   2) Secures supplies, equipment, or services when necessary to prevent delays in the delivery of critical County services during an emergency (this includes vehicle operations centers).
   3) Document all requisition and delivery records for emergency purchases.
   4) At the conclusion of the emergency situation, obtain account codes and funds certification and prepare and distribute confirming purchase orders so that vendors can be paid for supplies, equipment, and services furnished during the emergency.
   5) Coordinates any property tax credits stemming from the emergency.

d. Office of Homeland Security and Emergency Management
   1) Activates and manages the EOC.
   2) Coordinates response and recovery operations, including overseeing adequate representation of essential departments and agencies at the EOC.
   3) Issues protective action measures (i.e. evacuation, shelter-in-place, etc.).
   4) Coordinates the flow of information to adjacent counties and MEMA.
   5) Oversees the implementation of NIMS.
   6) Obtains additional resources needed for response.
   7) Ensures EOC staff is updated on events.
   8) Coordinates activation of public alerting and the Emergency Alert System (EAS).
   9) Coordinates implementation of any protective action directives (including shelter-in-place and evacuation).

10) Coordinates relocation to alternate EOC, if necessary.
11) Develops and maintains the EOP and EOC SOPs.
12) Provides for EOC staff training and participation in drills and exercises.
13) Coordinates all County emergency management training.
14) Coordinates the assistance provided by private organizations, groups or volunteers, in conjunction with the American Red Cross (ARC) and other government agencies.
15) Ensures that information released to the public is accurate and timely.
16) Coordinates with federal, state, and local officials for the opening, maintenance, and staffing of a Disaster Recovery Center (DRC).

e. 911 Central Communication and Dispatch Center
1) Serves as the 24-hour contact point for emergency notification.

f. Sheriff's Department
1) Assist local law enforcement and corrections, as requested.
2) Provides a representative to the EOC, as requested.
3) Provides security at the EOC.

g. Police Department
1) Provides a representative to the EOC.
2) Conducts law enforcement operations.
3) Conducts route alerting/door-to-door knocking, as necessary.
4) Establishes primary and alternate evacuation routes.
5) Provides traffic control.
6) Identifies road impediments.
7) Controls access to affected areas.

h. Fire Department
1) Provides a representative to the EOC.
2) Conducts fire fighting, rescue, EMS, and hazardous material operations.
3) Assists in route alerting and door-to-door notification.
4) Assists with the provision of EMS/first aid to evacuees at reception centers and mass care shelters.
5) Assists with providing trained personnel for monitoring and decontamination.
6) Provides transport of contaminated, exposed, and/or injured individuals.
7) Assists in public evacuation by providing ambulance support.

i. Department of Corrections
1) Provides a representative to the EOC, as requested.
2) Provides up-to-date information on Detention Center population numbers and locations of inmates to EOC, if requested.
3) Develop and maintain emergency plans for all County correctional and detention facilities.
4) Provides detention facilities for emergencies that involve mass arrests.

j. Maryland Cooperative Extension
1) Coordinates with the Food and Agricultural Council to provide a representative to the EOC, as requested.
2) Assists in making protective action recommendations.
3) Provides animal health advisories to Public Information Officer (PIO).

4) Coordinates with appropriate agencies on the handling, storage, and disposal of dead animals and waste.
5) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested. Provide guidance on handling family finances, home cleanup, and sanitation to disaster victims
6) Assists the Maryland Department of Agriculture (MDA) in the sampling and control of food, water, and livestock feed supplies.

k. Department of Economic Development
1) Provide a representative to the EOC, as requested
2) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), as requested.
3) Assists in long-term recovery efforts

l. Office of Information Technology
1) Ensures 24-hour staffing during EOC activations, in the form of an information technology support to the EOC (EOC Activation Team).
2) Activates the Public Inquiry Center (PIC) if requested by the Office of HS&EM.
3) Obtains additional technical resources, as needed, for disaster preparedness, response, and recovery operations.

m. Department of Public Works
1) Provides a representative to the EOC, as requested.
2) Assists in route alerting.
3) Provides traffic and access control equipment.
4) Ensures that any established evacuation routes are in passable condition.
5) Assists in establishing alternate evacuation routes.
6) Provides impediment/debris removal.
7) Provides emergency sanitation facilities.
8) Provides transportation support to the Transportation Officer for emergency workers and supplies.
9) Provides staff for damage assessments.

n. Department of Social Services
1) Provides a representative to the EOC, as requested.
2) Establishes and manages reception center and mass care center operations (assisted by the American Red Cross, as available).
3) Provides personnel for counseling, registration, food distribution, and administrative duties at mass care centers.
4) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), as needed.
5) Assists in record keeping of expenditures at reception and mass care centers.
6) Coordinates assistance from non-governmental social service organizations.
7) Provides available special needs information to the appropriate emergency response agency.
8) Provides mass care center capacities and status reports to the EOC.

o. Department of Aging
1) Provides a representative to the EOC, as requested.
2) Provides County Ride vehicles and drivers to Transportation Service, if requested.

3) Provides available special needs information to the appropriate emergency response agency.
4) Provides personnel to assist with operation of the Public Inquiry Center (PIC), if needed.
5) Maintains updated list of special needs clients, nursing homes and assisted living facilities.
6) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested.
7) Provides limited meals, when available, for delivery to homebound individuals during emergencies.
8) Manages spontaneous and unaffiliated volunteers through Baltimore County Volunteers. Assists Baltimore County Volunteers in establishing and maintaining a Volunteer Mobilization Center (VMC), if needed.
9) Makes senior centers available for use during emergencies, including for use as Cooling Centers.

p. Health Department
1) Provides a representative to the EOC, as requested.
2) Assists in making protective action recommendations.
3) Provides health advisories to Public Information Officer (PIO).
4) Coordinates with appropriate agencies on the handling, storage, and disposal of contaminated personal items and waste.
5) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested.
6) Provides available special needs information to the appropriate emergency response agency.
7) Provide or implement any Maryland Department of the Environment (MDE) recommendations for the use of potassium iodide (KI) following a radiological emergency in conjunction with other agencies.
8) Provides nursing and mental health staff in response to event, as requested

q. Department of Recreation and Parks
1) Provides a representative to the EOC, as requested.
2) Provides vehicles with drivers to the Transportation Officer, if requested.
3) Assists DPW with equipment, including providing boats, if needed.
4) Notifies County parks and campgrounds if there is the potential for hazardous conditions at those locations, including possible evacuation orders.

r. Department of Environmental Protection and Resource Management (DEPRM)
1) Provides a representative to the EOC, as requested.
2) Provides guidance on issues involving chemical contamination/hazardous materials spills in soil, surface water, and/or groundwater.
3) Verifies minimum clean up standards for soil and water.
4) Provides environmental health advisories to the County PIO.
5) Assists in making protective action recommendations.
6) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested.
7) Coordinates with appropriate agencies on the handling, storage, and disposal of contaminated personal items and waste.
8) Monitors water supplies.

9) Assists the Health Department and MDA in the sampling and control of food, water, and livestock feed supplies.

s. Baltimore County Public Schools
1) Provides a representative to the EOC, as requested.
2) Notifies all public schools of an emergency and coordinates transportation needs.
3) Implements protective actions for public school populations.
4) Appoints building managers for each facility used during emergency operations.
5) Provides personnel for the preparation of food, if requested.
6) Provides custodial services for evacuees housed in school system.

t. County/EOC Public Information Officer
1) Serves as spokesperson to the media.
2) Generates and distributes press releases that contain situation summaries and County response actions. Coordinates press releases among EOC staff, the Joint Information Center (JIC), the State PIO, and any facility PIO or PAO personnel.
3) Collects information and data from EOC staff.
4) Exchanges information with spokespersons from other organizations/jurisdictions.
5) Assists in developing EAS announcements.

u. Transportation Officer
1) Contacts bus providers; provides transportation as required.
2) Coordinates transportation for personnel, supplies, and vehicles.
3) Maintains a list of available transportation (i.e. buses, trucks).
4) Coordinates transportation staging area activities.

v. Department of Permits and Development Management
1) Provides a representative to the EOC, as requested.
2) Provides personnel to participate in damage assessment, recovery, and re-entry operations.
3) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested.
4) Inspects damaged buildings for livability and safety.

w. Office of Law
1) Provides a representative to the EOC, as requested.
2) Review or draft executive orders, emergency proclamations, and emergency legislation, as requested.
3) Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, coordinate with appropriate bar associations to direct low-income individuals to legal services adequate to meet their needs as a consequence of a major disaster.
4) Assist disaster victims in identifying appropriate agencies to contact regarding unlawful and unfair practices during and after emergencies.

x. Office of Community Conservation
1) Coordinates the collection, management, and distribution of unsolicited donations with the Governor's Office on Service and Volunteerism (GOSV).
2) Supports long-term recovery.

y. Office of Human Resources (HR)
   1) Maintains a County employee database and ability to access contact information and job assignments.
   2) Utilizes employee database to contact and direct County employees providing administrative support to the EOC.

z. Insurance Office
   1) Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested.
   2) Coordinate with the Maryland Insurance Administration in assisting disaster victims in identifying appropriate agencies to contact regarding unlawful and unfair practices during and after emergencies.

4. State Departments and Agencies

The State government is responsible for providing resources to support community response, and for some emergencies, performing technical response functions on behalf of the communities.

a. Maryland Emergency Management Agency (MEMA)
   1) Provides a representative to the Baltimore County EOC, as requested.
   2) Activates and manages the State EOC.
   3) Coordinates State resources.
   4) Requests appropriate disaster declaration (I.e. Presidential, Small Business Administration, etc).
   5) Assists local and State departments and agencies to coordinate protective actions.

b. Maryland Department of Environment (MDE)
   1) Provides personnel, equipment and materials to participate directly in the mitigation of hazardous material incidents.
   2) Depending upon the emergency, recommends or directs protective actions.
   3) Performs environmental monitoring and sampling.
   4) Provides technical assessment and advice.

c. Maryland State Police (MSP)
   1) Provides a representative to the EOC, as requested.
   2) Assists in route alerting.
   3) Provides public address-equipped aircraft, as needed.
   4) Assists in selecting primary and alternate evacuation routes.
   5) Assists in staffing and providing equipment for access control points.
   6) Assists in providing security for evacuated area.
   7) Assists in staffing traffic control points during evacuations and for reentry of the public.

d. State Highway Administration (SHA)
   1) Provides a representative to the EOC, as requested.
   2) Provides traffic and access control equipment.
   3) Ensures State roads are clear of snow and debris.
   4) Assists in impediment removal.
   5) Coordinated Highway Accident Response Teams (CHART)

e. Department of Natural Resources (DNR)
   1) Notifies State parks and boaters of protective actions.
   2) Supports incident command during forest, field, or swamp fires.
   3) Assists in notification and evacuation of waterways.

f. Maryland Military Department
   1) Assists with access control and security for evacuated areas.
   2) Transports emergency supplies.
   3) Provides damage assessment assistance for public property through the Maryland Defense Force.
   4) Provides other resources and support as requested within its capabilities and as authorized by law.

g. Office of the Chief Medical Examiner
   1) Conducts body identification.
   2) Coordinates the removal of dead from an incident scene.
   3) Coordinates with state and local departments and agencies to determine the location of temporary morgues.
   4) Coordinates internment with area funeral homes.

5. Federal Departments and Agencies

The Federal Government is responsible for providing both technical and operational support to the communities throughout the State. The key agencies of the Federal response are identified, along with their respective response functions.

a. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA)
   1) Coordinates overall Federal response.
   2) Provides Federal resources and disaster assistance to state and local government.
   3) Ensures Federal support exists for recovery operations.

b. United States Department of Agriculture (USDA)
   1) Provides advisories to the PIO concerning agriculture.
   2) Provides advisories to the PIO concerning food, water, milk, and livestock feed control.
   3) Provides guidelines to allow farmers access to restricted areas.
   4) Provides a representative to the EOC, as requested.

c. United States Coast Guard (USCG)
   1) Notifies appropriate federal departments and agencies, as appropriate, to assist in response operations.

6. Non-Governmental Organizations

a. American Red Cross (ARC)
   Based on available resources, the ARC may provide the following:
   1) Provide a liaison to the EOC, as requested.
   2) Provides personnel and materials to support mass care activities.
   3) Provides food, comfort items, and in appropriate cases, clothing for evacuees.

4) Coordinates with the Department of Social Services to provide for evacuee registration at mass care shelters.
5) Provides family linking services.

b. Hospitals
1) Provide for the handling and treatment of injured, contaminated, or exposed members of the public and emergency response personnel.
2) Provide for disposal of on-premise, contaminated materials.
3) Provide qualified medical personnel, supplies, and equipment.
4) Develop and implement mass casualty plans.
5) May provide a representative to the EOC, if requested.

c. Utility Companies
1) Provides a representative to the EOC, as requested.
2) Restore essential services.
3) Restore secondary services.
4) Provide status reports/outage statistics to the EOC.
5) Assist other utility companies, as necessary.

d. Maryland Voluntary Organizations Active in Disaster (MDVOAD)
1) Assists in coordinating the resources of various private, non-profit disaster relief organizations.
2) Support local donations and volunteer management efforts.
3) Support long-term recovery efforts.

e. RACES Radio Officer
1) Activates, manages, and maintains RACES radio operations.
2) Ensures adequate staffing for RACES operations, and additional positions as required by the Operations Officer.
3) Coordinates the use of RACES communications as requested by the Operations Group.

F. COORDINATING INSTRUCTIONS

1. This promulgated EOP is effective immediately upon receipt.

2. All departments, agencies, and organizations involved in the execution of this EOP will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and its implementing instructions for preparedness, response, and recovery activities.

3. All organizations are responsible for the development and maintenance of their own internal operating and notification procedures.

4. All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and alerting those who are absent due to other duties or assignments.

5. The standard map for this EOP is the current edition of the Maryland ADC Map for Baltimore County. Other maps depicting greater detail and/or providing more information may be employed by various organizations or developed for hazard-specific situations.

6. The military time system (24-hour clock) will be used as the standard for all activities involved with the execution of this EOP with the exception of communications with the public or media, which will employ the civilian time system.

7. Unless directed otherwise, existing organization/agency communications systems and/or frequencies will be employed.

8. Unless directed otherwise, the release of information to the public or media will be handled through the County's EOC/PIO representative, using the concepts outlined in Annex H.

9. Personnel designated as representatives to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.

10. Once the EOC has been activated, organizational and agency representatives will:

    - Initially, check in with the EOC Operations Officer (Operations Section Chief) immediately upon arrival at the EOC for an update on the situation and to confirm table/telephone assignments.
    - Provide name, agency, and contact information on EOC staffing chart.
    - Ensure adequate 24/7 staffing for long-term EOC activations.
    - Ensure that their departments/agencies are kept constantly informed of the situation, including major developments, decisions, and requirements.
    - Maintain coordination with other appropriate organizations/agencies.
    - Thoroughly brief incoming relief personnel and inform the EOC Operations Officer (Operations Section Chief) of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.

11. The safety of both the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will take safety into consideration prior to any implementing decision, and safety will be constantly monitored during the operation itself.

G. ADMINISTRATION AND LOGISTICS

1. Administration

Reports are required from involved agencies/departments and local governments to provide elected officials, the HS&EM Director, 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 that may be required include, but are not limited to:

- Situation reports
- Proclamation of emergency
- Requests for assistance
- Damage assessment reports

2. Financial Management

Emergency expenditures are not normally integrated into the budgeting process of the County. Nevertheless, disasters occur on a periodic basis and occasionally require substantial and necessary unanticipated obligations and expenditures.

Baltimore County will incur disaster-related obligations and expenditures in accordance with the provisions of applicable County and State statutes.

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

3. Emergency Procurement

In an emergency that requires an immediate purchase of supplies or contractual services (equipment, materials, rentals, etc), the County Code provides for rapid response. The Budget Office is authorized to secure, at the lowest obtainable price, either by open market purchase or from a single source, any supplies, equipment, or services, regardless of the amount of expenditure, when such purchases are necessary to prevent delays in the work of the using organization/agency which may vitally affect the life, health, or general welfare of citizens.

Upon receipt of notification of an emergency and the activation of the County EOC, the Office of Budget and Finance representative will, when specifically requested, report to the EOC.

Upon receipt of requirements, either verbally or in writing, the Office of Budget and Finance representative will order the required supplies or services and 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.

Requisition and delivery records for emergency purchases must be documented to explain the necessity of the emergency purchase and to provide accurate data to the Office of Budget and Finance.

At the conclusion of the emergency situation, the Office of Budget and Finance will obtain account codes and funds certification and prepare and distribute confirming purchase orders so that vendors can be paid for supplies, equipment and services furnished during the emergency.

4. Legal Liability and Protection

a. Liability

County employees may be subject to legal action because of injuries or damages resulting from their acts or omissions. County employees may be personally liable for any of their acts or omissions that involve gross negligence, malice, or unlawful conduct. An emergency does not justify improper or unlawful conduct.

b. Protection

A County employee may request legal representation from the Office of Law.

5. Logistics

a. The Office of Homeland Security and Emergency Management will develop and maintain current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.
b. Emergency resource information will include procedures and points of contact to facilitate rapid acquisition of needed resources.

c. Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Baltimore County unless the County Executive, the HS&EM Director, or other designated representative grants approval.

d. The County Executive has the authority to appropriate services and equipment from citizens as necessary in response to a disaster.

e. Detailed information on logistical assets and/or procedures may be found in Annex I – Emergency Resources, and in appropriate hazard specific appendices.

H. PROTECTIVE RESPONSE

1. General Information

The fundamental objective of Baltimore County emergency management operations is to protect the public from harm. Basic emergency protective actions include evacuation, sheltering, access control, and food, water, and livestock feed control. Considerations as to what protective actions to take include the nature of an emergency, weather conditions, type, size, and density of the nearby population; expected duration of the emergency; time required to implement one or more protective actions; and the potential for a dangerous escalation of the emergency.

a. Sheltering

This protective action, which involves shielding the public from a dangerous situation or hazard, can be accomplished by instructing the public to remain inside their homes or other buildings (Sheltering-In-Place). Some structures may provide higher levels of protection because of the application of weatherization materials or techniques. Expedient measures also may be applied, such as taping doors and windows, and shutting off ventilation systems to reduce airflow, thus significantly reducing outside smoke or vapor exposure. Since an order to “Shelter-In-Place” may be followed by an order to evacuate, the public should be directed to monitor the local EAS radio stations during times of emergency. See Annex C – Protective Actions for additional information.

b. Evacuation

In some emergencies, evacuation may be the best protective action, with people removed from an area of actual or potential danger to a safer area. Evacuation orders will either be “voluntary” or “mandatory”. Transportation for evacuees will include private and public vehicles. Depending on the number of people being evacuated, reception centers and mass care shelters may be established. In most cases, the public will be asked to provide its own transportation and to visit friends or relatives outside of the endangered area. Additional

assistance will need to be provided to those with special needs. See Annex C – Protective Actions for additional information.

c. Access Control

This protective action involves the rapid establishment of roadblocks, barriers, and/or detours to restrict public entry into hazardous or evacuated areas. Such control increases public safety, reduces public exposure to risk areas, promotes security of property, and assists in the efforts of emergency response personnel. See Annex D – Law Enforcement for additional information.

d. Food, Water, Feed, Livestock Control/Health Advisories

Under some types of emergency situations, portions of the county may be exposed to contamination. As a protective action, food, water, and livestock feed control measures restrict the consumption of such commodities and identify alternative sources until the contamination has decreased, eliminated, or decayed to safe levels. See Annex G – Health and Medical, and Mortuary and Annex K – Agriculture.

2. Special Considerations

Facilities such as hospitals, nursing homes and boarding/group homes present unique emergency planning challenges. The Office of HS&EM encourages all facilities to develop and maintain emergency operations plans and continuity of operations (COOP) plans. Emergency planning must adequately address evacuation and sheltering-in-place. COOP planning must address orders of succession, continuation of essential functions, emergency relocation, and back up of critical data.

a. Transportation Dependent

During an emergency evacuation, persons in this category will be assisted by the most expedient means available.

b. Individuals with Special Needs and the Mobility Impaired

Such persons are expected to seek safe sheltering until evacuated. When an emergency evacuation is implemented, family members, friends, neighbors, ambulances, wheelchair-equipped vehicles, and buses will provide transportation. Emergency preparedness planning is important for everyone, including those with special needs.

c. Recreational Areas

Personnel from the Department of Recreation and Parks or from the Maryland Department of Natural Resources will, if present, augment public alerting and warnings.

d. Parks / Campgrounds

While persons utilizing parks and campgrounds may have their own or public transportation available, others, such as those at scout camps, may require emergency transportation assistance.

e. Public Schools

Control of Baltimore County public schools in an emergency generally rests with the Superintendent of Public Schools and school principals. Principals will implement their schools' emergency plan as they deem necessary, or as directed by the Superintendent. Established procedures are available at each school, and parents are informed of the emergency arrangements through the individual schools' communication process. Emergency alerting and warnings will be supplemented by broadcast announcements over the Baltimore County Public Schools' Hazard Alert Radios (NOAA Weather Radios) and Superintendent Bulletins.

I. DAMAGE ASSESSMENT

1. Assessments

After all types of emergency events, it is important to determine what has occurred, who is affected, and, what essential services need immediate attention and restoration. Although the ultimate responsibility for damage assessment lies with local government, extensive damage assessment is an integral part of recovery aid and grant programs from the state and federal levels. The Maryland Department of the Environment (MDE) has primary responsibility for assessment of radiological emergencies, and of damage to aquatic resources from any source. The Office of HS&EM will coordinate with County, State, and Federal agencies, the private sector and non-profit organizations and consolidate County support and assessment efforts. Specific damage assessment responsibilities for County agencies are presented in Annex P.

2. Reports

Reports will be consistent with those required by Federal and State plans and directives and the provisions of this EOP.

J. RECOVERY

1. General

Specific recovery responsibilities may be found in the functional annexes and hazard-specific appendices of this EOP.

2. Recovery

Recovery is that phase of operations that focuses activities on returning to the pre-emergency status. For large-scale emergency events, the Governor, or designee, receives advice from appropriate Federal and State agencies, and determines if a relaxation of protective measures can be accomplished. The Office of HS&EM will provide overall coordination within the county for small-scale events, and coordinate County needs, support, and the delivery of reports to Federal and State agencies, as may be required by larger-scale events.

K. TRAINING AND EXERCISES

Training and exercises are important functions in the Baltimore County emergency management program. Through comprehensive individual and team training, both full and part-time emergency

operations personnel develop the necessary knowledge and skills to effectively prepare for crisis situations. Exercises provide opportunities to learn and to demonstrate the ability of the emergency organization to implement plans and accomplish checklist requirements.

The Baltimore County Public Safety community participates in a wide variety of training and exercise opportunities. Such participation allows for a continual evaluation and fine-tuning of emergency plans and checklists.

While the emergency management staff coordinates emergency training, each department or agency is responsible for its own internal training requirements. Specific training and exercise issues may be found in the functional annexes and hazard-specific appendices in this EOP, as appropriate.

L. PLAN DEVELOPMENT AND MAINTENANCE

The Director of the Office of HS&EM is responsible for the overall maintenance (review and update) of this EOP, and for ensuring that changes and revisions are prepared, coordinated, published, and distributed. Each functional annex and hazard-specific appendix describes the organization/agency responsible for those documents.

This EOP will be reviewed and updated at least annually based on deficiencies identified in simulated or actual use, or due to organizational or technological changes. All changes shall be recorded on the Record of Changes (page iii) by the receiving department/agency.

Revisions to the EOP will be forwarded to all organizations/agencies assigned responsibilities in the plan.

Contact names and telephone numbers (i.e., EOC staff, departments/agencies, special facilities, schools, etc.) shall be maintained by appropriate departments/agencies and should be updated quarterly.

ATTACHMENT 1

PRIMARY/SUPPORT AGENCY MATRIX

Department/Agency	Transportation	Communications	Public Information	Public Works	Fire & Rescue	Reception and Mass Care Sheltering	Health and Medical	Search and Rescue	Hazardous Materials	Logistics	Utilities	Law Enforcement	Debris Management	Animal Protection	Volunteer Management	Donations Management
911 Center/Dispatch		S			S		S					S				
Aging	S					S	S								S	S
American Red Cross						S									S	S
Budget & Finance																
Baltimore County Volunteers						S									P	S
Office of Communications			P													
Community Conservation															S	P
Corrections																
Economic Development																
Electronic Services		P														
Environmental Protection & Resource Management (DEPRM)									S				S			
Executive & Administrative Office																
Fire		S	S		P	S	S	P	P				S			
Health			S			S	P		S				S	P		
Homeland Security & Emergency Management	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S
Human Resources																
Information Technology (OIT)		S														
Law																
Permits & Development Management																
Planning																
Police	S	S	S		S	S		S	S			P	S			
Schools	P					S				S						
Public Works (DPW)	S			P				S	S		P		P			
Recreation & Parks								S								
Sheriff's Office					S			S				S				
Social Services (DSS)			S			P	S							S	S	S
Vehicle Maintenance	S															

P = Primary Agency
S = Support Agency

ATTACHMENT 2

DEFINITIONS

Access Control Point – A point established for the purpose of limiting, controlling, or denying public entry into a designated area. This action may include roadblocks, checkpoints, or other means.

Accident Assessment – The evaluation of the amount and potential consequences of an unplanned release of radioactive materials, chemicals, or other types of hazardous materials.

Basic Plan – The first and major element of the Emergency Operations Plan that provides a conceptual overview of Baltimore County's approach to comprehensive emergency management.

Contamination – The presence of hazardous materials at specific locations or on people, animals, and equipment.

Cooling Center – A cooling center is a facility, such as a senior center or community center, where people may go to enjoy air-conditioned comfort during a heat emergency.

Damage Assessment – An appraisal of the nature and extent of the damage sustained by Baltimore County after a disaster.

Decontamination – The removal of contamination from specific locations, people, animals, and equipment.

Disaster – Any event, such as a hurricane, tornado, storm, flood, earthquake, high water, land slide, tidal wave, snow storm, fire, explosion, riot, civil disturbance, act of terrorism, nuclear detonations (accidental or deliberate), chemical or nuclear release, which results in damage to property, loss of life, or both.

Donation Distribution Center – A locally managed site such as a church, community-based organization facility or site, voluntary agency facility, or local government facility where donated goods are dispersed directly to the disaster victims.

Dose – An accumulation of exposure to radiation or other hazardous substance.

Dosimeter – Pocketsize devices that measure accumulated exposure to radiation. There are two types: direct-reading dosimeters (DRD) and thermo-luminescent dosimeters (TLD).

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

Emergency Alert System (EAS) – A federally established network of commercial radio stations that voluntarily provides official emergency instructions or directions to the public during an emergency. Priorities for EAS activation and use are first, Federal Government; second, County Government; and third, State Government.

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

Emergency Medical Services (EMS) – Actions that entail the resuscitation, stabilization, and transportation of the critically ill and injured persons. Exposure to or contamination from hazardous materials may require use of special procedures for the protection of everyone.

Emergency Operations Center (EOC) – A facility from which a governmental organizations' emergency response is controlled, coordinated, and directed.

Emergency Planning Zone (EPZ) – The area around a fixed nuclear facility for which planning is developed to ensure that prompt and effective actions can be taken to protect the public in the event of an incident.

Evacuation – The protective action that entails the actual movement of the public out of an adversely impacted or threatened area.

Exercise – An event designed to test emergency plans and measure the capability of the various agencies/ departments to implement the provisions of such plans.

Exposure –

Radiation: The absorption of radiological particles into an organism.

Biological: The introduction of an agent into an organism (via mucotaneous, percutaneous, gastrointestinal, inhalation, or non-intact skin routes) that is capable of causing disease and/or illness.

Chemical: Contact between a chemical and an organism for a length of time. Chemical exposure may occur by inhalation, ingestion, or dermal contact.

Fallout – The process or phenomenon of the return to the earth's surface of particles contaminated with radioactive materials from a cloud formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself.

Fixed Facility – A site where nuclear materials or chemicals are employed or stored which could cause an emergency.

Food, Water, Milk, and Livestock Feed Control – The protective action that entails controlling food, water, milk, and livestock feed supplies that may have become contaminated in order to prevent their entry into the food chain.

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

Hazardous Material – Any item or agent (biological, chemical, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Health Care Facility – Facilities that provide inpatient health care such as hospitals, nursing homes, group homes, and convalescent centers.

Incident Command System (ICS) – The flexible combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure to manage assigned resources and effectively respond to an emergency situation.

Ingestion Exposure Pathway – The emergency planning zone of approximately a 50-mile radius of Peach Bottom Atomic Power Station (PBAPS), and Three Mile Island (TMI) in which the principal radiation danger is ingestion of contaminated water or foods, such as milk, fresh vegetables and fish, or livestock feed.

In-Kind Donations – Includes non-cash donations that have a value that equals or exceeds a specified dollar amount (for example, an in-kind donation of $500 worth of plywood).

Joint Information Center (JIC) – A facility from which the media can obtain official public information during an emergency. A JIC may include, but is not limited to, Federal, State and County officials. May also be referred to as a Joint Media Center (JMC) or Joint Information Bureau (JIB).

Local Emergency Planning Committee (LEPC) – The planning body designated by Superfund Amendments Reauthorization Act (SARA) Title III legislation as the planning body for preparing local hazardous materials plans.

Mass Care Shelter – A facility for providing emergency lodging and care for people made temporarily homeless by an emergency. Essential basic services (feeding, family reunification, etc.) are provided.

Maximum Credible Event – The worst single event likely to occur from the release of a hazardous material as a result of an unintended, unplanned, or accidental incident. It has a reasonable probability of happening.

Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA) – An agreement in writing between two or more organizations, groups, or individuals which stipulate the resources and actions expected to be provided in response to an emergency request. Does not possess the contractual obligations of a mutual aid agreement, codifies that which is understood or customary.

Mobility Impaired – Individuals in the general public who, due to physical limitations, require assistance in movement from one place to another.

Monitoring – The periodic or continuous examination for the presence of hazardous materials in an area.

Multi-Agency Donations Warehouse – A large facility away from the disaster area to serve as a holding station for undesignated goods. This facility needs lots of space, equipment (Annex U, Attachment 1), and personnel to off-load, sort, re-package, and resend to other facilities upon request.

Mutual Aid Agreement (MAA) – An agreement between two or more organizations or jurisdictions to provide reciprocal assistance to one another in time of emergency. Establishes a contractual agreement that is legally binding on the parties.

Pickup Point – A designated location for the transportation dependent public to obtain bus or other transportation during and after an emergency.

Potassium Iodide (KI) – An over-saturating thyroid blocking agent which is absorbed by the thyroid gland, thus preventing radioactive iodine from being absorbed by the gland.

Presidential Declaration of Emergency - A proclamation issued by the President of the United States in the event of a major disaster except that the event must last at least 5 days and local resources only (no federal funds) are allocated.

Presidential Disaster Declaration – A proclamation by the President of the United States pursuant to public law that a locality or State has sustained destruction and privation with which it cannot cope unassisted and for that reason the locality has become eligible for certain types of federal aid and assistance, to include federal funds.

Protection Factor (PF) – A number used to express the relationship between the amount of fallout gamma radiation that would be received by a person in completely unprotected location and the amount that would be received by a person in a protected location.

Protective Actions – Those measures taken in anticipation of or during a hazardous situation to prevent or minimize danger to individuals.

Protective Action Guides (PAGs) – The projected dose to individuals in the population from exposure to airborne radioactive materials that warrant taking protective action.

Radiation – The property possessed by some elements (such as uranium) of spontaneously emitting alpha or beta particles, gamma rays, neutrons, high-speed electrons, high-speed protons and their atomic particles by the disintegration of the nuclei of the atoms.

Radiological Emergency Response Plan – Detailed emergency response procedures, guidance, and responsibilities developed in advance by the State and local jurisdictions with the objective being the protection of the people from personal injury or loss of life and mitigation of damage or loss of property resulting from a nuclear power plant incident.

Radiation Incident – Any event involving potential or actual radiation exposure or radioactive contamination to the public.

Reception Center – Designated areas where the public temporarily gathers for assignment to a mass care center, monitoring and decontamination, and/or medical screening. A reception center may transition into a mass care shelter.

Recovery – The phase of emergency management activities during which actions, both short-term and long-term, are taken to return conditions to normal or to an improved level.

Re-entry – The activity during recovery operations where the public returns to evacuated areas when it is safe to do so.

Relocation – A protective action implemented during the recovery whereby evacuees or sheltered individuals are removed and/or excluded from returning to a restricted zones until directed to by State or County officials and are accommodated at a new location for an extended period.

Response – The phase of emergency management that provides emergency assistance for casualties and actions that reduce further damage or expedite recovery operations.

Route Alerting – The process of delivering an alert message to the public by designated teams of emergency personnel traveling in vehicles along assigned routes.

Special Facility – Emergency-planning terminology used to describe facilities such as hospitals, schools, nursing homes, day care centers, etc.

Special Needs Populations – Individuals in the general population who have physical, mental, or emotional impairments that prevent them from taking protective actions on their own.

Staging Area – A designated location where resources are assembled for the purpose of providing a coordinated, controlled action of any type during either response or recovery operations.

Standard Operating Procedure (SOP) – A detailed set of operational checklists that an emergency response agency and others will implement in response to an emergency. These procedures will be used to facilitate emergency operations.

State of Emergency – A formal announcement by the Baltimore County Executive or higher authority, that a situation exists that requires extraordinary effort or procedures to counteract or overcome. The announcement may suspend or modify laws or procedures to the extent legally permitted.

Support Agency – A governmental department, agency, or subdivision, or non-governmental organization that is assigned to assist one with primary responsibility in the fulfillment of a designated function.

Traffic Control Points (TCP) – Manned posts established at critical road locations for the purpose of directing and controlling traffic. TCPs are used to control movement of traffic when an emergency situation requires it.

Unmet Needs Committee – A group of VOLAGs and government representatives that coordinate and provide relief services to meet long-term unmet needs, sometimes referred to as the Long-Term Recovery Workgroup or Committee.

Unsolicited Donations – Donated goods that are received, but are not requested.

Value-Added Donations – Making a good or service more desirable by preparing it properly for shipment, reception, and distribution.

Warming Center - A warming center is a facility, such as a senior center or community center, where people may go to enjoy warmed air comfort during a cold weather emergency.

ATTACHMENT 3

ACRONYMS

AAC	Accident Assessment Center
ACP	Access Control Point(s)
ACS	Adventist Community Services
ADO	Administrative Duty Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BCDA	Baltimore County Department of Aging
BCPS	Baltimore County Public Schools
BGE	Baltimore Gas Electric
BMC	Baltimore Metropolitan Council
BREAC	Baltimore Region Emergency Assistance Committee
B-ROC	Baltimore Regional Operations Coordination
BRTB	Baltimore Regional Transportation Board
BUAHSS	Baltimore Urban Area Homeland Security Strategy
BUAWG	Baltimore Urban Area Working Group
BZPP	Buffer Zone Protection Program
CAP	Civil Air Patrol
CAPWIN	Capital Wireless Integrated Network
CBRNE	Chemical, Biological, Radiological, Nuclear, or Explosive
CCTV	Closed-Circuit Television
CDC	Centers for Disease Control
CERT	Community Emergency Response Training
CFR	Code of Federal Regulations
CHART	Coordinated Highways Action Response Team
CIP	Critical Infrastructure Protection
CISM	Critical Incident Stress Management
CMARC	Central Maryland Area Radio Communications
COG	Continuity of Government
COMAR	Code of Maryland Regulations
COOP	Continuity of Operations Planning
CPCS	Common Program Control Station (EAS)
CRS	Community Rating System
CRT	Cardiac Rescue Technician
DA	Department of the Army
DBED	Maryland Department of Budget and Economic Development
DBM	Maryland Department of Budget and Management
DCC	Donations Coordination Center
DCT	Donations/Volunteer Coordination Team
DEPRM	Baltimore County Department of Environmental Protection and Resource Management
DGS	Maryland Department of General Services
DHCD	Maryland Department of Housing and Community Development
DHMH	Maryland Department of Health and Mental Hygiene

DHOPS	Direct Housing Operations
DHR	Maryland Department of Human Resources
DHS	U.S. Department of Homeland Security
DJS	Maryland Department of Juvenile Services
DLLR	Maryland Department of Labor, Licensing, and Regulation
DMAT	Disaster Medical Assistance Team
DMIL	Maryland Military Department
DMIS	Disaster Management Interoperability Service
DMS	Dynamic Message Signs
DNR	Maryland Department of Natural Resources
DOD	Department of Defense
DPDM	Baltimore County Department of Permits and Development Management
DPR	Baltimore County Department of Recreation and Parks
DPSCS	Maryland Department of Public Safety and Correctional Services
DPW	Baltimore County Department of Public Works
DRC	Disaster Recovery Center
DSS	Baltimore County Department of Social Services
EAP	Emergency Action Plan
EAS	Emergency Alert System
EIS	Emergency Information System
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EMI	Emergency Management Institute
EMMA	Emergency Management Mapping Application
EMPG	Emergency Management Performance Grants
EMRC	Emergency Medical Resource Center
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EMT/A	Emergency Medical Technician/Aide
EMT-P	Emergency Medical Technician-Paramedic
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPIO	Emergency Public Information Officer
EPZ	Emergency Planning Zone
ERT	Emergency Response Team
ESF	Emergency Support Function
FAX	Facsimile (Message or Machine)
FCO	Federal Coordinating Officer
FEAD	Foreign and Emerging Animal Disease
FEMA	Federal Emergency Management Agency
FI	Forensic Investigator
FMO	Maryland Office of the State Fire Marshal
FNF	Fixed Nuclear Facility
FITM	Freeway Incident Traffic Management
FRED	Facilities Resource Emergency Database
GAO	Government Accountability Office

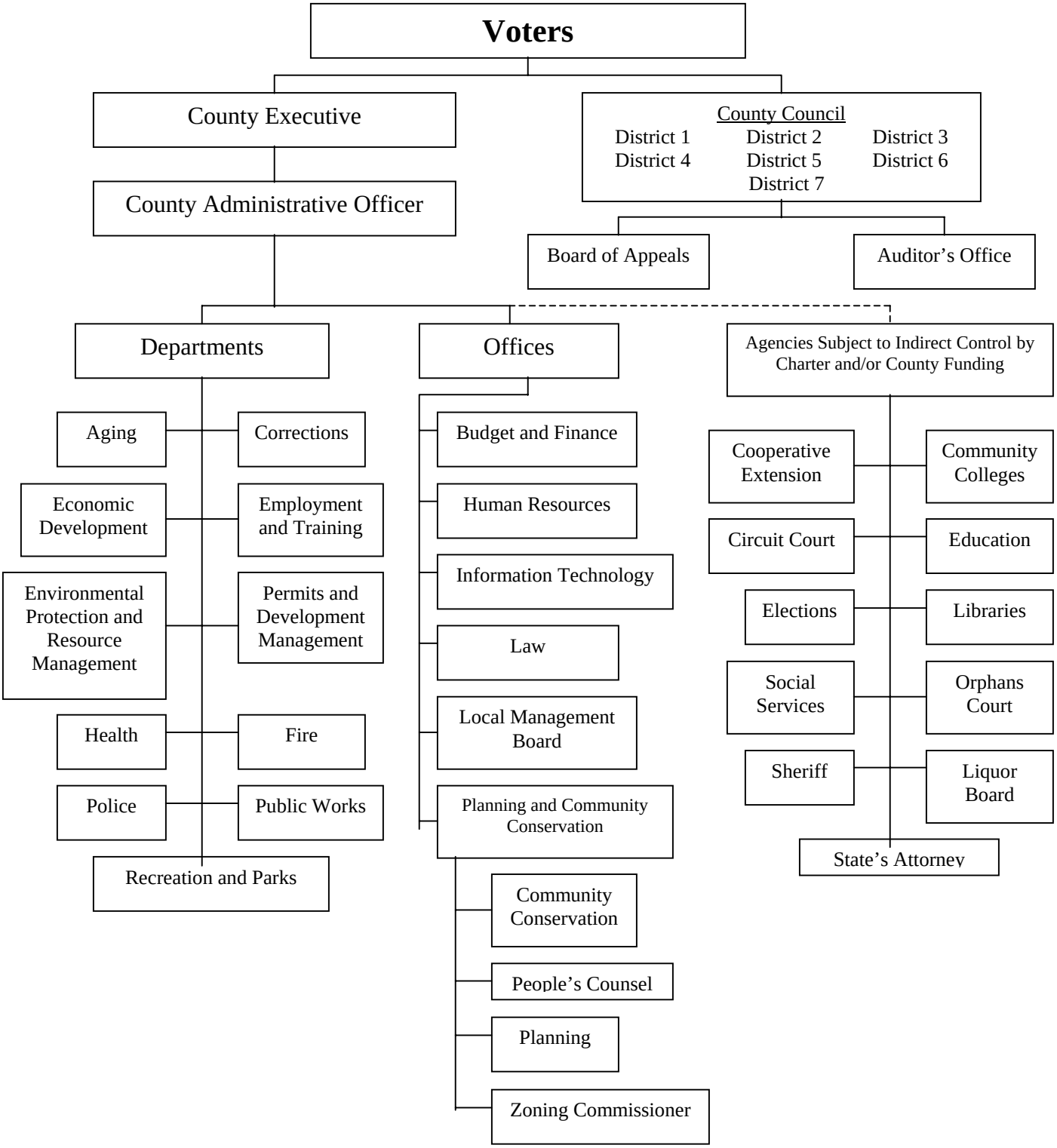
GAR	Governor's Authorized Representative
GEMAC	Governors Emergency Management Advisory Council
GIS	Geographic Information System
GOSV	(MD) Governor's Office on Service and Volunteerism
GPS	Global Positioning System
G&T	DHS Office of Grants and Training
HA	Housing Assistance
HAR	Highway Advisory Radio
HAZMAT	Hazardous Material
HAZUS	Hazards U.S.
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
HS&EM	Baltimore County Office of Homeland Security and Emergency Management
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
HSUS	Humane Society of the United States
IA	Individual Assistance
ICP	Incident Command Post
ICS	Incident Command System
IED	Improvised Explosive Device
IHP	Individuals and Households Program
IPCC	Ingestion Pathway Coordinating Center
JFO	Joint Field Office
JIC	Joint Information Center
JMC	Joint Media Center
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
KI	Potassium Iodide
LEPC	Local Emergency Planning Committee
LETPP	Law Enforcement Terrorism Prevention Program
LHD	Local Health Department
LJ	Local Jurisdiction
LNG	Liquid Natural Gas
LTR	Long-Term Recovery
MAA	Maryland Aviation Administration
MARC	Maryland Area Regional Commuter
MCAC	Maryland Coordination and Analysis Center
MDA	Maryland Department of Agriculture
MDAT	Maryland Department of Taxation and Assessments
MDDF	Maryland Defense Force
MDE	Maryland Department of Environment
MDP	Maryland Department of Planning
MDOT	Maryland Department of Transportation
MdTA	Maryland Transportation Authority

MDVOAD	Maryland Voluntary Organizations Active in Disasters
MEA	Maryland Energy Administration
MEGIN	Maryland Emergency Geographic Information Network
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Assistance Compact
MFRI	Maryland Fire and Rescue Institute
MHOPS	Manufactured Housing Operations
MIA	Maryland Insurance Administration
MIEMSS	Maryland Institute for Emergency Medical Services Systems
M-JOC	Maryland Joint Operations Center
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPA	Maryland Port Administration
MRC	Medical Reserve Corps
MRE	Meals Ready to Eat
MSDE	Maryland State Department of Education
MSP	Maryland State Police
MTA	Maryland Transit Authority
MWCOG	Metropolitan Washington Council of Governments
NAWAS	National Warning System
NCR	National Capital Region
NDMS	National Disaster Medical System
NEMA	National Emergency Management Association
NEMIS	National Emergency Management Information System
NFIP	National Flood Insurance Program
NG	National Guard
NIMS	National Incident Management System
NOAA	National Oceanographic and Atmospheric Administration
NPSC	National Processing Service Center
NPSPAC	National Public Safety Planning Advisory Committee
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NVOAD	National Voluntary Organizations Active in Disasters
NWS	National Weather Service
OCME	Maryland Office of the Chief Medical Examiner
ONA	Other Needs Assistance
OPSEC	Operational Security
PA	Public Assistance
PAG	Protective Action Guide
PAO	Public Affairs Officer
PBAPS	Peach Bottom Atomic Power Station
PDA	Preliminary Damage Assessment
PIC	Public Inquiry Center
PIO	Public Information Officer
PNP	Private/Non-Profit
POC	Point of Contact

RACES	Radio Amateur Civil Emergency Services
RPAP	Regional Protective Action Plan
SAME	Specific Alert Message Encoding
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SBIMAP	South Baltimore Industrial Mutual Aid Plan
SCO	State Coordinating Officer
SDA	State Departments and Agencies
SEOC	State Emergency Operations Center
SEOP	State Emergency Operations Plan
SERC	State Emergency Response Commission
SHA	State Highway Administration
SHMO	State Hazard Mitigation Officer
SHSGP	State Homeland Security Grant Program
SITREP	Situation Report
SNS	Strategic National Stockpile
SOC	Statewide Operations Center
SOP	Standard Operating Procedure
SYSCOM	Statewide Emergency Medical Communication System
TA	Technical Assistance
TCP	Traffic Control Point(s)
TDD/TTY	Telephone Device for the Deaf
TTX	Table Top Exercise
UASI	Urban Area Security Initiative
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USGS	United States Geological Survey
VAL	Voluntary Agency Liaison
VFC	Volunteer Fire Company
VFD	Volunteer Fire Department
VIPS	Volunteers in Police Service
VOAD	Voluntary Organizations Active in Disasters
VOLAGS	Voluntary Agencies
VMC	Volunteer Mobilization Center
WSECC	Western Shore Emergency Coordination Council

ATTACHMENT 4

BALTIMORE COUNTY GOVERNMENT ORGANIZATIONAL CHART



ATTACHMENT 5

BALTIMORE COUNTY EXECUTIVE ORDER – FORMALLY ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

BALTIMORE COUNTY
MARYLAND

EXECUTIVE ORDER

**DESIGNATION OF
THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
AS THE BASIS FOR ALL INCIDENT MANAGEMENT
IN BALTIMORE COUNTY**

WHEREAS, the President of the United States issued Homeland Security Directive-5, directing the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Governor of the State of Maryland, by Executive Order 01.01.2005.09, adopted the system as the standard for incident management by State agencies, and Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State and the County, including current emergency management training programs.

NOW, THEREFORE, it is this 12th day of January, 2006, by the County Executive of Baltimore County, Maryland ordered that:

A. The National Incident Management System, as developed and administered under Homeland Security Presidential Directive-5, shall be the County standard for incident management.

B. All agencies of County government that may be engaged for incident response will adopt this system as a basis for command and control of emergency incidents in cooperation with Federal, State, and other local jurisdiction response partners.

C. The Baltimore County Director of Emergency Preparedness and Homeland Security, in cooperation with the Maryland Emergency Management Agency, will coordinate the implementation and training necessary to utilize the National Incident Management System efficiently and effectively in Baltimore County.

This order shall take effect on the day it is signed by the County Executive and shall continue in effect until changed by another Executive Order.

Attest:

Ann Beegle
Secretary to the County Executive

James T. Smith, Jr.
Baltimore County Executive

Reviewed for legal form and sufficiency
and approved for execution

Baltimore County Office of Law

1/13/06
Date

ATTACHMENT 6

AUTHORITIES AND REFERENCES

A. AUTHORITIES

1. Federal

a. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.

b. The Disaster Relief Act of 1974, Public Law 93-288, as amended.

c. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707.

d. Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992).

e. Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135.

f. Emergency Planning and Community Right-to-Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA).

2. State

a. The Annotated Code of Maryland, as amended.

b. Executive Order 01.012005.09, The State of Maryland Adoption of the National Incident Management System (NIMS).

3. County

a. The Baltimore County Charter.

b. Local State of Emergency. Article 3, Title 1, Subtitle 5, §§ 3-1-501 through 3-1-505 of the Baltimore County Code, 2003.

c. Maryland Emergency Management Assistance Compact. Article 3, Title 1, Subtitle 4, §§ 3-1-401 through 3-1-402 of the Baltimore County Code, 2003.

d. Executive Order signed January 13, 2006, Designation of the National Incident Management System (NIMS) as the Basis for All Incident Management in Baltimore County.

B. REFERENCES

1. Federal

a. The National Response Plan.

b. Homeland Security Presidential Directive – 5; The National Incident Management System (NIMS).

c. Homeland Security Presidential Directive – 8; The National Preparedness Goal.

d. FEMA State and Local Guide (SLG) 101.

e. FEMA CPG 1-5, Objectives for Local Emergency Management, July 1984.

f. FEMA CPG 1-6, Disaster Operations – A Handbook for Local Governments, July 1981.

g. FEMA CPG 1-15, Guidance for Radio Amateur Civil Emergency Service (RACES).

h. FEMA CPG 1-16, National Warning System (NAWAS) Operations Manual.

i. FEMA CPG 1-19, Guidance for Development of an Emergency Fallout Shelter Stocking Plan.

j. FEMA CPG 1-20, Emergency Operating Centers Handbook, May 1984.

k. FEMA CPG 1-30, Guide for Design and Development of a Local Radiological Defense Support System.

l. FEMA CPG 2-1, Radiological Defense Preparedness.

m. FEMA CPG 2-8, Sheltering and Care Operations.

n. FEMA CPG 2-15, Transportation Planning Guidelines for the Evacuation of Large Populations.

o. FEMA CPG 2-20, Life Support Operations in Shelters.

p. FEMA CPG 2-21, Habitability and Human Problems in Shelters.

q. FEMA REP-5, Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents.

r. Federal Preparedness Circular-8, Public Affairs in Emergencies.

s. FEMA-59, Shelter Management Handbook.

t. FEMA 79, When Disaster Strikes – A Handbook for the Media.

u. FEMA and NRC, Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants, NUREG-0654/FEMA-REP-1, November 1980 (REV 1).

v. Environmental Protection Agency, EPA 400-R-92-001, Manual of Protective Action Guides and Protective Actions for Nuclear Incidents.

w. National Response Team, NRT-1, Hazardous Materials Emergency Planning Guide, 1987.

x. National Response Team, NRT-1A, Criteria for Review of Hazardous Materials Emergency Plans, 1988.

y. Hazardous Materials and Natural Disaster Emergencies, Incident Action Guidebook, Technomic Publishing Company, Inc., Ernest J. Terrien.

z. Emergency Response to Hazardous Materials in Transportation, U.S. DOT.

aa. Hazardous Materials Spills Emergency Handbook, American Water Works Association.

bb. Technical Guidance for Hazard Analysis, U.S. EPA, FEMA, U.S. DOT, December 1987.

cc. ORNL/TM 11096, Emergency Response Concept Plan for Aberdeen Proving Ground and Vicinity, 1989.

dd. Department of the Army Pamphlet 50-6, Chemical Accident or Incident Response and Assistance (CAIRA) Operations, 17 May 1991.

ee. Guidance on Offsite Emergency Radiation Measurement System, Phase 1 - Airborne Releases, FEMA REP-2, REV. 2, June 1990.

ff. Radiological Emergency Preparedness Exercise Manual, FEMA REP-14, September 1991.

gg. Radiological Emergency Preparedness Exercise Evaluation Methodology, FEMA REP-15, September 1991.

2. State

a. The State of Maryland Emergency Operations Plan (2002)

3. Region

a. The Baltimore Regional Protective Action Coordination Agreement and Guidelines (2007)

ATTACHMENT 7

MUTUAL AID AGREEMENTS

- Maryland Emergency Management Assistance Compact (MEMAC) (2003)
- Baltimore Region Emergency Assistance Compact (2002)
- Annual Agreement for the Emergency Management Performance Grant between Baltimore County and the Maryland Emergency Management Agency (MEMA)
- Anne Arundel County; Harford County; Howard County; City of Annapolis; Mayor and City Council of Baltimore; and the Carroll County Fire Chief's Association and Baltimore County, dated June 7, 1989.
- Mutual Aid Communications Carroll County (2000)
- Mutual Aid Communications Baltimore City (1999)
- York County, Pennsylvania and Baltimore County (1996).
- American Red Cross - Central Maryland Chapter (1986).
- Baltimore-Washington International Airport (Maryland Aviation Administration) and Baltimore County (2005).
- Hazardous Materials Coordination Agreement – Towson State University (1988)
- Aberdeen Proving Ground and Baltimore County (1994).
- Aberdeen Proving Ground, MEMA, Harford Co., Baltimore Co., Kent Co. – for coordination and dissemination of emergency public information (2002)
- The Community Colleges of Baltimore County (CCBC) – Use of Facilities During Local Emergency (2005).
- Community College of Baltimore Co., Essex Campus – Mass Care Facility (1998)
- Baltimore County Hospitals Disaster Mutual Aid MOU (2003) (the four Balt. Co. hospitals plus Sheppard-Pratt)
- Baltimore Metropolitan Council/MAA – Mutual Aid Agreement for Additional Fire Protection (2003)
- Baltimore Metropolitan Planning Organization. – Approval of Confidentiality Guidelines for Transportation Related Committees Engaged in Emergency Preparedness Activities (2002)
- House of Delegates No. 627 (1989)
- Implementation Plan for Baltimore Region Information Sharing MOU (DRAFT) (2004)
- MD Air National Guard – Mutual Aid in Fire Protection & Hazardous Materials Incident Response (2000)
- MD Army National Guard – Alternate Assembly Area (1997)

ANNEX A

DIRECTION AND CONTROL

A. PURPOSE

This Annex provides for the personnel, facilities, general concepts, and requirements for Incident Command Posts (ICP), including guidelines established as part of the Incident Command System (ICS) and the National Incident Management System (NIMS). This Annex also provides for the activities involved with activating the Baltimore County Emergency Operations Center (EOC), and direction and control of emergency operations from that center or from an alternate facility in large-scale emergency situations. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. The Baltimore County Emergency Operations Center (EOC) provides a secure and protected headquarters for the direction and control of emergency and disaster operations in the County. Emergency services' dispatching operations are accomplished by the Communications and Dispatch Center. The Mobile Command Post (MCP) unit may be utilized to increase coordination and communication capabilities at an emergency scene.

b. A number of the hazards exist in and around the County that have the potential to cause disasters of such magnitude as to make centralized command and control essential.

c. It may be necessary to establish additional area command posts, depending on the degree of direction and control required. Public safety organizations may have to establish their own command posts to accomplish their missions. These facilities may be planned for, in advance, or established when necessary.

d. Information in this Annex addresses emergency activities and operations at the ICP, the EOC, the MCP, and any other established command posts. Additional information on the alternate EOC, the MCP, and any necessary area command posts may be addressed in other sections of this EOP, in specific procedures developed by other county department and agencies, or in specific procedures developed by other non-governmental organizations.

2. Assumptions

a. Most emergency situations are handled routinely by the public safety agencies of Baltimore County, using ICS and NIMS, where applicable.

b. In larger-scale emergency situations, most emergency management activities will be accomplished through coordination at the EOC, thus allowing field personnel to concentrate on essential on-scene tasks.

c. In larger-scale emergency situations, centralized direction and control, provided by activation of the emergency management organization and EOC is the most effective approach to management of emergency operations.

C. CONCEPT OF OPERATIONS

1. General

a. Emergency services dispatching is accomplished at the Baltimore County Communications and Dispatch Center, on a 24-hour basis; therefore, the Shift Supervisor on duty is likely to be aware of, and initially respond to any emergency situation affecting the County, or adjacent jurisdictions.

b. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which emergency facilities, such as an ICP or the EOC are activated, and when such facilities assume command of emergency operations depends on the type of emergency situation, escalation potential, the geographical extent, and other factors.

c. Other local government assets may be called upon to support those primarily involved in emergency services on a day-to-day basis.

d. Upon full activation of the EOC and, if required, the Joint Information Center (JIC), security measures will be established at these locations in order to ensure a smooth and orderly operating environment.

2. Incident Command Post

a. The ICP represents the on-scene direction and control point for an Incident Commander (IC) using the Baltimore County ICS and NIMS.

b. ICS and NIMS provide for effective and efficient management of facilities, equipment, personnel, and communications operating with a common organizational structure. The use of ICS and NIMS is the preferred method for emergency response personnel to operate during any emergency.

c. In most cases, an official from the first arriving fire unit to an emergency situation will be the on-scene IC. In certain circumstances, such as a hostage or terrorist situation, law enforcement officials would take that role.

d. The representatives at the ICP will be determined by the on-scene IC depending on the situation, and based on guidance contained in the ICP Standard Operating Procedures (SOP).

e. The initial on-scene IC may be relieved by an official who has the legal authority to do so. In the event of a hazardous material incident, the on-scene IC (the senior fire official present) may relinquish command to the HAZMAT Team upon the agreement of both parties. The Communications and Dispatch Center will be notified of this change in command so that it may be properly documented.

f. The ICP may be located in a designated building or facility as close to the scene of the incident as safety permits. The ICP will be equipped with informational and operational materials, communications, and any additional supplies and equipment, as needed.

3. Emergency Operations Center (EOC)

a. Although direction and control in most emergency situations will be exercised by the on-scene IC, larger-scale emergencies may require that direction and control be assumed by the Director of the Office of Homeland Security and Emergency Management (HS&EM), or other designated representative at the Emergency Operations Center (EOC).

b. The EOC will provide support to the on-scene IC in such areas as communications, alert and warning, transportation, protective actions, and identifying additional resources.

c. The EOC is the key to successful emergency response and recovery operations. It provides centralized direction and control for local, state, and federal government organizations during emergency operations.

d. The EOC will be activated as appropriate, and staffed to the extent and duration required. The decision to activate the EOC may be made at the direction of the:
   1) Director of the Office of HS&EM
   2) County Administrative Officer
   3) County Executive
   4) State Secretary
   5) Governor

4. Alternate Emergency Operations Center

a. There are times when the primary EOC is not necessarily the most appropriate facility to use. An alternate EOC will be activated at those times.

b. An alternate EOC shall have sufficient area for the executive, operations, communications, and administrative groups to function. Maps and display equipment can be relocated from the primary EOC, if necessary.

5. Inter-Jurisdictional Relationships

The levels of government that have statutory responsibility for emergency management in the State of Maryland are the County and the State. Baltimore County has the authority to assume command of emergency operations in any emergency situation, as does the State, if circumstances warrant. The County is obligated to closely monitor any serious emergency within its jurisdiction. Should the State assume command of an emergency operation, appropriate personnel, facilities, and equipment will be made available.

6. Continuity of Government

a. <u>Slowly Developing Disasters</u>

If it is foreseen that the Baltimore County EOC will become unusable, operations will be shifted to the alternate EOC. If time permits, this will be a phased relocation with the off-duty shift moving to the safer location, making preparations, and assuming control from that site so that the personnel remaining at the primary EOC can evacuate.

b. <u>Disaster with Immediate Onset</u>

If the Baltimore County EOC is destroyed, severely damaged, or isolated by the loss of communications, all direction and control of county-wide emergency operations activities will be relocated in accordance with this Annex.

c. Line of Succession
   1) Line of succession to the County Executive will be in accordance with the Baltimore County Charter and is as follows:
      a) County Administrative Officer
      b) Director of the Office of Budget and Finance
   2) The line of succession to the Director, Office of Homeland Security and Emergency Management (HS-1) is:
      a) OEP 1 (Deputy Director)
      b) OEP 2 (Lieutenant)
      c) OEP 3
   3) The line of succession to each department or agency head is according to the internal procedures or Continuity of Operations (COOP) Plan established by that specific department or agency.

d. Additional specific information pertaining to Continuity of Government for the Executive, Legislative, and Judicial branches of Government is contained in Attachment 2 to this Annex.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. County Direction and Control Organization

a. Authority for management of emergency operations in Baltimore County is the Director of the Office of HS&EM. The Executive/Senior Policy Group exercises broad control over emergency operations, gives guidance on matters of basic policy, and provides official information and instructions to the public.

b. The Operations Section analyzes all available information on the situation, then develops, refines and implements the joint response and recovery strategy. The Operations Section oversees the deployment of response and recovery resources to ensure resource sufficiently at particular locations, and ensures that various departments/agencies work in a mutually supportive way.

c. The Planning Section analyzes the situation and evaluates next steps, potential contingencies, and alternative strategies. The Planning Section also drafts the Incident Action Plan and conducts resource tracking.

d. The Logistics Section provides staff for the Public Inquiry Center (PIC), ensures adequate sleeping arrangements and coordinates food availability and delivery to the EOC.

e. The Administrative Section provides administrative support to the above three groups and maintains a recording of the events through journals and copies of message forms.

2. Responsibilities

a. General

1) See the Basic Plan Section of this EOP for more details concerning the emergency operations organization and assignment of general responsibilities.
2) Incident Command Posts, other area or sub-command posts, the Mobile Command Post, and the EOC will, as a minimum, inform each other when activated, when closed, and prior to shifting to new or alternate locations.

b. Incident Commanders
1) The on-scene Incident Commander is responsible for designating an individual who will provide coordination between the EOC and the Incident Command Post.
2) On-scene Incident Commanders will relay regular reports to the Fire and Police representatives at the EOC. These representatives then will provide regular reports to the County Executive or the County Executive's designated representative.

c. Administrative Duty Officer (ADO)
1) The on-duty Shift Supervisor will advise the Director, Office of Homeland Security and Emergency Management, or alternate, of any situation that could escalate to an "abnormal" or "extreme" emergency.

d. Office of Homeland Security and Emergency Management
1) Manages, staffs and maintains the EOC and, if established, the alternate EOC.
2) Coordinates response activities of County departments and agencies, and collaborates with non-governmental organizations and the private sector.
3) Notifies key officials and staff.
4) Serves as the primary point of contact with MEMA.
5) Provides for coordination with MEMA and neighboring jurisdictions.
6) Provides for briefings and coordination with other State and Federal officials as they arrive at the EOC.
7) Provides training for EOC staff.
8) Develops and maintains an EOC SOP.

e. Baltimore County Departments and Agencies
1) Department and agency EOC representatives will have the authority to commit the resources of the organization represented and to make decisions on behalf of the organization.
2) Each department and agency of the Baltimore County government is responsible for:
a) Designating lines of succession,
b) Delegating authorities for the successors to key personnel,
c) Making provisions for the preservation of records,
d) Developing SOPs for the relocation of essential departments,
e) Developing SOPs to deploy essential personnel, equipment, and supplies,
f) Providing the EOC with 24-hour staffing,

f. State Government
1) The Governor, or other authorized representative, may assume direction and control activities as provided by law, or at the request of the County Executive.

E. ADMINISTRATION AND LOGISTICS

1. The maintenance of the Baltimore County EOC, is the responsibility of the Director, Office of Homeland Security and Emergency Management (HS&EM).

2. The HS&EM Director is responsible for overseeing emergency operations, planning, administration, and logistics. Under his supervision, HS&EM will provide for the development and coordination of all necessary SOPs for the operations, internal communications, staffing, physical requirements, equipment, supplies, training, etc., for disaster response and recovery.

3. All departments and agencies that have roles and responsibilities listed in the EOP will provide the Office of HS&EM with a prioritized list of at least two contact persons. Each organization is responsible for keeping this list current and submitting changes to the Office of HS&EM when they occur. Information on these designated contact persons will include their name, title, business phone, and home phone numbers. Those organizations that have a 24-hour dispatching or coverage capability will provide the pertinent data for that facility in lieu of three contacts.

4. The use of reports will vary according to the type and scope of the emergency involved. The HS&EM Director is responsible for ensuring that all required reports are forwarded to MEMA in a timely manner.

F. PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this Annex is the responsibility of HS&EM Director. All departments and agencies with emergency management roles and responsibilities must make provisions in their annexes and SOPs to support emergency operations as described in this Annex and its attachments.

ANNEX B

ALERT AND WARNING

A. PURPOSE

This Annex provides the concepts, systems, and organizations used to alert and warn the public of any highly probable and immediate danger or disaster. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. When the public is threatened by an immediate or potential emergency situation, it is essential that timely alerting and warning be accomplished to protect the public. The alerting process draws the public's attention to a threat or danger. The warning process provides accurate information and instructions to guide public response in taking appropriate protective actions.

a. Hazards vary in both predictability and speed of onset. The time available for warning varies from ample to none.

b. Effective public response relies on public education measures taken prior to an emergency. See Annex H – Emergency Public Information and Education for additional details.

2. Assumption

Certain hazard-specific emergencies may require automatic emergency alerting, warning, and notification of the general public and emergency response organizations. See hazard-specific appendices for further information.

C. CONCEPT OF OPERATIONS

1. General

a. The concept of warning typically includes the activation of all or part of the Office of Homeland Security and Emergency Management (HS&EM) and communicating with the general public and organizations such as schools, industry, employers, etc. to ensure that they are aware of a dangerous situation.

b. When designated authorities determine that it is necessary to warn the citizens of Baltimore County of a potential or imminent threat to public safety, a strategy appropriate to the situation will be implemented. This strategy will involve the coordinated use of many of the facilities, organizations, and techniques as described in the following paragraphs, to ensure complete coverage of the affected area.

2. Sources of Emergency Information

Reports of situations that may endanger the public may come from a variety of sources, including private citizens, responding emergency services personnel, the National Warning System, the National Weather Service (NWS), major news wire services, government agencies, industries, and utilities.

3. Dissemination of Alert and Warning

Public alerting and warning can be accomplished through one or a combination of means. These include:

a. Hazard Alert Radios (NOAA Weather Radios) can deliver timely warnings and emergency instructions.

b. An Emergency Notification System (or reverse 911 system) that can be programmed to deliver emergency messages via telephone, home computer, pager, PDA, or mobile phone to thousands of citizens in a short amount of time. This kind of system can also be programmed to deliver messages to specifically defined geographic locations.

c. Door-to-door alerting and warning, and route alerting and warning performed. (Written warnings will be used to warn the hearing-impaired or non-English speaking persons)**.**

d. Telephone fan-out calls to schools, major employers, hospitals, nursing homes, day-care centers, etc.

e. Mass media (i.e. radio and television), through public announcements, and/or the Emergency Alert System (EAS).

f. Television cable (Comcast) channel 25 may be utilized to provide emergency public information.

D. DIRECTION AND CONTROL

1. The Fire Department's Administrative Duty Officer (ADO), located in the Emergency Communications and Dispatch Center, is Baltimore County's primary contact point for the receipt and dissemination of emergency alert and warning.

2. When time permits, e.g., in slowly developing disasters such as hurricanes, the decision to disseminate the alert and warning to the general public will be made by the HS&EM Director, or designee.

3. In some situations, an Incident Commander may initiate alerting and warning activities. Any such situation requiring the warning of a substantial number of private citizens will be reported to the Office of HS&EM in sufficient detail to permit them to evaluate the action that has been taken and to determine any additional actions need to be initiated.

4. Incident Commanders are authorized to carry out area, community, etc. warning and evacuation on their own in fast-developing emergency situations, e.g., hazardous materials incidents, in accordance with Incident Command Procedures and this Plan.

5. The Director of the Office of HS&EM, or designee, normally will authorize the activation of the EAS.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

The organization with overall responsibility for the dissemination of alert and warning is the Office of HS&EM.

2. Responsibilities

a. Any situation requiring the alerting and warning of the citizens of Baltimore County would undoubtedly be received by the ADO at the Communications and Dispatch Center. The ADO will execute the alert and warning fan-out list in accordance with the EOP, supplemented by Standard Operating Procedures (SOP) located in the Communications and Dispatch Center.

b. In situations involving imminent attack, significant radiological or chemical hazards, the ADO receiving the warning will, after verification, immediately activate the appropriate public alert system throughout the County. Hazard-specific appendices to this EOP contain detailed information outlining authority in these areas.

c. All notifications and messages received will be verified when these notifications and messages refer to emergency classification levels, protective action recommendations or other critical matters, following those procedures in the appropriate hazard-specific appendix.

d. The County Executive, the County Administrative Officer, the HS&EM Director, or their designated representatives may direct that additional warnings and protective actions be disseminated to the public.

F. ADMINISTRATION AND LOGISTICS

1. General

a. Administration associated with normal emergency services alert and warning dispatching is accomplished by the HS&EM Director.

b. Departments and agencies should review Annex A – Direction and Control of the EOP for further information.

2. Emergency Alert System (EAS)

a. EAS is composed of commercial AM and FM radio and television broadcast stations authorized by the Federal Communications Commission to remain on the air during a declared emergency and to broadcast announcements as directed by local emergency management officials.

b. Radio Station WBAL 1090 AM, Baltimore, Maryland, is the "Local Primary 1 Station" (LP-1) for Baltimore County.

c. Radio Station WPOC 93.1 FM, Baltimore, Maryland, is the “Local Primary 2 Station” (LP-2) for Baltimore County.

d. Radio Stations WBAL 1090 AM and WIYY 97.9 FM, Baltimore, are the Primary EAS stations.

e. A copy of the outgoing EAS message will be immediately faxed to the National Weather Service (NWS) in Sterling, Virginia and the fax will be followed-up with a phone call. The NWS will then be asked to activate NOAA Hazard Alert Radios.

f. EMnet is used by the State and Baltimore County to activate EAS with their respective broadcasters. WBAL as the Primary Entry Point (PEP) Station and the Maryland Joint Operations Center (MJOC) have the ability to activate EMnet EAS statewide in Maryland.

g. Priorities for the EAS programming are:
   - One – Presidential message
   - Two – Local (County)
   - Three – State programming
   - Four – National Weather Service and Regional

h. <u>Baltimore County Emergency Alert System (EAS) Activation Criteria</u>
   - The presence of an imminent threat to life and/or property based on the best and most recent forecasts from NWS or from public safety officials.
   - The Office of HS&EM will specify the geographic area affected by the EAS.
   - The Office of HS&EM will either provide an expiration time for the EAS or notify media when the need for the alert has passed.
   - The Office of HS&EM PIO will phone or fax media outlets ASAP to verify an EAS message alert has been issued and to provide additional details.
   - The Office of HS&EM will post all emergency info on County web site.
   - The EAS message will identify the reason for activation.
   - The HS&EM Director, or designee, will be the only one authorized to issue an EAS message.
   - EAS codes:
     - CEM – Civil Emergency Message
     - SPW – Shelter-In-Place
     - EVI – Will only be utilized if a mandatory evacuation is ever needed
     - TOE – 911 Outage

ANNEX C

PROTECTIVE ACTIONS

A. PURPOSE

This Annex provides the concepts, organizations, and responsibilities that ensure a coordinated, orderly, and expeditious implementation of protective actions by the emergency organizations and population of Baltimore County in response to a natural hazard, disaster, extreme emergency, or enemy attack. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. A number of potential emergency situations may occur which will require the implementation of protective actions in some portion of Baltimore County to protect the public.

b. As defined in the Basic Plan section of the EOP, such protective actions include: evacuation, sheltering, access control, and food, water, and livestock feed control/health advisories.

2. Assumptions

a. Sufficient vehicles, personnel, fuel, equipment, and other resources will be available from both public and private sources to support evacuation and other emergency operations.

b. The primary means of transportation for the movement of evacuees will be by privately owned and operated motor vehicles and boats, where appropriate.

c. Evacuees from smaller outlying risk areas may compete for highway space with evacuees from larger risk areas.

d. Large-scale protective actions, if implemented in Baltimore County, will likely be occurring in adjacent jurisdictions. Close coordination and timely sharing of information will be especially important to carry out a successful protective action.

e. Some evacuation across the state line to Pennsylvania may occur.

f. Highway and roadway evacuation capacities may be reduced significantly because of overload, accidents, stalled vehicles, and weather conditions.

g. Depending on the type of emergency and available response time, railroad lines may offer an alternative means of evacuation, particularly for persons without transportation means.

h. On learning of an emergency alert and warning, Baltimore County may recommend that "Sheltering-In-Place" may be the best strategy to protect the public. In most cases, the public will be told to seek shelter inside a building until instructed otherwise.

i. Large emergencies occurring outside of the immediate area may result in a large number of displaced citizens entering Baltimore County that may need sheltering.

C. CONCEPT OF OPERATIONS

1. General

a. Sheltering-In-Place (SIP) is the primary and preferred protective action option in emergency situations, and will be accomplished when evacuation is undesirable or impracticable. Readers should refer to the hazard specific appendices to this EOP for additional sheltering information.

b. Evacuations may be precautionary, however, an evacuation order may be issued when there is a potential that hazardous conditions in a particular area are imminent. Evacuation considerations are presented in Attachment 1 to this Annex.

c. The establishment of access control by emergency responders, especially by law enforcement personnel, is standard procedure to protect the public from a hazardous situation. Safety of emergency personnel is always a prime consideration as well.

d. Food, water, milk, livestock, and feed control/health advisories or directives will be broadcast or published depending on the nature of an emergency.

e. Pets will be accommodated wherever possible, however, the highest priority will be to shelter people. A reasonable effort will be extended to identify suitable animal sheltering locations that are proximate to the human shelters. Additional information for protective actions for animals is presented in Appendix 2 of this EOP (Animal Emergency Plan).

2. Mitigation Phase

a. Identify the more hazard-prone areas and devise evacuation strategies for those areas (i.e. flood plains, areas near hazardous materials).

b. Discourage development in hazard zones, particularly residential development in flood plains, unless prescribed protections are constructed.

c. Adjust building codes as necessary to ensure adequate standards for construction of buildings that will be used as mass care shelters or those that will be located in high-risk areas.

3. Preparation Phase

a. Educate individuals and groups on procedures for effective sheltering-in-place actions.

b. Evaluate evacuation populations and resource requirements for areas surrounding potential high-risk facilities or areas.

c. Identify population groups needing special assistance during evacuation: senior citizens, disabled, and other special needs populations.

d. Identify congestion points, areas under construction and repair, etc.

e. Identify, evaluate, and develop mass care shelter requirements and plans based on known hazards; correct deficiencies as appropriate.

4. Response Phase

a. Identify the specific number of people to be evacuated, and provide the means of transportation, as necessary.

b. Direct persons at risk to evacuate, go to a shelter, or remain inside (shelter-in-place), as appropriate to the emergency situation.

c. Designate centrally located pickup points or bus routes for persons without private automobiles or other means of transportation.

d. Establish traffic control points.

e. Establish and maintain access control points.

f. Establish reception centers for evacuees.

g. Provide for the evacuation of individuals with special needs.

h. Pre-position personnel, equipment, and supplies along evacuation routes and known traffic-congested areas to remove disabled vehicles.

i. Activate mass care shelters, as needed. Disseminate mass care shelter location information to public and provide security at mass care shelters.

j. Provide security and crime-prevention measures for those areas/facilities that are evacuated.

k. Leave people alone who refuse to follow evacuation instructions until all who are willing to leave have been provided for. Then, time permitting, attempt to persuade them to evacuate.

l. Evacuate those persons initially sheltered to safer areas or mass care shelters as soon as it is prudent to do so.

m. Provide food, water, and livestock feed control/health advisories or directives as appropriate.

5. Recovery Phase

a. Working with subject matter experts to determine appropriate re-entry procedures.

b. Initiate the return of all evacuees when it is safe to return to evacuated areas.

c. Reestablish traffic control points to facilitate a smooth return.

d. Provide transportation for individuals with special needs so they may return home.

e. Ensure that transportation is available for those evacuees having no transportation of their own.

f. Continue to provide food, water, milk, and livestock feed control/health advisories as necessary.

g. Maintain access control over areas unsafe for use.

h. Reevaluate the status of evacuees who cannot be returned to their homes, and provide for their continued support.

D. DIRECTION AND CONTROL

1. Protective action decision-making and implementation will be accomplished using the National Incident Management System (NIMS) and through the Office of Homeland Security and Emergency Management (HS&EM).

2. Incident Commanders have full authority and responsibility to implement and coordinate all small-scale evacuations, sheltering and access control, and exercise on-scene control.

3. The Baltimore County Police Department provides primary coordination of on-scene, large-scale evacuations.

4. Upon activation of the EOC for larger-scale emergencies, all emergency transportation resources will be coordinated from that facility by the Transportation Officer.

5. The ultimate authority for protective action decision-making in Baltimore County rests with the Director of the Office of HS&EM, or designee.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

The organization for protective action decision-making and implementation is the same as the emergency response, law enforcement, and support organizations use during emergencies and daily operations.

2. Responsibilities

a. Incident Commander
   1) Determines requirements for protective actions and implements them for small-scale emergencies.
   2) Coordinates potential larger-scale protective action decision-making with HS&EM, until the EOC is activated.
   3) Maintains contact with HS&EM or EOC during all emergencies.

b. Office of Homeland Security & Emergency Management
   1) Coordinates the development of a countywide hazard analysis and a protective action plan.

2) Monitors protective action decision-making during small-scale emergencies that are under the direction and control of an Incident Commander.
3) Prior to the activation of the EOC, maintains continuous contact with the County Executive or designated representative during all emergency situations, in order to include the County Executive's guidance in the protective action decision making process.
4) Coordinates relocation of Baltimore County citizens to other jurisdictions, if required.
5) Coordinates with the Baltimore County Public Schools and other organizations for the use of transportation resources to support evacuation plans.
6) Coordinates with law enforcement agencies, the Department of Public Works, and the State Highway Administration to select evacuation routes and reception center locations.
7) Makes arrangements with local agencies or private contractors for use of specialized vehicles to transport individuals with special-needs.
8) Enters into agreements with private individuals and organizations for the use of 4-wheel drive vehicles to be used in emergencies.
9) Enters into agreements with private individuals and organizations for the use of temporary animal sheltering supplies including food.

c. Transportation Officer (Baltimore County Public Schools Transportation Supervisor)
1) Coordinates all emergency transportation assets including specially equipped vehicles to transport individuals with special needs.
2) Coordinates the priority of use of transportation assets with the Operations Officer at the Baltimore County EOC.
3) Plans and coordinates any immediate-action plans required to implement hazardous-specific emergency responses.
4) Provides buses for return of evacuees if required.

d. Department of Aging
1) Provides transportation resources, coordinated with the Transportation Officer.

e. Police Department
1) Directs all large-scale evacuation activities. Assisted by the Maryland State Police, Department of Natural Resources Police, and the Baltimore County Sheriff's Office, as requested.
2) Assists with selection and establishment of evacuation routes, pick-up points, traffic control points, reception centers, and access control points.
3) Provides security for evacuated areas.
4) Provides for emergency transportation for County and State officials, and critical workers and equipment, as directed.
5) Coordinates with Maryland State Police on control of designated state roads.

f. Maryland State Police
1) Supports the Baltimore County Police Department.
2) Provides emergency air transportation if available.
3) Submits requests for air traffic control to Maryland State Police Headquarters.

g. Department of Corrections
1) Conducts evacuation of County detention center population, if necessary.
2) Provides detention facilities, as needed.

h. Fire Department
   1) Provide support, as available, to assist in evacuations.
   2) Provides basic emergency medical services (i.e. first aid along evacuation route), as needed.

i. Department of Public Works
   1) Provides advice and updates on road conditions and recommends routes to be used for evacuation.
   2) Marks evacuation routes, positions barricades and other traffic control devices along evacuation routes, and provides personnel to assist in manning control points.
   3) Provides vehicles to transport evacuees, if available.
   4) Provides equipment and personnel to relocate essential resources (i.e., personnel, critical supplies and equipment) to shelter/reception areas and evacuation routes.
   5) Provides debris removal and disposal for locally maintained roads and bridges and repair damage, as necessary.
   6) May assist in providing alternative power sources for mass care shelters and reception centers.
   7) Coordinates with the State Highway Administration (SHA) and CHART for additional support.

j. Department of Health
   1) Establishes emergency medical services where necessary to support the evacuation effort.
   2) Provide advice to the EOC staff on protective action decisions.
   3) Develops food, water, and livestock feed control/health advisories, as needed.

k. Department of Social Services
   1) Activates sheltering and feeding operations, as appropriate, with assistance from the American Red Cross.
   2) Compiles records of evacuees in their facilities and provides list to the EOC at the earliest possible time.
   3) Coordinates with non-governmental disaster relief agencies for the procurement of food and other supplies for the evacuees, as necessary.
   4) Works with the American Red Cross to compile a list of missing persons reported by evacuees in their facilities and provides list to the EOC at the earliest possible time. For extended disasters, provides periodic updates, as the situation warrants.

l. Public Information Officer
   1) Prepares pre-emergency public education and information programs.
   2) Prepares public information releases for local EAS messages to advise residents of affected areas and actions to be taken. When an EAS message is issued, PIOs will provide information regarding evacuation routes, pick-up points for those without transportation, reception center locations, mass care shelter information, and other details.
   3) Responds to mass media inquiries and uses media resources to inform the public of protective actions.
   4) Uses internal tools, such as the Internet and the Integrated Voice Response (IVR) system to inform the public of any protective action recommendations.
   5) Coordinate with PIOs from adjacent jurisdictions, non-governmental organizations, and the private sector to ensure the release of accurate, non-conflicting information.

m. American Red Cross
   1) Assists the Department of Social Services in activating sheltering and feeding operations, as appropriate.
   2) Compiles records of evacuees in their facilities and provides current shelter occupancy numbers to the EOC, if it is a Red Cross shelters.
   3) Coordinates with the Department of Social Services and non-governmental disaster relief organizations for the procurement of food and other supplies for the evacuees, as necessary.

n. Maryland Department of Transportation (State Highway Administration)
   1) Coordinates with County DPW for mutual support.

o. Maryland Department of Natural Resources - Natural Resources Police
   1) Coordinates with local law enforcement for mutual support.

p. Maryland National Guard (MNG) (When authorized by the Governor)
   1) Provides transportation, potable water, tents, communications, and other equipment, if available. Provides manpower resources, if required.

F. ADMINISTRATION AND LOGISTICS

1. Records and Reports

Estimates of all costs and any damages incurred for implementation of protective action will be forwarded to the Director, HS&EM for consolidation and submission to appropriate authorities.

ATTACHMENTS

1. Evacuation Considerations

ATTACHMENT 1

TO ANNEX C

EVACUATION CONSIDERATIONS

Factors to review when considering an evacuation include the characteristics of the hazard/incident/ emergency, the magnitude, intensity, spread of on-set, and potential duration. Evacuation planning also will include consideration of:

1. The area to be evacuated.

2. Pick-up points where persons without private transportation will gather for evacuation by public transport.

3. Designated evacuation routes to be used by all vehicles during the evacuation.

4. Location of traffic control points.

5. Safe areas or buildings that provide some temporary measure of protection for evacuees from an actual or threatening disaster.

6. Location of reception centers, where evacuees will be sent prior to moving to mass care shelters.

7. Designated mass care shelters that provide emergency sheltering and feeding of large numbers of evacuees.

8. Location of medical aid stations on evacuation routes, at temporary safe areas, and mass care shelters.

9. The time available for a reasonably risk-free evacuation.

10. Any personal belongings for the evacuated public.

ANNEX D

LAW ENFORCEMENT

A. PURPOSE

This Annex assigns responsibilities and provides coordination among law enforcement and supporting agencies operating during emergency situations. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. During emergencies, law enforcement agencies must expand their operations to provide the increased protection required by disaster conditions. Numerous Federal and State law enforcement agencies, along with the Maryland National Guard, Department of Natural Resources (Police), the Sheriff's Department, and other agencies are available to provide assistance to the Police Department in this effort.

b. The Governor has the legal authority to designate the Incident Commander to assume law enforcement responsibilities.

2. Assumptions

a. Additional law enforcement resources and services may often be available through mutual aid agreements.

b. If local capabilities are exceeded, support may be made available from State and Federal law enforcement agencies, the Maryland National Guard, and Federal Military Commands.

C. CONCEPT OF OPERATIONS

1. General

a. 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, and evacuation assistance.

b. The Police Department has the prime responsibility for law enforcement matters within the County.

c. If the scope of an emergency is beyond the capability of local and State law enforcement agencies, assistance from the Maryland National Guard and Federal military forces may be requested.

2. Response Phase

a. Maintain law and order to protect life and property.

b. Provide mobile units equipped with public announcement systems for warning (Route Alerting).

c. Provide traffic and crowd control.

d. In coordination with the Office of Homeland Security and Emergency Management (HS&EM), identify areas/populations at risk, and assist evacuation, as necessary.

e. Provide security and traffic control at staging areas, reception centers, mass care shelters, decontamination centers, and access control points.

f. Provide security for critical facilities and resources.

g. Provide access control and security in restricted and/or evacuated areas.

h. Assist in the conduct of search and rescue missions.

i. Depending on staffing levels, may assist Department of Corrections personnel with the evacuation and housing of prisoners, if necessary.

j. Provide backup communications for emergency operations, as directed.

k. Arrange transportation for key personnel from government and response agencies, if necessary.

l. Coordinate with the County Public Information Officer (PIO) on the release of information.

m. When an emergency situation involves mass casualties:
   1) If first on the scene, determine the number of casualties and request additional assistance.
   2) Restrict access to the disaster site and administer necessary first-aid to the injured until the arrival of EMS personnel.
   3) Take charge of all personal effects and evidence found at the disaster scene.
   4) Provide security for temporary morgue sites and provide personnel to assist the Medical Examiner in the identification of the deceased.
   5) Notify the next of kin.

3. Recovery Phase

a. Continue emergency law enforcement services as long as necessary.

b. Phase down operations as directed by the Emergency Operations Center (EOC) or Incident Commander.

c. Assist in damage assessment activities, as requested.

d. Release mutual aid and augmentation forces to home jurisdictions when possible.

e. Assist in re-entry operations.

f. Maintain records of all financial expenditures and use of law enforcement resources.

g. Conduct any necessary investigation, or notify the appropriate Criminal Justice Agency, should it be suspected or determined that a criminal act/intent was the cause/responsibility for the incident or disaster.

D. DIRECTION AND CONTROL

1. The Police Department will accomplish direction and control of all law enforcement activity in Baltimore County except for activities on interstate highways as described in the current memorandum of understanding between the Police Department and the Maryland State Police Department.

2. The Maryland State Police will assume a supporting role in emergency situations where County law enforcement officials are effectively directing and coordinating the utilization of police resources.

3. Should the Maryland State Police arrive first at the scene of an emergency, they will perform the duties of the Incident Commander until relieved by an appropriate official from the Police Department or Fire Department.

4. When the Maryland State Police have been assigned a supporting role, the command of its resources and manpower committed to the support of the local police authority shall remain under the control of the Maryland State Police.

5. The Police Department will designate a law enforcement representative for the EOC. Maryland State Police will also provide a representative for the EOC. The establishment of priorities and coordination between law enforcement units will be effected through the EOC representatives.

6. In response to an extreme emergency or disaster situation, the Police Department may establish a Tactical Field Command (TFC) and subordinate sector or area commands in support of the TFC. If an Incident Commander (IC) is other than the Police Chief, the Tactical Field Commander will establish liaison with and participate in the overall support of the IC's decisions and activities.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Police Department

a. Coordinates all emergency response and recovery law enforcement activities at the County level.

b. Maintains law and order.

c. Provides security for critical facilities and resources.

d. Implements evacuation procedures as required by the situation.

e. Provides access control in restricted and/or evacuated areas.

f. Implements traffic and crowd control measures.

g. Coordinates with higher levels of government for law enforcement support during emergency response activities.

2. Maryland State Police (MSP)

a. Supports local law enforcement operations.

b. Coordinates activities with the Baltimore County Police.

c. Provides a representative to the EOC.

d. Provides additional personnel and equipment to supplement county resources.

3. Sheriff's Department

a. Provide security and a representative at the EOC, as directed and/or requested.

b. Provide security at the JIC, as directed.

c. Supervise law enforcement activities of all volunteer/deputized personnel.

4. Department of Corrections

a. Provides a representative to the EOC.

b. Provides detention facilities, as needed.

5. Maryland National Guard

a. When authorized by the Governor, performs mission-type requests of the Baltimore County Police.

6. Department of Natural Resources

a. Assists local law enforcement with alert, warning, and notification, as directed.

7. Fire Department

a. Assists local law enforcement in the implementation of appropriate emergency plans and procedures.

b. Assists the Police with alert, warning, and notification, as directed.

8. Department of Public Works

a. Provides and positions traffic control devices as requested by law enforcement agencies.

9. Other Organizations

As directed by the Chief of Police.

F. ADMINISTRATION AND LOGISTICS

1. Law enforcement agencies are responsible for organizational administration and logistics.

2. Requests for additional emergency resources will be requested through the Police Department or through the Police Department EOC representative.

3. 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.

G. PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this Annex is the responsibility of the Police Department, in coordination with the Sheriff's Office, the Maryland State Police and Office of HS&EM.

ANNEX E

FIRE DEPARTMENT

A. PURPOSE

The purpose of this Annex is to provide guidelines for Baltimore County to meet the demands of a disaster situation requiring the capabilities of the firefighting, rescue, and emergency medical services (EMS). General responsibilities in rescue, warning, radiological defense, emergency medical care, and hazard-specific operations are addressed in this Annex, its attachments, and hazard specific appendices. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

Fire prevention, fire suppression, rescue, and EMS activities are daily events faced by fire service and EMS personnel. These events become more significant during emergency situations, requiring close coordination of limited resources in some extreme cases.

2. Assumption

Existing fire, rescue, and EMS personnel and equipment will be able to handle most emergency situations. When additional support is required, assistance will be obtained through existing mutual aid agreements and, if necessary, through various State or Federal agencies and/or utilization of outside mutual aid via the Emergency Management Assistance Compact (EMAC).

C. CONCEPT OF OPERATIONS

1. General

a. The ultimate responsibility for providing fire and emergency medical services lies with the Baltimore County Fire Department, a combined volunteer/career department.

b. The requirements for fire, rescue, and EMS in disaster situations are basically the same as those in daily operations, with primary emphasis on saving lives through rescue/EMS, and saving property through fire suppression.

c. In certain emergency situations, fire and EMS may be called upon to perform additional tasks, coordinating their operations with other disaster-response services through the Incident Command Post and the Emergency Operations Center (EOC).

d. Fire companies are prepared to assist in radiological monitoring, and to respond to hazardous material (HAZMAT) releases to include weapons of mass destruction (WMD) incidents.

2. Response Phase

a. Control fires and respond to emergency situations by priority.

b. Request mutual aid forces, as needed.

c. Perform rescue operations to include technical rescue services.

d. Participate in door-to-door alerting in support of the Police Department.

e. Perform radiological monitoring functions as assigned.

f. Respond to hazardous materials incidents.

g. Assist in search operations, if practical.

h. Initiate evacuation of emergency scenes as necessary.

i. Provide emergency medical services and transport of victims to appropriate hospitals.

j. Insure fire safety of shelter sites; train shelter personnel in fire safety and fire suppression if a prolonged shelter stay is necessary.

k. Alert and advise all emergency support services and decision-makers to the dangers associated with hazardous materials and fire during emergency operations.

l. Participate in other public safety operations, as appropriate.

m. Identify potential hazards, such as damaged gas lines and downed power lines.

3. Recovery Phase

a. Continue to identify potential hazards, such as damaged gas lines, downed power lines, or other possible damage.

b. Compile a record of events and submit to appropriate officials, when requested.

c. Review fire codes in relation to an incident or disaster and recommend improvements to County Council.

d. Assist in damage assessment process.

e. Monitor all demolition operations.

D. DIRECTION AND CONTROL

1. General

a. Normal emergency operations will be directed and controlled by the on-scene Incident Commander who shall initiate the Incident Command System (ICS) component of the National Incident Management System (NIMS).

b. At hazardous material incidents, the on-scene Incident Commander will coordinate hazard mitigation activities under the ICS framework.

c. At emergencies requiring response by several fire companies, the on-scene senior Fire Department official responsible for that incident will serve as the Incident Commander as described in the ICS component of NIMS.

d. If an emergency requires the activation of the EOC, the Fire Department Representative in the EOC will be responsible for coordinating emergency fire, rescue, and EMS services' operations with the Communications and Dispatch Center, and providing advice to decision makers in the EOC.

e. The EOC will insure that utilization of emergency equipment and resources are prioritized to meet the greatest need.

2. Mutual Aid and Volunteer Arrangements

a. All mutual aid and volunteer forces will function under the direction of the Fire Chief or the Chief's designee.

b. The Incident Command Post will coordinate mutual aid at the disaster scene.

c. Mutual aid forces will work under the immediate control of their supervisors.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Fire Department

a. Assist Police in evacuation operations.

b. Provide logistical and technical support to other assisting/cooperating agencies as indicated or requested.

2. Police Department

a. Provides on-scene security.

b. Support the direction and control of evacuation operations.

c. Provides security of evacuated areas.

d. Support re-entry operations.

e. Directs and controls hostage and anti-terrorist situations.

3. Department of Natural Resources

a. Coordinates with local fire officials for mutual support.

4. Recreation and Parks Department

a. Supports evacuation operations, as requested.

b. Inspects County park activities for fire safety measures.

F. ADMINISTRATION AND LOGISTICS

1. Fire communications and resource management will be in accordance with standard fire department procedures.

2. Fire companies will be provided and must maintain appropriate personal protective equipment (PPE) to perform assigned tasks in hazardous chemical or radiological environments.

ANNEX F

PUBLIC WORKS

A. PURPOSE

The purpose of this Annex is to define responsibilities and to identify the personnel and resources utilized by the Department of Public Works (DPW) during emergency situations. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. CONCEPT OF OPERATIONS

1. General

a. During all emergency operations, DPW's primary functions are to restore damaged public facilities and the County roads network.

b. Depending on the scope or type of an emergency, the DPW also will provide support and assistance to other departments and agencies in access control, route alerting, public evacuation measures, and identifying emergency sanitation facilities.

2. Response Phase

a. May assist the Police Department in route alerting.

b. Report detours and roads under construction/repair to the Police Department, as requested.

c. Provide the equipment and manpower necessary to establish road blocks, traffic control points, access control points, check points, as required by the Police Department.

d. Pre-position, when practical, personnel and equipment along evacuation routes, and at anticipated congestion points along those routes to assist the Police Department in maintaining the uninterrupted flow of evacuation traffic.

e. Provide representatives to the Emergency Operations Center (EOC).

f. Position emergency sanitation facilities, as directed.

g. Clear debris and other road obstructions from County roads during emergencies, with primary focus on evacuation routes.

h. Provide assistance to State Highway Administration (SHA) with respect to state roads within the County.

i. Restore utilities to critical and essential facilities.

j. Drain flooded areas, within capabilities.

k. Support the Health Department with monitoring all water supplies, watersheds and sewage systems, taking steps to safeguard water supplies from contamination.

l. Assist the County Health Officer and the Public Information Officer in preparing advice for the public regarding water usage, safe water sources, and water storage procedures.

m. Coordinate emergency operations with SHA.

n. Establish liaison, through each district, with the nearest fire station.

3. Recovery Phase

a. Continue those actions from the response phase necessary to support and sustain recovery operations.

b. Participate in road and debris clearance operations, particularly on secondary routes.

c. Participate in damage assessment activities.

d. Repair damaged water and sewer facilities, and restore normal services to damaged areas.

e. Repair damaged transportation facilities, establishing alternate temporary detours as required.

f. Construct permanent roadblocks and other access control measures to prohibit public entry into areas contaminated with persistent hazardous materials.

g. Demolish hazardous structures in coordination with appropriate County and State officials.

C. DIRECTION AND CONTROL

1. The Office of Homeland Security and Emergency Management (HS&EM) will notify the Director of DPW, or designee, when an emergency situation requires the assistance and support of DPW.

2. Immediate notification of needed DPW personnel will be accomplished utilizing departmental call-out procedures.

3. Upon activation of the EOC, the Director of DPW, or designee, and one other representative from DPW will report to the EOC.

4. Telephone and radio communications will be maintained with the EOC, and among other DPW divisions/elements and State resources.

5. The Director of DPW, or designee, and DPW representatives in the EOC:

   a. Have full authority to supervise and coordinate all emergency operations required of DPW;

b. Coordinate damage assessment activities;

c. Assist in highway repair efforts;

d. Inspect the accomplishment of recovery operations by private contractors; and

e. Coordinate support with the police for traffic and access control measures during evacuations/emergencies.

6. The Superintendents of the Highway Maintenance Division are responsible for coordinating support for transportation of personnel, material, and supplies.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Department of Public Works

a. Coordinates those emergency activities outlined in this Annex.

2. State Highway Administration

a. Clears debris and other road obstructions from State roads within the County with primary focus on evacuation routes.

b. Provides other assistance as requested by Baltimore County DPW.

E. ADMINISTRATION AND LOGISTICS

1. DPW will prepare and maintain a resource list that identifies source, location and availability of earthmoving equipment, dump trucks, road graders, fuel, etc., that can be used to support disaster response and recovery operations.

2. DPW will provide the EOC with an annual update (computer print-out) of DPW resources.

3. DPW will collect and maintain logs, journals, and reports needed to establish a historical record, and to substantiate post-emergency claims.

ANNEX G

HEALTH AND MEDICAL

A. PURPOSE

This Annex provides the foundation for emergency operations by Baltimore County health officials in performing lifesaving activities, transporting individuals, evacuation, treatment of the injured, disposition of the dead, disease control, prevention and control of potential food and water contamination, and other health-related measures. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTION

In addition to vulnerability to both natural and man-made disasters, Baltimore County may experience an increase in mass-casualty related health hazards, such as disease, contamination of resources, sewage and water disposal, and vermin and vector control problems. Baltimore County resources are capable of meeting most emergencies, however during large-scale disasters, assistance from the State of Maryland and federal agencies is expected. Further, in catastrophic disaster situations, relocation of hospital facilities may be required.

C. CONCEPT OF OPERATIONS

1. Potential Health Threat - Preparation Phase

a. Depending on the type of threat, actions taken during this phase range from monitoring the situation to partial mobilization of emergency resources. As appropriate, the following actions should be taken:
   1) The Health Officer, or designee, shall notify and brief the appropriate County and State officials, emergency response agencies, and health and medical facility operators.
   2) The Health Officer, or designee, shall review plans and procedures.
   3) Via the Facilities Resource Emergency Database (FRED) and Emergency Medical Resource Center (EMRC), hospitals will be asked to report which normal activities and facility accommodations can be curtailed or shifted to allow for increased emergency capacity.
   4) The Health Department Public Information Officer (PIO) shall coordinate the release of medical information and public health advisories with County and State PIOs.
   5) The Fire Department shall ensure that available medical personnel within the County are adequately trained to handle mass care casualties/scenarios.

2. Imminent Threat - Response Phase

a. The following actions will be accomplished as appropriate:
   1) Each health facility will activate emergency plans and mobilize essential health personnel. Hospitals may decide to begin notification and callback of available staff members.
   2) If there is a defined risk area, the Office of Homeland Security & Emergency Management (HS&EM) will request that observers with the appropriate monitoring

equipment be positioned to report data to the appropriate County department and/or agency.

3) The Health Department PIO shall provide emergency public information on the health aspects of the situation in conjunction with the Emergency Operations Center (EOC) and the Joint Information Center (JIC). This will include establishing communications among area hospitals, health care providers, and the Department of Health and Mental Hygiene.
4) Based on the scope of the threat, the Health Officer will consider requesting activation of the EOC.
5) The Health Department will make arrangements to distribute recommended prophylaxis medication based upon the event to first responders and the community at large.

3. Response Phase

a. *For non-mass casualties situations*:
   1) Initiate actions above.
   2) The Health Department and the Office of HS&EM will determine the need for additional resources.
   3) The Health Department will determine and implement protective actions in coordination with State health officials, the County Executive, and the HS&EM Director.
   4) If the Health Officer determines that the health and medical needs exceed County capabilities, the HS&EM Director, through the Maryland Emergency Management Agency (MEMA) may request assistance from State and Federal agencies. The Health Officer may also directly contact the Maryland Department of Health and Mental Hygiene (DHMH) directly, while keeping the HS&EM Director informed.
   5) In cooperation with the Department of Social Services (DSS) and the American Red Cross (ARC), provide health and medical care at shelters and other congregate care facilities.

b. *For mass-casualty situations:*
   1) County Fire, EMS, Police, and rescue services responding first to the incident will determine the number and type of casualties, request additional assistance, establish staging areas, and initiate triage procedures.
   2) The Health Department will assist local hospitals in identifying resources for additional staff support, when requested.
   3) Consider reducing the patient population in hospitals, nursing homes, and other health care facilities if evacuation is necessary (via FRED and EMRC), and continue medical care for those that cannot be evacuated.
   4) EMS will maintain information concerning the medical facilities to which the injured were taken.
   5) The Office of the Chief Medical Examiner will maintain information concerning lists of the deceased and descriptions of any unidentified remains.
   6) The County Health Officer will coordinate the dissemination of information to friends and relatives of the injured.
   7) When the emergency involves significant health hazards, the Health Officer will, as appropriate, carry out the following activities:
      a) Initiate epidemic control measures; i.e. quarantines and mass immunizations.

b) Identify contaminated and exposed individuals, and provide guidance for the treatment and care of these individuals.
c) Assist in the identification of areas to which access should be restricted.

4. Recovery Phase

a. The Health Officer will determine if a continuing health problem exists requiring an on-going commitment of resources; or if there is a potential for new problems developing.

b. EOC representatives from hospitals, health department officials, and personnel from the Office of HS&EM will jointly determine the impact of the disaster on continuity of health care services and provide this information to the appropriate departments and agencies.

c. Based upon the nature of the incident, crisis counseling for disaster workers or victims will be implemented by the appropriate authority.

d. The State Anatomy Board will provide guidance for determining suitable sites for temporary cemeteries, temporary mortuaries, or mass graves, as necessary.

If the emergency involved a specific health hazard, the following actions will be taken to protect the health of the public:
1) In coordination with the appropriate departments and agencies, determine suitable sites and acceptable procedures for the disposal of hazardous materials.
2) In coordination with the appropriate departments and agencies, assist EMS in determining suitable sites and acceptable procedures for caring for the injured.
3) State and local health officials will provide recommendations for monitoring persons exposed to health hazards for long-term health problems.
4) The Health Department will provide public health awareness information regarding the hazard.

D. DIRECTION AND CONTROL

1. The County Health Officer, who serves as the Director of the County's Health Department, is the primary authority for all health matters.

2. The County Health Officer will establish the Health Department’s Incident Command Center and will coordinate activities with the EOC through designated Health Department EOC representatives.

3. At localized emergencies the on-scene Incident Commander will coordinate the emergency medical care and transport of the critically ill and injured to the appropriate specialty referral centers, and the less seriously injured to the nearest available medical facility unaffected by the emergency.

4. The Health Officer will coordinate all health assistance or directives from local agencies.

5. The Health Officer is also a Deputy State Health Officer for the State's Department of Health and Mental Hygiene and can be delegated to act for the State Secretary of Health and Mental Hygiene in the absence of that official.

6. In addition to the Health Officer, there are other local officials who can implement certain actions to protect the health of the public. These officials are as follows, based on legal authority:

   a. County Executive, or designee

   b. Director, Department of Environmental Protection and Resource Management, or designee

   c. Director, Office of HS&EM, or designee

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Health Department

a. Provides supplemental nursing support as requested at reception centers and mass care shelters.

b. Requests additional medical team support through the Medical Reserve Corps Program, administered by the Maryland Department of Health and Mental Hygiene (DHMH), if available.

c. Provides guidance and consultation for evacuation of patient populations in hospitals, nursing homes, assisted living facilities, or other care facilities.

d. Issues and interprets necessary quarantine directives in order to isolate individual buildings or areas that have become contaminated or that have become hazards to health.

e. Keeps hospitals, clinics, treatment centers, and nursing homes advised of an emergency situation, providing advice on reducing patient population, and if necessary, the potential for recall of staffing to adequately manage incoming patients.

f. Supports the Office of the Chief Medical Examiner in mortuary activities, as appropriate.

g. Provides consultation and assistance for evaluating damage to health facilities.

h. Assess and make recommendations for vaccinations. This includes coordination of the means of administering those inoculations, providing public information, obtaining the necessary serums, equipment and personnel to accomplish what is necessary.

i. Makes recommendations to those exposed to health hazards for long-term follow-up.

j. Provides crisis counseling, as appropriate.

k. The County Health Officer provides public health awareness information.

2. Department of Environmental Protection and Resource Management (DEPRM)

a. Coordinates with the Maryland Department of the Environment (MDE) in overseeing environmental health activities to assure the safety of the citizens and the protection of the environment.

b. Posts warning signs near waterways that have been impacted by sewage releases or other contaminant releases. Advises citizens to avoid contact with any impacted waterway.

c. Assists appropriate State and local departments and agencies in coordinating sampling, testing, and control of food, water, milk, and livestock feed, waste and refuse disposal. Additional information on sanitary precautions, insect, rodent control, sewage and waste control, etc. will be obtained through the appropriate State and local departments and agencies.

3. Police Department

a. Identifies and cares for the dead, as directed by County Health Officer and the Office of the Chief Medical Examiner.

b. Requests the FBI Disaster Team to assist with the identification of the unidentified dead, as required.

c. Coordinates with the Health Department using the "white powder substance" protocols established.

d. Provides security at designated points in accordance with the Strategic National Stockpile Plan.

4. Department of Social Services

a. In cooperation with the Health Department, provides crisis counseling for disaster workers and victims, particularly in mass casualty situations.

5. Transportation Officer

a. Provides transportation for sick and injured, as requested.

6. Maryland Department of Health and Mental Hygiene (DHMH)

a. Support local health departments (LHD) in identifying and responding to public health issues. Develop and coordinate appropriate protective actions regarding any potential public health hazards.

b. Provide support for mental health counseling.

c. Assist MDE and DEPRM with analysis and sampling of air and water.

7. Maryland Department of the Environmental (MDE)

a. Develop, maintain, and implement plans and procedures to prevent, mitigate, respond to, and recover from adverse environmental health impacts.

b. Determines the radiation or other contamination levels for exposed and contaminated individuals; and for the decontamination, treatment, and care of these persons.

c. Coordinate environmental sampling and monitoring strategies for potential and actual events impacting air, land, and water. Assist in the analysis of data received from the sampling and monitoring strategies.

d. Assist in the development of a long-term environmental restoration site plan. Act as the lead agency for long-term restoration activities.

8. Maryland Department of Agriculture (MDA)

a. Assists appropriate State and local departments and agencies in coordinating sampling, testing, and control of food, water, milk, and livestock feed, as appropriate. Assist with collection of specimens and preparation of laboratory submission forms.

b. Develop and disseminate public information if health hazard that concerns animals is threatening to impact human health. Update list of animal health contacts. Coordinate the epidemiological investigations, if necessary.

c. Develop the necessary procedures, protocols and capabilities to initiate the assessment process and conduct sampling of susceptible domestic animals once a suspected outbreak is reported.

9. Maryland State Police

a. Assists the Baltimore County Police or Fire Departments in control of the disaster scene, and administer first aid to the injured until additional emergency medical service personnel arrive at the site.

b. Assists the County Police in notification of next of kin. Should the deceased be a resident of another state, MSP will forward the information to the state police department of the appropriate state.

10. Office of the Chief Medical Examiner of Maryland

a. Coordinates with the Baltimore County Department of Health in designating and supervising permanent and temporary morgues, supervises the collection, identifications, release, and/or interment of the dead.

b. The Deputy Chief Medical Examiner takes charge of all bodies or parts of bodies, and provides for the identification and disposition of the deceased.

c. Provides the County Health Officer with a listing of the identified dead and descriptions of the unidentified dead.

d. Ensures that supplies, equipment, and resources necessary to deal with the deceased are available, to include mass casualty situations.

11. Maryland Institute for Emergency Medical Services System

a. Supports County emergency medical services, and coordinates emergency medical care and transportation for the critically ill or injured.

12. American Red Cross

a. Provides blood upon request of the County Health Officer or hospitals.

13. Maryland National Guard

a. The National Guard, when authorized by the Governor, provides personnel and equipment to assist with establishing temporary cemeteries or mass graves and preparing necessary grave registration records.

F. ADMINISTRATION AND LOGISTICS

1. The Health Department will:

a. Compile and maintain current lists of medical resources and facilities essential to disaster operations. The FRED system will be utilized.

b. Determine the emergency capabilities of hospitals, nursing homes, and other medical facilities.

c. Coordinate distribution of medical supplies and equipment, and pharmaceuticals, as necessary.

d. Continue ongoing training for mass care staff support

e. Submit required reports to Maryland health and medical officials.

f. Maintain journals, reports, and logs to provide a historical record of events and to support post-emergency claims for emergency expenditures.

g. Assist in identifying supplies for special needs individuals at mass care shelters, such as wheelchairs and oxygen bottles.

G. PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this Annex is the responsibility of the County Health Officer and the Fire Department, in coordination with DEPRM and the Office of HS&EM.

ANNEX H

EMERGENCY PUBLIC INFORMATION AND EDUCATION

A. PURPOSE

This Annex describes policies, responsibilities, and procedures for disseminating timely, accurate, and easily understood information to the public before, during, and after an emergency situation. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

During an emergency situation, it is essential that the public be provided with timely, accurate, and easily understood information on any protective measures that need to be taken to save lives and protect property.

An emergency situation may occur with little or no warning. Therefore, the public must have advance understanding of the potential hazards affecting them and the protective actions to be taken.

2. Assumptions

a. In an emergency situation, the public will demand information about the emergency and the protective actions to be taken.

b. The media also will demand information about the emergency. The local print and broadcast media will perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media also will demand information and may play a role in reassuring, or alarming impacted populations.

c. The lack of information or contradictory information will cause confusion.

d. Depending on the severity of the emergency, telephone communications may be disrupted or overloaded. Local and regional radio/television stations without emergency power may be off the air for lengthy periods of time. Power outages may affect citizens' ability to receive broadcast messages or information via the Internet.

e. Under extreme emergency conditions, the Maryland Emergency Management Agency (MEMA), assisted by the telephone company, may impose line-load control to reduce disruption of emergency telephone communications.

C. CONCEPT OF OPERATIONS

1. General

a. Baltimore County emergency public information and education programs will:
   1) Provide support during the four phases of emergency management: mitigation, preparedness, response, and recovery operations.
   2) Reassure and educate the public through accurate, timely, and easily understood event-related information concerning protective actions, route restrictions, health notices, and emergency assistance information.
   3) Monitor media broadcasts and attempt to control rumors.
   4) Coordinate information releases with all participating public and private agencies, emergency responders, and all levels of government.
   5) Baltimore County public information activities will primarily focus on County-specific events and actions. Regional emergencies may require coordination with State and Federal departments and agencies. State and Federal authorities would likely take the lead on public information activities in a large-scale disaster.
   6) It is anticipated that emergency public information and education programs that include materials for visually and hearing impaired individuals and non-English-speaking persons will be soon be available for distribution.

2. Mitigation Phase

a. Establish a system for educating the public about disaster readiness.

b. Conduct vigorous public awareness campaigns to educate the public about potential hazards and what they should do to reduce risks and how to appropriately respond to an emergency.

3. Preparation Phase

a. Disseminate emergency information and instructions to the public, including resources for information and assistance.

b. Plan and coordinate with the local news media emphasizing that emergency situations may require restricted access and other changes to the normal process of news gathering.

c. If appropriate, designate a facility/site for news briefings.

d. Participate in emergency drills and exercises to test plans for effective and consistent information release.

e. Understand the Emergency Alert System (EAS). Public Information Officers (PIOs) may assist in the preparation of EAS messages and should monitor all EAS announcements.

f. Coordinate public education/awareness campaigns with the Office of Homeland Security and Emergency Management (HS&EM).

4. Response Phase

a. PIOs should provide information to the public that may include:
   1) A geographical description of the affected area.
   2) Timely, accurate, and easily understood information about the emergency.
   3) Recommended or ordered protective actions.

4) Descriptions of the local response to the emergency.
5) Reference other resources for further information.

b. During the aftermath of an emergency, PIOs should continue to provide information to the media concerning recovery operations.

5. Recovery Phase

a. Continue public information operations as long as needed to keep the public informed and make citizens aware of ongoing local response actions and resources for assistance.

b. Provide information with a major emphasis on:
1) Types and locations of emergency assistance available, including contacts, resources, insurance claim information, food and water supplies, and trash and debris disposal;
2) Public health notices;
3) Restricted areas;
4) Movement or travel restrictions;
5) Missing persons referral services;
6) Contacts and phone numbers for local non-emergency assistance; and
7) Public safety notices.

c. Work with mass care shelter managers to provide information about missing persons, recovery resources, and safety to sheltered citizens.

D. DIRECTION AND CONTROL

1. The County's Incident Command System, Emergency Operations Center (EOC), and Joint Information Center (JIC) will support public information.

2. For small-scale emergencies the Incident Commander or the on-scene PIO will provide information.

3. When the EOC is activated or when the HS&EM Director, or designee, so authorizes, all emergency public information must be approved through the Office of HS&EM.

4. During emergencies that span jurisdictional boundaries, PIOs will coordinate the dissemination of emergency public information with their counterparts from other impacted jurisdictions.

5. Joint Information Center (JIC):

a. Before or during an emergency situation, the HS&EM Director may activate a JIC. The JIC provides a focal point for all emergency public information.

b. The JIC will be managed by PIOs from lead departments and agencies and the Office of Communications.

c. The JIC will include representatives of relevant public and private agencies.

d. The HS&EM Director, or designee will approve information disseminated by the JIC.

e. The JIC shall feature a briefing theater, office facilities, telephones, and power for radio and television.

f. Access to the JIC will be restricted.

g. The JIC will organize media briefings and an ongoing flow of information.

6. Public Inquiry Center (PIC)

a. The Public Inquiry Center (PIC) is a call center staffed by County employees and supervised by the Office of HS&EM. The PIC helps provide the public with current and accurate information during an emergency.

b. If the EOC is not activated, the Office of HS&EM, coordinating with the County Administrative Officer, or designee, will provide answers to queries from the public, as necessary.

c. The PIC will be established during significant events at the discretion of the HS&EM Director.

d. The telephone number for the PIC will be released to the public by the lead PIOs.

7. Emergency Alert System (EAS)

A description of EAS activation is presented in Annex B – Alert and Warning.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. General

All public safety departments and agencies within the County will designate one of its members to act as its PIO for small-scale emergencies.

2. EOC PIO Representative

a. Reports to the EOC, upon activation.

b. Supervises the preparation of emergency announcements for EAS broadcast.

c. Coordinates all public announcements and other public information.

d. Coordinates the dissemination of public information from the EOC or the JIC.

e. Provides for briefings with the participation of the County Executive and other involved officials.

f. Coordinates with the PIC supervisor to ensure the dissemination of accurate information and to monitor rumors, questions, and concerns.

F. ADMINISTRATION AND LOGISTICS

1. It is essential that reference be made to Annex A – Direction and Control and Annex B – Alert and Warning, in conjunction with reading this Annex.

2. The EOC PIO representative, working with the Office of Communications, is responsible for the acquisition of equipment and supplies to support the public information and education program and the JIC.

3. The EOC PIO representative, working with the Office of Communications, selects and trains support staff for the EOC and the JIC.

G. PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this Annex is the responsibility of the EOC PIO representative, in coordination with the Office of HS&EM and the Office of Communications.

ANNEX I

EMERGENCY RESOURCES

A. PURPOSE

The purpose of this Annex is to describe those concepts that will ensure the coordination of resource utilization required to respond effectively to an emergency situation. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

An emergency situation resulting from natural or manmade events can rapidly deplete County resources. In response to such a situation, it is the responsibility of the Baltimore County Government to make the wisest, effective use of available resources to protect the lives and property of its citizens.

2. Assumptions

a. While Baltimore County contains sufficient resources to respond to most "normal" and "abnormal" emergencies, an emergency situation may result in the depletion of some types of available resources.

b. As County resources become depleted, neighboring counties, the State, or Federal authorities may be asked to provide additional resources.

c. Additional resources may take considerable time to deploy.

C. CONCEPT OF OPERATIONS

1. General

The County Executive, or designee, is the ultimate authority for the allocation of emergency resources. The management of the allocation process will be accomplished through the Emergency Operations Center (EOC).

2. Preparation Phase

a. Identify the location and quantity of resources, from both within and outside the County, which may be utilized during certain abnormal or extreme emergencies. Such resources include chain saws, construction materials, boats, batteries, emergency generators, portable toilets, etc.

b. Develop and maintain mutual aid agreements, memoranda of understandings (MOU) etc, with supporting organizations, agencies, and other jurisdictions, as appropriate.

c. Identify and correct any critical shortcomings in emergency response and recovery resources.

d. Identify facilities and areas that can be used as emergency supply storage, central resource receiving points, emergency mobile home placement, and resource distribution points, to include cold storage. The State of Maryland has secured an agreement with WalMart Stores/Sam's Club to use their parking lots as "points of distribution (PODs)" for emergency supplies. See Attachment 3 in Annex Q – Recovery for a listing of these sites within Baltimore County.

e. Identify volunteer workers, as well as, governmental and private organizations that will organize and manage emergency storage and distribution points.

3. Response Phase

a. Evaluate the specific resource requirements needed to respond to the actual emergency situation.

b. Provide resources in a priority of use that assists the greatest number of people and properties.

c. Utilize both public and private resources in emergency response.

d. Implement existing MOU or mutual aid agreements, as needed.

e. Establish and provide security for potable water and other emergency relief supplies storage and distribution points.

f. Inform the public of the locations and operating hours of potable water, ice, and other emergency relief distribution points.

g. Provide for assistance in the immediate unloading and storage of potable water and other emergency relief supplies that arrive from outside the County.

h. Request additional assistance from the Maryland Emergency Management Agency (MEMA) or other appropriate organizations, as needed.

4. Recovery Phase

a. Support recovery operations, including damage assessment, with available resources.

b. Request additional resources from MEMA as required.

c. Continue any required emergency response phase activities until no longer required.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

The Office of Homeland Security and Emergency Management (HS&EM) is responsible for the coordination of all County resources during a large disaster or emergency. The Office of HS&EM will also coordinate the requesting and delivering of resources located outside of Baltimore County.

2. Responsibilities

Responsibilities in this Annex supplement those found in other portions of this EOP.

a. Office of Homeland Security & Emergency Management
   1) Monitors the management of emergency resources by the EOC representatives.
   2) Maintains current information and data in the EOC regarding the type, quantity, location, source, and availability of emergency resources.
   3) Develops, and implements as necessary, pre-emergency agreements with other jurisdictions.
   4) Monitors and assists in the development and maintenance of plans and procedures related to the utilization of transportation assets and other emergency resources.
   5) Assesses emergency requirements and establishes priorities for the use of emergency resources which will meet the needs of the greatest number of people and properties.
   6) Requests additional assistance from MEMA or other organizations/jurisdictions, as required.
   7) Coordinates with DPW on the designation of receiving, storage, and distribution points.
   8) Coordinates requirements and requests for volunteer assistance with the Volunteer Center (Department of Aging) and the Public Information Officer (PIO).
   9) Establishes agreements with private individuals and organizations for the emergency use of four-wheel drive vehicles, chain saws, and other equipment and assistance, as needed.

b. Department of Public Works (DPW)
   1) Provides equipment, vehicles, personnel, and other resources as described in the Public Works Annex to this EOP. (This list will be maintained in the EOC.)
   2) Maintains records of resources obtained and expended in accordance with established financial reporting guidelines.

c. Office of Budget and Finance
   1) Identifies private sector businesses that can provide emergency resources.
   2) Develops and implements purchase agreements with private sector businesses as necessary to support emergency resource requirements.
   3) Provides accounting assistance and emergency funding as required.
   4) Operate the Vehicle Operations & Maintenance shops extended hours to accommodate vehicle repairs and install snow chains for emergency response vehicles.

d. Office of Human Resources
   1) Develops a personnel pool and provides administrative support for the EOC.

e. Office of Law
   1) Provides legal assistance as requested.

f. Transportation Officer (County Public Schools Transportation Supervisor)
   1) Coordinates the priority of use of transportation assets with the EOC Operations Officer.
   2) Plans and coordinates any immediate-action plans required to implement hazard-specific emergency responses.

g. Law Enforcement Agencies (County Police, State Police, Sheriff)
   1) Provide emergency transportation for County and State officials, critical workers and equipment, as directed.
   2) Provide emergency air transportation if available (County Police, Maryland State Police).
   3) Provide security at distribution/supply points, as needed.

h. Fire Department
   1) Provide emergency response resources per this EOP.

i. EOC Public Information Officer Representative
   1) Coordinates with the EOC Operations Officer or appropriate EOC organizational representatives regarding requests to the public on EAS for emergency resource assistance.
   2) Provides the public with information regarding resource locations and operating hours.

j. Department of Aging, Volunteer Center
   1) Coordinate volunteers and volunteer mobilization centers (VMCs) to provide additional emergency resources.

k. Maryland National Guard (MNG) (When authorized by the Governor)
   1) Provides transportation, potable water, communications and other equipment as needed.
   2) Provides manpower resources, if required.
   3) See Annex N – Military Support for specific details.

E. ADMINISTRATION AND LOGISTICS

1. Resources

a. All departments, agencies, and organizations will develop and maintain current lists of their emergency resources. Critical shortfalls should be corrected when identified.

b. Lists will be updated at least annually, and a copy provided to the Office of HS&EM.

2. Records and Reports

All departments, agencies, organizations, and private citizens will collect data to support post-emergency claims. Such data and claims will be submitted to the Office of HS&EM as soon as possible.

ANNEX J

HUMAN SERVICES

A. PURPOSE

The purpose of this Annex is to describe the contributions, responsibilities, and resources available from a wide range of Baltimore County human services and volunteer organizations located within Baltimore County that may be utilized during periods of emergency. Hazard specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. CONCEPT OF OPERATIONS

Utilization of human service departments and agencies, in addition to volunteer organizations, will be expanded, as dictated by the scope of an emergency, to meet the needs of the County population.

C. DIRECTION AND CONTROL

1. Each department, agency, and/or organization participating in an emergency response or recovery situation will provide representation at the Emergency Operations Center (EOC), if directed by the Director of the Office of Homeland Security and Emergency Management (HS&EM). A twenty-four hour a day EOC staffing requirement will exist for extended emergencies.

2. Although members of departments, agencies, and organizations are responsible to their internal lines of authority, emergency human services' actions will generally be under the direction of the Department of Social Services, in conjunction with the American Red Cross – Central Maryland Chapter and other relief organizations, as coordinated through the EOC.

3. Continuity of authority within each department, agency, or organization will be in accordance with internally established lines of succession.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

Departments, agencies, and organizations will retain their normal organizational configurations, with the exception of the necessary expansion of staff size to meet increased demands for their services.

2. Responsibilities - General

a. All departments, agencies, and organizations participating in emergency operations will:
   1) Provide for notification of necessary personnel.
   2) Provide appropriate information and advice to their EOC representative. The Operations Group and Executive Group will use such input to manage emergency operations.

3) Contribute to the public education and information programs through the EOC Public Information Officer (PIO) Representative.

b. As qualifications allow, departments, agencies, and organizations may be requested to provide the following emergency assistance:
1) Delivery of food, water, clothing, and comfort items.
2) Assist in registration and identification of evacuees at reception centers and mass care shelters.
3) Assist with medical and health services.
4) Provide counseling.
5) Provide temporary housing.
6) Assist with debris clearance.
7) Assist with unloading and distribution of emergency relief supplies.
8) Assist in damage assessment.
9) Assist in repair and reconstruction efforts.
10) Provide spiritual ministry.
11) Provide staff for Disaster Recovery Centers (DRCs).

3. Responsibilities - Specific

a. Department of Social Services
1) Coordinates with the Health Department, Office of Community Conservation, and the American Red Cross.

b. Department of Aging
1) Acts as the focal point for coordination of churches and other volunteer resources through Baltimore County Volunteers.
2) Coordinates with the Health Department and Department of Social Services.

c. American Red Cross (ARC)
1) Establishes, during an extreme emergency, ARC operations in the EOC, or other site as designated by the ARC disaster coordinator.
2) Receives and responds to disaster welfare inquiries from friends and family of those sheltered in an ARC shelter (the ARC does not arbitrarily release information to inquirers. The client is given the information that someone is inquiring and they make the decision to get in touch or not).
3) Provides coordination with and assistance to the Departments of Social Services for mass care and reception as coordinated through the EOC
4) Coordinates activities of ARC volunteers.
5) Coordinates with the Office of HS&EM.

E. ADMINISTRATION AND LOGISTICS

1. Unless directed otherwise by the County Executive, or the HS&EM Director, all departments, agencies, and other organizations are responsible for their own logistic support.

2. All organizations will maintain appropriate logs and records for historical and claim adjustment purposes.

ANNEX K

AGRICULTURE

A. PURPOSE

The purpose of this Annex is to describe those organizations, responsibilities, and resources available to assist the Baltimore County Government in responding to emergency situations that threaten the food production cycle. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTION

1. Approximately thirty percent of the total land area of Baltimore County is devoted to farming activities, animal husbandry, and the raising of horses. These activities are essential to both the economic and public well being of the County's population.

2. The food production cycle consists of phases including planting and harvesting of crops and grazing, feeding, housing, watering of livestock and storage, transport and processing of all products.

3. Extreme emergencies or natural disasters have the potential to adversely affect County agricultural activities and to disrupt the food production cycle.

C. CONCEPT OF OPERATIONS

1. The Baltimore County Food and Agricultural Council (BCFAC) will be the organization through which countywide agricultural policy will be developed, and information communicated to farmers.

2. When major parts of Baltimore County croplands, crops pastures, and/or livestock are threatened or destroyed, the BCFAC will assist in a survey of the County for potential or actual damage and forward this information to County, State, and Federal officials.

3. The BCFAC will make recommendations and assist with the dissemination of information concerning actions taken before, during, or after an emergency to protect the public from ingesting contaminated foodstuffs or animal by-products. Such actions will be coordinated with the Health Department and may include restrictions, embargoes, quarantines, and/or confiscation of tainted or contaminated items. Rationing may be applied when shortages of farming resources exist.

4. When possible, steps will be taken to protect farm animals and crops, either through in-place protective measures, or evacuation to safe areas.

5. In certain cases, evacuation of the public from a threatened or affected area may be required. If it is safe to do so, farmers will be classified as emergency workers to periodically tend to livestock left in affected areas.

6. In all cases, first priority will be given to the protection of the health and safety of the populace, followed by protection of farm animals and crops.

7. Whenever possible, farmers and livestock owners will be kept informed by agricultural advisory messages provided through the news media or by the Emergency Alert System (EAS).

8. Response and recovery operations require the closest cooperation among farmers, livestock owners, health officials, agricultural officials, veterinarians, and other farm service providers and all levels of government.

9. Farmers, livestock owners, and others in the agricultural community will be requested to work together in providing affected areas with uncontaminated seed, feed, water, transportation, and grazing land. Such mutual support may extend beyond the Baltimore County borders.

D. DIRECTION AND CONTROL

1. General

a. During extreme emergencies or disasters, the County Emergency Board, which is under the BCFAC, will continue to operate from local United States Department of Agriculture (USDA) offices, under the direction of the Executive Director of the USDA Farm Services Agency (USDA – FSA). The Executive Director is also the Chairperson of the County Emergency Board.

b. Coordination between the BCFAC, the USDA – FSA, and the County Emergency Operations Center (EOC) will be accomplished through a BCFAC representative to the EOC.

c. The point of contact for farmers and livestock owners and others in the Agricultural community is the Chairperson, BCFAC. This official also will be the contact point for any County, State, and Federal officials on matters relating to agricultural emergencies.

2. Communications

a. Established telephone communications systems will be utilized initially. These systems may be supplemented by the temporary installation of additional communication systems, if necessary.

b. While radio communications will be primarily devoted to activities involving the safety and health of the populace, some radio communications may be initially devoted to supplementing the telephone systems utilized for agricultural-specific emergencies. This may be necessary for linking livestock feed and water distribution points with the USDA – FSA's main office and the EOC.

c. Additional details are presented in Annex L – Communications.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

The Baltimore County Food and Agricultural Committee (BCFAC) is comprised of the following:

a. The Executive Director of the Baltimore County USDA – FSA.

b. Cooperative Extension Service Agents for the Cooperative Extension Services of Agriculture Family Consumer Sciences, and 4-H Clubs.

c. The District Conservationist of the USDA, the Natural Resources Conservation Service (NRCS).

d. The District Manager, Baltimore County Soil Conservation District.

2. Responsibilities

a. Executive Director, USDA – FSA
   1) Notifies BCFAC members upon receipt of an emergency or disaster warning from EAS or the Baltimore County Office of Homeland Security and Emergency Management (HS&EM).
   2) Provides 24-hour per day representation at the EOC upon full activation of that facility.
   3) Provides for 24-hour per day operations at the USDA – FSA offices.
   4) Maintains contact with the Office of HS&EM during emergencies strictly limited to agricultural matters.
   5) Assists the Office of HS&EM in emergency operations that also involve agricultural matters.
   6) Coordinates with the County Health Officer and the County Public Information Officer in preparing advisories and directives for farmers regarding the safeguarding of livestock and crops; the prevention of contamination of livestock, food, and water; and location of sources of uncontaminated feed.
   7) Assists the Office of HS&EM in coordinating evacuation of livestock, if necessary.
   8) Assists the Office of HS&EM in establishment of procedures to authorize farmers to re-enter affected areas to attend to livestock.
   9) Assists the County Health Officer, State and Federal Officials in any matter related to protection of public health.

b. Cooperative Extension Service Office
   1) Develops the public education and information program for the FAC.

c. Office of Homeland Security and Emergency Management
   1) Provides assistance to the Executive Director, USDA – FSA, during agriculture-specific emergencies.

d. Health Department
   1) Coordinates with the Executive Director, USDA – FSA, Cooperative Extension and the PIO in the preparation and release of health advisories concerning farmers and farm livestock.
   2) Monitors reports of field surveys and State Accident Investigation reports related to public health concerns.

3) Provides for burial of dead animals in coordination with the Executive Director, FSA, and the Department of Public Works (DPW), after consultation with the Maryland Department of Agriculture (MDA) and the Maryland Department of the Environment (MDE).

F. ADMINISTRATION AND LOGISTICS

1. The following programs are available through the USDA – FSA:

   a. Emergency conservation programs used in response to flood situations.

   b. Drought assistance.

   c. Emergency feed programs.

2. The USDA – FSA has the following resources, which may be useful during an emergency or disaster:

   a. Records of farm owners and operators. (Can only be released to authorized agencies.)

   b. Aerial photography and current year slides of Baltimore County.

   c. Records of commercial facilities that stock feed, seed, and fertilizer.

   d. Data on soil types.

3. All departments and agencies participating in emergency situations will maintain appropriate historical records and provide reports to the Office of HS&EM and the BCFAC.

G. PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this Annex is the responsibility of the BCFAC under the direction of the Executive Director, USDA – FSA. It will be coordinated with the Office of HS&EM, the County PIO, the County Health Officer, and other officials as appropriate.

ANNEX L

COMMUNICATIONS

A. PURPOSE

The purpose of this Annex is to identify and define emergency communications operations and responsibilities, particularly when the Baltimore County Emergency Operations Center (EOC) is activated in response to natural disasters, and other emergencies. Hazard-specific appendices to this Emergency Operations Plan (EOP) provide additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. Police and Fire communications are integrated with the Communications and Dispatch Center and the EOC. The County Sheriff maintains it's own communications network.

b. All emergency services interface through radio channels or leased telephone lines in the Communications and Dispatch Center, EOC, Mobile Command Post, or Incident Command Post, depending on the situation.

c. The loss of some or all telephone service will reduce or eliminate the effectiveness of Communications and Dispatch Center and EOC emergency public information lines.

2. Assumptions

a. A natural or man-made disaster may disrupt service to all or a major portion of both the telephone and radio systems.

b. Incidents involving radiation or chemical hazards may require evacuation of significant numbers of surrounding populations. Such evacuations may require extensive coordination of County communications activities and may exceed normal radio communication capabilities.

C. CONCEPT OF OPERATIONS

1. The EOC must be capable of providing rapid and reliable means of communications in support of emergency operations under all emergency situations. The EOC must:

   a. Provide direction and control information in support of emergency operations and,

   b. Provide necessary emergency information to the public at risk, through an emergency preparedness education program (See Annex H – Emergency Public Information and Education).

2. Volunteer amateur radio operators will be used to fill the void in those areas not covered by public service radios, such as mass care shelters, hospitals, the Joint Information Center (JIC), reception centers, and emergency resource receiving and distribution points.

3. During smaller-scale emergency situations, the Mobile Command Post, or the on-scene Incident Commander at the Command Post, as described above, may accomplish the role of the EOC.

4. This concept of operations applies to the preparation, response, and recovery phases of emergency operations.

D. DIRECTION AND CONTROL

1. In order to maintain continuous direction and control during emergency situations, the Office of Homeland Security and Emergency Management (HS&EM) can preempt the use of any radio system net located in the EOC.

2. Communications transmission priorities are as follows:

   a. Warning

   b. Protective actions

   c. Evacuation progress

   d. Decontamination requirements

   e. Shelter population (number of vacancies)

   f. Staffing and supply requirements

   g. Routine operations and public information

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

The organization for emergency communications is identical to the emergency response, law enforcement, and support organizations used during both emergencies and normal daily operations, and is illustrated in the attachments to this Annex.

2. Responsibilities

a. Office of Homeland Security and Emergency Management
   1) Maintains the responsibility for emergency communications when the EOC is established.
   2) Oversees all use of NAWAS phones.
   3) Supervises the overall operation of WebEOC.
   4) Oversees the use of EAS through the dispatch center.
   5) Tests emergency alert and warning procedures through simulated situations.

b. Radio Officer (RACES)
   1) Recruits, assigns, and trains individuals for RACES radio operations (net control and mobile).

2) Assigns net control operators and organizes nets on:
   a) 2-meter repeater station
   b) 2-meter FM simplex net
   c) 75-meter radio for out-of-county and out-of-state communications
   d) U.S. Government Service frequency radio net (Radiological)
3) Provides communications between the EOC and designated locations (i.e., mass care shelters, reception centers, etc.)
4) Makes contact and establishes a communication link with adjacent counties, as necessary.
5) Provides the necessary radio equipment and personnel for the County's Alternate, Area or Sub-EOCs, if and when each is established.
6) Provides other emergency communications support wherever requested, within capabilities.

c. County Organizations/Agencies
   1) Each organization, department, or agency will provide continuous staffing of and ensure the operational capability of their communications equipment located in the EOC.
   2) Provide backup communications to the EOC and/or the Mobile Command Post, as requested.

d. Maryland National Guard
   1) Provides communication resources upon authorization of the Governor.

e. Radio Stations WBAL and WPOC
   1) Provides EAS emergency information communications to the Baltimore County public (See Annex B – Alert and Warning).

F. ADMINISTRATION AND LOGISTICS

1. Administration

a. Each responsible department in accordance with established procedures administers the dispatching of normal, day-to-day emergency services.

b. The EOC is equipped to permit access to operational nets by departmental representatives upon their arrival in the EOC.

c. The use of unlisted telephone numbers will be restricted to the use of chiefs of services to whom the number is assigned and their respective representative. Every effort will be made to keep this intelligence within the EOC operations to prevent obstruction of communications between responsible officials and their assistants because of unwarranted use by the general public.

2. Logistics

a. Communications users are responsible for maintenance of their own internal supplies, spare parts, logs, report forms, and incident reporting forms.

b. The EOC Journal and message forms are available from the Office of HS&EM.

c. Each member of the communication network will maintain a roster of available communications equipment maintenance personnel, in addition to normal staff personnel.

ANNEX M

MASS CARE

A. PURPOSE

The purpose of this Annex is to describe organizations, procedures, and responsibilities for providing reception centers and mass care shelters for victims of an emergency or disaster. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. An emergency may require the evacuation of residents from the affected area.

b. The location and type of facility to be used as a reception center or mass care shelter will vary depending on the nature of an emergency and the size of the evacuated population.

c. Provisions must be made at each mass care shelter to provide for the basic human needs, such as emergency medical care, emergency supplies of water, food, medicine, and recreational activities. Those not housed in public shelters may experience similar needs, and require emergency supplies of food and water. Please note that many of these emergency supplies are not staged at reception center or mass care shelter sites, but would have to be identified, acquired, and then delivered to the appropriate location(s), as needed.

2. Assumptions

a. Under emergency conditions requiring evacuation, most evacuees will seek shelter with friends or relatives.

b. Evacuees may be initially processed at designated reception centers to control mass care shelter allocations.

C. CONCEPT OF OPERATIONS

Reception centers will be used as a gathering place for evacuees to provide initial processing.

Guidance, information, and if necessary, transportation will be provided to move the evacuees to an appropriate mass care shelter. Depending on the nature of the emergency, contamination monitoring will also be conducted at the reception center.

Reception centers and mass care shelters will be located a safe distance away from any impacted areas thereby preventing any possibility that victims would have to be re-evacuated.

Because of potential shortages of trained and experienced reception center and mass care shelter management personnel, particularly during the early hours of an emergency situation, selected evacuees may be asked to assist in reception center and mass care shelter management.

Shelters may be mutually supporting. For example, food may be prepared in one shelter and delivered to others.

D. DIRECTION AND CONTROL

1. DSS, working closely with the ARC, BCPS, and the Office of HS&EM, will coordinate all reception center and mass care shelter activities.

2. Volunteer amateur radio organizations will be used to provide communications between reception centers, mass care shelters, and the EOC if two-way communications systems are unavailable or out-of-service.

3. For small-scale emergencies, such evacuation-related sheltering decisions and activities may be accomplished near the scene of an incident, after coordination with the Incident Commander.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. General

a. Although the ultimate responsibility for providing reception centers and mass care shelters for displaced citizens rests with the Baltimore County Government, arrangements have been made with the ARC to handle these tasks for smaller scale events.

b. DSS has been designated as the lead agency in Baltimore County for overseeing reception and mass care activities.

2. Department of Social Services (DSS)

a. Develops and maintains a list of facilities in the County which can be utilized as a reception center and/or a mass care shelter.

b. Develops a list of resources necessary to provide for the needs of those sheltered.

c. Identifies supplies of food, water, clothing, medicine, and personal items that can be provided to evacuees at a mass care shelter, as available.

d. Develops and maintains a list of potential reception center and mass care workers who can be called into service at any given time. Provides DSS staff for administration of the reception center(s) and mass care shelter(s)

e. Identify individuals who are interested in reception center and mass care shelter operations training, coordinates with the Baltimore County Volunteer Center and the ARC to get these individuals enrolled in such training, including "shelter manager" training.

f. Registers those housed in mass care shelters. Collects and disseminates information concerning the condition and whereabouts of persons in, or evacuated from disaster areas, and provide assistance in reuniting families.

g. Coordinates activities with the ARC and other non-governmental organizations (including faith-based disaster relief organizations) that can offer meals and supplies for both victims and workers at mass care shelters.

h. Provides personnel, particularly counselors, to assist with mass care shelter activities.

i. Assists individuals and families to adjust to the emergency situation, and care for unaccompanied children, senior citizens, and other persons with special needs.

3. American Red Cross (ARC)

a. Staffs and equips shelters, in coordination with DSS.

b. Recruits and trains mass care shelter workers, to include "shelter managers".

c. Provides meals for both victims and workers.

d. Provides dispersal orders for clothing only to victims of a natural disaster when it is determined that clothing was lost or destroyed. In other types of disasters, assists designated agencies in collecting/coordinating used clothing for use in mass care shelters.

e. Coordinates with private and government officials to solve unmet needs and reconcile any problems at mass care shelters.

f. Provides continuous representation at the County EOC, if requested.

g. Coordinates activities with DSS and other non-governmental organizations (including faith-based disaster relief organizations) that can offer meals and supplies for both victims and workers at mass care shelters.

4. Public Schools

a. Supports DSS and the Office of HS&EM in assisting in the development and maintenance a list of facilities in the County that can be utilized as reception centers and mass care shelters. Supports and assists DSS in making arrangements for the use of facilities and available equipment, as necessary.

b. Coordinates with DSS, ARC, and the Office of HS&EM to use school facilities and food supplies.

c. Provides personnel, particularly pupil personnel workers, social workers, and psychologists, to assist in reception center and mass care shelter activities.

d. Provides close coordination with the shelter manager on duty, when a school facility is used for as a mass care shelter.

e. The BCPS Transportation Officer arranges transportation from reception centers to mass care centers for those with no transportation.

f. The BCPS Transportation Officer assists the elderly, disabled, and other persons with special needs in getting to a reception center or mass care shelter.

5. Department of Aging (and Baltimore County Volunteers)

a. Supports DSS and the Office of HS&EM in assisting in the development and maintenance a list of facilities in the County that can be utilized as reception centers and mass care shelters.

b. With assistance from DSS and the ARC, develops and maintains a list of potential reception center and mass care shelter volunteer workers who can be called into service at any given time. Assists in identifying volunteer staff for administration of the reception center(s) and mass care shelter(s).

c. Assist in identifying individuals who are interested in reception center and mass care shelter operations training, coordinates with DSS and the ARC to get these individuals enrolled in such training, including "shelter manager" training.

6. Department of Recreation and Parks

a. Supports DSS and the Office of HS&EM in assisting in the development and maintenance a list of facilities in the County that can be utilized as reception centers and mass care shelters.

7. Health Department

a. Health Department provides staff to assist and support DSS and ARC personnel at reception centers and mass care shelters, as needed.

b. Upon request, provides a program of crisis counseling for disaster victims at shelter facilities.

8. Police Department

a. Provide security and law enforcement for reception centers and mass care shelters.

b. Provide traffic control during movement to/from reception centers and mass care shelters.

9. Radio Amateur Civil Emergency Services (RACES)

a. Provides communications support between reception centers, mass care shelters, the EOC, and anywhere else as needed.

10. EOC PIO Representative

a. Prepares and issues complete and timely emergency public information concerning the location of any operating reception centers and mass care shelters. Coordinates the issuance of all emergency public information releases with appropriate federal, state, and local officials.

11. Maryland National Guard (MNG) (when authorized by the Governor)

a. Transports food, supplies, and equipment to and from reception centers and mass care shelters, upon request.

b. Assists in transporting evacuees, including those with special needs, to reception centers and mass care shelters, as requested.

c. If necessary, erects tents, establishes and operates field kitchens, provides potable water and temporary morgues.

F. ADMINISTRATION AND LOGISTICS

1. Records and Reports

a. All evacuees will be registered at operating reception centers and mass care shelters upon arrival.

b. The designated shelter manager will maintain shelter occupancy forms and shelter event log forms. This information shall be shared, on a daily basis, among DSS, the ARC, and the Office of HS&EM, through the EOC. The information will be maintained in WebEOC when available.

c. DSS and ARC shall maintain records on the sources and expenditures for food used for mass feeding. Each governmental agency shall keep comprehensive records reflecting its efforts and expenditures and forward this information to the appropriate County, State, or Federal officials for reimbursement purposes, upon request.

G. PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this Annex is the responsibility of DSS, in close coordination with the ARC, other County human service organizations, and the emergency management community.

H. ATTACHMENTS

1. Minimum Mass Care Shelter Requirements
2. Procedural Considerations for Mass Care Shelter Operations

ATTACHMENT 1

TO ANNEX M

MINIMUM MASS CARE SHELTER REQUIREMENTS

A. FACILITIES AND EQUIPMENT

1. Sufficient space for their occupants. There may be some initial overcrowding, depending upon the circumstances and time involved, but this should be corrected as soon as possible.

2. Sanitary facilities for both men and women. This includes toilets and toilet paper.

3. Shower facilities for both men and women. This also includes soap and towels.

4. Americans with Disabilities Act (ADA) compliant.

5. One or more telephones.

6. Heating, ventilation, and air conditioning (HVAC). However, it should be noted that, depending upon the type of disaster, HVAC may be interrupted for a prolonged period of time.

7. Lighting.

8. A capability for mass feeding, which includes the preparation and distribution of food.

9. Water.

10. At least one radio transmitter and receiver, since telephone systems can be disrupted or overloaded.

11. A commercial radio and TV.

12. Blankets and cots.

13. First aid equipment.

14. Temporary cellular phone tower, if available.

B. MANAGEMENT

1. Management of each shelter involves, but is not limited to, the following:

    a. Registration

    b. Providing regular reception center and mass care shelter status reports to the County EOC.

    c. Organization of shelter management.

d. Keeping shelter occupants informed periodically, by any means, of the situation outside of the shelter.

e. Feeding.

f. Clothing occupants.

g. Sanitation.

h. Providing for special needs.

i. Counseling.

j. First aid.

C. ADMINISTRATION

1. It is important that close liaison be maintained at all times with the owners of each shelter for the protection of shelter property and equipment. Certain areas may be declared off limits, if deemed necessary, by the owners.

2. If necessary, State and local law enforcement agencies will coordinate to maintain security and order at the reception centers and mass care shelters.

ATTACHMENT 2

ANNEX M

PROCEDURAL CONSIDERATION FOR SHELTER OPERATIONS

Preparation Phase

The Department of Social Services (DSS), working closely with the American Red Cross (ARC), Baltimore County Public Schools (BCPS), the Office of Homeland Security and Emergency Management (HS&EM), and other appropriate State and local departments and agencies will take the following actions. Additionally, pre-identified non-governmental organizations will be asked to support reception and mass care sheltering activities during a period of potential or imminent threat of disaster or emergency. The following steps will be taken:

- Notify key personnel to allow immediate review and implementation of plans and checklists.
- Will provide a representative(s) to the Emergency Operations Center (EOC), if activated.
- Open and staff designated reception centers and begin to stock those facilities with office supplies, laptop computers, water, medical supplies, tables and chairs, and other administrative supplies.
- Open and staff mass care shelters and begin to stock those facilities with food, water, medical supplies, cots, blankets, and administrative supplies.
- Establish primary and back-up communications with the reception centers, the mass care shelters, and the DSS and ARC representatives in the EOC.
- Establish and coordinate appropriate traffic control measures on evacuation routes to reception centers and mass care shelters.
- Assist in the releasing of emergency public information approved by the Office of HS&EM. Information may include:
  - Evacuation vs. Shelter-In-Place
  - Evacuation routes (if such routes have been determined)
  - Reception center locations
  - Personal items to be brought to the shelters
  - How pets will be handled
- Arrange transportation directly to mass care shelters for those having special needs.
- Arrange transportation to reception centers and mass care shelters for those without transportation.
- 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.

Response Phase

The following actions will be taken after the on-set of a disaster or emergency:

- Take actions listed above, if not previously accomplished.

- Maintain primary and backup communications with the reception centers, mass care shelters, and the DSS and ARC representatives in the EOC.

- Advise the EOC of the number and condition of the evacuees housed in each mass care shelter.

- Ensure that each mass care shelter has:
  - Emergency supplies of food, water, clothing, and first aid.
  - Temporary congregate feeding facilities, if necessary.

- Provide food, water, and rest for emergency workers.

- Working with the EOC Public Information Officer (PIO) representative, release emergency public information regarding:
  - The condition and whereabouts of persons in, or evacuated from impacted areas.
  - The availability of emergency supplies of food, water, and clothing.
  - The locations of reception centers and mass care shelters.
  - Other recovery information.

Recovery Phase

The following actions will be taken during recovery operations:

- Keep reception centers operating as long as required, and continue other mass care activities, as necessary. Provide food, water, and medical assistance to the affected population and emergency workers.

- Arrange for the return of evacuees to their homes, or for transportation to long-term shelters, as the situation dictates.

- Provide for communications at mass care shelters to permit evacuees to advise family and friends of their whereabouts.

- Deactivate unnecessary reception centers and mass care shelters.

- Clean and return shelters to original condition; keep detailed records of any damages.

- Consolidate reception center and mass care shelter(s) costs, and submit these statements to the appropriate authorities for possible reimbursement.

ANNEX N

MILITARY SUPPORT

A. PURPOSE

The purpose of this Annex is to describe the role of Federal military assistance and that of the Maryland National Guard in support of Baltimore County authorities during disaster relief operations. Hazard specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

The primary responsibility for emergency response to the effects of extreme emergencies rests with the Maryland Emergency Management Agency (MEMA) and local governments.

2. Assumption

Natural or man-made extreme emergencies may occur that might overwhelm Baltimore County's resources and capacity to respond.

C. CONCEPT OF OPERATIONS

1. General

The Office of Homeland Security and Emergency Management (HS&EM) will coordinate all requests for military assistance through MEMA, other than those requests to Aberdeen Proving Ground (APG).

2. Federal Military Assistance

a. Military assistance to Baltimore County that is provided by APG, will be in accordance with the current "Memorandum of Understanding" between the County and APG.

b. When the Governor of Maryland issues an Executive Order that declares a “State of Emergency”, the local jurisdictions may request military support directly from State through the State Emergency Operations Center (SEOC).

c. In extreme emergencies, and after the President of the United States has issued a formal disaster declaration, additional Federal military assistance will be provided by the State.

d. The decision by the President to authorize Federal disaster assistance is based on damage assessment information gathered at the County level that factually establishes that the magnitude and severity of a disaster is beyond the resources of State and County government.

3. Maryland National Guard (MDNG) Assistance

a. Baltimore County will expend, or anticipate expending, most of its emergency resources prior to requesting the commitment of MDNG assistance.

b. The MDNG is prepared to respond to "mission-type" requests for emergency assistance from MEMA when so ordered by the Governor of Maryland.

c. National Guard commanders, who will retain the authority to determine types and priority of personnel and equipment resources to be employed, will accept mission-type requests.

d. The MDNG has established contingency plans for State-declared emergencies that include:
   1) Civil disturbance operations.
   2) Disaster relief operations.
   3) Anti-terrorism operations
   4) Rapid-response teams.
   5) Prison-support plans.
   6) Drug interdiction and eradication.

e. MDNG disaster relief operations include:
   1) Support of a fixed nuclear facility accident.
   2) Snow emergencies.
   3) Tornado emergencies.
   4) Hurricane and flood emergencies.
   5) Other natural occurrences that lead to an emergency situation

D. DIRECTION AND CONTROL

1. In Maryland, the First U.S. Army Commander at Fort Meade exercises Command of Federal military resources. Command of APG resources is the responsibility of the Commanding General, APG.

2. The Maryland National Guard, when not in active Federal service, is under the control of the Governor of Maryland. Command of all MDNG forces is exercised through the Adjutant General.

3. The State of Maryland is divided into four areas for the purpose of planning and coordination with the Maryland Emergency Management Agency. Baltimore County is part of the Central Sector, Area 2. The MDNG EOC for this area is located in Baltimore City at the 5th Regiment Armory.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This Annex does not describe the structure of the MDNG or Federal military organizations, nor elaborate further on State or County emergency response organizations. It is sufficient to understand that a request to MEMA for military assistance is the responsibility of the Office of HS&EM.

ANNEX O

SCHOOLS

A. PURPOSE

This Annex provides for the protection and safety of all public, parochial, and private school students within Baltimore County and establishes and describes coordinated procedures between the Public School System and the Office of Homeland Security & Emergency Management (HS&EM) during emergency situations. Hazard-specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. Many schools and school staff offices in Baltimore County are located in areas where known threats may impact on the safety of the students and staff. Additionally, random threats, both man-made and natural, may occur with little warning.

b. Schools in the County are equipped with fire alarm systems, public address systems, NOAA Hazard Alert Radios, and, in the case of the public school district facilities, a one-way radio communication system.

c. Schools' offices possess individual facility emergency plans and conduct routine fire evacuation drills and other emergency drills.

d. Administration, teachers, office employees, and students have received instructions concerning emergency procedures to be followed in the event of a disaster.

e. Emergency plans consisting of specific procedures to be followed in the event of an emergency or disaster are available at each school.

f. The use of school facilities and public school transportation assets for support of emergency operations is facilitated during the normal school year.

2. Assumptions

a. During an emergency situation, sufficient school facilities and school buses will remain undamaged and able to support emergency operations.

b. Should an emergency situation include loss of normal electrical power, the Office of HS&EM will attempt to secure sufficient back-up power to support emergency operations at school facilities.

C. CONCEPT OF OPERATIONS

1. General

a. During certain emergency situations, school facilities will be made available for use as mass care centers, and/or as host schools for emergencies requiring relocation of students from risk-area schools.

b. School buses, supplemented with vehicles from other departments and agencies, will provide the necessary transportation assets for response in the event of an emergency.

2. Preparation Phase

a. Develop and maintain current emergency plans and procedures to include contingencies for out-of-session emergency situations.

b. Assign responsibilities for participants in emergency response.

c. Maintain familiarity with emergency checklists.

d. Conduct appropriate school-emergency drills.

e. Participate in County exercises.

f. Maintain coordination with the Office of HS&EM regarding any change in the status of emergency facilities or equipment.

g. Provide required reports to the Office of HS&EM via WebEOC.

3. Response Phase

a. Implement emergency plans and procedures.

b. Notify all public, private, and parochial schools involved.

c. Take protective actions per standard operating procedures, as directed by the School Superintendent, or Emergency Operations Center (EOC).

d. Assign representatives to the EOC, if requested.

e. Alert all emergency response school/office personnel.

4. Recovery Phase

a. Determine the level of use of school facilities required during the recovery period.

b. Maintain needed facilities as care centers/host schools as needed.

c. Determine resource requirements to accomplish recovery support.

d. Provide damage assessment information for all school facilities and equipment to the Office of HS&EM.

D. DIRECTION AND CONTROL

1. The Superintendent, Baltimore County Public Schools, has the responsibility to direct and coordinate all emergency actions for all the public schools located in the County.

2. The existing chain of authority within the school system will apply in the absence of the Superintendent of Schools.

3. The Transportation Officer will coordinate all emergency transportation assets. See Annex I – Emergency Resources.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Public Schools

a. Act as food distribution points for bulk food assistance shipped from outside Baltimore County.

F. ADMINISTRATION AND LOGISTICS

1. The School Superintendent is responsible for the maintenance of all plans, procedures, and resources required to support normal school operations and emergency response activities.

2. Journals, logs, and reports will be maintained during an emergency situation to be the basis of historical record and to support post-emergency claims.

G. PLAN DEVELOPMENT AND MAINTENANCE

The development and maintenance of this Annex is the responsibility of Public Schools in close coordination with the Office of HS&EM.

ANNEX P

DAMAGE ASSESSMENT

A. PURPOSE

The purpose of this Annex is to describe those concepts, organizations, and responsibilities applied to the rapid and effective assessment of damage following an emergency situation or natural disaster in Baltimore County. Hazard specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTION

1. Situation

a. Many emergency situations and most natural disasters cause extensive property damage.

b. A well-planned damage assessment program is essential for effective management of recovery operations.

c. Damage assessment information provides information to decision-makers and is the basis for requests for State and/or Federal assistance.

d. An Initial Damage Assessment (IDA) shall involve local officials surveying and documenting damage and should be initiated as conditions warrant.

e. If needed, a Preliminary Damage Assessment (PDA) will be conducted that involves State and Federal officials to aid local officials.

2. Assumption

Damage resulting from an emergency or a disaster may involve a wide variety of public and private facilities, homes, businesses, roads, bridges, other structures and facilities.

C. CONCEPT OF OPERATIONS

1. General

a. Damage assessment in Baltimore County is designed to determine rapidly the extent of damage, to provide accurate information to County authorities, and to support and expedite requests for State or Federal assistance.

b. As a rule, damage assessment will begin as soon as practical. The Office of HS&EM will conduct a briefing prior to commencing damage assessment activities and provide the damage assessment teams with all necessary forms, areas to be surveyed, and estimated return time.

c. Depending on the magnitude of the situation, the Maryland Emergency Management Agency (MEMA) will provide assistance in developing damage assessment reports that support requests for disaster declarations.

d. The local jurisdictions will perform an Initial Damage Assessment, which only provides a rough estimate of the financial impacts. If the State believes that the amount of damage seen in the Initial Damage Assessment is close to or exceeds the threshold for securing federal disaster assistance, then the State may chose to perform a Preliminary Damage Assessment (PDA) to formally document uninsured losses. The results of the PDA may be submitted as part of a formal request for a Presidential Disaster Declaration.

e. The Initial Damage Assessment may only consist of windshield surveys or a brief walkthrough of the impacted area. A PDA will be much more detailed and may consist of interviews with local officials and residents, an aerial survey, and an extensive walking/driving reconnaissance to survey damage.

2. Damage Assessment Categories

Baltimore County's approach to damage assessment falls into three categories: Individual Assistance, Public Assistance, and Property Reassessments.

a. Individual Assistance. This category involves damage assessment of private homes and businesses. The ARC, the Baltimore County Fire Marshal's Office, the Department of Social Services (DSS), and the Department of Permits and Development Management perform such assessments. While the ARC, the Fire Marshal's Office, and the Department of Permits and Development Management work together evaluating the level of damage, only the Department of Permits and Development Management provides rough repair cost estimates. Individual Assistance-related damage assessment reports will be consolidated and made available to the Office of HS&EM and subsequently submitted to MEMA for State and Federal evaluation.

b. Public Assistance. This category involves damage assessment of government property and that of certain non-profit organizations. DPW will perform such assessments and will consolidate damage assessment reports at the EOC. The Department of Recreation and Parks will provide additional support to DPW damage assessment efforts, as needed. The damage assessment "picture" will be completed with input from various State and Federal departments and agencies.

c. Property Reassessments. This category involves the reassessment of real property. The State Department of Assessments & Taxation (SDAT) will perform such assessments both after the disaster and when the damaged property is restored. SDAT will coordinate its data with the Office of Budget and Finance for appropriate adjustments to County tax rolls and possible property tax credit applications. The Department of Permits and Development Management will provide additional support to SDAT damage assessment efforts, as needed.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Baltimore County Administrative Officer

a. Declares if residential property will be eligible for a Natural Disaster Tax Credit in accordance with Baltimore County Resolution 85-05.

b. Authorizes the use of any necessary material, equipment, or personnel required to complete the damage assessment process in an expedient manner.

2. Office of Homeland Security & Emergency Management (HS&EM)

a. Coordinates and supervises all aspects of the damage assessment effort.

b. Notifies appropriate County agencies and private sector organizations when damage assessment procedures are to be initiated.

c. Brief damage assessment teams.

d. Submits consolidated reports to appropriate County government officials and MEMA, as required.

e. Coordinates information requests from County, State, or Federal authorities.

3. Fire Department

a. Provides personnel (Fire Marshal's Office) to conduct the initial damage assessment (also known as a "windshield survey"). May also provide personnel to assist State and Federal officials during a PDA.

b. Documents observed damage using appropriate forms, provides written descriptions of observed damage, if needed, and takes photographs of significantly damaged areas.

c. Submit all damage assessment information and photographs to the Office of HS&EM.

4. Department of Permits and Development Management

a. Provides personnel for damage assessment teams.

b. Accomplishes damage assessment tasks to include cost estimates.

5. Department of Public Works (DPW)

a. Accomplishes Public Assistance damage assessment tasks.

b. In coordination with the Office of HS&EM, provides engineering or other special assistance required by the damage survey teams.

c. Provides dollar estimates for necessary debris clearance, traffic engineering, and protective measures. The cost of protective measurers will be related to only engineering items, and not fire, rescue, or police costs. The cost of repairing temporary and/or permanent water control facilities and the cost of damage to County public facilities under construction will also be provided.

d. In coordination with other County departments and agencies, schedules the repair of public facilities, with initial priority to those facilities required for emergency response operations, such as roads and bridges (also see Annex Q – Recovery).

e. Identifies areas in the County that are isolated as a result of bridge or roadway damage; exchange such data with the State Highway Administration.

f. Provides cost estimates for damaged or destroyed facilities, bridges and roadways; estimate the impact of the loss of such transportation assets.

6. Public Schools (Recovery Team)

a. Determines the extent and estimated cost to repair damaged public schools, including the total amount of insured and uninsured damage, and provides the data to the Office of HS&EM.

b. Provides an estimate of the impact of damage on the operation of public schools within Baltimore County; includes projected dates for opening closed schools and plans for any changes to school calendars.

7. Department of Recreation and Parks

a. Determines the extent and estimated cost to repair damage to County parks, recreational grounds and equipment, and buildings, and provides the data to the Office of HS&EM.

8. Office of Budget and Finance

a. Provides the Office of HS&EM with financial data including: available emergency funds, any applicable restrictions, and reporting requirements.

b. Coordinates with SDAT in issuing new tax bills, refunds, and possible credits for real property damaged during a disaster.

9. Baltimore County Food and Agriculture Council

a. Provides the Office of HS&EM with reports concerning the extent and estimated costs of damage to crops, soils, livestock, farm buildings, machinery, and equipment.

10. State Department of Assessment & Taxation (SDAT)

a. Reduces or abates assessments of real property damaged or destroyed in a disaster.

11. Utility Companies

a. Provide damage assessment information and estimated utility recovery times to the Office of HS&EM.

E. ADMINISTRATION AND LOGISTICS

1. The results of the damage assessment from the Fire Marshal's Office, the Department of Permits and Development Management, and DPW will be consolidated at the HS&EM. A summary of this information will be forwarded to MEMA as soon as possible.

2. Release of specific damage assessment information to private appraisers, insurance adjusters, and others may be obtained only with the consent of County authorities. When available, such information will be limited to the minimum necessary to expedite adjustment of claims.

ANNEX Q

RECOVERY

A. PURPOSE

The purpose of this Annex is to describe the concepts, procedures, and organizations utilized by the Office of Homeland Security & Emergency Management (HS&EM) and other County, State, and Federal departments and agencies during the Recovery Phase of an emergency operation. Hazard specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. Recovery operations seek to reestablish normal public and private activities that have been disrupted by a disaster or emergency situation. The scope of recovery operations is proportional to the type and severity of an emergency.

b. The Federal Disaster Relief Act, PL 93-288 1974 (Robert T. Stafford Act), as amended, will govern federal assistance.

2. Assumptions

a. State and federal resources will supplement local assets to facilitate recovery.

b. There may be long-term shelter requirements to house Baltimore County citizens and other populations external to the County following a disaster situation.

c. Many types of public, private, and volunteer assistance will be available.

d. Following a large disaster, an influx of unsolicited donations or unaffiliated volunteers may overwhelm disaster relief workers.

C. CONCEPT OF OPERATIONS

1. General

a. There is no distinct line between response and recovery operations. Clearly, the beginning of recovery operations may vary in different areas of Baltimore County. For normal and abnormal emergencies, the Incident Commander, supported as necessary by the Office of HS&EM, will initiate and, in some cases, direct recovery operations. Such recovery operations will be accomplished using Baltimore County resources, supported by State and federal assistance as needed.

b. During initial recovery operations, the role of the State of Maryland, and particularly the Federal Government, will increase measurably. Such Federal assistance will be provided in two categories established by PL 93-288: Individual Assistance and Public Assistance; thus paralleling actions of damage assessment described in Annex P.

c. During recovery, Baltimore County Government may appoint specially qualified persons from the public and private sectors to perform functions unique to large-scale recovery operations.

d. Baltimore County will accomplish the steps necessary for inclusion in a "Presidential Declaration of a Major Disaster", so to assure receipt of Federal emergency funds, if qualified.

e. Under certain conditions, such as a lengthy recovery from a severe blizzard, Baltimore County may seek inclusion in a "Presidential Declaration of an Emergency", so to qualify for assistance in the form of specialized equipment.

3. Individual Assistance

a. Baltimore County will assist State and Federal Officials in the establishment of Disaster Recovery Centers (DRCs). Such centers are the focal point for making Federal assistance available to qualified individuals, families, and businesses. Assistance for qualifying individuals and families is provided through the Individual and Households Program (IHP); businesses may qualify for emergency funds from the Small Business Administration (SBA).

b. State and Federal officials, working closely with local officials, will manage much of the Individual Assistance funding and activities at the Joint Field Office (JFO). A JFO is established in any state that receives a Presidential Disaster Declaration.

4. Public Assistance

a. Restoring damaged public property, and property owned by certain non-profit organizations, is within the scope of Public Assistance. When approved at the Federal level, such assistance can offset seventy-five percent of the cost of repair or replacement of a damaged facility or infrastructure asset, such as a road, bridge, or sewer line. The State or County must provide the funds for the remaining twenty-five percent. Baltimore County should determine what level of government is expected to pay that twenty-five percent.

b. After a "Presidential Disaster Declaration," damage survey reports required to support receipt of Federal emergency funds are developed and provided to the State by survey teams comprised of: a Federal representative (perhaps from the Corps of Engineers), a State Representative (usually from the State Highway Administration), and a local representative (Baltimore County Department of Public Works). These damage survey reports are forwarded by the State to the Federal Emergency Management Agency (FEMA).

c. State and Federal officials, working closely with local officials, will manage much of the Public Assistance funding and activities at the Joint Field Office (JFO). A JFO is established in any state that receives a Presidential Disaster Declaration.

5. Recovery Operations

a. Repairs to public facilities and infrastructure will begin as soon as possible. Priority will be given to those facilities most critical to normal emergency response operations, such as roads, bridges, public water, and sewer treatment facilities.

b. Unsafe structures will be identified and actions will be taken to prevent their use. All County departments and agencies will actively participate in this activity in the interest of public safety, thus complementing the efforts of DPW.

c. County government resources will be primarily utilized, supported by State and Federal resources, as they become available.

d. County officials will monitor all restoration activities in the County.

e. Public information will be provided regarding hazardous buildings, bridges, roads, drinking water, etc.

f. County officials will review building codes, land-use regulations, and reassess the tax base, in light of extensive damages or destroyed properties within the County. Coordination should be accomplished with the Maryland Department of Assessments and Taxation (MDAT).

g. In cases requiring extended recovery operations, the County government will designate lodging/ shelter facilities within commuting distance of the hazardous area for essential workers and their families.

D. DIRECTION AND CONTROL

1. Incident Commanders and the Office of HS&EM will utilize concepts that were described in Annex A – Direction and Control. After an extreme emergency, normal County Government functions and activities will resume upon restoration of facilities.

2. Throughout the recovery effort, close coordination will be accomplished among the public safety, emergency response and governmental participants at all levels by and through the Office of HS&EM.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Office of Homeland Security & Emergency Management

a. Coordinates recovery operations.

b. During recovery operations, maintains a close interface with State agencies both in the EOC and at MEMA, to facilitate County recovery operations and to monitor recovery of State facilities and infrastructure located in Baltimore County.

c. Assists State and Federal Authorities in the designation and establishment of DRCs.

d. Assists County authorities in the development of facts and documentation needed to support a request for a "Presidential Declaration".

e. Provides reports to the Chief Administrative Officer.

f. Manages resources, i.e., personnel, services, from private organizations and volunteers.

g. Take a lead role in any established long-term recovery effort.

2. Department of Public Works

a. Restores damaged public facilities.

b. Assists in the process of claims verification in support of both Public Assistance and claims against donated funds.

c. After an extreme emergency, be prepared to establish and manage the following emergency facilities, as necessary:
   1) Garbage disposal locations.
   2) Tree and other debris disposal locations.
   3) Portable toilet facilities.

d. Requests security for the above facilities from the Police Department, as appropriate.

e. After a "Presidential Declaration" has been declared, participates in the conduct of surveys and development of reports to support receipt of federal emergency funds.

f. Identifies and provides safety-warning markers and barriers at unsafe structures.

g. Coordinates with the Public Information Officer (PIO) regarding dissemination of instructions and information concerning the above facilities.

h. In coordination with the Department of Recreation and Parks and the Public Schools, evaluates, designates, and prepares suitable locations, such as public park and recreation areas, where State or Federal-provided mobile homes may be placed. Evaluation should include road access, water, sewer, drainage, and access to electrical power.

3. Office of Law

a. Provides assistance to the Office of Communications in increasing public awareness of potential fraud, scams, and other schemes that historically follow in the path of disaster situations.

4. Office of Budget and Finance

a. Establishes an expendable trust account to receive and record all monies received in support of disaster recovery.

b. Identifies all monies received by source of funds.

c. Provides a detailed record of expenditures within this expendable trust fund.

d. Federal funds will be received and disbursed within this trust account in accordance with PL 93-288.

5. American Red Cross

a. Assists in recovery operations.

6. Department of Social Services

a. Oversees mass care sheltering operations, as necessary.

b. Assist in long-term recovery operations.

7. Department of Permits and Development Management

a. Assists in claim verification if necessary.

8. Health Department

a. Assists in the establishment of temporary medical facilities, by ARC, EMS, or the private sector.

b. Monitors and evaluates public health problem areas.

c. In coordination with the County PIO, provides for public information releases.

9. Office of Economic Development

a. Surveys the County and identifies warehouse facilities that may be utilized as storage and/or distribution points for food supplies, clothing, unsolicited donations, construction materials, etc.

10. Public Schools

a. Prepare to support mass care shelter operations as long as the need for sheltering exists.

11. Office of Community Conservation

a. Assist in long-term recovery operations.

12. Department of Recreation and Parks

a. Assist in the cleanup efforts by supplying heavy equipment and trucks to load and remove debris.

b. Provide potential locations for DRCs.

13. Office of Communications/EOC Public Information Officer

a. Coordinates and manages a public information program regarding recovery instructions, facility locations, resource distribution points (i.e. food, water, and clothing) and other resources.

F. ADMINISTRATION AND LOGISTICS

1. Administration

While standard incident control and emergency operational practices are sufficient for normal and abnormal emergencies, the scope of an extreme emergency calls for more deliberate and comprehensive administrative controls.

Records should be maintained on all aspects of the recovery effort. Figures and facts should be as accurate as possible and will support post-recovery audits. Original copies of records and reports should be retained in Baltimore County; only copies will be sent forward to State and Federal agencies.

Verification of claims are enhanced by photographic evidence and by individual identity verification using drivers licenses. Individual identity verification is of particular importance for disposition of food stamps, other benefits, and to control reentry operations.

2. Logistics

All departments and agencies should plan for the increased demand on resources caused by an extreme emergency. Security measures also should be considered to prevent theft of emergency equipment or loss of emergency resources.

G. ATTACHMENTS

1. **Disaster Assistance Programs**
2. **The Disaster Recovery Center**

ATTACHMENT 1

ANNEX Q

DISASTER ASSISTANCE PROGRAMS

A. INDIVIDUAL ASSISTANCE

1. Individual and Households Program (IHP)

FEMA's Individuals and Households program (IHP) provides financial help or direct services to disaster victims with necessary expenses and serious needs, but who are unable to meet those needs through other means. IHP assistance has specific limits, and may require flood insurance as a prerequisite to IHP assistance.

Covers: Those with unlivable homes and insufficient insurance. Must be a direct result of a Presidentially Declared Disaster. Only form of Individual Assistance (exclusive of mass care) authorized under the Emergency Title of the Stafford Act (PL 93-288, as amended). Serious needs and necessary expenses not covered under other disaster programs. Largest eligible category (in terms of cost) is home repair, next is contents. Also covers medical, dental, and transportation. Does not cover luxury items, as it is not a loss replacement program.

a. Administered by the states, cost shared: 75 percent Federal/25 percent State; up to 5 percent for program administration.

b. IHP forms of assistance include:
   1) Housing Assistance
      a) Temporary Housing (rent and lodging expense): Money to rent a different place to live or a temporary housing unit, such as a FEMA-provided travel trailer or mobile home, when rental properties are not available.
      b) Repair: Money for homeowners to repair damage from the disaster that is not covered by insurance. The goal is to repair the home to a safe and sanitary living or functioning condition. A flood insurance purchase and maintenance requirement may be place on the home if the home is in a Special Flood Hazard Area. NOTE: FEMA's repair assistance will not pay to return a home to its condition before the disaster. Repairs can include:
         - Structural parts of a home (foundation, outside walls, roof)
         - Windows, doors, floors, walls, ceilings, cabinetry
         - Septic or sewage system
         - Well or other water system
         - Heating, ventilating and air-conditioning system
         - Utilities (electrical, plumbing and gas system)
         - Entrance and exit ways from the home, including privately owned access roads
         - Blocking, leveling and anchoring of a mobile home and reconnecting or resetting its sewer, water, electrical and fuel lines and tanks
      c) Replacement: Money is available to homeowners to replace their home destroyed in the disaster that is not covered by insurance. The goal is to help the homeowner with the cost of replacing their destroyed home. A flood insurance

purchase and maintenance requirement may be place on the home if the home is in a Special Flood Hazard Area.

d) Permanent Housing Construction: Money is available for the construction of a home or FEMA will provide direct assistance with the construction. This type of help only occurs in insular areas or remote locations specified by FEMA, where no other type of housing assistance is possible. Construction shall follow current minimal local building codes and standards where they exist, or minimal acceptable construction industry standards in the area. Construction will aim toward average quality, size and capacity, taking into consideration the needs of the occupant. A flood insurance purchase and maintenance requirement may be place on the home if the home is in a Special Flood Hazard Area.

2) Other Needs Assistance (ONA) – Money is available for necessary expenses and serious needs caused by the disaster. This includes medical, dental, funeral, personal property, transportation, moving and storage, and other expenses that are authorized by law. Assistance from ONA is cost-shared, between FEMA (75 percent) and the State (25 percent).

An applicant does not apply for ONA, but is referred for assistance based on their ability to secure loan from the U.S. Small Business Administration. If SBA determines that an applicant cannot afford a loan, SBA will automatically refer the applicant back to ONA for additional help.

ONA can be provided for disaster-related serious needs in five categories:

- **Repair or Replacement of Personal Property**: Money may be available to repair or replace items damaged or destroyed as a result of the disaster that are not covered by insurance. FEMA will not pay for all damaged or destroyed personal property. A flood insurance purchase and maintenance requirement may be place on the personal property if the property is in a Special Flood Hazard Area.
    - Repair and replacement may include:
        - Clothing
        - Household items (room furnishings, appliances)
        - Specialized tools or job-related protective clothing and equipment
        - Necessary educational materials (such as school books)
        - Clean-up items (such as wet/dry vacuum, air purifier, dehumidifier)
- **Transportation**: Money to address the cost of repairing and/or replacing a vehicle that is no longer usable because of disaster-related damage.
- **Medical and Dental Expenses**: Money to address the cost of medical treatment or the purchase of medical equipment required because of physical injuries received as a result of the disaster.
- **Funeral and Burial Costs**: Money to address the cost of funeral services, burial or cremation and other funeral expenses related to a death caused by the disaster.
- **Other Items**: The state and FEMA can agree to pay for specific disaster-related costs that are not listed above. Some examples are generators, moving and

storage expenses, and the cost of a National Flood Insurance Program Group Flood Insurance Certificate.

2. Emergency and Disaster Loans (Small Business Administration [SBA])

Covers losses, not needs. Homes, farms and businesses are covered. Eligibility: disaster related losses and the ability to repay the loan. SBA's program is the largest.

a. Types of Disaster Loans:
   1) Home Disaster Loans – Loans to homeowners or renters to repair or replace disaster damages to real estate or personal property owned by the victim. Renters are eligible for their personal property losses.
   2) Business Physical Disaster Loans – Loans to businesses to repair or replace disaster damages to property owned by the business, including real estate, machinery, and equipment, inventory, and supplies. Businesses of any size are eligible. Non-profit organizations such as charities, churches, private universities, etc. are also eligible.
   3) Economic Injury Disaster Loans (EIDL) – Loans for working capital to small businesses and small agricultural cooperatives to assist them through the disaster recovery period. EIDL assistance is available only to applicants with no Credit Available Elsewhere – if the business and its owners cannot provide for their own recovery from non-government sources.

3. Crisis Counseling

Accomplished through Federal grants to State and local mental health organizations to alleviate short-term mental health problems caused by a disaster.

4. Disaster Unemployment Assistance

Covers: those unemployed as a result of a disaster.

5. Other programs

a. Legal services

b. Voluntary agency programs

c. Tax Benefits: Federal, State, and Local

d. Food Stamps/other food assistance.

B. PUBLIC ASSISTANCE

1. Grants

a. FEMA can provide funding and technical assistance to the State and local government and certain private, non-profit institutions for the repair or replacement of public properties damaged or destroyed by the disaster.

b. Grants for 75% of the cost of restoration of public-owned facilities (roads, bridges, buildings, parks, etc) and other facilities considered necessary to re-establish the integrity of the disaster area's infrastructure.

c. Assistance for emergency protective measures, debris removal, emergency communications, and emergency public transportation. This is a State administered program, and applicants should consult the Governor's Authorized Representative to apply for assistance.

d. Community Disaster Loans

FEMA may make loans to local governments that have suffered a substantial loss from their tax rolls and other revenues as a result of the disaster.

e. Federal Aid for Highways

The U.S. Department of Transportation, Federal Highway Administration, can provide financial and technical assistance for repair or reconstruction of highways on the Federal Aid System, forest highways, park roads, trails, and other similar projects damaged by the disaster.

f. Restoration of Public Schools

The Office of Elementary and Secondary Education, U.S. Department of Education, can provide grants to restore public schools damaged or destroyed by disasters that are declared by the President. The Department also may provide grants to construct minimum public school facilities to take the place of a destroyed non-public school that will not be replaced.

C. HAZARD MITIGATION

FEMA can provide matching funds on a 50-50 basis to State or local governments to initiate projects in the disaster area that will mitigate future losses. The amount of money available to FEMA for this purpose will vary in relation to the amount of public assistance restoration projects.

ATTACHMENT 2

ANNEX Q

THE DISASTER RECOVERY CENTER

A. DISASTER RECOVERY CENTER MOBILIZATION

1. Once it is clear that a Federal Disaster Declaration will be issued for Baltimore County, the Office of Homeland Security and Emergency Management (HS&EM) will immediately identify a suitable location for a Disaster Recovery Center (DRC). The Office of HS&EM will also pull together the County DRC Team who will then coordinate the opening of the DRC.

2. The County DRC Team, led by the Office of HS&EM, will conduct daily meetings or conference calls to coordinate DRC strategy and staffing.

3. It is recommended that DRCs be opened close to the most impacted area. It is preferred that the prospective DRC site be "free of charge or donated space" either a County-owned facility or donated by a private company or group. The facility should have approximately 10 tables and about 40 chairs on hand (to avoid rental expenses). Any prospective DRC location should be able to meet the following criteria:

   a. Should be proximate to the area most affected by the disaster.

   b. No scheduling conflicts at the site for at least six weeks (many fire halls and community centers have weekly bingo, spaghetti dinners, etc. This would conflict with DRC operations).

   c. Interior space should be at least 1,500-2,000 square feet in area.

   d. Should be compliant with all regulations mandated by the Americans with Disabilities Administration (ADA).

   e. Should have plenty of free parking, with handicap parking near the front door.

   f. Electrical and telephone wiring to building (FEMA can bring its own technicians to set up multiple telephones lines when the site is approved for use as a DRC by FEMA).

   g. Heat to building if set up in winter.

4. The Office of HS&EM will notify the MEMA Individual Assistance (IA) Officer that a location for a DRC has been selected. The MEMA IA Officer, will then notify the FEMA IA leader or other authorized subordinate of the location. The FEMA IA Leader will send out an inspection team to ensure that the site is adequate for use as a DRC. Once the inspection team has approved the site for use as a DRC, FEMA will notify MEMA, who will, in turn, notify the Office of HS&EM.

5. Baltimore County will retain overall control of the DRC facility once opened. Baltimore County will decide when the DRC opens, what the hours of operation will be, and when it shall close.

6. The Office of HS&EM, in conjunction with the County DRC Team, is responsible for coordinating the County department and agency staffing at the DRC. MEMA is responsible for coordinating the State department and agency staffing at he DRC.

7. FEMA will set up all equipment for the DRC site (i.e. telephones, fax machines, office supplies, signs).

8. MEMA is responsible for coordinating DRC openings and closings with FEMA and the County. MEMA is also responsible for responding to any problems that may arise while the DRC is operating, including but not limited to: coordinating with other State departments and agencies to rectify any sudden problems, responding to the concerns of the County in a timely fashion, and preventing, to the extent possible, the creation and distribution of incorrect information regarding the DRCs by MEMA or any other State departments and agencies.

9. FEMA, MEMA, and the County PIO will issue a press release containing the DRC opening date and time (and closings or changes in hours of operation).

B. THE COUNTY DRC TEAM

The primary duty of the County DRC Team is to coordinate Disaster Recovery Center (DRC) operations during a disaster recovery effort. The tasks of the County DRC Team may vary based on the nature and extent of the federally declared disaster. These tasks may include, but are not limited to:

1. The Office of HS&EM may convene a meeting of the County DRC Team prior to the event if there is sufficient warning, or as soon as it is evident that a federal disaster declaration will be issued.

2. The County DRC Team shall solicit assistance from Baltimore County Volunteer Center should DRC staffing issues arise.

3. The County DRC Team shall coordinate DRC opening, closing, and changes in hours with the County PIO and the MEMA IA Officer.

4. The County PIO, as part of the County DRC Team, shall contact print media outlets; as well as, local radio and television stations to inform them of the actions being conducted to assist disaster victims.

5. The County DRC Team shall make appropriate plans for demobilization. This plan shall include criteria for when to reduce hours of operation at the DRC or to close the DRC altogether.

C. DRC PARTICIPANTS

The following County departments and agencies may provide a representative(s) to the DRC:

- Health Department
- Department of Environmental Protection and Resource Management
- Department of Social Services
- Department of Permits and Development Management
- Department of Economic Development
- Department of Community Conservation
- Department of Aging
- Cooperative Extension Office

Additional County departments and agencies may be asked to provide capable representatives at the DRC as the situation warrants. Also, it is beneficial to the victims if there are some law professionals offering pro-bono legal services.

The following State departments and agencies may provide a representative(s) to the DRC:

- Maryland Insurance Administration (MIA)

The following Federal departments and agencies may provide a representative(s) to the DRC:

- FEMA (Mitigation, NFIP)
- Internal Revenue Service (IRS)
- Small Business Administration (SBA)
- United State Department of Agriculture (USDA)

The American Red Cross, the Salvation Army and other charitable organizations will be encouraged to come if they have something to offer (i.e. clean up kits, food, gift certificates).

D. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

1. Federal

a. Federal Emergency Management Agency (FEMA)
   1) FEMA shall coordinate with MEMA regarding which local jurisdictions will open DRCs and establish an order of priority.
   2) FEMA shall send inspection team to prospective DRC location and inspect it in a timely fashion to approve/disapprove for use as a DRC. FEMA shall notify MEMA of DRC approval/disapproval. If location is approved for use as a DRC, FEMA will arrange for adequate telephone line installation.
   3) FEMA shall assign representatives to manage day-to-day operations at each of the DRCs.
   4) FEMA shall coordinate with MEMA regarding problems with the DRC location, any proposed changes in hours-of-operation, and any decisions regarding the closure of a DRC.
   5) FEMA shall issue press releases to announce DRC openings, closings, and/or DRC hours of operation changes.

b. Internal Revenue Service (IRS)
   1) Assign representatives to assist disaster victims at the DRC.
   2) Consult with individuals affected by the disaster by offering them tax advice at the DRC.

c. Small Business Administration (SBA)
   1) Assign representatives to assist disaster victims at the DRC.

d. United State Department of Agriculture (USDA)
   1) Assign representatives to assist disaster victims at the DRC.

2. State

a. Governor's Office on Service and Volunteerism (GOSV)
   1) Coordinate with local volunteer centers and other voluntary agencies (VOLAGs) to find additional volunteers to assist at the DRCs if necessary.

b. Maryland Department of Aging (DOA)
   1) Coordinate with the Baltimore County Department of Aging to staff the DRC to assist elderly disaster victims.

c. Maryland Department of Agriculture (MDA)
   1) Assign representatives to the DRC to assist disaster victims who have suffered losses to their livestock, poultry, and/or crops. Incorporate information from the Maryland Cooperative Extension Service to help disaster victims find the information they need.

d. Maryland Department of Community and Economic Development (DHCD)
   1) Coordinate with the Baltimore County Department of Economic Development to staff the DRC to assist disaster victims.

e. Maryland Department of Health and Mental Hygiene (DHMH)
   1) Coordinate with the Baltimore County Health Department to staff the DRC to assist disaster victims.
   2) Coordinate efforts with Maryland Department of the Environment (MDE) to help assist residents whose wells have been contaminated.
   3) Assist disaster victims whose residences have been flooded and who are now experiencing mold issues.

f. Maryland Department of Human Resources (DHR)
   1) Coordinate with the Baltimore County Department of Social Services to staff the DRC to assist disaster victims.
   2) DHR shall coordinate with other State departments and agencies to ensure adequate staffing at the DRC.
   3) DHR will ensure that adequate and useful State and local representation will be present at the DRC.

g. Maryland Department of the Environment (MDE)
   1) Coordinate with the Baltimore County Department of Environmental Protection and Resource Management to staff the DRC to assist disaster victims.

h. Maryland Department of Business and Economic Development (DBED)
   1) Coordinate with the Baltimore County Department of Economic Development to staff the DRC to assist disaster victims.

i. Maryland Department of Labor, Licensing, and Regulation (DLLR)
   1) Assign representatives to assist disaster victims at the DRC.

j. Maryland Department of Planning (MDP)
   1) Coordinate with the Baltimore County Department of Planning to staff the DRC to assist disaster victims.

k. Maryland Department of Transportation (MDOT)
   1) Post messages on portable road signs and electronic message boards that will contain directions to the DRC.

l. Maryland Emergency Management Agency (MEMA)
   1) Seek and obtain federal disaster declaration.
   2) MEMA IA Officer shall coordinate DRC location selection with the Office of HS&EM.
   3) MEMA will provide FEMA with prospective DRC address and phone number for the site's point-of-contact soon after federal declaration is approved.
   4) Once the FEMA DRC inspection is completed and the site is approved for use as a DRC, MEMA will notify the Office of HS&EM.
   5) MEMA IA Officer shall maintain regular communications with the FEMA IA Coordinator, the State Coordinating Officer, and the Office of HS&EM to plan DRC openings and closings.
   6) Assist with identifying other State departments and agencies, as well as, any private organizations that may be able to assist with DRC staffing and disaster assistance.

m. Maryland Insurance Administration (MIA)
   1) Assign representatives to assist disaster victims at the DRC.

n. Maryland State Police (MSP)
   1) Coordinate with Baltimore County Police Department to implement security measures at the DRCs and maintain adequate traffic control near the DRCs.

3. Local

a. Office of Homeland Security and Emergency Management (HS&EM)
   1) Assist State DRC Team by identifying facilities that can potentially be used as a DRC.
   2) Assign representatives from Baltimore County departments and agencies to assist disaster victims at each operating DRC.
   3) Maintain this Recovery Annex.
   4) Educate and inform County elected officials of DRC function and purpose and support the distribution of emergency public information regarding the operation and location of the DRC.
   5) Assist in DRC operations by coordinating public announcements, implementing traffic control measures near DRCs.

4. Private/Non-profit/Volunteer

a. American Red Cross (ARC)
   1) Assign representatives to assist disaster victims at the DRC.

b. The Salvation Army
   1) Assign representatives to assist disaster victims at the DRC.

c. Maryland Voluntary Organizations Active in Disasters (MD VOAD)
   1) Assist in locating volunteer resources if requested by the County DRC Team or the MEMA IA Officer. Volunteers may be needed to assist State and County departments and agencies at the DRC.

E. ADMINISTRATION AND LOGISTICS

1. Administration and Fiscal Concerns

Federal, State, and County resources may be needed to execute this DRC Plan. All costs for the daily maintenance and upkeep for the DRC shall be the responsibility of Baltimore County.

a. FEMA and MEMA will provide "normal" amounts of office supplies to personnel of other agencies assigned to work at the DRC. Unusual or extraordinary amounts must be secured by the individual agency.

2. Logistics

Logistics for staff working at the DRC must be negotiated with the County DRC Team.

Each County department and agency is responsible for furnishing its own transportation to the DRC. If specialized transportation is required, the County department or agency may contact the Office of HS&EM.

3. Demobilization

Demobilization is the act of breaking down the size of an operation and should be planned for soon after the operation has gotten into full swing.

The MEMA IA Officer, in consultation with the County DRC Team, will decide when closure of the DRC will occur. A decision for DRC closure shall be primarily based on the numbers of people coming into the DRC.

The MEMA IA Officer shall consult directly with the Office of HS&EM, the SCO, and the FEMA IA Coordinator to reach a decision on DRC closure. FEMA will issue a press release or flash announcing the closing of each DRC. The MEMA IA Officer will inform DHR and the Office of HS&EM of the DRC closure.

Disaster Recovery Centers Supplies List

Note: The following list is considered a basic needs list and is subject to change without notice. The actual amount of supplies needed may vary based on the size and nature of the incident.

Item	Quantity	Comment
Disaster Recover Center facility	1 per local jurisdiction included in the federal disaster declaration	- Each potential DRC site should have at least 1,500 to 2,000 square feet of indoor space that is free of other scheduled activities (i.e. bingo or flea markets at a local fire hall). - Each site shall have plenty of free parking. - Each site shall be ADA compliant. - Preferably is donated space or County-owned building. - Located near public transportation systems. - Adequate utilities and communications. - Adequate restrooms and janitorial services.
Telephones and lines	As needed	Number of phone banks subject to change based on size of event.
Tables and chairs	At least 12 tables and 40 chairs	- To be supplied by the Baltimore County.
Personnel	As needed	State and local representatives, as appropriate.

ANNEX T

TERRORISM

A. PURPOSE

The purpose of this Annex is to provide a coordinated County response in the event of an intentional chemical, biological, radiological, nuclear, or explosive (CBRNE) threat that affects Baltimore County. Hazard specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTION

1. Situation

Although Baltimore County has not been a prime target of terrorist activity; the threat of terrorism throughout the world has been steadily growing.

Baltimore County is located in the heart of the Mid-Atlantic Region, which is characterized by densely populated suburban areas, large cities, and critical infrastructure. Baltimore County's proximity to Baltimore City and Washington D.C. elevate Baltimore County's potential to be impacted to some degree by a terrorist attack. In addition to the nearby presence of large population centers, Baltimore County also has various federal government and military facilities within its borders. Terrorists have historically targeted United States military assets and symbols of the United States' strength; however, military targets and symbolic locations are by no means the only likely targets. Recent terrorist investigations have concluded that large shopping malls, outdoor festivals, transportation systems, and other special mass-gathering events are potential high-value targets for a terrorist organization.

Terrorist activity may range from hostage situations; sporadic, small-scale attacks; to threats or attacks against a fixed nuclear facilities. This Annex is not meant to prevent terrorism but to help minimize the effects of a terrorist event conducted against any of the citizens or property in Baltimore County.

As stated in the Basic Plan Section of this EOP, Baltimore County has adopted an "all-hazards" approach to emergency management planning. This means that Baltimore County will treat a terrorist incident the same as any other emergency incident.

In addition to the "all-hazards" approach in planning Baltimore County's operational response, specific "pre-event" strategies have been employed in an attempt to mitigate acts of terrorism. The Maryland Coordination and Analysis Center (MCAC) and the Federal Bureau of Investigation (FBI) work closely with local law enforcement to share critical intelligence regarding potential terrorist activity. Baltimore County's "post-event" strategy for dealing with perpetrated acts of terrorism will mimic the approach taken for all emergency incidents.

2. Assumptions

a. Baltimore County could be severely impacted if a large terrorist attack were to occur in Baltimore or Washington, D.C. Impacts could include housing evacuated/displaced

citizens, providing emergency support/relief if needed, and ramping up security at critical facilities within Baltimore County.

b. A terrorist attack within Baltimore County could cause mass casualties that could strain the capabilities of our first responder communities and hospital system.

c. A terrorist attack, or the threat of an imminent terrorist attack, in Baltimore County will lead to mass confusion and the propagation of rumors. The dissemination of false information may be conducted through various mass media outlets.

d. Any terrorist attack that severely impacts Baltimore County would lead to an immediate increase in federal officials in the area. These officials would promptly begin to investigate the terrorist incident(s), deliver relief supplies, and start the process for disaster recovery assistance.

C. CONCEPT OF OPERATIONS

1. General

a. Primary responsibility for counter-terrorist activities rests with Baltimore County government if the attack is directed against a non-military target. Initial response is to prevent loss of life or personal injury. It may include evacuation or isolation of the incident.

b. Baltimore County resources may become exhausted in response to a terrorist activity or threat of a terrorist activity. The same procedures and mechanism for requesting State assistance shall apply in responding to any terrorist attack, as presented in the EOP.

c. The County's public safety agencies will perform their work in the field and in the Emergency Operation Center (EOC) under the framework of the National Incident Management System (NIMS).

d. Because time is a critical factor, prompt notification to County departments and agencies is of great importance.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Office of Homeland Security and Emergency Management

a. Direct development of supporting plans, procedures, and checklists based on the guidance contained in this Annex in order to effectively deal with a terrorist situation that may occur within Baltimore County.

b. Coordinates the use of local resources in response to an event.

c. Notifies appropriate government agencies and private sector organizations when plans are to be initiated.

d. Authorizes the use of any necessary material, equipment, or personnel required to complete the process in an expedient manner.

e. Submits consolidated reports to the County government and MEMA, as required.

f. Coordinates information requests from County, State or Federal authorities.

2. Police Department / Fire Department

The County's public safety agencies have adopted a unified command structure to be followed during terrorist events. The Police Department initially will control intervention and intelligence gathering operations.

a. Direct and control all activities at the scene of the incident.

b. Evaluate the nature, credibility, and implications of the threat.

c. Coordinate all investigative efforts with appropriate State and federal law enforcement agencies.

d. Conduct hostage rescue operations by providing tactical, negotiations, intelligence, and logistical support personnel.

e. Provide equipment to include unconventional heavy weapons, chemical, air, communications, and transportation capabilities.

3. Baltimore County Departments and Agencies

a. Departments and agencies should recheck security systems that are now in place to protect property and employees.

b. Emergency notification lists should be updated to reflect personnel changes or additions.

c. Emergency equipment or supplies in departments and agencies should be checked for usability and reliability (emergency generators lighting systems).

d. Employees should be made aware of a possibility of terrorist activities in relation to their agency's activities.

4. Federal Government

a. Department of Homeland Security (DHS)
   1) Responsible for ensuring the federal response to acts of domestic terrorism.

b. Department of Justice (DOJ)
   1) Responsible for overseeing any investigations and potential prosecutions of individuals involved in terrorist activity.

c. Federal Bureau of Investigation (FBI)
   1) The FBI has been designated as the primary operational agency for the management of terrorist incidents that occur in the territories and confines o the United States of America.

d. Federal agencies that may respond as needed;
   1) Law Enforcement Assistance Administration (LEAA)
   2) Immigration and Customs Enforcement (ICE)
   3) Federal Aviation Administration (FAA)
   4) National Transportation Safety Board (NTSB)
   5) Department of the Treasury
   6) Department of Defense (DoD)
   7) Department of Energy (DoE)
   8) National Institute of Health (NIH)
   9) Center for Disease Control (CDC)

E. ADMINISTRATION AND LOGISTICS

1. The Office of HS&EM will consolidate damage survey reports from all involved County departments and agencies (As described in Annex P – Damage Assessment). A summary of this information will be forwarded to MEMA as soon as possible.

2. Release of specific damage assessment information to private appraisers, insurance adjusters, and others may be obtained only with the consent of County authorities. When available, such information will be limited to the minimum necessary to expedite adjustment of claims.

ANNEX U

DONATIONS MANAGEMENT

A. PURPOSE

The purpose of this Annex is to establish policies and procedures specific to conducting donations management. Volunteerism, in many respects, can be considered a donation of an individual's time, and thus planning issues for volunteer management and Volunteer Mobilization Centers (VMCs) are included in Attachment 8 to this Annex.

B. SITUATION & ASSUMPTIONS

1. Situation

a. Severe disasters will create the need to coordinate the donation of goods. Baltimore County acknowledges that a large influx of donated goods into a disaster area can significantly inhibit the ability of first responders and other disaster relief personnel to respond effectively.

b. State government shall support local governments in their response to large emergencies and assist with the management of unsolicited donations of goods and services.

2. Assumptions

a. If a large disaster impacts Baltimore County, unsolicited donations of goods and services could come from anywhere.

b. People will offer inappropriate things based on partial information and misunderstandings. A coordinated and aggressive public information campaign that informs people on the best way to assist in the relief effort can make the management of donations much easier.

c. Management of unsolicited goods and services is crucial to an efficient disaster recovery operation.

d. The media can be a valuable member of the process or it could act as an adversary.

e. Cash donations allow disaster workers flexibility to address the most urgent needs, stimulate the local economy, and eliminate logistical problems of in-kind or tangible donations.

C. CONCEPT OF OPERATIONS

1. General

a. All functions related to the management of unsolicited donated goods, including financial contributions, following a large emergency are managed under this Annex of the EOP.

b. Donations management operations will adhere to the guidelines set forth in the National Incident Management System (NIMS), as stated in the Basic Plan section of this EOP.

c. Baltimore County government does not intend to supervise or interfere with the normal or routine collection or distribution of donations. Voluntary agencies (VOLAGs) are considered the primary recipients, managers, and distributors of donated goods and services. VOLAGs that have successfully handled donations in the past are much better prepared to handle future events. However, experience has shown the VOLAGs can quickly become overwhelmed by the volume of incoming donations and may need assistance from Baltimore County government to provide warehouse space, security, traffic control, and coordination assistance. The Governor's Office of Service and Volunteerism (GOSV) will coordinate statewide donations management operations. GOSV, along with the members of Emergency Support Function 15, will accomplish this from the State Emergency Operations Center (SEOC) at the Maryland Emergency Management Agency (MEMA). If a federal disaster is declared, statewide donations management operations may be transitioned to the Joint Field Office (JFO).

d. Baltimore County recognizes that many potential donors may not be familiar with the missions of the various VOLAGs. Government entities at all levels shall stress to donors that cash donations to reputable disaster oriented VOLAGs is the preferred way to provide relief to victims. If concerned citizens and groups want to donate in-kind goods, a confirmed need for those goods shall be identified prior to accepting that donation.

e. The overarching goals to Baltimore County's donations management strategy shall be to avoid clogging transportation arteries, avoid hampering first responders in the field, assist VOLAGs and community groups that become overwhelmed or are becoming overwhelmed, and assure that worthwhile materials and goods donated out of kindness are not destroyed unnecessarily.

f. To that end, Baltimore County aims to:
   1. Determine areas and categories of greatest need for goods and donations, based on advice and consultation with the VOLAGs and community groups.
   2. Communicate clearly and effectively to the public not to ship unsolicited donations directly to the disaster site.
   3. Publicize items that ARE needed and those that ARE NOT needed during a disaster, in consultation with VOLAGs, and provide a hotline for those seeking to donate.

2. The Donations Coordination Team (DCT)

The primary duty of the DCT is to coordinate all donations management operations prior to, during, and after an emergency situation. The Office of Homeland Security and Emergency Management (HS&EM) will notify the DCT lead agency that a large emergency has occurred and that the need to manage donations may arise. The main challenge will be to make sure the donated resources are effectively and efficiently matched up with identified needs. Throughout the event, the DCT lead will coordinate actions directly with the Office of HS&EM. These tasks may include, but are not limited to:

a. The DCT lead agency shall convene a meeting of the DCT prior to the event if there is sufficient warning, or as soon as possible following a major incident. These meetings can be conducted via conference call or at the EOC.

b. The membership of the DCT shall include, at a minimum:
   1. Office of Community Conservation (lead)
   2. Office of Homeland Security and Emergency Management

3. Public Information Officer (PIO) representative
4. Office of Budget and Finance
5. American Red Cross (ARC) Representative
6. Salvation Army Representative
7. Adventists Community Services (ACS) Representative

c. The Volunteer Center will support the DCT, if available. However, a large disaster may also create a need to manage volunteers, and thus prevent the Volunteer Center from committing their support to the DCT. If volunteer management activities are initiated, the Volunteer Center will provide regular updates to the EOC, which will then be made available to the DCT.

d. The DCT shall also inform officials at the EOC and MEMA of all activities regarding County efforts to manage donations, specifically the Emergency Support Function (ESF) 15 desk at the State Emergency Operations Center (SEOC), staffed by the Governor's Office on Service and Volunteerism (GOSV).

e. The DCT shall work with other County departments and agencies to identify a suitable facility to serve as the multi-agency donations warehouse and work with community groups and non-governmental organizations (NGOs) to maximize the sharing of donations intelligence.

f. The DCT shall make sure that proper logistical and communications procedures are in place.

g. The DCT shall establish and maintain a Donations Coordination Center (DCC), if necessary. The DCC will coordinate donations management operations directly with the multi-agency warehouse. DCC staff should be informed about how to handle difficult and/or unusual calls (i.e. Media calls should go to the Joint Information Center (JIC), other issues may be transferred to appropriate department or agency at the EOC).

h. The DCT shall develop a strategy for dealing with in-kind and cash donations and process offers from the public.

i. The DCT shall have a toll-free donations hotline ready before the event and maintained by Baltimore County. Quick activation of this number, along with a sustained media campaign, will be crucial.

j. The DCT shall coordinate media strategy with the JIC.

k. In coordination with the JIC, the DCT shall contact local radio and television stations that have initiated donated goods drives. Members of the DCT will inform them of the actions being conducted as part of this Appendix to the County EOP and encourage them to coordinate their actions with Baltimore County.

l. The DCT shall establish a database for tracking needs and offers of donations.

m. The DCT shall make appropriate plans for demobilization – unneeded or unsuitable donations shall be recycled and/or distributed to other not-for profit organizations such as Goodwill, Disabled American Veterans, etc. Junk donations shall be disposed of in accordance with state and local laws.

n. The DCT shall make arrangements for letters of thanks to donors.

3. Donations Intelligence

a. General

Donations intelligence is the gathering of donations related information from any source and applying it to the task of effectively managing the supply and demand of donated goods and services in a disaster area. Donations intelligence will affect Baltimore County in two ways: a disaster occurring outside of the immediate area and a disaster occurring in and/or around Baltimore County.

After disaster strikes, news coverage of the event will be significant and people will want to help. Whether the disaster occurs in a localized area or it is wide-spread across a portion of the country, local faith-based groups, well meaning individuals, corporations, and contractors will want to contribute to the relief effort. Collection drives are difficult to stop once they are started.

Unless the organizers of donation drives are properly informed, any community can be quickly overwhelmed with unwanted, unsorted, poorly packaged, mixed goods, and convergent volunteers arriving in their area. Therefore, it is important that information regarding donation drives, wherever they may occur, get to the DCT.

b. Disaster occurring outside of the immediate area:
1. The DCT lead will contact the affected area's DCT and find out:
   - What are the needs?
   - What items are they not accepting?
   - What is the active donations hotline number(s) within the affected area?
   - Who are the points of contact (with phone numbers) within the affected area?
   - Any other information that would be worthwhile to prevent poorly prepared donations from Baltimore County from entering and overwhelming the affected area.
2. The DCT shall take proactive steps to monitor for donation drives being organized anywhere in Baltimore County; this information may be presented in newscasts, newspapers, radio broadcasts, or other public service announcements.
3. The DCT shall contact any organization, group, or individual that is conducting a donation drive and make them aware of any unmet needs.
4. If there are unmet needs, find out if there is a confirmed recipient who is ready to receive the donation and if the donor is including a means of transportation for the donation to get to the intended destination. Also, find out if the donation is sorted, packed, and/or palletized.
5. If the items are not needed, the donor must be persuaded to donate the items elsewhere.
6. If the donated items include a mixture of needed and unneeded items, inform the collector of these items to stop collecting unneeded items and separate out any needed items. Work to find a recipient for both and negotiate with the donor and the recipient regarding shipping and receiving.
7. Other areas that are being overwhelmed by donations management issues may require EMAC assistance in the form of extra personnel. The MEMA EMAC Planner will coordinate appropriate staffing requests.

c. Disaster occurring in and/or around Baltimore County:
   1. The DCT will contact EOC representatives, community groups, and appropriate NGOs to determine:
      - What are the needs?
      - Any other information that would be worthwhile to prevent poorly prepared donations entering and overwhelming Baltimore County.
   2. Take proactive steps to monitor for donation drives being organized anywhere inside or outside of Baltimore County, this information may be presented in newscasts, newspapers, radio broadcasts, or other public service announcements.
   3. Contact any organization, group, or individual that is conducting a donation drive and make them aware of the donations needs and requirements.
   4. Work to include emerging relief organizations; trust, but verify their authenticity.
   5. If there is an identified need, find out if there is a confirmed recipient who is ready to receive the donation and if the donor is including a means of transportation for the donation to get to the intended destination. Also, find out if the donation is sorted, packed, and/or palletized.
   6. If the item(s) is not needed, the donor must be persuaded to donate the item(s) elsewhere.
   7. If the donated items include a mixture of needed and unneeded items, inform the collector of these items to stop collecting unneeded items and separate out any needed items. Work to find a recipient for both and negotiate with the donor and the recipient regarding shipping and receiving.

Summary: The DCT in the affected area must pay close attention to reports of well meaning yet overwhelming and potentially problematic collection drives that may be taking place.

4. Weigh Stations/Control Points

There is only one weigh station within Baltimore County and it is operated by the State of Maryland. It is located in the northern part of the County on Interstate 83, just south of the border from Pennsylvania. A weigh station may be used as a control point for vehicles entering the area that are carrying donations and relief supplies. The DCT shall inform the law enforcement representative in the EOC of any expected shipments.

5. The Donations Warehouse

If Baltimore County experiences an influx of a large amount of unsolicited donations, the DCT will take action to identify a suitable warehouse for staging donated goods. It is preferable if warehouse space is donated to the County, however, this is not likely or expected and the DCT may need to coordinate the acquisition of rented warehouse space.

A donations warehouse for Baltimore County should be located outside of the immediately impacted areas.

There are several voluntary agencies (VOLAGs) that have experience in successfully operating a donations warehouse. The DCT shall obtain the services of one of these VOLAGs and then provide adequate logistical support for them to execute their task. A list of potentially needed items at a donations warehouse is included in Attachment A.

6. Bulk Donations

The DCT shall contact the corporate offices of nearby food stores, home improvement stores, and lumber yards and encourage donations of large, bulk quantities to the multi-agency warehouse, as opposed to frequently asking them for small, as-needed donations of plywood and food. The DCT shall encourage large retailers who wish to donate to donate in bulk, and have shipments sent to donations warehouse for further distribution. Discourage large retailers from donating items piecemeal to various communities.

7. Establishing the Donations Distribution Network

The DCT shall work closely with community-based organizations (CBOs) and other VOLAGs to determine where donated goods are needed most. In most cases, donation distribution points will consist of a local church parking lot or similar community resource center that is located in close proximity to the impacted areas. The distribution center shall arrange for pick-up and delivery of donated goods from the donations warehouse. Baltimore County will be available to provide security in the form of law enforcement officers to the distribution centers, as requested.

8. Food Donations

Baltimore County will refer all offers of donated food to the Maryland Food Bank and conversely, those seeking donated food will be asked to contact the Maryland Food Bank.

9. Donated Medical Supplies

Donated medical supplies shall be coordinated through the Health Department, working with the ESF 8 – Health and Medical at the State Emergency Operations Center (SEOC).

10. Donated Items for Special Needs/Disabled Populations

Donated items for special needs/disabled population shall be coordinated with the Maryland Department on Disabilities (MDOD).

11. Donated Animal Supplies and Veterinary Services

Donated animal supplies shall be coordinated through the Health Department – Division of Animal Control, working with ESF 8 – Health and Medical and ESF 16 – Animal Protection at the SEOC.

D. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

The roles and responsibilities of organizations and agencies involved in donations and volunteer management are listed below and are subject to change.

1. Primary Agency

a. Office of Community Conservation
   1) Serve as the lead agency to coordinate donations management operations.
   2) Provide guidance to citizens in the form of press releases and other public information strategies through the Office of Communications or the Office of HS&EM PIO.
   3) Selects the DCT personnel, assigns tasks.

4) Coordinates donations management with other County departments and agencies, as well as, appropriate state-level agencies.
5) Provide a representative to the County EOC, when requested.

2. Support Agencies

a. Office of the County Executive
1) Communicate to the public that the best way to help is to donate cash to established disaster relief organizations.

b. Office of Homeland Security and Emergency Management
1) Establish and maintain a toll-free donations hotline number.
2) In the event of a large-scale disaster, the EOC Commander, or designee, will notify the Office of Community Conservation of a large emergency and the potential for donations management operations.
3) Request resources and supplies from other County departments and agencies for multi-agency warehouse and the DCC.
4) Office of HS&EM PIO shall activate the JIC and coordinate the preparation and dissemination of public information with appropriate County departments and agencies.
5) Be a part of the DCT, assist with resource support and logistics.
6) Assist with identifying other State and County departments and agencies, as well as, any private organizations that may be able to assist with donations management.
7) Identify facilities that can be used as donations warehouses, if needed. Identify alternate warehouse and distribution center space for contingency purposes. Coordinate with local volunteer, community, and religious organizations to manage and operate local distribution centers. Donation distribution centers may be co-located with FEMA Disaster Recovery Centers (DRCs).
8) Educate and inform the Office of the County Executive and members of the County Council of recommended donations management actions and recommend emergency public information messages.

c. Police Department
1) Establish checkpoints to regulate the entry of vehicles bringing donated goods into the County. Communicate with the EOC Commander, or designee, to assure trucks carrying donated goods are routed to the multi-agency warehouse.
2) Implement security measures at donations collection and distribution centers and the multi-agency warehouse.
3) Implement perimeter control measures to carry out donations and volunteer management activities (i.e. keeping trucks carrying donated goods out of impacted areas, securing incident location[s], etc).

d. Office of Communications
1) Include in media releases, statements, and interviews that the best way to help is to donate cash to established disaster relief organizations.

e. Volunteer Center/Citizens Corps
1) Coordinate with the DCT and provide support if there is a need for additional volunteers for the donations call center, donations collection sites, warehouse management, donations distribution sites, etc.

2) Make contact with Citizens Corps and/or Community Emergency Response (CERT)/Neighbors Helping Neighbors members and request their support in donations management operations, if necessary.

f. Department of Public Works (DPW)
1) Assist in the identification of available facility/warehouse space to conduct donations management operations.
2) Assist the DCT by identifying and acquiring suitable resources from the County's surplus property inventory to support County response and recovery activities and quickly deliver needed items to multi-agency warehouse and/or the DCC.
3) Assist in identifying private contract services and resources to support donations management operations. Provide support in the development of contract agreements services and supplies.
4) Assist the DCT with demobilization of the donation management operation once that decision has been made. This is sure to include the timely removal and/or pick up of surplus property at the multi-agency warehouse and the DCC.
5) Working with MDOT, post messages on portable road signs and electronic message boards that will contain directions to donations collection points and distribution points.

g. Office of Budget and Finance
1) Even though the County will not actively seek to collect financial contributions for disaster relief, the County may receive a large number of checks from well-meaning, but ill-informed citizens. The Office of Budget and Finance will assist the DCT with the set up of an account to receive any checks that are made payable to "Baltimore County" in support of disaster relief. These funds shall be earmarked to support the local long-term recovery effort.

h. Department of Health
1) Coordinate with the DCT if there are unmet needs for medical supplies in the impacted communities and/or help determine a destination if large amounts of unsolicited medical supplies are received.
2) Coordinate with the Department of Social Services to provide disaster crisis counseling to impacted individuals.

i. Adventist Community Services
1) May serve as multi-agency warehouse manager at the request of the County and member of DCT. Directs the receiving, sorting, re-packing, and shipment of donated goods at the multi agency warehouse.
2) Train, mobilize, and direct a temporary staff of volunteers to operate the multi-agency warehouse and support mechanisms, in cooperation with the County and other participating organizations.
3) Assist the Office of Community Conservation with managing a donations telephone hotline and donations tracking software (this may be done at the State level).

j. American Red Cross (ARC)
1) Assist the Office of Community Conservation by providing a liaison to the DCT.
2) Provide a representative to the EOC, when requested.
3) Keep DCT informed of ARC identified needs in the affected areas.
4) Keep DCT informed of ARC disaster relief activities.
5) Coordinate in kind donation operations with DCT.

k. Maryland Food Bank
   1) Serve as the initial call to identify local and national donors for items such as food, water, cleaning supplies, personal hygiene products, etc.
   2) Support all agencies in need of trucks, using Maryland Food Bank trucks or using local and national contacts for tractor-trailers.
   3) Coordinate the need for dry and refrigerated warehouse space, as needed.
   4) Serve as liaison to America's Second Harvest for major disasters.

l. Maryland Voluntary Organizations Active in Disasters (MDVOAD)
   1) Inform all member organizations of activation or possible activation of this Donations Management Plan.
   2) Solicit priority "in kind" needs (and logistic information) from members working on this disaster (Refer to pre-disaster list of potential needs for VOAD member relief and recovery operations).
   3) Help support the County long-term recovery groups.
   4) Locate volunteer resources if requested by the DCT. Volunteers may be needed to staff the DCC, assist at the multi-agency warehouse, or help collect and/or distribute donated items.

m. Salvation Army
   1) Assist with donations collections and distributions by providing collections centers and distribution centers and help identify volunteers to staff these locations.
   2) Support (and possibly take the lead role for) donations warehouse management.
   3) Locate volunteer resources if requested by the DCT. Volunteers may be needed to staff the donations call center, assist at the multi-agency warehouse, or help collect and/or distribute donated items.
   4) Maintain communications with the DCT throughout the disaster.
   5) Assist in the distribution of excess in kind animal-related donations with the Humane Society of the United States (HSUS), other humane organizations.

E. ADMINISTRATION AND LOGISTICS

1. Administration and Fiscal Concerns

County, State, and federal resources may be needed to execute this Appendix for Donations Management. The DCT may request additional help from MEMA, who may, in turn, make a Request for Federal Assistance (RFA). The costs of RFAs are split among federal, state, and local government. The proportions of cost sharing vary. Typically, the federal share of the cost is 75 percent.

a. Records of purchases, rentals, agreements, loans, and so on shall be maintained, organized, and monitored by the DCT.

b. Each agency is responsible for maintaining its own records of expenditures for possible later reimbursement.

c. Baltimore County, with help from the State, will provide "normal" amounts of office supplies to personnel of other agencies assigned to work in the EOC and DCC. The Office of Community Conservation shall arrange to provide "normal" amounts of office supplies to personnel of other agencies assigned to work at the multi-agency donations warehouse. Unusual or extraordinary amounts must be secured by the individual agency.

d. The EOC has been equipped to adequately meet the needs of the procedures outlined in this Appendix. If the equipment or physical capabilities of EOC are not sufficient for an agency to meet its mission, the EOC Commander shall be apprised of this and it shall be identified as a shortfall and will be added to the long-range development plan.

2. Logistics

Logistics for staff working in the EOC, the DCC, or at the multi-agency donations warehouse must be negotiated with the DCT leader.

3. Demobilization

Demobilization is the act of breaking down the size of an operation. It refers largely to the demobilization of the government's role in donations management, which should be relatively short, compared to the role of VOLAGs.

Demobilization should be planned once the donations management operation has established maximum operations. When the flow of donated goods significantly drops, goods and services in the pipeline should be directed if possible to the warehouses and administration of the VOLAGs involved.

The DCT lead, in consultation with the other DCT members, will decide when demobilization of the donations management operation will occur. This decision shall be made after close consultation with the involved VOLAGs.

Unneeded or unsuitable donations shall be recycled and/or distributed to other not-for profit organizations such as Goodwill, Disabled American Veterans, etc. Junk donations shall be disposed of in accordance with state and local laws.

4. Annex Maintenance

The Office of HS&EM has developed this Annex by utilizing several federal, state, and local donations management plans and annexes as guides. Various participating departments, agencies, and private/non-profit (PNP) organizations provided supporting documentation.

This Annex shall be reviewed and updated annually or it may be reviewed following an actual emergency activation. The Office of HS&EM shall initiate a review and all departments, agencies, and private organizations listed in this Annex shall perform the necessary updates and provide these updates to the Office of HS&EM for incorporation into this Annex.

After any donations management operation has demobilized, all primary and support agencies listed in this Annex shall gather to evaluate the content of this Annex in order to identify successes and necessary improvements. Absence a disaster, personnel shall meet at least bi-annually to discuss the Annex and any possible improvements or clarifications to donations and volunteer management planning in general.

F. ATTACHMENTS

1. List of Supplies for a Donations Coordination Center and a Multi-agency Donations Warehouse

2. **Adventist Community Services – Multi-Agency Warehouse Diagram/Donations Flowchart**
3. **Acceptable Donations List**
4. **Procedures for Handling Donations Calls**
5. **NVOAD Policy Statement Regarding Cash Donations**
6. **Forms**
7. **Sample Press Releases**
8. **Volunteer Mobilization Centers (VMC)**

ATTACHMENT 1

TO ANNEX U

LIST OF SUPPLIES FOR DONATIONS COORDINATION CENTER (DCC) AND MULTI-AGENCY DONATIONS WAREHOUSE

Note: The following list is considered a basic needs list and is subject to change without notice. The actual amount of supplies needed may vary based on the size and nature of the incident.

For DCC

Item	Quantity	Comment
Call center facility	1	Multi-agency warehouse and DCC may/may not be co-located.
Telephones and lines	10	Number of phone banks subject to change based on size of event.
Operator head sets	10	
Tables and chairs		At least 10 tables and 14 office chairs
Personnel	??	One operator per phone; one supervisor; one member of DCT to report directly to other DCT members and ACS warehouse staff.

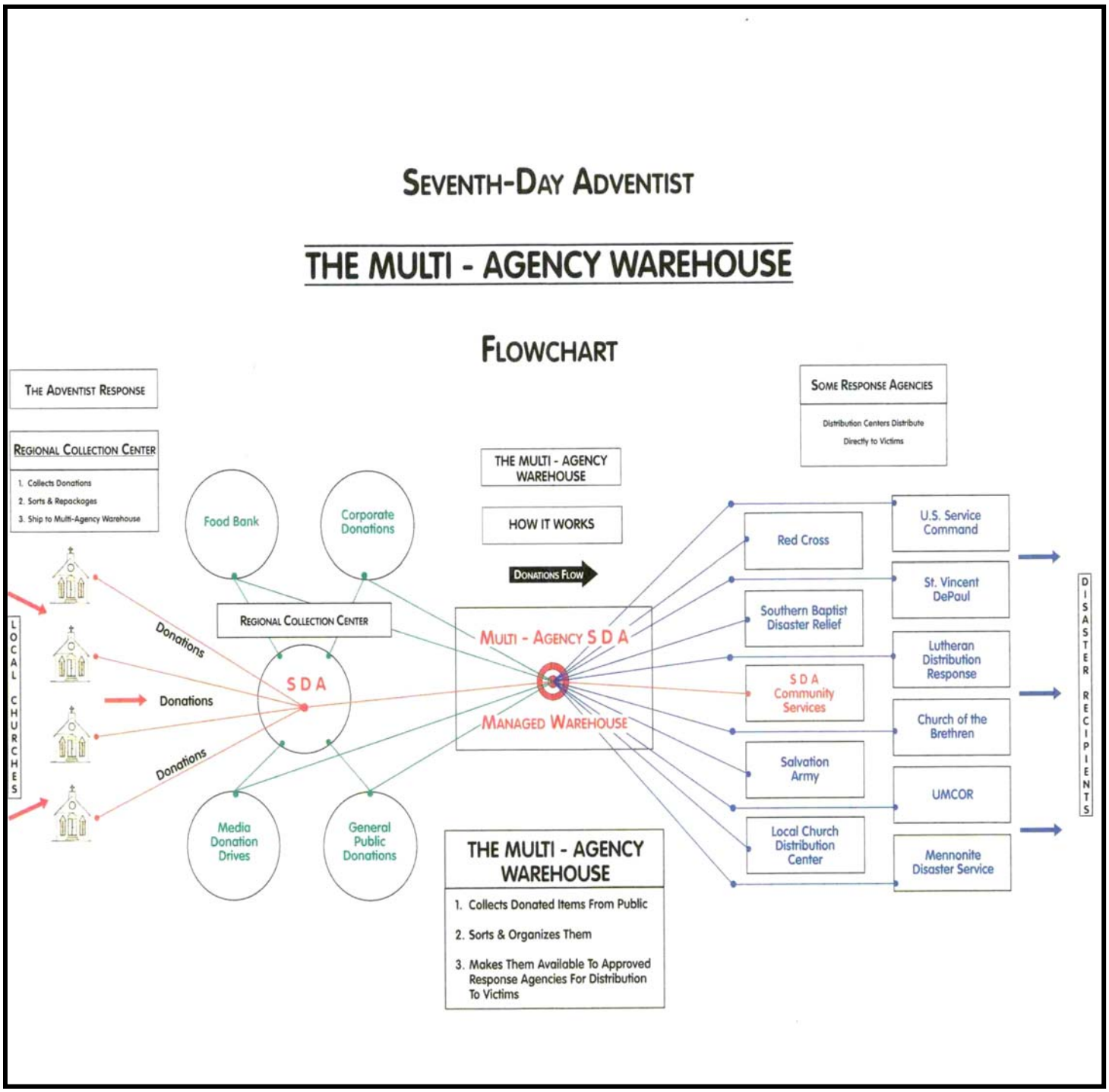
For Multi-Agency Warehouse

Item	Quantity	Comment
Warehouse	1	A satellite warehouse may be needed based on the size of the disaster and location considerations.
Fork lifts & fuel	2	Propane fork lifts only; with a total of 6 propane tanks (full).
Pallet jacks	6	
Pallets	100	4 ft x 4 ft
Telephones	8	8 voice, 1 fax, 1 modem. 6 voice lines will have roll-over capabilities (may be more if donations call center is co-located at warehouse).
Computer	2	With monitor, all connection cables, dial-up modem, and Microsoft Office software.
Copier	1	Plain paper, black and white OK. All-in-one copier-printer-scanner-fax machine preferred.
Fax machine	1	
Printer	2	
Printer, copier and fax paper	2 cases	8 ½ x 11 size, white
Trucks	6	14 ft with lift gate. Consider commercial drivers license (CDL) req.
Boxes	5,000	18 in. x 12 in. x 12 in.
Tape	6 cases	@ 36 rolls of tape/case.
Tape Guns	6	
Shrink wrap	20 rolls	1000 ft long x 15 in. wide.
Tables	20	2.5 ft x 6 ft (approx).
Chairs	20	
Sorting tables	20	¾ in plywood 4 ft x 8 ft
Sawhorses	40	
File cabinet	1	
Dumpsters	2	Request on-demand service, pick-up.
Fire extinguishers	4	Large
Miscellaneous office supplies		Sharpies, box cutters, ink pens, 2 dozen legal pads, 2 dozen clipboards, fans (for hot weather).

ATTACHMENT 2

TO ANNEX U

ADVENTIST COMMUNITY SERVICES
MULTI-AGENCY WAREHOUSE DIAGRAM/DONATIONS FLOWCHART



ATTACHMENT 3

TO ANNEX U

ACCEPTABLE DONATIONS LIST

1 ACCEPTABLE DONATION = CASH

Non-perishable foods donate directly to area food banks!

Personal Hygiene Items

Soap	Disposable Razors	Shampoo
Shaving Cream	Feminine Products	Washcloths (new)
Toothpaste	Combs and brushes	Deodorant
Toothbrushes	Band-aids	Lotion

Baby Supplies

Diapers	Formula	Layettes/Bassinets
Bottles	Baby wipes	Rattles/infant toys
Nipples (new, packaged)	Pacifiers	Clothing (2T or smaller)

Cleaning Supplies

Bleach	Sponges	Rubber gloves
Mops	Buckets	Brooms
Disinfectant	Scrub brushes	Windex
Work gloves	Rakes	Buckets
Hoses	Nozzles	Shovels

Paper/Plastic Products

Paper towels	Toilet paper	Trash bags
Disposable plates	Disposable cups	Napkins
Plastic eating utensils		

Pet Food, Supplies and Medicine (Only when specific types and amounts are described)

Flashlights and batteries

First aid items/kits

ATTACHMENT 4

TO ANNEX U

PROCEDURES FOR HANDLING DONATIONS CALLS

Utilize the following procedures for handling donation calls in the Donations Coordination Center (DCC):

→ The operator answers and explains the services available at this number, if asked (i.e. matching offers with needs, referral of offers to voluntary agencies).

→ Encourage Cash to a charity of their choice. Encourage the donor to consider sending money to all known voluntary agencies that are active in the disaster response. The DCT shall compile a list of qualified agencies.

→ If they want to volunteer, transfer them to the Volunteer Mobilization Center (VMC), if activated. If a VMC is not activated, transfer them to the Volunteer Center.

→ **Note: Baltimore County will not accept cash donations. We will refer those who wish to donate cash to donate to non-governmental disaster relief groups that are active in the affected area(s).**

→ If they don't know to which group to donate, read to them the organizations which are included on the approved relief agency list, each time starting with the organization after the last one mentioned to the previous caller.

→ Fill out appropriate donations form (Attachment 6).

→ Inform donors of the need to pre-sort contents of containers, clearly label the contents, and palletize and shrink wrap the items to ease shipment, if appropriate.

→ If the caller offers something that might be useful to the disaster, transfer them to the "hot offers line" where someone enters it into the database… If needed.

→ **Inform the donor that transportation is not available from the government unless a specific request for goods is made by the DCT**.

Call Back Instructions:

→ All callers should be called back and a simple record of callbacks shall be maintained.

→ The donation is either accepted or it is not.

- If not, the donor is thanked and given alternative suggestions such as donating in their local community, if appropriate, or donating cash.
- If the donation offer is accepted, the donor is informed how to deliver the goods and/or services. Instructions may be for certain goods to be delivered to a specific reception center. Other goods may be coordinated directly with established voluntary agencies and directed to a voluntary agency facility. Other goods may be directed straight to a reception center for further sorting and staging until they are required in the affected area.

List of Private/Non-Profit Disaster Relief Agencies in the Baltimore Area

Adventist Community Services 1-800-381-7171 www.communityservices.org	**America's Second Harvest** 800-771-2303 www.secondharvest.org	**American Red Cross** 1-800-HELP-NOW www.redcross.org
Baptist Convention of Maryland and Delaware 800-466-5290 www.yourbcmd.org	**Catholic Charities USA** 800-919-9338 Catholiccharitiesusa.org	**Christian Contractors Association** 1-800-278-7703 christiancontractorsassociation.org
Christian Disaster Response 941-956-5224 cdresponse.org	**Church of the Brethren Disaster Response** 800-451-4407 brethrendisasterresponse.org	**Church World Service** 800-297-1516 www.churchworldservice.org
The Humane Society of the United States - Disaster Services (888)-259-5431 https://secure.hsus.org/01/disaster_relief_fund	**Lutheran Disaster Response** 800-638-3522 www.elca.org/disaster	**Maryland Food Bank** 410-737-8282 www.mdfoodbank.com
Mennonite Disaster Services 717-859-2210 www.mds.mennonite.net	**National Organization for Victim Assistance** 202-232-6682 x 105 www.trynova.org	**Nazarene Disaster Response** 800 -233-8962 Email: ndr@nazarene.org
Operation Blessing International 757-226-3919 www.ob.org	**Presbyterian Church (USA)** 800-872-3283 Email: PresbyTel@ctr.pcusa.org	**The Salvation Army** 1-800-996-ARMY
Saint Vincent DePaul 410-368-1545 www.vincentbaltimore.org	**Tzu Chi Foundation USA** **301-838-8990** www.tzuchi.org	**United Methodist Committee on Relief (UMCOR)** 800-554-8583 www.umcor-ngo.org

Position Description
For
Donations Coordination Center Volunteers

Position Title: Donations Coordination Center (DCC) Volunteer

Position Location: The Donation Coordination Team (DCT) shall stand up and manage the DCC. The initial location for the DCC may be in a room adjacent to the Emergency Operations Center (EOC), the Public Safety Building, or other suitable location. As the situation develops, the DCT may decide to relocate the DCC to the multi-agency donations warehouse, the Joint Field Office (JFO), or other suitable location.

Position Summary: Serves as staff member responsible for answering calls that are received by the Donations Hotline, which would be established shortly following a large disaster that impacts the County. Potential calls into the DCC may be from individuals who are seeking information about disaster relief activities, individuals or groups who are interested in donating goods, or who wish to volunteer for tasks related to the disaster relief effort. Calls received by the DCC may also identify a need for donations and/or volunteers in a particular area of the County. Some calls may include a request to be referred to a particular disaster relief organization. The primary role of the DCC is to coordinate offers of donations and volunteer service and try and match them to existing or anticipated needs. The DCC will coordinate directly with the multi-agency warehouse to arrange for the receipt of the donation. DCC staff should be informed about how to handle difficult and/or unusual calls. Media calls should go to the Joint Information Center (JIC). Other issues may be transferred to appropriate representative in the EOC.

Supervisor: DCC Manager/Coordinator

Primary Duties:

- Manage every telephone call and other duties as assigned while on duty.
- Document all information about every call.
- Adhere to any prescribed confidentiality policies.
- Maintain and continuously improve knowledge and skills so as to be able to handle calls effectively.

Qualifications:

- Must be at least 18 years old.
- Have a firm commitment to serving as a volunteer worker at the DCC.
- Have reliable transportation to and from the DCC.
- Be able to schedule shifts in advance.
- Be flexible!
- Familiarity with personal computers and phone system equipment and willingness to learn the donations/volunteer management process at a basic operational level.

ATTACHMENT 5

TO ANNEX U

NVOAD POLICY STATEMENT REGARDING CASH DONATIONS

August 14, 2003

To: State and Local Officials

Subject: NVOAD Disaster Donation Policy

Background:

When disaster strikes—whether flood, hurricane, earthquake, or explosion—lives, homes, communities, and businesses may be damaged or destroyed. The people affected often need serious and substantial short- and long-term help to put their lives back together. Federal, state, and local governments supply resources; voluntary organizations also provide money, volunteers, material necessities, and a variety of expertise.

After Hurricane Camille (1969), it became clear to organizations that regularly helped disaster victims that their services were frequently duplicated and uncoordinated. For example, two organizations would be feeding disaster victims on opposite corners. Representatives from seven organizations began to meet on a regular basis to share their respective activities, concerns, and frustrations in disaster response. They developed National Voluntary Organizations Active in Disaster (NVOAD), which now has almost forty members. In addition, there are VOADs in all of the states and most of the territories.

After Hurricane Andrew (1992), the VOAD movement extended to the local level. Disaster response organizations in regions hit by the disaster learned that cooperation at the regional, county, or metro-area level was crucial. In Florida, for example, the disaster did not affect the entire state, just the far south. It made sense for local groups to convene locally instead of in the state capital. In 1996, serving local VOADs became part of the official mission of NVOAD.

Issue Background:

Voluntary organizations operate on budgets based on donations from members, from private and public institutions and from the general public. During times of disasters, many donors are motivated to contribute to voluntary organizations that perform disaster services. These donations make it possible for voluntary organizations to provide urgently needed services to disaster victims. Government agencies at all levels depend on the relief efforts of voluntary agencies to provide immediate relief, as well as mid- and long-term assistance. These private resources augment assistance from the government. Without voluntary organization assistance and the labor of volunteers, government would be faced with many more demands on their scarce resources.

The Current Issue:

In the last few years, several State Governments and other political jurisdictions have solicited or received donations from companies and the public following a disaster. Several Government agencies have established 800 telephone numbers to coordinate or solicit donations. Government "competition" for

private donations has decreased the amount of cash available to voluntary organizations, thus negatively impacting the ability of voluntary organizations to provide emergency relief and rehabilitation.

NVOAD's Position and Recommendation:

NVOAD and its members want State Governors and their Offices of Emergency Management to understand the potentially serious negative impact of their donation management polices. Government solicitation or receipt of public donations after a disaster negatively impacts the ability of voluntary agencies to respond to the immediate and urgent needs of disaster victims.

NVOAD urges states to recognize the national Donation Management Policy of the Federal Emergency Management Agency (FEMA) and adopt the following policies related to Cash Donations following a disaster:

State Governments should establish policies that refer potential donors to voluntary organizations that are providing services to disaster victims; and states should not solicit or accept private donations from the public. State Government should encourage local jurisdictions to establish similar policies and procedures. In the event that cash donations are received by a State or local government agency, decisions about the distribution of such contributions should be referred to a public-private group with established criteria for distributing these funds.

We believe that this policy will result in more contributions and fewer conflicts among organizations that are now supporting government in assisting disaster victims. Additionally, to support this policy, NVOAD will encourage every State VOAD to have representation on the State Donations Coordination Team. This in turn will assure participation in the ongoing planning efforts of the State Government to address issues of donations management. NVOAD and VOAD members are available to assist government jurisdictions to: develop their donation management plans; establish procedures for managing phone banks; and conduct training courses for staff working in donation management.

Sincerely,

The NVOAD Board of Directors

National Voluntary Organizations Active in Disaster
14253 Ballinger Terrace Burtonsville, MD 20866 301.890.2119

ATTACHMENT 6

TO ANNEX U

DONATIONS MANAGEMENT FORMS

Standard Donations Offer Form

Date: _____ Operator: _____ Offer: ☐ Commodity ☐ Services

Category: _____ Sub-Category: _____

Description: _____

_____

_____

Quantity (Units/Measures): _____ / _____ Pallets: ☐ Yes ☐ No

Packaging (Amounts/Size/Type): _____ / _____ / _____

Transportation: ☐ Yes ☐ No ☐ Uncertain

Resource Location: _____

Estimated Value: _____

Last Name: _____

First Name: _____ Title: _____

Phone 1: _____ Phone 2: _____

Fax: _____

Organization: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Country: _____

ATTACHMENT 7

TO ANNEX U

SAMPLE PRESS RELEASE

Release Date: _____

BALTIMORE COUNTY:

DONATE AND SERVE WISELY TO ASSIST <*Incident/Event Name*> VICTIMS

BALTIMORE COUNTY EMERGENCY OPERATIONS CENTER, TOWSON - As residents across region start rebuilding from ***<ENTER EVENT NAME>***, Baltimore County encourages everyone to contribute wisely towards recovery efforts. Consider the following before you donate goods, money, or your time:

Financial contributions are preferred.
Cash donations help to avoid the labor and expense of sorting, packing, transporting and distributing donated goods and voluntary relief agencies use cash to meet victims' specific needs more quickly.

Donate through an experienced organization.
Relief agencies prefer the versatility of cash donations; however some have the infrastructure in place to store and distribute donated goods. To prevent waste, donations of goods should be made only to agencies that have requested specific items.

Confirm the need before collecting.
Donors should be wary of anyone who claims that "everything" is needed. Many groups have been disappointed that their efforts and the goods they collected were not appreciated. A community hit by disaster, however, does not have the time, manpower, or money to dispose of unneeded donations. Get precise information before collecting any donated goods.

Volunteer wisely to help others.
In a community struggling to respond to and recover from a disaster, an influx of unexpected or unneeded volunteers and donations can make the process even more difficult. Before traveling to the disaster area to help, learn where and when your skills will be needed. Discuss with volunteer organizers how your needs for food, water and shelter will be met while you are volunteering.

In times of disaster, the Office of Community Conservation coordinates donations and the Baltimore County Volunteer Center coordinate volunteers. Both of these agencies encourage all citizens to get involved in their communities through volunteerism and service.

For more information visit http://www.baltimorecountymd.gov/Agencies/volunteers/index.html

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ATTACHMENT 8

TO ANNEX U

VOLUNTEER MOBILIZATION CENTERS

A. PURPOSE

This Attachment to Annex U of the Emergency Operations Plan (EOP) describes the basic framework for conducting unaffiliated volunteer management. More detailed procedures for volunteer management can be found in the Volunteer Center's standard operating procedures document for volunteer mobilization centers (VMCs).

B. SITUATION & ASSUMPTIONS

1. Situation

a. Severe disasters will create the need to coordinate volunteer services. Baltimore County acknowledges that a large influx of unaffiliated volunteers into a disaster area can significantly inhibit the ability of first responders and other disaster relief personnel to respond effectively and could create a hazardous situation for both the volunteers and the first responders.

b. State government shall support local governments in their response to large emergencies and assist with the management of volunteers.

2. Assumptions

a. People are kind and want to help disaster victims. Large numbers of people who are interested in volunteering may arrive in impacted areas, possibly in significant numbers, to assist in the incident and may inadvertently endanger themselves and/or others.

b. These unaffiliated and unsolicited volunteers may arrive soon after an incident or may arrive several days following an incident.

c. People will make conclusions based on partial information and misunderstandings. A coordinated and aggressive public information campaign that informs people on the best way to assist in the relief effort can make the management of volunteers much easier.

d. Management of unaffiliated volunteers through the VMC concept is crucial to an efficient disaster recovery operation.

e. The media can be a valuable member of the process or it could act as an adversary.

C. CONCEPT OF OPERATIONS

1. General

a. VMC operations will adhere to the guidelines set forth in the National Incident Management System (NIMS), as stated in the Basic Plan section of this EOP.

b. When referring to volunteer involvement in disaster relief and recovery, it is helpful to use consistent terminology. The following terms are recommended when discussing volunteer management:

- Affiliated volunteers are attached to a recognized voluntary or non-profit organization and are trained for specific disaster response skills. Their relationship with an established organization precedes the immediate disaster, and they are invited by that organization to become involved in a particular aspect of emergency response.

- Unaffiliated volunteers are not part of any recognized voluntary agency and often have no formal disaster training. They are not officially invited to become involved, but are motivated by a sudden desire to help others in times of trouble. They come with a variety of skills. They may come from within the affected area or from outside the area (Also known as: "convergent", "emergent", "walk-in", or "spontaneous").

c. The coordination and management of unaffiliated volunteers is primarily a responsibility of local governments, with support from various non-profit organizations and state and federal government departments and agencies. The Volunteer Center will take a lead role on the VMC Team to coordinate volunteer management.

d. The overarching goals to Baltimore County's volunteer management strategy shall be to:
1) Prevent unsuspecting volunteers from entering unsafe areas
2) Encourage individuals who demonstrate an interest in becoming a disaster volunteer to pre-affiliate himself or herself with an established disaster relief organization.
3) After a disaster, encourage individuals who wish to help to affiliate themselves with an established disaster relief organization that is active in the disaster.
4) Encourage all remaining unaffiliated volunteers to report to an established VMC to become included in the volunteer disaster recovery effort.
5) Make the most efficient use of available volunteers
6) Avoid hampering first responders in the field and/or becoming a liability for others.

e. To that end, Baltimore County aims to:
1) Determine areas and categories of greatest need for voluntary services, based on advice and consultation with the Incident Commander, the first responders, VOLAGs and community groups.
2) Communicate clearly and effectively to the public to not go directly to a disaster site with the intention of "helping out" and clearly articulate the importance of affiliating with an established VOLAG or going to a VMC to get appropriate guidance and direction on how and where to help.

2. The Volunteer Mobilization Center Team

Similar in nature to the Donations Coordination Team (DCT), the primary duty of the Volunteer Mobilization Center (VMC) Team will be to coordinate all volunteer management operations prior to, during, and after an emergency situation. The Office of Homeland Security and Emergency Management (HS&EM) will notify the VMC Team Leader (Volunteer Center) that a large emergency is imminent or has occurred and that the need to manage volunteers may arise. The main challenge will be to make sure that all offers of volunteer services are effectively and efficiently matched with identified needs. Throughout

the event, the VMC Team Leader will coordinate directly with the EOC Commander, or designee. These tasks may include, but are not limited to:

a. The VMC Team Leader shall convene a meeting of the VMC Team prior to the event if there is sufficient warning, or as soon as possible following a major incident. These meetings can be conducted via conference call or at the EOC.

b. The membership of the VMC Team shall include, at a minimum:
   1) Baltimore County Volunteer Center
   2) The Office of Community Conservation
   3) The Office of Homeland Security and Emergency Management
   4) The Department of Social Services (DSS)
   5) The Health Department (including the Animal Control Division)
   6) The Law Office
   7) Public Information Officer (PIO) representative
   8) American Red Cross (ARC) Representative

c. The VMC Team Leader shall also inform officials at the EOC and MEMA of all activities regarding County efforts to manage volunteers, specifically the Emergency Support Function (ESF) 15 desk at the State Emergency Operations Center (SEOC), staffed by the Governor's Office on Service and Volunteerism (GOSV).

d. The VMC Team shall work with other County departments and agencies to identify a suitable facility to serve as a VMC and work with community groups and non-governmental organizations (NGOs) to maximize the sharing of volunteer intelligence.

e. The VMC Team shall make sure that proper logistical and communications procedures are in place. The VMC Team will coordinate volunteer management operations directly with the EOC and the VMC.

f. The VMC Team shall coordinate media strategy with the JIC.

g. The VMC Team shall establish a database for tracking volunteers who are deployed through the VMC.

h. The VMC Team shall make arrangements for letters of thanks to volunteers.

3. Medical Volunteers

The Volunteer Center will refer trained medical volunteers to the Medical Reserve Corps Program, administered by the Baltimore County Health Department, working with the ESF 8 – Health and Medical at the State Emergency Operations Center (SEOC). The Health Department will provide representatives to the VMC.

4. Veterinary Services

The Volunteer Center will refer trained animal health volunteers to the Medical Reserve Corps Program, administered by the Health Department, working with ESF 8 – Health and Medical and ESF 16 – Animal Protection at the SEOC.

5. Volunteer Mobilization Centers

In any size disaster, well-intentioned (and some not-so-well intentioned) individuals will flock to the "hot" zone of an incident. This can be especially dangerous when law enforcement becomes overwhelmed during incident response and are unable to effectively establish a perimeter around an incident location(s). It will be impossible to prevent all individuals from penetrating the disaster scene; however, it is the Volunteer Mobilization Center (VMC) that will serve to alleviate this concern by collecting many of the unaffiliated volunteers, interviewing them to assess their skills, and then referring them to established and reputable disaster relief organizations who are actively involved in incident response and recovery.

A VMC acts as a reception and information hub at the local jurisdiction level for community members who wish to volunteer and serves as a resource for agencies and organizations seeking additional volunteers. As a clearinghouse for volunteer opportunities, a VMC is an important facilitator and manager of human resources following a disaster. Baltimore County will establish VMCs, when needed, to direct unaffiliated volunteers.

A VMC acts as a buffer between well-intentioned community members and the disaster scene, a critical function especially if the disaster is thought to be an act of terrorism, making it a crime scene requiring special procedures. VMCs provide an alternative to having volunteers arrive on site where their presence may complicate rather than complement the efforts of first responders. Upon entering a VMC, unaffiliated, spontaneous volunteers complete registration paperwork, receive basic orientation, obtain specific task training and are referred to community agencies and established disaster relief organizations that are requesting volunteers, or they may be asked to wait for further instructions.

These are some examples of tasks that can be given to unaffiliated volunteers:

- Data entry, typing, filing
- EOC support – collecting information, drafting reports, taking messages
- Legal advocacy
- Communications support, runner/courier
- Translation
- Debris clean-up, sandbagging
- Hotline and phone bank staff
- Community outreach, information dissemination
- Supply distribution, loading, unloading, and transport
- Shelter staff /food and water service
- Damage assessment
- Counseling
- Reconnaissance photography
- Crowd control, security support
- Childcare
- Heavy equipment operation

More detailed procedures for VMC operations are included in standard operating procedures for volunteer management that are maintained by the Volunteer Center.

D. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

The roles and responsibilities of organizations and agencies involved in volunteer management are listed below and are subject to change.

1. Primary Agency

a. Baltimore County Volunteer Center
   1) Serve as the lead agency to coordinate volunteer management operations.
   2) Provide guidance to citizens in the form of press releases and other public information strategies through the Office of Communications or the Office of HS&EM PIO.
   3) Selects the VMC Team, assigns tasks.
   4) Coordinates volunteer management with other County departments and agencies, as well as, appropriate state-level agencies.
   5) Provide a representative to the County EOC, when requested.

2. Support Agencies

a. Office of Homeland Security and Emergency Management
   1) Establish and maintain a public inquiry center number.
   2) In the event of a large-scale disaster, the EOC Commander, or designee, will notify the Volunteer Center of a large emergency and the potential for volunteer management operations.
   3) Request resources and supplies from other County departments and agencies for a VMC.
   4) Office of HS&EM PIO shall activate the JIC and coordinate the preparation and dissemination of public information with appropriate County departments and agencies.
   5) Be a part of the VMC Team, assist with resource support and logistics.
   6) Assist with identifying other state and County departments and agencies, as well as, any private organizations that may be able to assist with volunteer management.
   7) Educate and inform the Office of the County Executive and members of the County Council of volunteer management policy and recommend emergency public information messages.

b. American Red Cross (ARC)
   1) Assist the Volunteer Center by providing a liaison to the VMC Team.
   2) Provide a representative to the EOC, when requested.
   3) Keep VMC Team informed of ARC identified needs in the affected areas.
   4) Keep VMC Team informed of ARC disaster relief activities.

c. Department of Health
   1) Coordinate with the VMC Team if there are unmet needs for medical volunteer support in the impacted communities.
   2) Coordinate planning for the Medical Reserve Corps (MRC) with the Maryland Department of Health and Mental Hygiene (DHMH). Coordinate these actions with the VMC Team.
   3) Coordinate with the Department of Social Services to provide disaster crisis counseling to volunteers, if needed.

d. Police Department
   1) Establish perimeters to restrict the entry of vehicles and individuals into potentially hazardous areas.

e. Maryland Voluntary Organizations Active in Disasters (MDVOAD)
   1) Inform all members' organizations of activation or possible activation of a VMC.
   2) Solicit priority "in kind" needs (and logistic information) from members working on this disaster (Refer to pre-disaster list of potential needs for VOAD member relief and recovery operations).
   3) Help support the County long-term recovery groups.
   4) Locate volunteer resources if requested by the VMC Team. Volunteers may be needed to support a variety of critical functions.

E. ADMINISTRATION AND LOGISTICS

1. Administration and Fiscal Concerns

County, state, and federal resources may be needed to execute this Volunteer Management Section of the EOP. The VMC Team may request additional help from MEMA, who may, in turn, make a Request for Federal Assistance (RFA). The costs of RFAs are split among federal, state, and local government. The proportions of cost sharing vary. Typically, the federal share of the cost is 75 percent.

a. Records of purchases, rentals, agreements, loans, and so on shall be maintained, organized, and monitored by the VMC Team.

b. Each agency is responsible for maintaining its own records of expenditures for possible later reimbursement.

c. The Volunteer Center shall arrange to provide "normal" amounts of office supplies to personnel of other agencies assigned to work at the VMC. Unusual or extraordinary amounts must be secured by the individual agency.

2. Logistics

Logistics for staff working in the EOC or at the VMC must be negotiated with the VMC Team Leader.

3. Demobilization

Demobilization is the act of breaking down the size of an operation. It refers largely to the demobilization of the government's role in volunteer management, which should be relatively short, compared to the role of VOLAGs.

Demobilization should be planned once the volunteer management operation has established maximum operations. When the flow of unaffiliated volunteers significantly drops, volunteer management operations will be transitioned to the VOLAGs involved.

The VMC Team Leader, in consultation with the other VMC Team members and the Office of Homeland Security and Emergency Management, will decide when demobilization of the

volunteer management operation will occur. This decision shall be made after close consultation with the involved VOLAGs.

4. Annex Maintenance

The Office of HS&EM developed this Attachment by utilizing several federal, state, and local volunteer management plans and annexes as guides. Various participating departments, agencies, and private/non-profit (PNP) organizations provided supporting documentation.

This Attachment to the Donations Management Annex shall be reviewed and updated annually or it may be reviewed following an actual emergency activation. The Office of HS&EM shall initiate a review and all departments, agencies, and private organizations listed in this Attachment shall perform the necessary updates and provide these updates to the Office of HS&EM for incorporation into this Attachment.

After a volunteer management operation has demobilized, all primary and support agencies listed in this Attachment shall gather to evaluate the content of this Attachment in order to identify successes and necessary improvements. Absence a disaster, personnel shall meet at least bi-annually to discuss the Attachment and any possible improvements or clarifications to volunteer management planning in general.

ANNEX W

WATER SHORTAGE

A. PURPOSE

The purpose of this Annex is to provide a coordinated County response in the event of a water shortage that affects Baltimore County. Hazard specific appendices to this Emergency Operations Plan (EOP) contain additional information for such specific emergencies.

B. SITUATION AND ASSUMPTION

1. Situation

a. Water shortages can occur for various reasons. These reasons can be from water main breaks, widespread drought, or contamination of the public water supply.

b. The length of these shortages can vary. This Annex will differentiate between short-term and long-term water shortages and/or water outages.

c. The type of water can be divided into potable and non-potable. Potable refers to water that is drinkable and non-potable refers to water that cannot be consumed.

d. Baltimore County will make an announcement to the public if/when emergency water restrictions are needed.

2. Assumptions

a. Given Baltimore County's limited resources to provide potable water in an emergency, private sources for potable water need to be identified.

b. This Annex shall list the requirements that may be considered when utilizing private contractors for potable water.

c. Non-potable water is much easier to obtain and is available through public and private sources. There must be an understanding that non-potable is not to be utilized for consumption.

C. CONCEPT OF OPERATIONS

1. General

a. The ultimate responsibility for identifying alternative water supplies during a shortage and/or outage shall be the private water user. This user would be the homeowner or a private corporation. In addition to retail, consulting, and other services, private corporations can include hospitals, nursing homes, extended care facilities and assisted living facilities. The Office of Homeland Security & Emergency Management (HS&EM) continues to stress emergency preparedness to citizens and organizations, which includes provisions for backup water supplies.

b. When the homeowner or private corporation has exhausted all other means, the Office of HS&EM may be contacted to solicit additional information in regards to water sources.

D. DIRECTION AND CONTROL

1. Potable water shall always be transported in food grade, stainless steel or aluminum tanks. A Fire Engine or fire department tanker shall not be utilized to transport potable water as the cleanliness of the fire engine or tanker cannot be guaranteed. Underground water tanks in rural areas will also not be used as potable water storage. Underground tank water may be utilized as non-potable water only. Non-potable water shall never be introduced into a domestic water supply.

2. There may be significant delay in identifying a useable water source. If a need is anticipated, early arrangements will be necessary. The delay time is dependent upon the season and demand. Due to pool filling, the warm months have the longest delay in delivery.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Office of Homeland Security and Emergency Management

a. Coordinate the identification and distribution of emergency water supplies. Maintain an updated list of water suppliers.

b. Request emergency assistance from the State of Maryland, if necessary.

2. Health Department

a. Make a reasonable effort to ensure that potable water distributed by Baltimore County is safe to consume.

3. Department of Public Works

a. Provide transportation assets in support of emergency response operations.

F. ADMINISTRATION AND LOGISTICS

1. Administration

While standard incident control and emergency operational practices are sufficient for normal and abnormal emergencies, the scope of an extreme emergency calls for more deliberate and comprehensive administrative controls.

Records should be maintained on all aspects of the recovery effort. Figures and facts should be as accurate as possible and will support post-recovery audits. Original copies of records and reports should be retained in Baltimore County; only copies will be sent forward to State and Federal agencies. The Office of HS&EM will send reports to MEMA by facsimile machine, email, or messenger as soon as possible.

Verification of claims are enhanced by photographic evidence and by individual identity verification using drivers licenses. Individual identity verification is of particular importance for disposition of food stamps, other benefits, and to control reentry operations.

2. Logistics

All departments and agencies should plan for the increased demand on resources caused by an extreme emergency. Security measures also should be considered to prevent theft of emergency equipment or loss of emergency resources.

G. ATTACHMENTS

1. **Short-Term Water Shortage**
2. **Long-Term Water Shortage**

ATTACHMENT 1

TO ANNEX W

SHORT-TERM WATER SHORTAGE

A. PURPOSE

The purpose of this Attachment is to describe the response to short-term water shortages and outages. The definition of "short-term" shall be outages that are expected to last less than 24 hours.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. Any number of factors can lead to a short-term water outage (i.e. a water main break, water system malfunction).

b. The availability of potable water for drinking and cooking is the primary concern during a short-term water outage. However, institutions and businesses may also be significantly impacted due to loss of non-potable water (i.e. water for sanitation purposes).

c. The Maryland Department of the Environment will make an announcement to the public if/when emergency water restrictions are needed.

2. Assumption

a. A limited short-term water shortage/outage may progress into an unexpected long-term water shortage/outage.

C. DIRECTION AND CONTROL

1. An alternative source for a short-term shortage may be bottled water. This water may be purchased from a private vendor or grocery store. For more widespread water shortages/outages, private companies may decide to make a bulk donation of bottled water for public distribution.

2. Limited amounts of water may be available from alternative sites. These sites may include, fire stations located outside of the affected area. The water may be transferred utilizing potable water rated hoses and placed in potable water containers.

ATTACHMENT 2

TO ANNEX W

LONG-TERM WATER SHORTAGE

A. PURPOSE

The purpose of this Attachment is to describe the response to long-term water shortages and outages. The definition of "long-term" shall be outages that are expected to last greater than 24 hours.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. Any number of factors can lead to a short-term water outage (i.e. a water main break, water system malfunction).

b. The availability of potable water for drinking and cooking is the primary concern during a short-term water outage. However, institutions and businesses may also be significantly impacted due to loss of non-potable water (i.e. water for sanitation purposes).

c. The Maryland Department of the Environment will make an announcement to the public if/when emergency water restrictions are needed.

2. Assumption

a. A limited short-term water shortage/outage may progress into an unexpected long-term water shortage/outage.

C. DIRECTION AND CONTROL

1. During a long term outage the need for water tankers may be necessary.

2. The priority of a private source carrier for ***Potable water*** shall be food grade, stainless steel, and aluminum tankers.

3. The water may be utilized by filling containers or direct pumping into a water source. The pumping into a water source will require a three- inch cam lock fitting and a pump. The connection for pumping must be completed by a registered plumber. A rule of thumb is that the faster the pump, the more water that will be needed. ***Non-Potable water*** shall **never** be introduced into a domestic water supply.

4. When a tanker is utilized, as a connection to the domestic water supply there must be periodic bacteria content testing. Direct all concerns in regards to bacteria to the Department of Environmental Protection and Resource Management.

5. When filling containers with **Potable** water, utilize containers that are designated for Potable water use. These containers may be purchased from private vendors or establishments such as camping stores.

6. **Non- potable** water may be utilized for flushing. Containers for non- potable water are any container that can hold water.

7. There may be need during extended outages to utilize portable storage tanks. These tanks are frequently called water buffalo's. The portable plastic tanks may be stationed at a site and filled utilizing a **Potable** water tanker. These portable **potable** water tanks may be in limited supply. Resources should be noted during planning stages.

8. The resources for long- term shortages should be developed long before an event. There are many private water haulers available. The haulers may however have pending contracts that may take precedence over an unexpected emergency call.

9. During a long- term shortage the residents shall be actively conserving water. Mandatory water conservation laws shall be in effect and enforced.

APPENDIX 1

RADIOLOGICAL EMERGENCY RESPONSE

INGESTION EXPOSURE PATHWAY EPZ

A. PURPOSE

The purpose of this Appendix is to describe the means to be used in minimizing radioactive contamination affecting Baltimore County, including animal feed and water, resulting from an incident at a fixed nuclear facility.

B. SITUATION

1. Portions of Baltimore County lie within the 50-mile ingestion exposure pathway Emergency Planning Zones (EPZ) of two nuclear power plants located beyond the boundaries of the State of Maryland.

2. The Peach Bottom Atomic Power Station, Peach Bottom Township, Pennsylvania, is the closest nuclear facility to the County. All of Baltimore County is within the Ingestion Exposure Pathway EPZ.

3. The Three Mile Island Nuclear Generating Station, near Harrisburg, Pennsylvania, is another facility that could affect Baltimore County. The entire northern portion of Baltimore County is within the Ingestion Exposure Pathway EPZ.

4. In the event of a radioactive release from either nuclear power plants, the deposition of radiological contaminants on crops, other vegetation, bodies of surface water and ground surfaces could occur and result in the ingestion of contaminated food products, milk and water.

C. CONCEPT OF OPERATIONS

1. General

a. Emergency response operations within the ingestion exposure pathway EPZ involves the identification of areas in which food and/or water may have become contaminated. Once contaminated areas are identified, protective actions will be taken to minimize further contamination in those areas and to place restrictions, appropriate for protecting the public health, upon the use of contaminated food or water.

b. The Secretary of the Maryland Department of the Environment (MDE), or designee, is in charge of Ingestion Zone emergency operations. The Maryland Department of Health and Mental Hygiene (DHMH), the Maryland Department of Agriculture (MDA), and the Maryland Department of Natural Resources (DNR) will support MDE in assessing the potential for and/or extent of radioactive contamination to food, water, milk, and livestock feed and also the determination of the need to restrict consumption of certain products. DHMH and MDA will designate locations within the Ingestion EPZ for the sampling of farm produce, water supplies, and livestock feed for analysis.

c. At the County Level, the Office of Homeland Security and Emergency Management (HS&EM) serves as the coordinating arm in responding to and recovering from the ingestion exposure problem. The United States Department of Agriculture (USDA) Services located in the County – the Farm Service Agency (FSA), the Maryland Cooperative Extension (MCE), and the Natural Resources Conservation Service (NRCS) – will provide assistance in the form of personnel and agricultural expertise. Collectively, these services comprise the Baltimore County Food and Agriculture Council (BCFAC). The term County Emergency Board (CEB) is used to denote these services in their emergency work to assist the agricultural community within the County. A member of the CEB (usually the FSA County Executive Director) serves as the Agricultural Staff Officer in the County Emergency Operations Center (EOC). In this document, the terms FAC and CEB will be used interchangeably.

2. Protective Actions

a. The United States Food and Drug Administration (FDA) recommends two levels of protective response that apply to all food pathways. They are:
   1) Preventive protective actions - Actions taken to prevent or reduce contamination of milk and food products.
   2) Emergency protective actions - Actions taken by public officials to isolate food to prevent its introduction into commerce and to determine whether condemnation or other disposition is appropriate.

b. Protective actions, as announced by MDE, may require modifications of food production, processing, and distribution cycle pathways in affected areas both within and outside of the ingestion exposure pathway EPZ.

c. Protective actions will be based upon known releases to the environment, radiological measurements, laboratory analyses, and/or integrated dose projections.

d. Protective actions will not be taken without verification by the Maryland Emergency Management Agency (MEMA), in coordination with MDE and other appropriate State and federal agencies involved, of the measured levels for both preventive or emergency protective actions and a consideration of the health, economic, and social impacts of such actions.

e. In this attachment "protective action" is used in the generic sense unless specifically referred to as "preventive" or "emergency" protective action.

3. Notification

The public in the ingestion pathway exposure EPZ will be notified about initial preventive and emergency protective actions through a system of EAS messages, public service announcements on local radio and television stations, NOAA Weather Radio, and the print media.

4. Target Audiences

Target audiences for public information concerning radioactive contamination through ingestion exposure will be the general public, farmers, processors and distributors in the food production process and water suppliers within the ingestion exposure pathway EPZ.

D. ORGANIZATION AND RESPONSIBILITIES

1. Organization

a. Maryland Emergency Management Agency (MEMA)

MEMA serves as the lead State agency in coordination with State and federal agencies in the public education of and response to problems associated with the ingestion exposure pathway EPZ. MEMA also provides direction and control over the ingestion response and recovery activities.

b. Maryland Department of the Environment (MDE)

MDE provides accident assessment and ingestion exposure information as it relates and pertains to the food chain to MEMA, and other appropriate agencies. MDE also reviews laboratory test results and consults with MEMA in developing ingestion protective action recommendations.

c. Office of Homeland Security and Emergency Management (HS&EM)

The Office of HS&EM serves as the lead County agency in coordination with State and County agencies in the public education of and response to problems associated with the ingestion exposure pathway EPZ.

d. Baltimore County Emergency Board

The Baltimore County Emergency Board is chaired by the FSA County Executive Director and assists and provides agricultural information to local governments in the event of a radiological incident. The CEB also coordinates emergency programs at the local level. The FSA County Executive Director (or his/her designated representative) serves as the Agricultural Staff Officer at the Baltimore County EOC. In this capacity, he/she assists and provides information to County officials and coordinates USDA radiological emergency programs at the County level. He/she is also the primary emergency contact for County officials in the event that State CEB agricultural assistance is required.

2. Roles and Responsibilities

a. Maryland Emergency Management Agency (MEMA)

1) Act as the lead agency in coordination with Federal and local departments and agencies in public education of and response to problems associated with the ingestion exposure pathway EPZ.
2) Provide overall direction and control during ingestion response and recovery operations.
3) Establish procedures and the capability to disseminate information on preventive and emergency protective actions to cope with the effects of radiological contamination of human food, water, and animal feed. This will be accomplished annually for risk counties.
4) In coordination with MDE, issue guidance to ingestion exposure pathway counties on procedures and actions necessary to prevent or mitigate radioactive contamination of milk, food and water.

b. Maryland Department of the Environment (MDE)
   1) Provide accident assessment and ingestion exposure information as it relates and pertains to the food chain to MEMA and other appropriate agencies.
   2) Prioritize the analytic and sampling efforts to be conducted.
   3) Develop and issue guidance (through MEMA) to ingestion exposure pathway counties regarding initial and continuing agricultural product sampling.
   4) Review laboratory test results and consult with MEMA in developing protective action recommendations.
   5) Develop and issue guidance (through MEMA) to ingestion exposure counties regarding actions necessary to prevent or mitigate radioactive contamination of milk, food and water.
   6) Recommend preventive or emergency protective actions, if required (to be taken within the ingestion exposure pathway EPZ).
   7) Prepare (in coordination with MEMA) public education information about radiation hazards in the ingestion exposure pathway EPZ.

c. Department of Health and Mental Hygiene (DHMH)
   1) DHMH is responsible for the analysis of food, water, milk, and livestock feed samples and will utilize the personnel and vehicles of the support agencies to accomplish its assigned tasks. DHMH (through its sub-divisions) will ensure that all truck and dairy farms, milk processing centers, and potable water supplies are controlled to prohibit public consumption, as needed.

d. Fisheries Service, Department of Natural Resources
   1) The Fisheries Service (FS) of the Department of Natural Resources, under the direction of MDE, will support in controlling the harvesting of contaminated shellfish. FS personnel and equipment will be deployed to provide samples of shellfish and finfish for MDE analysis.

e. Maryland Department of Agriculture (MDA)
   1) MDA will support MDE by prohibiting the use of land for pasture, by quarantining animals or plants, and by prohibiting the sale and distribution of contaminated food, if deemed necessary by MDE.

f. Office of Homeland Security & Emergency Management (HS&EM)
   1) Act as lead County agency, in coordination with other State and local departments and agencies, in public education of the response to problems associated with portions of the County located within the ingestion exposure EPZ.
   2) Provide overall direction and control during County ingestion response and recovery operations.
   3) Develop/maintain a working relationship with the County Emergency Board.
   4) Understand the capabilities available from the USDA Services that comprise the CEB.
   5) Develop a working knowledge of the agricultural entities within the County that could be affected by the introduction/deposition of radionuclides.
   6) Maintain (in coordination with the CEB) files cross-indexed to maps showing the location of all farms, dairies, slaughterhouses, and meat processing plants within the ingestion exposure EPZ. This information should be contained in the appropriate electronic data base (i.e., EMIS-c/e) and backed-up with hard copy media.
   7) Maintain (in coordination with the CEB) files cross-indexed to maps showing the names and locations of all facilities processing milk products, large amounts of food or

agricultural products (to include fertilizer, feed or seed) within the ingestion exposure EPZ. This information should be contained in the appropriate electronic data base (i.e., EMIS-c/e) and backed-up with hard copy media.

8) Establish (in coordination with MEMA and the CEB) procedures and the capability to disseminate information on preventive and emergency protective actions to cope with the effects of radiological contamination of human food, water, and animal feed.
9) Issue (in coordination with MEMA and the CEB) guidance on procedures and actions necessary to prevent or mitigate radiological contamination of human food, water, and animal feed.
10) Issue (in coordination with MEMA and the CEB) instructions concerning the control and disposition of radioactively, contaminated agricultural, dairy, and food products.
11) Assist the CEB, when applicable, in the registration of farmers requesting authorization to reenter restricted areas for the purpose of tending livestock.
12) Assist the agricultural sampling effort by:
    a.) Providing a radiological situation report for incoming agricultural samplers.
    b.) Providing incoming agricultural samplers with a mobile communications source.
    c.) Providing a guide to assist incoming agricultural samplers with navigation.
    d.) Providing sample-taking equipment (plastic bags, bottles), if necessary.
    e.) Designating/coordinating agricultural sample drop-off points with MEMA and MDE.

County Emergency Board

a. Farm Service Agency (FSA)
1) Develop and maintain a working relationship with the Office of HS&EM.
2) Develop and maintain files cross-indexed to maps showing the names and locations of all farms, dairies, slaughterhouses, and meat processing plants within the County. Ensure that the Office of HS&EM has access to identical information.
3) Develop and maintain files cross-indexed to maps showing the names and locations of all facilities processing milk products, large amounts of food or agricultural products (to include fertilizer, feed, or seed) within the County. Ensure that the Office of HS&EM has access to identical information.
4) Maintain local information on crop production, acreage, and farm capability.
5) Develop and maintain a list of food, feed, or seed processing facilities located within the County that receive raw materials from sources located outside the County. Identify the location of those sources.
6) Maintain contact with local food processing storage and wholesale distribution facilities and determine availability and disposition of supplies.
7) Provide an Agricultural Staff Officer to the EOC, if requested.
8) Designate (if required) local BCFAC personnel to assist in agricultural sampling of the affected area.
9) Serve as the primary point of contact for incoming agricultural sample-taking personnel and assist the sampling effort by:
    a.) Ensuring sample takers understand their mission instructions and have the necessary equipment.
    b.) Providing pertinent information concerning sample locations (name of owner, location of farm, point of contact, etc.)
    c.) Contacting sample location owners and informing him/her that sample takers are enroute.

b. Maryland Cooperative Extension (MCE)
   1) Disseminate (in coordination with the Office of HS&EM) guidance to the agricultural community concerning response procedures and actions necessary to prevent radioactive contamination including:
      a.) The control and disposition of radiologically contaminated agricultural, dairy, and food products;
      b.) Radiation hazards in the ingestion exposure pathway EPZ and the protective actions that should be taken.

c. Baltimore Soil Conservation District (BSCD)
   1) Estimate in coordination with MDE the effects of radiation on soils and the agricultural water supply.

E. REFERENCES

Federal Guidelines

1. Federal Register, October 22, 1982, pages 47073-47083 Department of Health and Human Services, Food and Drug Administration:
   Accidental Radioactive Contamination of Human Food and Animal Feeds and Recommendations for State and Local Governments.

2. U.S. Department of Health and Human Services:

   Background for Protective Action Recommendations: Accidental Radioactive Contamination of Food and Animal Feeds, HHS Publication, FDA 82-8196, August 1982.

3. U.S. Environmental Protection Agency:

   National Interim Primary Drinking Water Regulation, EPA Publication 57019-76-003, Appendix B.

4. Federal Emergency Management Agency:

   Guidance on Offsite Emergency Radiation Measurement Systems, Phase I - Airborne Release, FEMA-REP-2, July 1987.

   Guidance on Offsite Emergency Radiation Measurement Systems, Phase 2 - The Milk Pathway, FEMA REP - 12 September 1987.

   Guidance on Offsite Emergency Radiation Measurement Systems, Phase 3, Water and Non-Dairy Food Pathway, Westinghouse Idaho Nuclear Company (WINCO) - 1012, October 1984.

   Guidance Memorandum IN-1: The Ingestion Exposure Pathway, February 26, 1988.

F. ATTACHMENTS

1. **Food Protection**
2. **Preventive and Emergency Protective Actions**
3. **Information for Farmers and Food Processors**

4. **Emergency Classification Levels and Response Actions**
5. **Protective Actions for a Radiological Emergency**

ATTACHMENT 1

TO APPENDIX 1

FOOD PROTECTION

A. INTRODUCTION

This Attachment will serve as guidance and information for an emergency involving radiological contaminants. It contains protective action information, which the general public may use as a precaution to minimize exposure to contaminated agricultural, dairy, and other food products through ingestion. When considering public information releases on food protection measures, careful thought should be given to the possibility of arousing undue and unnecessary public concern regarding the suitability of consumption of food. On the other hand, where food contamination has occurred, the public must be warned and issued appropriate protective action information.

B. GENERAL INFORMATION

1. Foods stored in the home will virtually always be free of radio-contamination and therefore be suitable for immediate use. This pertains to food stored in a normal manner (i.e., food stored in the refrigerator, cabinets, and containers or packages), but not necessarily to foods in the open such as fruit, cookies, or candy in uncovered dishes. Therefore, unless advised otherwise, the public can assume that no special measures are necessary in preparing stored foods for consumption.

2. Food not stored indoors or similarly protected, such as garden vegetables, fruit on trees, or food products obtained outside the home after the incident, could be contaminated. Contamination, however, does not render such foods unusable. Most foods can easily be decontaminated by fairly simple food preparation procedures.

3. In fixed nuclear facility incidents involving the release of radioactive iodine, cows may ingest the contaminant and produce milk with some degree of contamination. Only milk produced after any exposure of the cows to contaminated feed (not milk stored in the home or already packaged milk at the dairy or store) is subject to radioactive iodine contamination.

4. The following procedures for various food types are generally considered to be effective protective measures in assuring that food is free of contamination and suitable for consumption.

TYPE OF FOOD	RECOMMENDED PROTECTIVE ACTION
Root crops (potatoes, carrots, etc.)	Thoroughly wash, brush, scrub, or peel to remove surface contamination. Root crops are the least susceptible to contamination since the soil protects the edible portion from immediate contamination. Care should be taken in digging and storing to prevent contact with contaminated surfaces.
Fruits and vegetables	Thoroughly wash, brush, scrub, or peel to remove surface contamination. These food products are susceptible to contamination due to the exposed surface area of the edible portion.
Canned or packaged foods	Thoroughly clean the surface of the package by washing, vacuuming, or using a damp cloth to remove surface contamination prior to opening.
Frozen foods	Frozen foods package prior to an incident involving radio-contamination will be safe as long as they were kept in a freezer. If the surface becomes contaminated or is suspected of being contaminated, it should be thoroughly cleaned off prior to opening to prevent contaminating the contents.
Unpackaged stored foods	These foods will be safe to eat if outside air has been excluded from the storage area. If the storage area has become contaminated, they may be able to be salvaged by washing, scrubbing, peeling, etc. This will depend upon the type of food item involved.

ATTACHMENT 2

TO APPENDIX 1

PREVENTIVE AND EMERGENCY PROTECTIVE ACTIONS

A. INTRODUCTION

1. Protective actions for the ingestion exposure pathway EPZ are designed to reduce opportunities for consumption of radiologically contaminated food and water by humans and livestock.

2. The need to apply protective actions in the event of a fixed nuclear facility incident will be determined on a case-by case basis.

3. Protective action recommendations will be implemented within hours or days from the time the incident is recognized. The recommended actions should be continued long enough to avoid most of the projected dose.

4. Determination of when to cease a protective action must be made on a case-by-case basis considering the nuclear incident and the food supply contaminated.

B. GENERAL INFORMATION

1. Protective Action Guides (PAGs)

a. PAGs represent FDA judgments on the level of food contamination resulting from radiation incidents at which protective action should be taken to protect public health.

b. A basic assumption in the development of protective actions is that the condition requiring their implementation is unusual and should not occur frequently.

c. The PAG never implies an acceptable dose. The PAG is based on a dose and is used to minimize the risk from an event. If an event has occurred, PAGs should be implemented to ameliorate the impact on already exposed or yet to be exposed populations. The minimization of effects implies that the radiation exposure under consideration is avoidable. Protective actions should be implemented as soon as possible to be most effective.

d. To permit flexibility of actions in reducing radiation exposure to the public via the food pathway caused by a nuclear incident, the FDA (47 FR 47073, October 22, 1982) adopted Preventive and Emergency PAGs for an exposed individual in the population.

2. Response Levels Equivalent to PAGs

a. The basic PAG recommendations are given in terms of projected dose equivalents. It is more convenient to use specific radionuclide concentrations upon which to initiate protective actions. The Food and Drug Administration (FDA) derived response levels equivalent to the PAGs for radionuclides of interest in the ingestion exposure pathway EPZ. They are accepted by the State and will be used in any ingestion exposure incident for both Preventive and Emergency PAGs.

1) Response levels for Preventive PAGs: Preventive PAGs for the ingestion of food, water, and milk are 0.1 REM projected dose to the whole body, bone marrow, or other organ, and 1.5 REM projected dose to the thyroid.
2) Response levels for Emergency PAGs: Emergency PAGs for the ingestion of food, water, and milk are 5 REM projected dose to the whole body, bone marrow, or other organ and 15 REM projected dose to the thyroid. For these PAGs, the infant values are used for the general population, while the adult values are offered to permit flexibility in cases where the higher exposures can be limited to adults only.
3) Response levels for Drinking Water PAGs: The basis for criteria for drinking water concentration is the United States Environmental Protection Agency (EPA) National Interim Primary Drinking Water Regulations, EPA-570/9-76-003, Appendix B.

3. Implementation

MDE will perform the procedure for estimating projected total intake for targeted radionuclides and recommend the implementation of preventive or emergency protective actions as necessary.

4. Implementing Protective Actions when PAGs exceeded:

Actions are appropriate when the health benefit associated with the achievable reduction in dose outweighs the undesirable health, economic, and social factors. Protective actions listed below should be considered for implementation in order to reduce the consequences in the ingestion pathway if the preventive or emergency PAGs are exceeded. Several of the actions are easily implemented and may be considered for implementation as precautionary measures during the time period when post-plume data are being evaluated, or when it is reasonable to assume from early field data that the level of radioactive material in the environment is likely to approach or exceed the PAGs. Once protective actions are initiated, they continue for a time period sufficient to mitigate the radiological consequences via the ingestion pathway.

a. Preventive Protective Actions
1) For pasture: Removal of lactating dairy cows from contaminated pastures and substitute uncontaminated stored feed. Substitute source of covered uncontaminated water. Do not use surface water (i.e. lakes, ponds).
2) For milk: Withholding of contaminated milk from the market. Disposition of the milk would be addressed depending upon the situation at the time of the incident and after evaluation by MDE and MDA, in coordination with MEMA. Storage for prolonged times at reduced temperatures also is feasible provided ultra-high temperature pasteurization techniques are employed for processing.
3) For fruits and vegetables: Washing, brushing, scrubbing, or peeling to remove surface contamination. Preservation by canning, freezing, and dehydration or storage to permit radioactive decay of short-lived radionuclides.
4) For grains: Milling and polishing.
5) For drinking water: Avoid use of surface water for human and animal consumption. Limit ingestion of potable water until source has been approved for consumption. Use bottled water and canned beverages and juices as water sources.
6) For other food products: Process to remove surface contamination.
7) For meat and meat products: Intake of Cesium-134 and Cesium-137 by an adult via the meat pathway may exceed that of the milk pathway; therefore, levels of cesium in milk that approach the “response level” should cause surveillance and protective actions for meat as appropriate.

8) For animal feed other than pasture: Action should be on a case-by-case basis taking into consideration the relationship between the radionuclide concentration in the animal feed and the concentration of the radionuclide in human food.
9) For fish and shellfish: Suspend fishing operations of commercial fish firms and charter fishing boats until resumption is recommended. Check the catch made on the day of the accident.

b. Emergency Protective Actions

Responsible officials from MDA will isolate food containing radioactive material to prevent its introduction into commerce and determine whether condemnation or another disposition is appropriate. Before taking this action, the following factors will be considered.

1) The availability of other possible protective actions.
2) The relative proportion of the total diet by weight represented by the item in question.
3) The importance of the particular food in nutrition and the availability of uncontaminated food or substitutes having the same nutritional properties.
4) The relative contribution of other foods and other radionuclides to the total projected dose.
5) The time and effort required to implement corrective action.

5. Recovery

Consideration will be given to removing restrictions on harvesting, processing and consumption of food, and consumption of water, on a case-by-case basis. Criteria include termination of the release on a measurable and consistent decline in concentrations and commodities. The Governor or his designee, based upon recommendations from MEMA in coordination with MDE, will direct removal of restrictions. In addition, the assistance of Federal Agencies, including EPA and FDA, will be used, as needed.

ATTACHMENT 3

TO APPENDIX 1

INFORMATION FOR FARMERS AND FOOD PROCESSORS

This section provides information for farmers and food processors that will assist in protecting livestock, crops and food products from radiological contamination.

A. GENERAL INFORMATION

1. The Maryland Emergency Management Agency (MEMA), in coordination with the licensee, Maryland Department of Environment (MDE), and other State agencies, will provide specific information following an incident concerning amounts and types of radio-contaminant releases. This information will contain available warning time, the probable duration and quantities, and the mix of radio-contaminant discharge. Generally, in a fixed nuclear site incident, radio-iodine will be the major contaminant, although it is possible that other radio-contaminants also will be released.

2. Experience has shown that the time from the depositing of radio-iodides on the pasture to the appearance of significant quantities of radio-iodine in cow's milk may be as short as the time lapse between milkings (12 hours). It is extremely important, therefore, that actions to minimize milk contamination be taken as early as possible.

3. Several options are available for the protection of the public from exposure to radioiodine through the milk food chain.

    a. Remove dairy cattle and other milk-producing animals from the pasture in the affected area as soon as possible and provide feed and water from sources that are not contaminated.

    b. Dispose of contaminated milk, as determined by a sample to be taken by the appropriate state agency.

4. These are suggested priorities for sheltering and feeding farm animals with stored food and water:

    a. Dairy cattle and other milk-producing animals

    b. Egg-producing fowl

    c. Breeding stock

    d. Other livestock and poultry

5. No attempts should be made to evacuate farm animals from the 10-mile or 50-mile EPZ; priority for evacuation will be given to the public.

6. A shelter can be a barn, shed, garage, or other building. If these are not available, a roadway underpass or a wooded area is better than no cover at all.

7. Crops that have been harvested before the accident should be covered or put in a covered area, if possible. An emergency supply of water should also be kept in covered containers, e.g., barrels, cisterns, and wells.

8. The EAS will broadcast advisories and guidance.

B. INFORMATION FOR FOOD PROCESSORS

The primary objective of the food processor must be to prevent the contamination of the public through the processing of contaminated food. The burden of protecting the public from contamination through ingestion of contaminated foods provided by the food processors rests directly on the processors. They must take whatever actions are necessary to ensure that the foods processed for consumption by the public are not contaminated.

ATTACHMENT 4

TO APPENDIX 1

EMERGENCY CLASSIFICATION LEVELS AND RESPONSE ACTIONS

The Nuclear Regulatory Commission (NRC) and the Federal Emergency Management Agency (FEMA) have established a standardized emergency classification system for emergencies at nuclear power plants. The four levels, in order of increasing severity, are (1) Unusual Event, (2) Alert, (3) Site Emergency, and (4) General Emergency. Classification descriptions and actions by the County government for each emergency classification are as follows:

1. **Unusual Event**

   An Unusual Event classification is an abnormal condition at the facility with the potential to cause a degradation in plant safety. This event has no potential for radioactive material release requiring off-site response or monitoring unless safety systems degrade further. Included in this classification is degradation of nuclear fuel, reactor coolant, or the containment system, where lowering reactor operation mode is required by NRC Technical Specifications. Inherently this condition presents time available for corrective actions to mitigate a more serious event.

   The purpose of this classification is to provide off-site notification to:

   a. Assure that the first step in any response later found to be necessary has been carried out,

   b. Bring the operating staff to a state of readiness, and

   c. Provide systematic handling of information and decision-making.

   Action:

   a. NONE. Baltimore County would not normally be notified of this level.

2. **Alert**

   An Alert classification is declared when events are in progress or have occurred involving actual or potential substantial degradation of plant safety. Any radioactive releases resulting from these events are expected to be limited to small fractions of the recommended Protective Action Guideline exposure levels set forth by the United States Environmental Protection Agency (EPA). Includes situations where it is considered prudent to notify off-site emergency organizations and mobilize on-site emergency personnel.

   The purpose of this classification is to:

   a. Assure that emergency personnel are readily available to respond if the situation becomes more serious or to perform confirmatory radiation monitoring, if required, and

b. Provide off-site authorities current status information.

Actions:

a. Notification per this Annex, as appropriate.

b. Place EOC on stand-by status.

c. Place EAS on stand-by status.

d. Release public information as required.

3. Site Emergency

A Site Emergency is declared when events are in progress or have occurred involving actual or likely major failures of plant functions needed for public protection. Any releases are not expected to exceed EPA Protective Action Guideline exposure levels except near site boundary.

The purpose of this classification is to:

a. Assure that response centers are manned,

b. Assure that monitoring teams are dispatched,

c. Assure that personnel required for evacuation of near-site areas are at their duty stations if the situation becomes more serious,

d. Provide consultation between on-site and off-site authorities, and

e. Provide informational updates for the public through off-site authorities.

Actions:

a. Notification per this Annex, as appropriate.

b. Partial activation of EOC with representatives from Emergency Management, Health Department, the County Public Information Officer, Radiological Officer, and Agriculture Extension Agent.

c. Place the following individuals, agencies on stand by: Operations Officer, Red Cross, Social Services, Communications Officer, and Radio Officer, Police, Fire, Public Works (Highways, Utility Operations, and Fleet and Facility Management), Community Services, Logistics and Schools.

d. Notify schools identified for shelter facilities and assembly point.

4. General Emergency

A General Emergency indicates that events are in progress or have occurred involving actual or imminent substantial core degradation or melting and a potential for loss of containment integrity. Releases can be reasonably expected to exceed EPA Protective Action Guideline exposure levels off-site for more than the immediate site area.

The purpose of this classification is to:

a. Initiate predetermined protective actions,

b. Provide continuous assessment of information from on-site and off-site organizational measurements,

c. Initiate additional measure as indicated by actual or potential releases,

d. Provide consultation with off-site authorities, and

e. Provide informational updates for the public through off-site authorities.

Actions:

a. Notification per this Annex, as appropriate.

b. Staff EOC in accordance with Basic Plan

When directed – implement evacuation support:

a. DSS to oversee the opening of reception centers and mass care shelters, with assistance from the American Red Cross.

b. Amateur radio volunteers may be assigned to support reception center/mass care shelter operations.

c. County Police, with support from the Maryland State Police, will initiate traffic control and direction measures.

If required by the Maryland Department of Health & Metal Hygiene (DHMH):

a. Assist with radiological sampling and control of food, water, milk, and livestock feed supplies within the County as advised by DHMH. The Office of HS&EM will coordinate and the Health Officer will assist in directing these operations.

ATTACHMENT 5

TO APPENDIX 1

PROTECTIVE ACTIONS FOR A RADIOLOGICAL EMERGENCY

Protective actions are the measures taken in anticipation of or after an uncontrolled release of radioactive material. The purpose is to prevent or minimize abnormal radiological exposure of the public. Further information on protective action concepts and organizational responsibilities is presented in Annex C – Protective Actions

Potential protective actions include: (1) Shelter-In-Place, (2) Evacuation, (3) Access Control, and (4) Food, Water, Milk, and Livestock Feed Control.

1. Shelter-In-Place

a. Description

Shelter-In-Place is generally the notification to the public to go indoors, close windows and doors, and shut off ventilation systems. These actions provide shielding from direct radiation and protection from gases and vapors for a short period of time. Shelter-In-Place should be considered when constraints, such as inclement weather, could render evacuation ineffective or undesirable.

b. Actions:

None. Usually pertains only to individuals within the ten-mile plume zone of a nuclear power plant, but may be extended if conditions warrant.

2. Evacuation

a. Description

Evacuation is the notification to the public of evacuation actions and procedures as well as providing transport, if necessary, for the public to assembly areas for further assignment to evacuation centers.

b. Actions:

Baltimore County does not anticipate ordering an evacuation of its citizens for incidents at either TMI or Peach Bottom. The County may, however, open reception centers and mass care shelters in the County for evacuees coming from Harford County to Baltimore County if requested to do so by Harford County.

3. Access Control

a. Description

Access Control is the provision of traffic control that may include the establishment of roadblock barriers or other means to limit public entry into designated areas.

Access control can be an effective protective action to avoid exposure to the public who might otherwise enter radiation or contamination areas unnecessarily.

b. Actions:

Access Control is expected to be minimal in Baltimore County

4. Food, Water, Milk, and Livestock Feed Control

a. Description

Food, water, milk and livestock feed control is the restriction of consumption of these commodities and identification of alternate sources until the contamination has decreased (decayed) to safe levels.

b. Actions

This protective action (control of foodstuffs) may become necessary to implement in Baltimore County.

APPENDIX 2

ANIMAL EMERGENCY PLAN

A. PURPOSE

The purpose of this Appendix is to supplement the Baltimore County Emergency Operations Plan (EOP) by establishing policies and procedures specific to response and recovery operations during an emergency that impacts the welfare of animals. Special emphasis is placed on the use of phased planning and evacuation to increase the safety of the citizens of Baltimore County.

This Appendix is also designed to provide for immediate care and control of animals during disaster situations, minimize animal suffering and human anguish by providing temporary shelter for companion and farm animals and during disasters. Provide emergency veterinary care to companion and farm animals injured during a disaster and provide a system for returning animals to their owners after a disaster event is over.

B. SITUATION AND ASSUMPTIONS

1. Potential hazards such as flooding, tornadoes, hurricanes, and hazardous materials incidents may require the evacuation of citizens from selected areas of the County. Typically, companion and farm animals are not permitted in human mass care shelters, except for service animals that accompany citizens with special needs.

2. The Office of Homeland Security and Emergency Management (HS&EM) recognizes that companion and farm animals are also victims of emergencies and disasters – and that a high degree of commitment exists between people and their animals. Frequently, citizens (especially the elderly) express reluctance to evacuate a disaster area unless arrangements have been made for the care of their companion animals. Such refusals or delays could jeopardize the County's overall evacuation strategy.

3. This Appendix of the EOP is designed to address emergency situations that affect companion animals and their owners. A companion animal is defined as "any dog, cat, or other domesticated animal normally residing and cared for in or near the household of the owner of that animal."

4. In an attempt to save the lives of animals and reduce human anguish during these events, the Division of Animal Control, in conjunction with the Humane Society of the United States (HSUS), the Maryland Department of Agriculture (MDA), the United States Department of Agriculture's (USDA) local emergency committees, various animal welfare organizations, local veterinarians, and the American Red Cross (ARC) will organize programs to identify local resources for temporary emergency animal shelters, emergency sources of animal foods, medications, and pet cages.

5. Additionally, Division of Animal Control will continue to work with and through the Office of HS&EM to educate the public on animal disaster planning and preparedness.

C. CONCEPT OF OPERATIONS

1. Phases of Emergency Management

Preparedness

a. Develop and maintain plans and procedures to provide reception and shelter/mass care to an indeterminate number of companion animals and livestock during natural and man-made disasters. Emergency animal planning efforts, led by the Division of Animal Control of the Health Department and the Office of HS&EM, will be coordinated with the Department of Social Services (DSS), the Board of Education, and the American Red Cross (ARC).

b. Identify potential locations for fixed facility and temporary companion animal and livestock shelters. Determine estimated capacities and functional capabilities for these facilities.

c. Identify the emergency electrical capabilities and sanitation requirements for these fixed facilities as well as any temporary animal shelters to be constructed.

d. Work closely with the Volunteer Center to identify volunteers and voluntary disaster relief groups that can assist shelter personnel.

e. Identify local resources for veterinary services, animal medical supplies, and vaccines for use at shelter facilities.

f. Identify local resources for pet and animal foods, cages, and flea sprays/dips for use at shelter facilities.

g. Prepare/obtain brochures and handout materials on animal disaster planning for community distribution to promote citizen awareness. Have this information available online.

Response

a. Confirm task assignments and alert key personnel and volunteer groups to put them on ***Stand-By*** status.

b. Notify the Health Department's Public Information Officers (PIO) thru the EOC to disseminate pet evacuation and shelter information through the appropriate media outlets.

c. Prepare the necessary forms to obtain pet and animal food, any medical supplies, and vaccines, if needed.

d. Reconfirm the availability of potential animal shelter sites.

e. Locate resources needed for temporary animal shelter(s). Coordinate with non-governmental organizations for support.

f. Identify farm animals that may need to be evacuated, if feasible. Contact the owner/custodians of these animals and advise of steps they need to take in preparation (i.e. move to higher ground, evacuate to different location, move inside etc.).

g. Begin record keeping of disaster related expenses (to include hours worked by staff and volunteers) and continue for the duration of the event.

h. The Animal Services Representative will respond to the Emergency Operations Center (EOC). When advised that an evacuation is imminent, the assigned Animal Shelter Director will begin temporary animal shelter operations at selected sites.

i. Receive and care for displaced pets and animals. Register each animal and maintain accurate records on their status. As citizens and their animals arrive at the shelter(s), take a photograph of the owner with the animal for recording and identification purposes. Attach the photo to the intake form for that animal.

j. Pick up and transport animals in the evacuation area(s), as needed.

k. Mobilize emergency veterinary teams for emergency medical care of injured animals.

l. Mobilize and direct volunteers to assist at the animal shelters.

m. Provide timely situation reports to the EOC of activities in the field and in the shelters.

n. Establish lost and found resource listings through media and web site.

o. Continue to receive and provide care for animals at the established shelters.

p. The Division of Animal Control will organize and deploy animal rescue teams and will request assistance from various volunteer animal groups for this function, as needed.

q. Respond to citizens' requests for assistance with or rescue of their animals.

Recovery

a. Continue to provide for the shelter and care of displaced animals as long as required according to the applicable laws of the State of Maryland, local laws/ordinances, and established policies and procedures.

b. Release/reclaim animals from the shelters to the proper owners/custodians.

c. Conduct thorough search and rescue operations throughout the affected areas for lost, misplaced, abandoned, and/or injured companion and farm animals.

d. Continue to maintain lost and found resource listings.

e. Dispose of animals killed as a result of the disaster. Work in conjunction with relevant state and local departments and agencies as necessary for the removal of debris.

f. Consolidate temporary animal shelters as soon as possible.

g. Deactivate temporary animal shelters and transfer any remaining animals to fixed shelter facilities in the County as soon as possible.

h. Collect, consolidate, and report disaster related expenses to the EOC. Include costs for

temporary shelter operations, veterinary supplies, associated personnel costs, and any related expenses.

D. DIRECTION AND CONTROL

Note: For the purposes of this document, the position/job titles are specific to emergency/disaster situations and do not reflect permanent positions during normal operations. Thus, the positions detailed within may be filled by any qualified employee of the Division of Animal Control (or its designees) as directed by the Chief Animal Control Officer.

1. Activation of the Animal Emergency Plan

The Director of the Office of Homeland Security and Emergency Management (HS&EM) is responsible for making the decision to activate the EOC that activates those parts of the Emergency Operations Plan (EOP) that are applicable to that particular incident.

When the Director of the Office of HS&EM, Animal Control Supervisor, Incident Commander or Operations Officer staffs the Animal Control position in the EOC with the Animal Services Representative, the Animal Emergency Plan may be activated. A representative from the Division of Animal Control may not be needed in the EOC during limited animal emergency response situation, provided there is a representative in the EOC from the Health Department.

The Animal Shelter Director will then be responsible for the set up and operation of all fixed and temporary animal shelters needed.

The Animal Shelter Director, with the assistance or the Animal Services Representative, will contact all necessary personnel to staff the shelters from the resource listings. Each shelter will staff functional areas as needed to maintain smooth operations. The Animal Shelter Director will appoint functional area coordinators.

Animal Control will organize and deploy animal rescue teams. These teams will respond to citizens' requests for assistance with or the rescue of their animals. Request assistance from various volunteer animal groups for this function as needed.

Pet evacuation and sheltering information will be disseminated by the County PIO through the EOC. The Animal Services Representative will coordinate ALL animal rescue and care requests.

2. Appointment of Animal Services Representative and Animal Shelter Director:

The Supervisor of Division of Animal Control will appoint personnel to fill the Animal Services Representative position in the EOC and appoint additional personnel as the Animal Shelter Director. These selections should be persons familiar with the Animal Emergency Plan, animal shelter operations, and EOC operations. The Animal Services Representative will be responsible for receiving all animal related requests incoming to the EOC and coordinating responses with the Animal Shelter Director and all other coordinating agencies such as humane societies, veterinarians, volunteers etc. The Animal Shelter Director will be responsible for the overall operations of the animal shelter(s).

3. Set up of Emergency Animal Shelter

The Animal Services Representative and the EOC Operations Officer will determine which site(s) to activate as emergency animal shelters. The selection of the site(s) will depend on the area(s) in the County impacted by the incident and the number and types of animals affected by the incident.

The Animal Shelter Director(s) will be directed to report to the selected shelter site(s), determine the needs of the site(s), and provide a supply request to the Animal Services Representative in the EOC. The Animal Services Representative will use the resource lists to contact personnel to staff each shelter and requisition supplies and other needs as necessary. All outside requests for services and materials will be made through the Animal Services Representative in the EOC, not the shelter, for accountability.

As personnel arrive at the Emergency Animal Shelter, the Animal Shelter Director will appoint persons to fill the functional areas needed to run the shelter. These functional areas should include but are not limited to:

- Animal Care/Identification Coordinator
- Animal Medical Care Coordinator
- Communications/Record Keeping Coordinator
- Supply Coordinator

Each Coordinator of each of the functional areas of the emergency animal shelter will then proceed to set up his/her section of the emergency animal shelter operations in accordance with the appropriate position description(s) and job aid(s)

4. Supply Requisition

All supplies, services, and materials needed at the emergency animal shelter(s) during the event should be requested by the Supply Coordinator through the Animal Shelter Director to the Animal Services Representative in the EOC. The Animal Services Representative will obtain these from other representatives in the EOC and report the status of the requests back to the Animal Shelter Director. This will cut out the duplication of requests and aid in the accountability of supplies, services, and materials used at the emergency animal shelter(s).

5. Record Keeping and Documentation

Record keeping and documentation are a critical part of the Animal Shelter Director's responsibilities. Each position description outlines the specific reports and logs associated with that position that are due daily. It is the Animal Shelter Director's overall responsibility to ensure compliance. Daily reports will provide accountability that all requests were responded to and will provide information about resource allocations.

If an emergency animal shelter receives monetary or other donations on site, the Animal Shelter Director will assume control of these donations and insure that they are properly logged in and accounted for.

6. Receiving Animals at the Emergency Animal Shelter

Each emergency animal shelter shall have a designated area to receive animals into the shelter.

The Animal Care/Identification Coordinator, or designee, will check in all animals brought to the emergency animal shelter.

Each animal will have an Animal Intake Form completed at this time. This form shall include, but is not limited to:

- Animal intake number
- Breed, sex, color, identifying marks
- Owner's name, address, and contact numbers
- Other persons able to reclaim or authorize treatment in an emergency
- Medical history
- Medications and dosages, if needed
- Medication administration record

The animal's intake number will be recorded on all forms associated with the animal as well as being recorded on it's collar, cage etc. for identification and match up with it's records.

A photograph will be taken and attached to each animal's intake form.

After the check in process is complete the animal will be taken to the proper holding area for it's species and needs where it will be taken care of by the appropriate staff.

All animal records shall be maintained in a central location as designated by the Animal Care/Identification Coordinator.

If an injured animal is received at an emergency animal shelter, the Animal Medical Care Coordinator shall be contacted to perform an immediate assessment of the animal. The Animal Medical Care Coordinator will complete the required intake paperwork. <u>The paperwork process shall not hold up any emergency care that an animal needs.</u>

7. Emergency Care of Animals at the Emergency Animal Shelter

Shelter personnel will provide limited emergency care (first aid) to all injured animals brought to the emergency animal shelter without discrimination. Any injured animal that needs further medical care will be transferred off site to a veterinary clinic (or examined by the on-site veterinarian if one is available) as soon as possible.

Any animal needing to be transferred off site will have a copy of their records with them at all times and will be logged in and out of the shelter by the Animal Care/Identification Coordinator.

8. Care for Animals at the Emergency Animal Shelter

The Animal Care/Identification Coordinator will oversee the care of the animals while in the emergency animal shelter.

Food, water, shelter, exercise, and compassion will be given to every animal received at the emergency animal shelter.

When the emergency animal shelter is deactivated, any remaining animals will be transferred to other fixed shelter facilities in the County as soon as possible.

Every attempt will be made to locate missing pet owners before the animals are placed.

9. Volunteers

All volunteers reporting to the emergency animal shelter will be under the supervision of the Animal Shelter Director.

The Animal Shelter Director will insure every volunteer has completed a Volunteer Responder Information Form. The Animal Shelter Director will keep these forms on file until the deactivation of the Emergency Animal Shelter when these forms will be turned in to the County's Animal Control Services Chief.

Qualified volunteers may be used to fill any position to ensure the smooth operation of the emergency animal shelter.

The Animal Shelter Director through the Animal Services Representative in the EOC may request additional volunteers. Additional volunteers, or spontaneous or unaffiliated volunteers, will be coordinated by the Baltimore County Volunteer Center.

10. Daily Reporting to the EOC

The Animal Shelter Director will submit daily, or as directed, reports to the EOC.
This report will detail all activities performed by all functional areas of the emergency animal shelter as well as any requests for resources that were submitted to the Animal Services Representative by the Animal Shelter Director.

11. Facility Shut Down/Reduction of services

The Animal Shelter Director is responsible to make the decision to operate the emergency animal shelter at a reduced level of services based on the number of animals under the shelter's care. This decision should be coordinated through the Animal Services Representative and should have the approval of the Director of HS&EM.

12. Deactivation of the Emergency Animal Shelter

The decision to deactivate the emergency animal shelter will come from the Director of HS&EM. The decision will be based on the recommendations of the Animal Shelter Director and the Animal Services Representative.

Any animals still under the care of the emergency animal shelter at the time of deactivation will be transferred to an appropriate fixed facility for the continued care of the animals.

Any animal not reclaimed from Baltimore County Animal Control Division within 30 days of the closing of the emergency animal shelter will be considered abandoned and will become the property of Baltimore County Animal Control Services who will make a disposition of the animal in accordance with applicable State and County laws. **Every attempt will be made to reunite the animals with their owners**.

13. Organization of Shelter Files, Records, Memos, Receipts, etc.

All paperwork created by or received by the emergency animal shelter (s) is the property of

Baltimore County Animal Control Services. Baltimore County Animal Control Division will organize and maintain these records. All originals will remain on file with Baltimore County Animal Control Division.

The EOC may request periodical updates as to the number of pets being cared for in the mass care shelters.

Copies of individual animal records may be given to the animal's owner/custodian, but the original must remain on file for accountability.

E. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Primary Agency

Department of Health – Animal Control Division

- Responsible for developing plans and procedures, coordinated with the Office of HS&EM, to provide shelter and care to an indeterminate number of companion animals and livestock during natural and man-made disasters.
- Identify local resources for veterinary services, animal medical supplies, and vaccines.
- Identify local resources for pet and animal foods, cages, and flea sprays/dips for use at shelter facilities.
- Transport animals in the evacuation area(s), as needed.
- Coordinate with the Baltimore County Volunteer Center in identifying any volunteers who are interested in helping at any established emergency animal shelters.
- Coordinate with federal, State, and local environmental departments and agencies on the proper methods of disposing of dead animals.

All current employees, both full time and part time, of Baltimore County Animal Control Services. ***See office administrator for current listing of names, positions and contact numbers.***

2. Support Agencies (additional personnel, equipment, and informational resources)

Baltimore County

Office of Homeland Security and Emergency Management

- Inform Animal Control of which shelters will be opening, assist in obtaining nearby animal sheltering space.

Humane Society of the United States – Baltimore County

- Identify regional resources for pet and animal food and other animal supplies to be used at the established animal shelters or temporary HSUS animal shelters.
- Provide emergency care to animals.
- Coordinate with the Baltimore County Volunteer Center in identifying any volunteers who are interested in helping at any established emergency animal shelters.

US Department of Agriculture Farm Service Agency – Baltimore County

- Support emergency animal protection activities as requested.
- Assist in providing location information for livestock in Baltimore County.

USDA Natural Resource Conservation Service – Baltimore County

- Support emergency animal protection activities as requested.
- Coordinate burial issues with the Baltimore County Office of Environmental Protection and Resource Management (DEPRM).
- Coordinate with the Baltimore County Soil Conservation District, as necessary, for burial operations or operations during drought conditions.

Maryland Cooperative Extension Baltimore County

- Identify local resources for veterinary services, animal medical supplies, and vaccines.

State

Maryland Department of Agriculture (MDA)

- Identify local resources for veterinary services, animal medical supplies, and vaccines.
- Assign available field staff to assist local officials.
- Quarantine or otherwise restrict movement of animals, animal products and personnel, if necessary.
- Develop and disseminate public information relating to the nature and characteristics of any animal diseases, its prevention, and a list of animal health contacts.
- Develop and implement strategies to safely handle and dispose of dead animals, both domestic and wildlife. Coordinate with federal, State, and local departments and agencies on the proper methods of disposing of dead animals.

Maryland Department of the Environment (MDE)

- Develop, maintain, and implement plans and procedures to prevent, mitigate, respond to, and recover from environmental impacts resulting from animal disease outbreaks.
- Evaluate sites and methods for disposal of dead animals. Coordinate with federal, State, and local environmental departments and agencies on the proper methods of disposing of dead animals.
- Supervise and regulate waste management.
- Provide guidance in establishing and operating decontamination stations.

Maryland Department of Natural Resources (DNR)

- Implement access controls and movement restrictions on wildlife habitats to prevent and contain the spread of any animal disease.
- Assist with the depopulation of animals.
- Assist with the assessment of susceptible wildlife species.

APPENDIX 3

SEVERE WEATHER

A. PURPOSE

The purpose of this Appendix is to supplement the Emergency Operations Plan (EOP) by establishing policy and procedures specific to response and recovery operations during a severe weather emergency.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. Baltimore County is subject to severe weather at any time during the year.

b. Severe weather produces such events as extreme heat with high humidity, high winds, snow/ice, heavy rainfall, tornadoes, flooding, or a combination thereof. Even a "brushing" of part of Baltimore County by a hurricane, severe storm, or a nor'easter has created, and will create, emergency situations.

c. Damage potential includes flooding and erosion, heavy snow or ice build-up, diminution of public services and communications, and damage to or destruction of public and private property and, most seriously, loss of life.

d. Flat, low-lying areas are particularly vulnerable to the effects of high winds and flooding.

e. The unpredictable nature of heat waves often leads people to believe that a heat spell will abate at any time. As a result, people fail to take appropriate precautions while the heat wave continues.

2. Assumptions

a. Even though Baltimore County public safety officials, as well as the general public have access to state-of-the-art meteorological technology and the mechanisms for warning the public of an approaching severe storm have vastly improved, there may be cases where adequate severe weather warnings may not be provided to Baltimore County citizens in a timely fashion.

b. Baltimore County will respond immediately to emergencies caused by severe weather events; however, if damage is severe, it may take hours/days for emergency response personnel to reach all affected areas.

c. In extreme conditions - heavy snows or ice, flooding, tornadoes, property damage or personal injury - Baltimore County may require State and Federal assistance.

d. Electric power may be most susceptible to damage and, at the same time, be most essential for recovery from the effects of a severe weather emergency.

e. Effective communications may be a major concern due to the disruption of telephone service and the loss and/or damage of radio antenna towers and related equipment.

f. A significant number of severe weather casualties may occur during the post-emergency period from fires, electrocution, stress-related illness, snow/ice/debris-clearing accidents, etc.

g. Both response and recovery operations may be hampered by snow/ice/debris blocked roads, damaged bridges or roads, and downed trees and utility poles.

h. The need for increased security may exist.

i. Demand for resources may be critical.

j. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes and mapping information may be helpful.

k. Protective actions (including evacuation) at County Department of Corrections facilities may be necessary.

l. There may be a need to assess advanced evacuation/closing of low-lying areas, businesses/industries, public parks, and local campgrounds.

m. Advance preparation by health care facilities, businesses, industries, and utilities is essential to maintain needed services during response and recovery operations.

C. CONCEPT OF OPERATIONS

1. General

Groups and individuals responsible for responding to severe weather emergencies will do so generally using procedures parallel to their normal day-to-day operations.

2. Preparedness

Baltimore County shall use the concept of "Phased Planning" as an overall philosophy in severe weather planning, response, and recovery, thus facilitating the actions of both emergency management and emergency response personnel.

Phase I - Pre-Emergency

Baltimore County departments and agencies, as well as non-governmental and volunteer organizations, shall conduct preparatory activities. Phase I is divided into two portions:

a. In all cases:
   1) Enhance public education on relevant topics: understanding of severe weather warning systems, home safety, personal preparedness checklists, evacuation routes, pre- and post-weather safety procedures (attention to flooded roads, snow/ice conditions, hazards of electrocution, etc.).

2) Review and update "Hurricane Evacuation Computer Model" (HURREVAC) database, including manual operation.
3) Review, exercise, and re-evaluate severe weather emergency plans, policies, and procedures.
4) Review resource lists (including private contractors) and availability of road-clearing equipment, four-wheel-drive vehicles, emergency generators, fuel, chainsaws, etc.
5) Review shelter availability and procedures.
6) Ensure that basic procedures are in place for rapid procurement of services, equipment and supplies.
7) Test emergency communications systems and generators under full load for 8 hours.

b. As weather statements indicate a possibility for severe weather emergencies, Baltimore County shall make preparatory decisions. This may coincide with release of Special Weather Statements, Hazardous Weather Outlooks, Short Term Forecasts, or Storm/Flood Advisories/Warnings by the National Weather Service (NWS). These actions include but are not limited to:
   1) Site selection and pre-positioning of equipment such as snow/debris-clearing equipment, generators, light sets, fuels, food, cots, blankets, etc.; reallocation and disbursement of previously positioned equipment.
   2) Reconfirmation of shelter availability.
   3) Testing of equipment, e.g., FAX machines, telephones, copiers, and especially generators under full load for a minimum of 8 hours. Generators should be capable of functioning for 14 days with adequate fuel; resources for backup fuel shall be identified.

<u>Phase II - Initial Emergency</u>

a. Upon confirmation via a "severe storm watch" of probable storm impact or onset of rains/snow, local personnel may:
   1) Use data from such vehicles as the National Weather Service, local radar systems, etc. to assist in making appropriate emergency decisions (e.g., initial evacuation of low-lying areas, mobile homes and flood prone areas; closing of schools, businesses or roads).
   2) Ensure integration among local entities of knowledge of existing conditions and road closing guidelines, etc.
   3) Via communications network, be requested to give regular situation reports on local conditions.

b. A Hurricane, Flood, Blizzard, or Severe Storm Warning, emergency activities will escalate, with use of all available resources, requesting assistance as needed. Key areas may be:
   1) Activation of protective action plans, if needed.
   2) Activation of employee early release plans, as appropriate.
   3) Maintenance of communications with fire, EMS, and police units.
   4) Obtaining information from the field in as close to "real time" as possible.
   5) Establishment of priorities for key operations.
   6) The Maryland Joint Operation Center (M-JOC) and the State Emergency Operations Center (if activated) shall be provided periodic situation reports.
   7) Keeping the public informed of the developing situation.

Phase III - On-going Emergency

a. When it shall be determined that any part of Baltimore County may be impacted by severe weather, the fullest amount of resources that are readily available shall be focused on the saving of lives and the protection of property.
   1) Baltimore County shall be in total readiness for severe weather events using pre-established plans and procedures.
   2) The pivotal issue shall be the completion of protective actions (including evacuation and/or sheltering) for the citizens of those areas of Baltimore County that are most severely impacted.
   3) Prior to or at this point, which may be 24 hours prior to the event, Baltimore County may have requested assistance from the Maryland Emergency Management Agency (MEMA).

b. Activities at this phase will become increasingly curtailed in direct proportion to the severity of the storm.

Phase IV – Recovery

a. Designated County officials shall assess conditions and potential hazards of recovery operations.

b. If conditions allow for snow/debris clearance and power restoration, workers may begin operations.

c. When an evacuated area(s) is deemed safe for citizen return, appropriate authorities shall require proof of property ownership and provide security.

d. Local personnel shall work with State, Federal, and non-governmental personnel to facilitate recovery.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Office of Homeland Security and Emergency Management (HS&EM)

a. Has primary responsibility for managing mitigation, preparation, response, and recovery from the effects of a severe weather.

b. Will remain familiar with the contents with the most recent hurricane evacuation studies that cover Baltimore County.

c. Develop and maintain local plans, procedures, checklists, etc. to be ready to deal with a severe weather emergency.

d. Monitor conditions prior to and during a severe weather particularly with respect to evacuation.

e. Participate in weather and storm related conference calls.

2. Department of Public Works

a. Conduct debris removal operations.

b. Assess damage to buildings and other public facilities; determine safety and usability.

E. ATTACHMENTS

1. **Authorities and References**
2. **Definitions**
3. **The Saffir-Simpson Scale**
4. **The Enhanced Fujita Scale (EF Scale)**
5. **Wind Chill Chart**
6. **Heat Index**

ATTACHMENT 1

TO APPENDIX 3

AUTHORITIES AND REFERENCES

A. Authority. See Basic Plan.

B. References. In addition to those provided in the Basic Plan, see the following:

1. Hurricane Awareness Workbook. FEMA/U.S. Department of Commerce, NOAA. 1985.

2. "Hurricane and Coastal Flooding Handbook." FEMA and NOAA. March, 1983.

3. "Hurricane Hugo: Lessons Learned in Energy Emergency Preparedness." Strom Thurmond Institute of Government and Public Affairs, Clemson University. 1990.

4. "Hurricane Hugo: State of South Carolina Individual Assistance Programs After Action Report." May 18, 1990.

5. "Hurricane Preparedness Techniques." FEMA. October, 1984.

6. "Hurricane Probability Program." NOAA Tech Rep, NWS 37. April 1984.

7. Preparing for Hurricanes and Coastal Flooding: A Handbook for Local Officials. FEMA/U.S. Department of Commerce, NOAA. March, 1983.

ATTACHMENT 2

TO APPENDIX 3

DEFINITIONS

In addition to those definitions provided in the Basic Plan, the following list contains severe weather-related terms and definitions.

Blizzard – A blizzard occurs when winds 35 mph or greater combine with falling or blowing snow to reduce visibility to or below one-quarter mile for 3 hours or more causing white-out conditions. Wind chill temperatures are often near or below zero in a blizzard. People out in blizzards can quickly become disoriented from the cold, snow, and wind; and lose their way when only several yards from their home or car.

Blizzard Warning – Issued when strong winds combine with falling and/or blowing snow to reduce visibility to one-quarter mile or less for at least 3 hours. Deep snow drifts and dangerously low wind chills often accompany blizzard conditions.

Blowing and drifting snow generally occur together and result from strong winds and falling snow or loose snow on the ground. "Blowing snow" is defined as snow lifted from the surface by wind and blow about to a degree that horizontal visibility is greatly restricted.

Excessive Heat Warning – Issued within 12 hours of the onset of the following criteria: heat index of at least 105°F for more than 3 hours per day for 2 consecutive days, or heat index more than 115°F for any period of time

Excessive Heat Watch – Issued by the National Weather Service (NWS) when heat indices in excess of 105ºF (41ºC) during the day combined with nighttime low temperatures of 80ºF (27ºC) or higher are forecast to occur for two consecutive days.

Freezing Rain – Rain that falls and freezes to a cold surface such as a Road or tree causing a glaze of ice to form. Freezing rain forms when snow falls through a warm layer above the ground, melts to rain, and then re-freezes upon reaching the ground where the air and ground-level objects are below freezing. Freezing rain or "ice storms" can also knock down trees and power lines, and severely hamper travel.

Freezing rain/Freezing Drizzle Advisory – Issued when freezing rain or freezing drizzle will produce hazardous conditions for motorists and pedestrians.

Flash Floods – Flash floods are the result of intense storms dropping large amounts of rain within a short period of time, rapid snowmelts or dam failures. Flash floods occur with little or no warning and can reach full peak in only a few minutes.

Flood Warning – a forecast of impending floods advising of the expected severity of flooding (minor, moderate, or major), the affected river or body of water, and when and where flooding will begin.

Flurries - The term flurries refers to very light snow or snow that occurs for a short time period only causing a light dusting at best.

Enhanced Fujita Scale – A descriptive scale categorizing tornadoes by intensity, relating intensity to damage potential.

Heat Advisory – Issued within 12 hours of the onset of the following conditions: heat index of at least 105°F but less than 115°F for less than 3 hours per day, or nighttime lows above 80°F for 2 consecutive days

Heat Index – The Heat Index (HI) or the "Apparent Temperature" is an accurate measure of how hot it really feels when the relative humidity is added to the actual air temperature.

Heavy Snow Warning – issued to the public when a fall of four inches or more is expected in a 12 hour period, or a fall of six inches or more is expected in a 24-hour period. Some variations on these rules may be used in different parts of the country, in metropolitan areas with heavy traffic, a snowfall of two or three inches will justify a heavy snow warning.

Hurricane – A tropical cyclone with sustained surface winds (1-minute mean) of 63 knots (73 mph) or greater.

Hurricane/Tropical Storm Probabilities – Issued by the NWS, expresses the percentage chance that the center of a hurricane/tropical storm will pass within approximately 65 miles of 44 selected locations from Brownsville, Texas, to Eastport, Maine.

Hurricane Warning – Notification that within 24 hours or less a area may be subject to either hurricane-force winds (74 miles per hour or greater) or storm surge.

Hurricane Watch – The notification of a possible hurricane threat to a community, within a 36-hour time period.

Microburst – A microburst is a very localized column of sinking air, producing damaging divergent and straight-line winds at the surface that are similar to but distinguishable from tornadoes which generally have convergent damage.

Ozone Advisories – Issued by the Maryland Department of the Environment (MDE) when a combination of extended high temperatures; high humidity, and ground-level ozone may constitute a threat to the elderly, young children, and individuals with respiratory or other health problems.

Red Flag Warning – Issued by the NWS to tell area firefighting and land management agencies that conditions are ideal for wildland fire ignition and propagation.

Saffir/Simpson Hurricane Scale – A descriptive scale categorizing hurricanes by intensity, relating intensity to damage potential.

Severe blizzard warnings – Issued when blizzards of extreme proportions are expected and indicate wind with speeds of at least 45 mph plus a great density of falling or blowing snow and a temperature of 10 degrees or lower

Severe Thunderstorm Watch – Issued by the NWS when weather conditions become favorable for the development of a severe thunderstorm (damaging winds 58 miles per hour or more, or hail 3/4 of an inch in diameter or greater).

Severe Thunderstorm Warning – Issued by the NWS when a severe thunderstorm has been spotted or indicated by weather radar.

Sleet – Rain that has re-frozen into ice pellets prior to reaching the ground. Sleet forms in a similar manner to freezing rain; however, the layer of cold air near the ground is thick enough to allow the raindrops to re-freeze before reaching the ground. Sleet will bounce when it strikes a hard surface and can accumulate like snow and make a road slick, but it is not as hazardous as freezing rain.

Snow Advisory – issued when between 2 and 4 inches of snow is forecast in a 12 hour period.

Snow Squalls or Snow Showers – brief, intense falls of snow and are comparable to summer rain showers. They are accompanied by gusty surface winds.

Tornado – A rotating column of air usually accompanied by a funnel shaped downward extension of cloud with speeds up to 300 mph.

Tornado Watch – Issued by the NWS when weather conditions become favorable for the development of tornadoes.

Tornado Warning – Issued by the NWS when a tornado has been spotted or indicated by radar.

Tropical Cyclone – a general term, which includes hurricanes, tropical storms, and tropical depressions. These storms are born in the tropical and subtropical Atlantic Ocean including the Caribbean Sea and the Gulf of Mexico. Tropical cyclones are classified mainly by the wind speed, usually according to the Saffir/Simpson Scale.

Tropical Depression – A tropical cyclone with maximum sustained winds of less than 39 mph.

Tropical Disturbance – A tropical low that is exhibiting some organized convection, originating in the tropics/sub-tropics with a non-frontal migratory character, sustained for twenty-four hours or more.

Tropical Storm – A tropical cyclone with maximum sustained winds of greater than 39 mile per hour, but less than 73 miles per hour.

Tropical Storm Warning – Issued by the NWS when tropical storm force winds are expected in a specified are within twenty-four hours.

Tropical Storm Watch – Issued by the NWS when tropical storm force winds are possible in a specified area within thirty-six hours.

Watches and warnings – Issued by the NWS for potentially life-threatening conditions regardless of the time of year. In winter, watches and warnings are most often issued for significant snow and/or ice storms, but may be issued for extremely cold wind chill temperatures, flooding and possibly even severe thunderstorms.

Wind Chill – Wind chill temperature is the "feel-like" temperature denoting the combined effect of wind and temperature on people and animals. Wind chill is based on the rate of heat loss from exposed skin. Wearing layers of clothing will help retain your body heat and combat wind chill. Once wind chill temperatures drop below -20 degrees F, exposed flesh can freeze in 30 minutes or less, causing frostbite.

Wind Chill Advisory – Issued when wind chill temperatures (the apparent temperature resulting from the combination of wind and cold temperatures) ranging between 5 degrees below zero and 20 degrees below zero colder. Although wind chill values in this range are only life threatening when skin is exposed for more than one hour, not taking necessary precautions to protect one from the cold could result in hypothermia.

Wind Chill Warning – Issued when wind chill temperatures (the combined effect of wind and temperature on exposed skin) are forecast to reach 20 degrees below zero or colder.

Winter Weather Advisory - Issued when a combination of snow, sleet, or freezing rain precipitation will cause significant inconvenience and hazardous driving conditions.

Winter Storm Watch – Issued when the following weather conditions are possible within 24 to 48 hours - at least 4 to 6 inches of snow and/or ice accumulations of 1/4 inch or more... in a 12 to 24 hour period.

Winter Storm Warning – Issued when the watch conditions described above are either imminent or likely within 24 hours.

ATTACHMENT 3

TO APPENDIX 3

SAFFIR-SIMPSON HURRICANE SCALE

- **Tropical Storm**
  Winds 39-73 mph

- **Category 1 Hurricane** — winds 74-95 mph (64-82 kt)
  No real damage to buildings. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Also, some coastal flooding and minor pier damage.
  - Examples: Irene 1999 and Allison 1995

- **Category 2 Hurricane** — winds 96-110 mph (83-95 kt)
  Some damage to building roofs, doors and windows. Considerable damage to mobile homes. Flooding damages piers and small craft in unprotected moorings may break their moorings. Some trees blown down.
  - Examples: Bonnie 1998, Georges (FL & LA) 1998 and Gloria 1985

- **Category 3 Hurricane** — winds 111-130 mph (96-113 kt)
  Some structural damage to small residences and utility buildings. Large trees blown down. Mobile homes and poorly built signs destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.
  - Examples: Keith 2000, Fran 1996, Opal 1995, Alicia 1983 and Betsy 1965

- **Category 4 Hurricane** — winds 131-155 mph (114-135 kt)
  More extensive wall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland.
  - Examples: Hugo 1989 and Donna 1960

- **Category 5 Hurricane** — winds 156 mph and up (135+ kt)
  Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.
  - Examples: Camille 1969 and Labor Day 1935

ATTACHMENT 4

TO APPENDIX 3

THE ENHANCED FUJITA SCALE (EF SCALE)

Enhanced F Scale for Tornado Damage – An update to the original F-scale by a team of meteorologists and wind engineers, to be implemented in the U.S. on 1 February 2007.

FUJITA SCALE			DERIVED EF SCALE		**OPERATIONAL EF SCALE**	
F Number	Fastest 1/4-mile (mph)	3 Second Gust (mph)	EF Number	3 Second Gust (mph)	**EF Number**	**3 Second Gust (mph)**
0	40-72	45-78	0	65-85	**0**	**65-85**
1	73-112	79-117	1	86-109	**1**	**86-110**
2	113-157	118-161	2	110-137	**2**	**111-135**
3	158-207	162-209	3	138-167	**3**	**136-165**
4	208-260	210-261	4	168-199	**4**	**166-200**
5	261-318	262-317	5	200-234	**5**	**Over 200**

***** IMPORTANT NOTE ABOUT ENHANCED F-SCALE WINDS:** *The Enhanced F-scale still is a set of wind estimates (not measurements) based on damage.* Its uses three-second gusts estimated at the point of damage based on a judgment of 8 levels of damage to the 28 indicators listed below. These estimates vary with height and exposure. **Important**: The 3-second gust is not the same wind as in standard surface observations. Standard measurements are taken by weather stations in open exposures, using a directly measured, "one minute mile" speed.

ATTACHMENT 5

TO APPENDIX 3

WIND CHILL CHART

Wind Chill Chart

Wind (mph)	Temperature (°F)																	
	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
45	26	29	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98

Frostbite Times: 30 minutes, 10 minutes, 5 minutes

$$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

Where, T= Air Temperature (°F) V= Wind Speed (mph)

Effective 11/01/01

ATTACHMENT 6

TO APPENDIX 3

EXTREME HEAT

A. PURPOSE

The purpose of this Attachment is to supplement the Severe Weather Appendix to the Emergency Operations Plan (EOP) by establishing general procedures specific to response and recovery operations during an extreme heat emergency.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. Weather patterns in the Mid-Atlantic region frequently result in extended periods of extremely high temperatures during the summer months, particularly in July and August.

b. The combination of extended high temperatures; high humidity, and ground level ozone may constitute a threat to the elderly, young children and individuals with respiratory or other health problems. When heat conditions persist to the point that normal body cooling processes are no longer effective, those individuals at risk may suffer heat exhaustion or heat stroke that can pose a threat to life.

c. The unpredictable nature of heat waves often leads people to believe that a heat spell will abate at any time. As a result, people fail to take appropriate precautions while the heat wave continues.

d. Electric power may be susceptible to damage and, at the same time, be most essential for recovery from the effects of an extreme heat emergency.

e. In some instances it may be necessary to set up facilities where vulnerable individuals can be protected from the effects of extreme heat.

2. Assumptions

a. Prolonged periods of high heat, humidity and ozone concentrations will occur during most summers.

b. Certain citizens will be vulnerable to heat exhaustion and heat stroke during heat emergencies.

c. Some citizens will not have access to air conditioning that can reduce the impact of the heat emergency.

d. Enhanced public awareness via techniques such as citizen handouts, and ad campaigns may be helpful.

C. CONCEPT OF OPERATIONS

1. General

a. See Basic Plan Section of the EOP.

b. Groups, individuals and agencies responsible for responding to extreme heat emergencies will do so generally using procedures parallel to their normal day-to-day operations.

c. Baltimore County will be considered to be in a period of possible heat emergency when the National Weather Service (NWS) forecasts a Heat Index (a combination of air temperature and relative humidity) exceeding 105 degrees for three consecutive days.

d. When the heat index exceeds 105 degrees for two (2) consecutive days and is expected to continue, the Baltimore County Office of Homeland Security and Emergency Management (HS&EM) will begin a heat watch. At this time the County Public Information Officer (PIO) will release information to the media to encourage citizen awareness of the hazard and appropriate individual protective actions to be taken.

e. When the heat index exceeds 105 degrees for four (4) consecutive days and is forecast to continue, the Office of HS&EM will begin a heat warning. During a heat warning, County officials and PIOs will pursue an aggressive media campaign to alert the public to the dangers of heat exhaustion and heat stroke. The Office of HS&EM will advise County government of the need to review any outdoor activities that may need to be suspended, validate resources for dealing with the heat situation. The Department of Aging, the Department of Health, and the Department of Social Services will begin identification of vulnerable populations.

f. The heat watch or warning may be aggravated by the air quality. The Maryland Department of the Environment will issue ozone forecasts consisting of Code Green, Code Yellow, Code Orange, and Code Red. These codes are described below and will have an impact on the issuance of public information statements.
   1) Code Red: Air quality is unhealthy. Temperatures are in the 90 to 100 degree range, with hazy, humid, stagnant air. Those individuals with heart and respiratory ailments should limit outdoor activity. All others should reduce strenuous outdoor exercise. Follow recommended actions for other codes as much as possible.
   2) Code Orange: Air quality is approaching unhealthy. Temperatures are in the upper 80's to 90's with light winds. Refuel cars after dusk limit driving; share a ride or drive your newest, best-maintained vehicle; avoid mowing lawns with gas-powered mowers.
   3) Code Yellow: Air quality is moderate. Temperatures are mild in the upper 70's and 80's with winds under 15 knots. Consolidate trips to reduce vehicle usage; limit car idling; carpool or use mass transit.
   4) Code Green: Air quality is good. Temperatures are cool, with wind and rain typical of passing cold fronts. Practice usual precautions to protect air quality and the environment.

   Code Orange or Code Red air quality combined with heat indexes above 100 seriously aggravates the effects of heat conditions on vulnerable populations.
   For heat emergencies when there is no disruption of electric power, cooling sites may be activated during the hours from 1200 to 1900 at locations to be determined; such as fire

stations, police stations, libraries, school buildings, and senior centers. In addition, citizens can be advised to take advantage of air conditioning available in locations such as shopping malls, movie theaters, restaurants, etc.

2. Baltimore County shall use the concept of "Phased Planning" as an overall philosophy in extreme heat planning, response and recovery, thus facilitating the actions of both emergency management and emergency response personnel.

   a. Mitigation
      1) In all cases:
         a.) Enhance public education on relevant topics understanding of extreme heat warning systems, home safety, personal preparedness checklists, and pre- and post-weather safety procedures.
         b.) Review, exercise and re-evaluate extreme heat emergency plans, policies and procedures.
         c.) Review resource lists (including private contractors) and emergency generators.
         d.) Review shelter availability.
         e.) Identify facilities that can be used for cooling centers during heat emergencies, especially if the heat emergency is linked to widespread electrical power shortages or outages.
         f.) Ensure that basic procedures are in place for rapid procurement of services, equipment and supplies.
         g.) Test emergency communications systems and generators under full load for 8 hours.

   b. Preparedness – As weather statements indicate a possibility for extreme heat emergencies, Baltimore County shall make preparatory decisions. This may coincide with the release of Special Weather Statements or Advisory/Warnings by the National Weather Service (NWS). These actions include but are not limited to:
      1) Identification of vulnerable populations who may need assistance in a heat emergency (elderly, mobility impaired, nursing home residents)
      2) Conduct public information campaign to make citizens aware of the hazards posed by heat emergencies and what actions can be taken by individuals to protect themselves against heat hazards.
      3) Training for County employees on appropriate measures to provide services to citizens during heat emergencies.
      4) Site selection and pre-positioning of equipment such as generators, light sets, fuels, food, cots, blankets, etc. reallocation and disbursement of previously positioned equipment.
      5) Reconfirmation of shelter availability.
      6) Testing of equipment, e.g., fax machines, telephones, copiers, and especially generators under full load for a minimum of 8 hours. Generators should be capable of functioning for 14 days with adequate fuel and fuel supply.

   c. Response
      1) Activate EOC with appropriate staffing, if necessary.
      2) Activate cooling centers if required
      3) Conduct public information campaign to advise citizens of actions to take for self protection

d. Recovery
   1) Designated County officials shall assess conditions and potential hazards of recovery operations.
   2) Take action to return cooling center facilities to normal use
   3) Resume regular activities/schedules
   4) Continue public information campaign to maintain public awareness of threat.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Office of Homeland Security and Emergency Management (HS&EM)

a. Has primary responsibility for managing mitigation, preparation, response, and recovery from the effects of an extreme heat situation.

b. Develop and maintain plans, procedures, checklists, etc. to be ready to deal with an extreme heat emergency.

c. Monitor conditions prior to and during an extreme heat situation, particularly with respect to evacuation.

d. Participate in weather related conference calls.

2. Other County, State & Volunteer Agencies

All responsibilities are as stated in Basic Plan and Annexes of the EOP unless otherwise noted below:

a. Fire Department
   1) Coordinate possible use of fire department facilities or facilities of volunteer fire companies, as temporary cooling centers. If required, designate fire stations to be used as distribution points for ice or other supplies and provide manpower to assist in the effort.
   2) Assist in establishing mobile hospitals and/or clinics in conjunction with Health Officer and the County's hospitals.

b. Department of Public Works
   1) Coordinate access to any county facilities selected as cooling sites. Provide transportation of supplies as needed.

c. Police Department
   1) Provide security and traffic control for cooling centers or other facilities that may be activated in the heat emergency.

d. Department of Recreation and Parks
   1) Provide park space for misting locations if required. Review park programs with outdoor activity to determine if such programs should be curtailed.

e. Department of Aging
   1) Assist in identification of vulnerable populations at hazard in heat emergency, and assist in establishing communications with these individuals and groups.
   2) Assist in transportation of persons to cooling sites if needed.

3) EXTREME HEAT RECOMMENDATIONS:
   - CountyRide transportation will provide rides to a cooling center to seniors, the disabled, and their family members during extreme heat. Two vans can be dedicated to transporting to cooling centers if needed.
   - Community outreach specialists, social workers, and other appropriate staff will be available to assist elderly clients at cooling centers, if needed.
   - A few senior centers may be opened as cooling centers if the heat index exceeds 95 degrees for three straight days.
   - Senior Information and Assistance will inform callers of the cooling centers or hours of senior centers as appropriate. Information will also be given regarding availability of CountyRide transportation.
   - The Department of Aging will be the primary source to provide transportation of supplies to the cooling centers.
   - The Department of Aging will provide ongoing press releases regarding dangers of extreme heat, following County guidelines. Senior Digest, Senior Center Newsletters, and Caregiver Connection will be utilized.
   - The Community Outreach Program will establish a registry of clients who are considered most vulnerable and of clients who wish to be contacted in the event of extreme weather. Staff and/or volunteers will contact these clients.

f. Health Department
   1) Assist in identification of vulnerable populations at hazard in heat emergency, and assist in establishing communications with these individuals and groups. Provide emergency medical support, if needed.

g. Department of Social Services
   1) Assist in identification of vulnerable populations at hazard in heat emergency, and assist in establishing communications with these individuals and groups. Assist in transportation of persons to cooling sites if needed.

h. Department of Environmental Protection
   1) Monitor ozone advisories and alerts. Notify appropriate individuals

Heat Index Chart (Temperature & Relative Humidity)

RH (%)	Temperature (° F)															
	90	**91**	**92**	**93**	**94**	**95**	**96**	**97**	**98**	**99**	**100**	**101**	**102**	**103**	**104**	**105**
90	119	123	128	132	137	141	146	152	157	163	168	174	180	186	193	199
85	115	119	123	127	132	136	141	145	150	155	161	166	172	178	184	190
80	112	115	119	123	127	131	135	140	144	149	154	159	164	169	175	180
75	109	112	115	119	122	126	130	134	138	143	147	152	156	161	166	171
70	106	109	112	115	118	122	125	129	133	137	141	145	149	154	158	163
65	103	106	108	111	114	117	121	124	127	131	135	139	143	147	151	155
60	100	103	105	108	111	114	116	120	123	126	129	133	136	140	144	148
55	98	100	103	105	107	110	113	115	118	121	124	127	131	134	137	141
50	96	98	100	102	104	107	109	112	114	117	119	122	125	128	131	135
45	94	96	98	100	102	104	106	108	110	113	115	118	120	123	126	129
40	92	94	96	97	99	101	103	105	107	109	111	113	116	118	121	123
35	91	92	94	95	97	98	100	102	104	106	107	109	112	114	116	118
30	89	90	92	93	95	96	98	99	101	102	104	106	108	110	112	114

Note: Exposure to full sunshine can increase HI values by up to 15° F

GENERAL HEAT SAFETY TIPS

Preventing Heat-Related Illness

Elderly persons, small children, chronic invalids, those on certain medications or drugs (especially tranquilizers and anticholinergics), and persons with weight and alcohol problems are particularly susceptible to heat reactions, especially during heat waves in areas where a moderate climate usually prevails.

Know These Heat Disorder Symptoms:

HEAT DISORDER	SYMPTOMS
Sunburn	Redness and pain; in severe cases swelling of skin, blisters, fever, headaches.
Heat Cramps	Heavy sweating; painful spasms possible, usually in leg and abdomen muscles.
Heat Exhaustion	Heavy sweating; weakness, cold, pale, clammy skin; pulse thready, normal temperature possible, fainting and vomiting
Heat Stroke (or sunstroke)	High body temperature (106 F or higher); hot dry skin, rapid and strong pulse; possible unconsciousness

Heat Wave Safety Tips

SLOW DOWN. Strenuous activities should be reduced, eliminated or rescheduled to the coolest time of the day. Individuals at risk should stay in the coolest available place not necessarily indoors.

DRESS FOR SUMMER. Lightweight, light-colored clothing reflects heat and sunlight, and helps your body maintain normal temperatures.

PUT LESS FUEL ON YOUR INNER FIRES. Foods (like proteins) that increase metabolic heat production also increase water loss.

DRINK PLENTY OF WATER OR OTHER NON-ALCOHOL FLUIDS. Your body needs water to keep cool. Drink plenty of fluids even if you don't feel thirsty. People who (1) have epilepsy or heart, kidney, or liver disease, (2) are on fluid restrictive diets or (3) have a problem with fluid retention should consult a physician before increasing their consumption of fluids.

DO NOT DRINK ALCOHOLIC BEVERAGES.

DO NOT TAKE SALT TABLETS UNLESS SPECIFIED BY A PHYSICIAN. Persons on salt restrictive diets should consult a physician before increasing their salt intake.

SPEND MORE TIME IN AIR-CONDITIONED PLACES. Air conditioning in homes and other buildings markedly reduces the danger from the heat. If you cannot afford an air conditioner, spending some time each day (during hot weather) in an air-conditioned environment affords some protection.

DON'T GET TOO MUCH SUN. Sunburn makes the job of heat dissipation that much more difficult.

First Aid*

Use ointments for mild cases of sunburn if blisters appear and do not break. If breaking occurs, apply dry sterile dressing. Serious cases should be seen by physician.

Firm pressure on cramping muscles, or gentle massage to relieve spasm. Give sips of water. If nausea occurs, discontinue use.

Get victim out of sun. Lay down and loosen clothing. Apply cool, wet cloths. Fan or move victim to air-conditioned room. Provide sips of water. If nausea occurs, discontinue use. If vomiting continues, seek immediate medical attention.

HEAT STROKE IS A SEVERE MEDICAL EMERGENCY. SUMMON EMERGENCY MEDICAL ASSISTANCE OR GET THE VICTIM TO A HOSPITAL IMMEDIATELY. DELAY CAN BE FATAL.

Move the victim to a cooler environment. Reduce body temperature with cold bath or sponging. Use extreme caution. Remove clothing, use fans and air conditioners. If temperature rises again, repeat process. Do not give fluids.

*For more information contact your local American Red Cross Chapter. Ask to enroll in a first aid course.

How Heat Affects the Body

Human bodies dissipate heat by varying the rate and depth of blood circulation, by losing water through the skin and sweat glands, and when blood is heated above 98.6 degrees, by panting. The heart begins to pump more blood, blood vessels dilate to accommodate the increased flow, and the capillaries threading through the upper layers of skin are put into operation. Blood is circulated closer to the skin's surface, and excess heat drains off into the cooler atmosphere. At the same time, water diffuses through the skin as perspiration. The skin handles about 90 percent of the body's heat dissipating function.

Sweating, by itself, does nothing to cool the body, unless the water is removed by evaporation-and high relative humidity retards this process. Under conditions of high temperature (above 90 degrees) and high relative humidity, the body is doing everything it can to maintain 98.6 degrees inside. The heart is pumping a torrent of blood through dilated circulatory vessels; the sweat glands are pouring liquid-including essential dissolved chemicals, like sodium and chloride onto the surface of the skin.

TOO Much Heat

Heat disorders generally have to do with a reduction or collapse of the body's ability to shed heat by circulatory changes and sweating, or a chemical (salt) imbalance caused by too much sweating. When heat gain exceeds the level the body can remove, or when the body cannot compensate for fluids and salt lost through perspiration, the temperature of the body's inner core begins to rise and heat-related illness may develop.

Ranging in severity, heat disorders share one common feature: the individual has over-exposed or over-exercised for his age and physical condition in the existing thermal environment.

Sunburn, with its ultraviolet radiation burns, can significantly retard the skin's ability to shed excess heat.

Studies indicate that, other things being equal, the severity of heat disorders tend to increase with age. Heat cramps in a 17-year-old may be heat exhaustion in someone 40 and heat stroke in a person over 60.

APPENDIX 4

HAZARDOUS MATERIALS

A. PURPOSE

This Appendix of the Emergency Operations Plan (EOP) focuses on the responsibilities and procedures for responding to emergency threats to life, property, and the environment caused by hazardous materials, other than those covered under Appendix 1 to the EOP.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. A broad variety of hazardous materials are manufactured, used, stored, and/or transported in Baltimore County on a daily basis. These materials are a part of our daily lives and can present a threat to life, property, and the environment if released accidentally or deliberately.

b. There are numerous fixed facilities within Baltimore County that contain inventories of extremely hazardous substances subject to the requirements of SARA Title III, Sections 302, 311, and 312. Data on these facilities is maintained in a database by the Local Emergency Planning Committee (LEPC) and with the Baltimore County Fire Department. The records include site-specific plans that depict the vulnerability zone, adjacent facilities, and possible evacuation routes that have been developed for each facility.

c. Records are maintained for the public information requirements under SARA Title III; the emergency response information needs of the Baltimore County Fire. Major routes (rail and road) over which hazardous substances are transported have been identified, as outlined in the Basic Plan section of the EOP.

2. Assumptions

a. Hazardous material incidents can occur suddenly, without warning, allowing little or no lead-time to respond.

b. The burden of first response falls on the local jurisdiction.

c. Response to major hazardous material incidents may require assistance from neighboring jurisdictions, the public and private sectors, and departments and agencies of the State and federal governments.

d. Facilities subject to reporting and notification requirements outlined in SARA Title III, the Emergency Planning and Community Right to Know Law, Sections 302, 311, and 312 will provide required information to the appropriate local and State authorities.

e. Response and recovery operations may require State and/or federal technical and financial assistance.

f. Evacuation, isolation, and/or quarantine of contaminated areas may be the only means for protecting lives.

C. CONCEPT OF OPERATIONS

1. General

a. Groups and individuals responsible for responding to hazardous material incidents will do so generally using procedures parallel to their normal day-to-day operations.

2. Notification and Communication

a. Notification to all appropriate response agencies will normally be done by the Baltimore County Fire Department, as requested by the Incident Commander (IC) or other authority, depending on the nature and severity of the incident. The ADO and the Office of HS&EM maintain a list with 24-hour telephone contact points of appropriate federal, State, local, and private agencies, business or individuals who require notification or who can support incident response or clean up operations.

b. When a responsible party is known and a representative is available they will be informed of the proper notifications that must be completed. The ADO and Office of HS&EM personnel will also assist in follow-up reporting guidance as required under SARA Title III, Section 304, if requested to do so.

3. Direction and Control

a. To insure effective coordination of the various emergency response units at the scene, it is the responsibility of the senior fire official on-scene to act as IC, unless this authority is transferred to the senior HAZMAT Team Officer on-scene.

b. The IC will establish an Incident Command Post. The departments and agencies represented at the Incident Command Post will be at the discretion of the IC.

c. The IC will closely coordinate with, and use the expertise of, other specialists at the Incident Command Post while using the guidelines established in the Basic Plan section of the EOP.

d. All decisions relating to operations at the scene will normally be issued from the Incident Command Post.

e. The EOC, if activated, will provide support to the IC in such areas as communications, alerting, warning, transportation, protective actions, reception and mass care, and any other resources required.

f. The anticipated representatives at the Incident Command Post and/or the EOC are as shown in the Baltimore County EOP and the Baltimore County Fire Department Incident Command Plan. The actual make-up, however, may be situation dependent.

g. The Senior Fire Official (IC) on-scene will exercise direction and control in most hazardous materials incidents. Emergencies of a wide scope or those involving extremely

hazardous materials may require that direction and control be turned over to the Senior Official of the Hazardous Material Team at the discretion of the IC .

h. In incidents in which the Maryland Department of the Environment (MDE) hires private contractors to perform cleanup and recovery operations, the MDE reserves the right to supervise the operations.

i. Certain incidents involving military hazardous materials may come under the supervision of the appropriate military response organizations.

4. Alert and Warning

a. The IC may warn people within the risk area by using the Emergency Alert System (EAS) or mobile loud speakers, or door-to-door notification as required by the situation. The IC will advise the Office of HS&EM as soon as a decision has been made to announce protective actions to the people at risk.

5. Protective Actions

a. The impact of protective actions on the community has far reaching effects on the individuals being evacuated or sheltered and those departments and agencies supporting the process. Under certain conditions, it may be preferable to recommend "shelter-in-place" so individuals can remain in their residence, work place or other areas. The IC, in coordination with other appropriate agencies, will normally make the decision to shelter-in-place or evacuate all or a portion of the area at risk. Possible evacuation from risk areas associated with facilities identified under SARA Title III is depicted on the applicable site-specific plan.

b. Evacuation routes associated with transportation incidents will be developed at the scene on the basis of the best available information.

6. Public Information

a. The EOC Public Information Officer (PIO), working with the Office of Communications, will be responsible for public information coordination and dissemination during a hazardous materials incident.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Office of Homeland Security and Emergency Management (HS&EM)

a. Perform notification as appropriate or as requested.

b. Notify the Maryland Joint Operations Center (M-JOC) at the State Emergency Operations Center (SEOC) whenever the local EOC is activated or when protective actions are implemented and make periodic reports of local emergency conditions.

c. Provide communication support to the IC and establish a communications link between the IC and the EOC.

d. Activate the EOC with appropriate people to support the IC.

e. Activate the EAS, as appropriate.

f. Assist in the dissemination of alert and warning information to the risk area at the request of the IC.

g. Initiate coordination activities for the provision of reception and mass care services facilities for evacuees, as needed. Work closely with the Superintendent of Baltimore County Public Schools, the Department of Social Services, and the American Red Cross in coordinating these actions.

h. Coordinate transportation assistance to the IC upon request.

i. Support the County EOC PIO representatives and the Joint Information Center (JIC).

j. Keep appropriate elected officials informed.

k. Maintain a situation map of the incident showing location, area at risk, traffic rerouting, road closures, shelter, and other pertinent information.

l. In conjunction with the IC and involved PIO representatives, prepare, coordinate, and disseminate appropriate public announcements.

m. Maintain a listing of local government and private sector resources (people, material, and equipment) that could be used in response to a hazardous material incident.

n. Provide specialized support to the IC with the Hazardous Materials (HAZMAT) Response Team.

o. Notify appropriate agencies and support follow-up reporting as required by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and SARA Title III when a covered release occurs.

2. Senior Fire Officials On-Scene (Incident Commander [IC])

a. Establish an Incident Command Post.

b. Coordinate all emergency services activities at the scene, using the guidelines contained in the Basic Plan section of the EOP and the Incident Command Plan.

c. Determine type and quantity of the hazardous substance and report this to the ADO at the Communications and Dispatch Center and the Office of HS&EM.

d. In coordination with the law enforcement personnel, the Baltimore County HAZMAT Team, the Health Department, the facility representative, and other knowledgeable sources, determine the area at risk and what protective actions, if any, should be taken.

e. Working with the involved PIO representatives, announce and implement protective actions for the people at risk.

f. Report all appropriate information (damage assessment, casualties, current situation, etc.) to the EOC and the Office of HS&EM.

g. Alert emergency support services to the special hazards of the on-going incident.

3. Police Department

a. The Chief, or designee, will be responsible for coordinating all law enforcement activities and will be the single law enforcement point of contact for the IC.

b. In the event of a deliberate release or a release that occurs secondary to a criminal act:
   1) Assist in securing the area.
   2) Make necessary notifications to all involved law enforcement personnel.
   3) Once area is safe to do so, initiate investigation.
   4) Collect and process evidence or with the assistance of the HAZMAT team oversee the collection and processing of evidence from the scene.

c. Effect coordination with the IC.

d. Perform warning and notification operations, if directed.

e. Baltimore County Police Department Hazardous Device Unit (HDU) will respond or provide support and technical assistance to local authorities about incidents involving explosive materials. Provide technical assistance regarding any regulations under their jurisdiction.

f. Perform traffic control, crowd control, and implement any security measures necessary to isolate the danger zone.

4. Department of Environmental Protection and Resource Management (DEPRM)

a. Coordinate with and support the IC.

b. Provide recommendations on environmental hazards and protective measures to the IC.

c. Assist in coordination of measures designed to protect the environment.

d. Along with the Health Department and MDE, coordinate the selection of an appropriate disposal site for the hazardous substances after clean-up.

e. In consultation with other authorities, determine that hazard area is safe for re-entry.

f. Assist in determining the impact of any hazardous materials release upon the environment and provide recommendation for corrective actions.

g. Respond to radiological incidents and assist the IC with technical assistance, assessment, and monitoring.

5. Health Department

a. Coordinate with and support the IC.

b. Provide recommendations on health hazards and protective measures to the IC.

c. Assist in coordination of emergency health services required to cope with the emergency.

d. Along with DEPRM and MDE, coordinate the selection of an appropriate disposal site for the hazardous substances after clean-up.

e. In consultation with other authorities, determine that hazard area is safe for re-entry.

f. Identify resources to provide health nurses for mass care shelters.

g. Assist in determining the impact of any hazardous materials release upon the environment and provide recommendation for corrective actions.

h. Respond to radiological incidents and assist the IC with technical assistance, assessment, and monitoring.

6. Department of Public Works (DPW)

a. In coordination with law enforcement, assist in traffic control, road closures, and traffic re-routing.

b. Provide available equipment and personnel for incident containment.

c. Determine the possible impact on sewer or water systems.

7. Maryland Department of the Environment (MDE)

a. Notify appropriate State and federal agencies upon receipt of notification of a hazardous materials incident.

b. Respond to hazardous materials incidents as requested.

c. Prevent or mitigate the release of any hazardous substance posing a potential threat to life and property.

d. Coordinate with and support the IC with technical information and assistance on the characteristics of the hazardous material involved, strategies for mitigation, health hazards, and protective measures.

e. Assist in or provide appropriate decontamination facilities and processes.

f. Provide the legal authority for the containment, clean-up, transport, and disposal of spill material.

g. Hire private contractors to perform clean-up and recovery operations using MDE special funds, as needed.

h. Provide advice and assistance on re-entry/return.

i. For incidents in which MDE hires private contractors to perform clean-up and recovery operations through their respective special funds, these agencies reserve the right to supervise the operators.

8. WBAL and WPOC (EAS)

a. Activate the local area Emergency Alert System (EAS) upon request of the Office of HS&EM as directed in the Basic Plan section of the EOP, Annex B – Alert and Warning, and Annex H – Emergency Public Information and Education, respectively.

9. Industry Representatives (Fixed Facilities, Section 302)

a. Provide information required under SARA Title III to the Baltimore County Local Emergency Planning Committee (LEPC) for use in developing emergency response plans.

b. Identify a facility emergency coordinator.

c. Provide information on the type and characteristics of the hazardous substance(s), identification of the area at risk, possible health effects, and recommendations for protective actions.

d. Make available the facility's technical assistance and resources for containment and clean up.

e. Provide a representative to the incident scene or the EOC, if activated, to serve in a liaison capacity to responding personnel.

10. Public Schools

a. Assist in the opening and operation of mass care shelters, working closely with the Department of Social Services and the American Red Cross.

b. Provide emergency transportation resources, as requested.

11. Department of Social Services

a. Lead efforts to coordinate the opening and operation of reception and mass care shelters, if requested by the Office of HS&EM.
b. Assist in identifying personnel to staff reception centers and mass care shelters.

12. Radio Amateur Civil Emergency Services (RACES)

a. Provide communications between the EOC, the Incident Command Post, and mass care shelters, as needed. Provide other communications support as requested.

13. Office of the Budget and Finance

a. Track all costs incurred as a result of any major hazardous materials release to support possible future claims.

E. ADMINISTRATION AND LOGISTICS

1. All organizations, agencies, and departments tasked in this plan shall prepare standard operating procedures (SOPs) which detail how their assigned tasks will be accomplished.

2. Site-specific plans for facilities identified under SARA Title III, Section 302 will be kept on-file by the Office of HS&EM and compiled by the Baltimore County LEPC.

3. Assure that individuals or teams that could be called upon to respond to an off-site incident involving hazardous materials are adequately trained. That training shall be in accordance with OSHA requirements under 29 CFR 1910.120. Training is available through the Maryland Fire and Rescue Institute (MFRI), University of Maryland, College Park, Maryland. MFRI periodically publishes training schedules.

4. The Office of HS&EM, in coordination with other departments and agencies, will occasionally schedule disaster drills to exercise this Hazardous Materials Appendix and the EOP. Exercises can be either tabletop, functional, or full scale.

5. The Office of HS&EM is responsible for annually reviewing and modifying this Appendix. Lessons learned and other improvements to this Appendix will be added as needed, based on experience gained through exercises, actual response situations, or general plan re-evaluation.

APPENDIX 5

DAMS

A. PURPOSE

The purpose of this Appendix is to supplement the Emergency Operations Plan (EOP) by establishing policies and procedures specific to mitigation, response, and recovery operations for a dam failure.

B. SITUATION AND ASSUMPTIONS

1. Situation

a. There are many dams within Baltimore County or upstream in adjacent counties of varying designs, locations, age, water capacities, and types.

b. The inundation area(s) from a sudden dam failure is site specific (reference Dam Plans on file in the Emergency Operations Center [EOC]).

c. Damage potential from sabotage, improperly maintained or operated, earthquakes, heavy rain, rapid snow melt, and flooding may cause erosion or cracks in the dam, potentially leading to partial or complete dam failure.

2. Assumptions

a. The owner/operator will conduct an on-site visual inspection of the dam, the dam's spillway(s), control systems, and the toe area below the dam at a minimum of once every three months.

b. Emergency plans for surveillance of the dams and for evacuation of the public are developed and maintained on file at the County EOC as required.

c. Because of access to state-of-the-art meteorology and warning systems, adequate warnings of severe weather, major flooding, or rising temperatures leading to rapid snow melt may be provided to the County.

d. Baltimore County will respond initially to the area(s) of severe damage, it may take hours for emergency response personnel to reach all affected area(s).

e. A significant number of casualties may occur during the sudden failure of a dam, stress-related illness, debris-clearing accidents, etc.

f. Both response and recovery operations may be hampered by snow/ice/debris blocked roads, damaged bridges or roads, and downed trees.

g. The need for increased security may exist.

h. Enhanced public awareness via techniques such as citizen handouts, ad campaigns, evacuation routes, and mapping information may be helpful.

i. There may be a need to assess advanced evacuation/closing of inundation areas including businesses/industries, public parks, and local campgrounds, etc.

j. Advance preparation by health care facilities, businesses, industries, and utilities in inundation areas is essential to maintain needed services during response and recovery operations.

C. CONCEPT OF OPERATIONS

1. General

The provisions of this Dam Appendix will be activated when:

a. Hazardous Weather

The National Weather Service (NWS) issues a severe weather watch or warning announcement for Baltimore County or those area(s) upstream from the County that contain dams whose inundation area(s) would affect the County.

b. Rain Gauge Reports

Reports of precipitation greater than pre-established amounts at one or more rain gauge locations are received.

c. Observations

Other reports from dam observers of a dam failure or threat of failure.

The initial stage of the activation is the alerting of all rain and stream gauge observers who will forward readings from their areas to the Office of Homeland Security and Emergency Management (HS&EM). Dam observers will be activated when a predetermined level in streams and rain gauges is reached. Emergency warning and evacuation procedures are prescribed in the appropriate dam emergency plan.

2. Notification and Communications

a. The dam owner or the designated representative will initiate the warning notification to the Office of HS&EM.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Dam Owner

a. Assures on-site surveillance, detection, and reports any problems or threat as prescribed in the emergency action plan (EAP).

b. Maintain the dam in a state of good repair as stipulated by appropriate government agencies.

c. Update, revise and exercise site-specific EAPs annually for Federal Energy Regulatory Commission (FERC) controlled dams. All other dam owners are to update and revise site-specific EAPs, as required.

d. Advise county officials of any changes of status, condition or ownership of the dam.

e. Provide around the clock surveillance of the dam during times of possible hazard.

2. Office of Homeland Security and Emergency Management (HS&EM)

a. Maintain an updated list of dam owners, surveillance personnel, and emergency service units for warning and evacuation.

b. Notify dam owner and MEMA of any changes in County response notification telephone numbers, radio frequency, points of contact, etc.

c. Review EAPs and check for currency biannually and provide dam owner with recommended changes to the EAP.

d. Develop downstream dam warning, notification, and evacuation procedures based on each dam EAP.

3. Other County, State & Volunteer Agencies

a. Maryland Department of the Environment – Division of Dam Safety
Provide guidance to dam owners and the counties for development of EAPs to include evacuation and warning procedures. Also, review and approve the EAPs for each dam.

b. Department of Public Works
1) Provide services, signs, and guidance on roads and bridges affecting the evacuation and recovery.
2) Provide information on road situations to include open/closed data, bridge status and general damage.

c. Department of Recreation and Parks
1) Provide that personnel carry out all necessary emergency actions at all County-owned parks that may be impacted by a dam emergency (i.e. evacuating visitors, closing gates, etc.).

E. PLAN DEVELOPMENT AND MAINTENANCE

1. Dam owners are responsible for developing and coordinating site-specific dam emergency action plans (EAPs). FERC controlled dams are required to exercise site-specific EAPs at least once per year.

F. ATTACHMENTS

1. Notification and Information Guidelines

ATTACHMENT 1

TO APPENDIX 5

NOTIFICATION AND INFORMATION GUIDELINES

Emergency Level	Conditions	Notification	Emergency Action by EMA
Failure in Progress or Imminent Failure	1) Large uncontrolled flows passing through earth embankment causing extensive material erosion; 2) Collapse of the breast may be imminent.	1) Resource Manager/Dam Operator or employee in charge notify first affected County EMAs to implement evacuation plans; 2) Notifies others on the emergency notification list.	Immediate Evacuation
Emergency	1) Imminent or occurring spillway flow; 2) Major seepage problems; 3) Major slope failures; 4) Threats of sabotage if determined serious; 5) Occurrence of an earthquake; 6) Any other condition that could quickly escalate to a failure.	1) Resource Manager/Dam Operator or employee in charge notify first affected County EMAs to implement evacuation plans; 2) Notifies others on the emergency notification list.	Public Warning and Information and possible evacuation for communities within 2-3 hours of a possible flood wave.
Event of Interest or Pre-Emergency	1) Lake level rising close to spillway and forecast of significant inflows, due to wet weather conditions; 2) Malfunction of flood control gate system; 3) Minor seepage problems; 4) Minor slope failure; 5) Threat of, or occurrence of sabotage; 6) Earthquake with minor but apparent damage; 7) Any situation at the dam facility such as construction or maintenance which would require release of water in larger than normal quantities; 8) Status of dam during and following a major rainstorm.	Resource Manager/Dam Operator or employee in charge alert dam owner. 2) Dam owner provides specific information on conditions or status of dam under these conditions.	Notification of an Information Release to County and State Emergency Management.