

I. Purpose

The purpose of Middletown's Emergency Management Plan is to identify the municipality's responsibilities in preparing for, mitigating, responding to, and recovering from an emergency. These emergencies are unplanned events that can cause deaths or significant injuries to the public, disrupt the daily operations of the municipality, cause physical or environmental damage, or threaten the municipality's financial abilities.

For the purpose of this plan, all references to Middletown are the municipal boundaries of the Town. This is due to the fact that the Burgess and Commissioners do not have any jurisdiction outside the Town limits.

II. Contact List

The following list includes points of contact and their phone numbers for different emergency situations.

Central Alarm (Fire, Rescue & Police) -	911 Emergency 301-694-1603 Non-Emergency	24 Hour 24 Hour
Frederick County Sheriff's Office -	301-694-2071	24 Hour
Frederick County Water & Sewer -	301-694-2194	24 Hour
Maryland State Police -	301-663-3101	24 Hour
Maryland Department of the Environment -	410-243-8700	24 Hour
Middletown Town Office -	301-293-3818 Emergency 301-371-6171 Non-Emergency	24 Hour
Red Cross -	301-662-5131	24 Hour
State Highway Administration, Statewide Operations Center -	1-800-543-2515 or 410-582-5650	24 Hour

III. Situation and Assumptions

A. Situation

1. Middletown is a small residential community with a downtown commercial/residential area that is located in Frederick County, Maryland. Two state roads serve as the main intersecting streets – U.S. Alternate Route 40 and MD Route 17. The area surrounding the town is mostly farming with some county residential subdivisions. Middletown is the regional center for the Middletown Planning Region and is situated in a valley area to the west of Frederick, the county seat for Frederick County.
2. Potential emergencies include fire, lightning, severe winter storms, tornadoes, severe winds, drought, excess rain and floods, downed wires, water contamination, water treatment chemical accidents, hazardous materials vehicle accidents, major traffic accident, and malfunctioning systems for traffic control, water and sewer, and electricity.

B. Assumptions

1. This plan has been developed as the initial reference for local authorities. It assumes that outside assistance will be available for most major disaster situations. This plan is to allow Middletown to be prepared to carry out disaster response and short-term recovery operations on an independent basis.
2. Most emergency situations will be handled routinely by the emergency services agencies of Frederick County. Frederick County has its own Emergency Operations Plan to which this plan refers.
3. When the emergency exceeds the local government's capability to respond, assistance will be requested from the County first and then the State government through the Maryland Emergency Management Agency (MEMA).

IV. Concept of Operations

- A. It is the duty of Middletown government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. Middletown must depend initially upon its own and locally available resources.

B. If Middletown has committed all of its resources and still cannot cope with the emergency or disaster, the Town requests assistance from the County.

C. The County will determine if additional assistance is needed from the State or Federal government according to their Concept of Operations section.

D. The Town Administrator will be responsible for coordinating all emergency operations. In the event that the Town Administrator is not available, the Town's Water & Sewer Superintendent will be responsible for coordinating all emergency operations.

E. Response and recovery operations will be governed by the following priorities:

- Protecting and saving lives.
- Protecting the public health.
- Alleviating hardship.
- Protecting property.

V. Responsibilities

A. Town Administrator

The Town Administrator is responsible for coordinating all emergency efforts. He or she will notify the Burgess and Commissioners of all emergency situations.

B. Burgess and Commissioners

The Burgess and Commissioners are responsible for exercising overall responsibility for plans and operations for emergency and disaster assistance within Middletown through the Town Administrator.

They have the authority to order evacuations and to implement this plan.

C. Frederick County Sheriff's Department

The Town deputies from the Frederick County Sheriff's Department provide police services necessary to assure the safety and welfare of the residents of Middletown in coordination with Frederick County Sheriff's office and the Maryland State Police.

They provide for search and rescue in coordination with the Maryland State Police and other agencies.

They assist the Town Administrator in disseminating emergency alert and warning notifications.

D. Support Organizations

These organizations include those County, State, Federal, and emergency agencies identified in the Frederick County Emergency Operations Plan.

VI. Continuity of Government

A. Lines of Succession

- Burgess
- Burgess Pro Tempore
- Commissioners

B. Preservation of Record

1. Records deemed essential to the continuation of government functions, and records required to protect the rights and interests of individuals, are kept in a sealed vault in the Middletown Municipal Center at 31 W. Main Street and are stored in the State Archives in Annapolis.
2. Copies of the important Emergency Management documents and work products of Middletown are kept on file at the Middletown Municipal Center at 31 W. Main Street.

VII. Administration and Logistics

A. Financial Administration

1. Expenditures necessitated by emergencies will first be made by the use of funds regularly appropriated in the annual budget.
2. Records of time, supplies, and other resources expended in an emergency shall be maintained by the Town Administrator.
3. If private property is used by the Town under a declared State of Emergency, the owner may be compensated for its use and for any damage.

B. Administrative Policies

1. Protecting and saving lives, protecting the public health, alleviating hardship, and protecting property will be the main priorities of response and recovery operations.
2. To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

3. All emergency assistance available shall be provided without discrimination as to race, religion, sex, color, age, economic status, or national origin.

4. Emergency operations will be conducted utilizing all practical means to protect the environment.

C. Mutual Aid Agreements

Should local government resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions, higher levels of government, and private organizations, in accordance with existing or emergency negotiated mutual aid agreements. Such assistance may take the form of personnel, equipment, supplies, or other capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible. Copies of any mutual aid agreements will be on file in the Town office at the Municipal Center once executed.

D. Resources

These include the local volunteer fire company, the Director of the Frederick County Public Safety Division, the Frederick County Board of Education, and local churches. Also included are those resources listed in the Frederick County Emergency Operations Plan.

E. Reports and Records

1. During emergency operations, every effort will be made to document each occurrence/transaction sufficiently so that complete records can be reconstructed and claims properly verified after the emergency period has passed.

2. Required records will be submitted to the appropriate authorities.

3. Records of expenditures and obligations in emergency operations must be maintained, including time, supplies, and other resources expended.

F. Use of Town Employees During Emergencies

1. While response and recovery tasks will be in keeping with their normal, day-to-day jobs, most of the time, the Town Administrator

may assign any employee to perform work that is not within the scope of their usual employment and may be at any location in the Town.

2. Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate overtime, if necessary, in accordance with State laws, regulations, and procedures.

G. *Description of water system's characteristics*

1. Attached to the appendices are maps showing the following:
 - a) Maps showing water intake, well locations, and spring location.
 - b) A description of the treatment provided.
 - c) A map showing distribution area for the Town.

VIII. Plan Development and Maintenance

A. The Town Administrator will be responsible for developing, reviewing, and updating this plan.

B. The Burgess and Commissioners will be responsible for giving the Town Administrator the authority to implement this plan.

C. This plan applies to all local agencies, boards, commissions, and departments assigned emergency responsibilities and to all elements of local government.

D. This plan shall be effective upon approval by the Burgess and Commissioners of Middletown, Maryland.

E. Updating and training staff with regard to this Emergency Plan will be conducted on a yearly basis.

IX. Authorities and References

A. Authorities

1. Article 16A, Maryland Annotated Code, State Emergency Management and Civil Defense Act.
2. PL 93-288, Disaster Relief Act of 1974.
3. Frederick County Resolution 75-8-4.
4. Local Resolution

B. References

1. Emergency Operations Plan, Frederick County, MD

X. Definitions

See Frederick County Emergency Operations Plan.

XI. Appendices

See the Contact List at the beginning of this document. Following is a list of possible emergencies. Middletown will in most cases utilize the assistance of those responsible for the Frederick County Emergency Operations Plan which contains Frederick County's procedures for dealing with these emergencies.

- A. Fire**
- B. Lightning**
- C. Severe Winter Storm**
- D. Tornado**
- E. Severe Wind**
- F. Drought**
- G. Excess Rain and Flooding**
- H. Downed Wires**
- I. Water Contamination**
- J. Water Treatment Chemical Accident**
- K. Hazardous Materials Vehicle Accident**
- L. Major Traffic Accident**
- M. Malfunctioning Systems**
 - 1. Traffic Control
 - 2. Water and Sewer
 - 3. Electricity