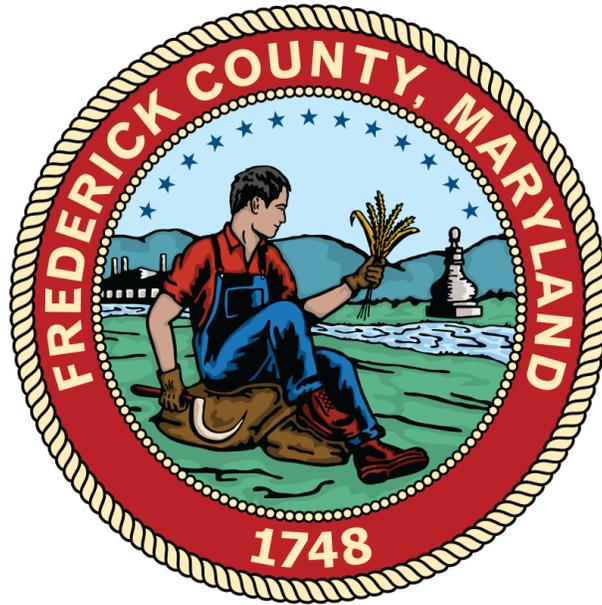


READY Frederick County



Municipal Emergency Readiness Program

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Introduction

Frederick County Government recognizes the importance that public safety and emergency management play in maintaining safe and vital communities. Natural hazards can occur anywhere and at any time. We must work to prevent emergencies. When they cannot be prevented, we need to be prepared to respond. Frederick County supports mitigation, preparation, response and recovery programs through its Division of Emergency Management and its emergency preparedness and response partners.



The Municipal Emergency Response Program is intended to assist the County's municipalities as they assess their emergency mitigation, preparedness, response and recovery efforts and address gaps that may exist.

The County and the Division of Emergency Management are committed to working with each municipality to ensure that they are prepared to manage a major emergency within their jurisdiction.

I wish to thank the Cuyahoga County (Ohio) Office of Emergency Management for sharing with us their ReadyCuyahoga program, which was instrumental in the development of our plan.

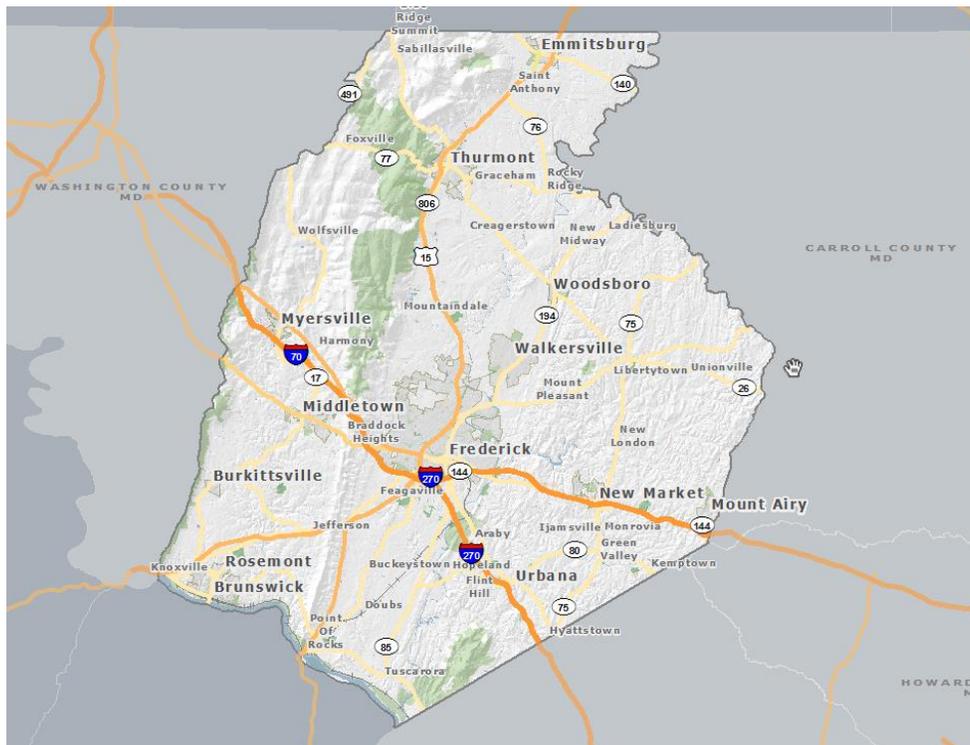
Partnerships between the County and its municipalities are examples of good government at work to serve our citizens.

Jan H. Gardner
Frederick County Executive

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Municipal Emergency Readiness Program Overview

The READY Frederick County Municipal Emergency Readiness Program is voluntary for the municipalities of Frederick County. The purpose of the program is to help municipalities increase their emergency mitigation, preparedness, response and recovery capabilities by reviewing specific organizational, operational, training, and planning activities, and develop strategies to address gaps in emergency preparedness.

Besides providing general reference information, this program will provide an objective review of a municipality's ongoing commitment to effective emergency management and to the guiding principles of emergency management.

Those principles are:

- Preparedness begins at the local level;
- Preparedness requires the involvement and support of the whole community, including government, business, community organizations, and citizens; and
- Preparedness requires a comprehensive approach that includes risk-assessment, planning, resourcing, education, training, and public outreach.

The benchmarks of this program address key emergency management functions including organization, planning, training, response and public outreach. All of the benchmarks are designed to encourage the use of best practices and increase the awareness, understanding, and appreciation of cooperation and interoperability among Frederick County and its municipalities.

Why participate?

The first thing every municipal official should understand about emergency preparedness is that every emergency incident is local. Local governments are the first line of defense against emergencies and disasters and are primarily responsible for managing the response to, and recovery from, those events. County, state and federal agencies can provide assistance and support, but the primary responsibility for responding to and managing emergencies and disasters belongs to municipal governments.

Participation in the Municipal Emergency Readiness Program is voluntary. By participating, your municipality, and subsequently the County, should be better prepared to respond more efficiently and effectively to emergencies and disasters, saving lives and property, and accelerating recovery. It is our hope that the program will encourage greater emergency preparedness, and serve as a catalyst for increased cooperation and collaboration among Frederick County and its municipalities as related to emergency readiness.

The Review Process:

The process has 4 steps:

1. Complete the Municipal Emergency Readiness Program Checklist (Annex C)

The checklist is designed to guide municipalities through the emergency readiness evaluation process.

Benchmarks can be acknowledged with some form of written documentation. The exact format of the documentation is not specified and is up to the participating municipality. In most cases, the key is to have a written policy, procedure, instruction, directive, or other document that establishes the ability to perform the activity described in the benchmark.

2. Prepare Supporting Documentation

As you complete your checklist, prepare a package containing the associated documentation.

3. Submit Completed Package

When your checklist is complete and the supporting documentation is compiled, submit the completed checklist (*Annex C*) and supporting documentation to the Frederick County Division of Emergency Management (DEM).

Supporting documentation should include plans, policies, procedures, directives, memos, or other guidance.

Submit your completed package to the Director of Department of Emergency Preparedness (DEP), Public Safety Training Facility, 5370 Public Safety Place, Frederick, MD 21704 or email to EM@FrederickCountyMD.gov.

You may submit the completed package (checklist and supporting documentation) in the hard-copy or electronic format that is most convenient for you, including printed documents, e-mail attachments, or on a memory device (stick, disc).

4. Department of Emergency Preparedness Reviews Package

Once DEP receives your completed package, it will be reviewed to identify the municipality's readiness strengths and weaknesses. This review may result in DEP calling or emailing the municipality to request additional or clarifying information.

Once the review is completed, DEP will schedule a meeting with local officials to discuss the results and develop a strategy for addressing the deficiencies that the municipality wants to address.

If you have any questions about the program or the process, contact the Frederick County Department of Emergency Preparedness at 301-600-1746 or by e-mail at EM@FrederickCountyMD.gov.

ANNEX A: Readiness Program Benchmarks

The Municipal Emergency Readiness Program is built around a set of emergency management benchmarks that, taken together, constitute an effective and comprehensive emergency management program. There are a total of 36 separate benchmarks organized in nine categories. Those categories are:

- 1.0 Emergency Management Program Administration
- 2.0 Hazard Identification and Mitigation
- 3.0 Planning
- 4.0 Resource Management
- 5.0 Communications and Warning
- 6.0 Operations
- 7.0 Facilities
- 8.0 Training and Exercises
- 9.0 Public Education and Information

The benchmarks represent procedures or capabilities that every community emergency management program should perform. They represent an effective level of planning, organizing, training, and equipping for emergency management operations. These benchmarks are the same for all municipalities, regardless of their size and population.

The Benchmarks

1.0 Emergency Management Program Administration

- 1.1 The municipality has a documented Emergency Management Program.
- 1.2 The municipality has designated an individual to liaison with the Frederick County Division of Emergency Management (DEM) for emergency management issues.
- 1.3 The municipality has an advisory body that provides input for the Emergency Management Program.
- 1.4 Provide last date that the chief elected official met with the County's DEM to discuss emergency management issues.
- 1.5 The municipality's charter identifies the emergency powers of the chief elected official.

2.0 Hazard Identification and Mitigation

- 2.1 The municipality has conducted its own Hazard Identification and Risk Analysis as part of the update of the County's Hazard Mitigation Plan.
- 2.2 The municipality has a communications plan to educate elected officials, staff and residents on the hazards that may impact the municipality.
- 2.3 Has the municipality formally adopted the Frederick County Hazard Mitigation Plan?

3.0 Planning

- 3.1 The municipality has developed an Emergency Operations Plan (EOP).
- 3.2 The municipality and its divisions/departments have developed a Continuity of Operations (COOP) Plan so that the municipality can ensure the continued performance of its essential functions and its resources during a major emergency/disaster.
- 3.3 The municipality has developed a Continuity of Government (COG) Plan that establishes policy and guidance to ensure that the municipality's governing body continues to function and serve the citizens of the municipality.
- 3.4 Has the municipality designated a site(s) for disaster debris collection?
- 3.5 The municipality has a process for knowing what large events are being planned/held in the community.

4.0 Resource Management

- 4.1 The municipality has an inventory of assets (equipment, services and materials) the municipality has available to respond to emergencies and hazards identified by the municipality.
- 4.2 The municipality has agreements in place to share and request resources with/from the County and other municipalities during response and recovery operations.
- 4.3 Does the municipality have emergency clauses in their contracts for goods and services?

5.0 Communications and Warning

- 5.1 The municipality has developed and maintains a plan to disseminate emergency alerts and warnings to the public.
- 5.2 The municipality has developed and maintains a plan to initiate, receive and/or relay warnings and notifications to key municipal personnel.
- 5.3 The municipality has its own category under the Community Alert portion of Alert Frederick County, and uses it as a means to send alerts/messages to its residents and businesses.
- 5.4 The municipality has a link on its website for residents and businesses to sign up for alerts/messages from Alert Frederick County.

6.0 Operations

- 6.1 The municipality has an understanding how the current sheltering process works under the County's EMPAC Shelter and Mass Care Sub-committee?
- 6.2 The municipality has developed and maintains procedures for damage assessment and reporting that information to the County's DEM so it can be included in the Preliminary Damage Assessment numbers.
- 6.3 The municipality has developed a process for tracking event related expenses that can be sent to DEM for use if a disaster declaration has been issued?

- 6.4 The municipality has identified other “skills” that their employees possess that may be utilized during an emergency.
- 6.5 The municipality has a standard procedure/process to assist with operations during the first hour.

7.0 Facilities

- 7.1 The municipality has a designated location to serve as an Emergency Coordination Center for supporting sustained response and recovery operations.
- 7.2 The municipality has identified an alternate relocation site (ARS) for the Emergency Coordination Center capable of supporting sustained response and recovery operations should the primary site not be available.
- 7.3 The municipality has identified municipal facilities that are located within a flood zone.

8.0 Training and Exercises

- 8.1 The municipality conducts training for local elected officials on emergency management.
- 8.2 The municipality’s management/supervisory employees have completed the following ICS courses: ICS-100, ICS- 200, ICS-700 and ICS-800.
- 8.3 The municipality’s entry level employees have completed the following ICS courses: ICS-100 and ICS-700.
- 8.4 How many municipal employees have completed ICS-300 and ICS-400 training?
- 8.5 The municipality has participated in at least one public safety exercise in the past three years.
- 8.6 The municipality would like the County’s DEM to conduct a scenario-based tabletop exercise(s) with elected officials.

9.0 Public Education and Information

- 9.1 The municipality has developed and maintains a program for disseminating preparedness information to residents and businesses.
- 9.2 The municipality has a link on its website to the County’s emergency preparedness website.

ANNEX B: Readiness Program Standard Guidance

The following guidance is provided to assist the municipality in assessing and addressing the benchmarks.

1.0 Emergency Management Program Administration

1.1 The municipality has a documented Emergency Management Program.

Emergency Management: The managerial function charged with creating the framework within which communities reduce vulnerability to threats/hazards and cope with disasters.

Emergency management is an essential role of government. The overall goals of an emergency management program are:

- First, to reduce the loss of life;
- Then, to minimize property loss and damage to the environment;
- And finally, to protect the jurisdiction from all threats and hazards.

If you have a program, provide a copy in your submission to Frederick County DEM.

1.2 The municipality has designated an individual to liaison with the Frederick County DEM for emergency management issues.

It is important that the municipality designates someone from staff or the elected body to serves as a liaison with the Frederick County DEM for emergency management issues. By forging a working relationship with DEM in advance of an emergency, interaction between the County/DEM and the municipality should be streamlined during an emergency.

1.3 The municipality has an advisory body that provides input for the Emergency Management Program.

The purpose of an advisory committee is to coordinate the emergency management activities of the municipality with the other significant partners in the community and County.

The establishment of an emergency management policy group for the municipality fosters the ongoing involvement of key municipal leaders and staff in emergency management and provides the best emergency management policy advice to local officials from County, municipal agencies and other significant partners in the community.

1.4 Provide last date that the chief elected official met with the County's DEM to discuss emergency management issues.

This discussion will help ensure the municipality and County are "on the same page" as it pertains to mitigation, preparedness, response and recovery activities.

It is also important that the chief elected official of the municipality understands their responsibilities during a major emergency/disaster including, but not limited to:

- Requesting assistance from the State, County or other municipalities.
- Requesting/declaring disaster declaration.
- Evacuations.
- Activating municipalities Emergency Coordination Center.
- Coordination between municipality and County.

1.5 The municipality's charter identifies the emergency powers of the chief elected official.

Even though the emergency powers of the chief elected official are outlined in Title 14 of the Annotated Code of Maryland, it is important that the municipality's charter also identifies these emergency powers so the citizens of the municipality also know about these powers.

2.0 Hazard Identification and Mitigation

2.1 The municipality has conducted its own Hazard Identification and Risk Analysis as part of the County's Hazard Mitigation Plan.

The first step in effective emergency management planning is to identify and understand the risks that your municipality faces. A Hazard Identification and Risk Analysis is a structured process for identifying, analyzing and ranking potential hazards. This will help ensure that the risks identified by the municipality are included in the County's overall plan.

2.2 The municipality has a communications plan to educate elected officials, staff and residents on the hazards that may impact the municipality.

It is imperative that all levels of the municipal government, its employees and its citizens are aware of the hazards that the community faces so they can mitigate the hazards (when possible) and make the appropriate preparations should an emergency occur.

2.3 Has the municipality formally adopted the Frederick County Hazard Mitigation Plan?

The Frederick County Hazard Mitigation Plan is a multi-jurisdictional plan (i.e., a plan that includes municipalities and unincorporated areas of the county). Any future Federal Emergency Management Agency (FEMA) funding for mitigation projects is contingent upon plan approval and adoption. Any jurisdiction that does not participate in the planning process and adopt the plan will not be eligible for pre- and post-disaster FEMA Hazard Mitigation Assistance program funds.

3.0 Planning

3.1 The municipality has developed an Emergency Operations Plan (EOP).

An EOP outlines the municipality's approach to emergency operations. It provides general guidance for emergency management activities and an overview of the municipality's methods of mitigation, preparedness, response and recovery. This Plan describes the emergency response organization and assigns responsibilities for various emergency tasks. This Plan can provide a framework for more specific functional annexes that describe in more detail who does what, when and how. This Plan applies to all local officials, divisions and agencies. The primary audience for the document includes the chief elected official and other elected officials, department and agency heads and their senior staff members, leaders of local volunteer organizations that support emergency operations and others who may participate in our mitigation, preparedness, response and recovery efforts.

If you have an EOP (and functional annexes), provide a copy in your submission to Frederick County DEM. If you do not have an EOP and plan to develop one, a template can be obtained from Frederick County DEM.

3.2 The municipality and its divisions/departments have developed a Continuity of Operations (COOP) Plan so that the municipality can ensure the continued performance of its essential functions and its resources during a major emergency/disaster.

Every municipality should have a basic Continuity of Operations (COOP) Plan. This plan should provide guidance in the event that disaster or emergency disrupts the normal operations of government through loss of facilities, personnel or vital records/ databases/ equipment. As government provides essential services to citizens, it is imperative that governmental operations be restored as quickly as possible and are maintained throughout the duration of the emergency.

If you have a COOP Plan, provide a copy in your submission to Frederick County DEM. If you do not have a COOP Plan and plan to develop one, a template can be obtained from Frederick County DEM.

3.3 The municipality has developed a Continuity of Government (COG) Plan that establishes policy and guidance to ensure that the municipality's governing body continues to function and serve the citizens of the municipality.

A COG Plan establishes policy and guidance to ensure that the municipality's governing body continues to function and serve the citizens of the municipality and ensure the execution of its essential functions in the event that an emergency threatens or incapacitates operations.

Specifically, this plan is designed to:

- Establish an order of succession to ensure continuity of government leadership for emergency situations;
- Ensure that the local government is prepared to respond to emergencies, mitigate their impacts, and recover from their effects;
- Ensure that the local government is prepared to provide essential services in an operational environment that is threatened, diminished, or incapacitated; and
- Ensure that there are clear operational guidelines for the local government when faced with an emergency that jeopardizes the operational process of the local government for a short-term period, usually not to exceed thirty days.

3.4 Has the municipality designated a site(s) for disaster debris collection?

Debris Management Sites (DMS) are established when applicants are unable to take debris directly from the collection point to the final disposition location. A DMS is a location for municipalities to temporarily store, reduce, segregate, and/or process debris before it is hauled to its final disposition. It is frequently used to increase the operational flexibility when landfill space is limited or when the landfill is not in close proximity to the debris removal area.

By employing a DMS, the debris can be collected from the rights-of-way and public properties in order to expedite permanent recovery operations. Locations for temporary debris storage and processing facilities should be identified during the planning process. If you have a designated site(s) for disaster debris collection, provide the information (utilizing the checklist in Annex C) in your submission to Frederick County DEM.

3.5 The municipality has a process for knowing what large events are being planned/held in the community.

Large events have the potential to overwhelm a municipality under normal conditions, such as traffic congestion, sanitary conditions, medical issues, unruly civilians, etc. The impact on the municipality could be compounded should an emergency occur during the event. Municipalities should have a process for knowing what events are being planned so the municipality can assess its ability to respond to and mitigate problems that may occur as a result of, or during, the event.

If you have a process, provide a copy in your submission to Frederick County DEM.

4.0 Resource Management

4.1 The municipality has an inventory of assets (equipment, services and materials) the municipality has available to respond to emergencies and hazards identified by the municipality.

Efficient and effective deployment of assets requires that the municipality maintain an accurate list of those assets, and when possible, including the NIMS Resource Typing of the asset.

NIMS resource typing definitions serve as the common language for the mobilization of resources. As a result of the resource typing process, a resource's capability is readily defined and a municipality is able to effectively and efficiently request or offer assets through mutual aid during times of disaster.

4.2 The municipality has agreements in place to share and request resources with/from the County and other municipalities during response and recovery operations.

Mutual aid agreements are agreements between municipalities to provide emergency assistance to each other in the event of disasters or emergencies. While mutual aid agreements may be arranged verbally in the immediate aftermath of a disaster, it is preferable to make them prior to an incident and to document them in writing.

Provide copies of all existing mutual aid agreements in your submission to Frederick County DEM.

4.3 Does the municipality have emergency clauses in their contracts for goods and services?

During an emergency, contractors may be inundated with requests for goods and services. It is important for a municipality to have a clause in their contracts for goods and services that the municipality will be given preference for the delivery of available goods and services, and that all efforts will be made to deliver the goods and services in a reasonable timeframe.

5.0 Communications and Warning

5.1 The municipality has developed and maintains a plan to disseminate emergency alerts and warnings to the public.

Each municipality should have some means of alerting residents to imminent danger. There are a variety of ways for communities to disseminate alerts and other emergency information including mass notification systems (such as Alert Frederick County), sirens, and public address announcements from safety vehicles.

5.2 The municipality has developed and maintains a plan to initiate, receive and/or relay warnings and notifications to local elected officials and key municipal personnel.

In addition to providing alerts to citizens, every municipality should have a plan for notifying key employees of emergencies or disasters. Possible notification systems include phone-tree notification plans and mass notification system (such as Alert Frederick County) broadcasts via phone, e-mail, text, etc.). Your plan should identify who will receive the emergency information and how that information will be relayed to local elected officials, key decision-makers and emergency personnel.

This plan should also include the manner in which the municipality will receive warnings and notifications from outside sources such as the State or County (DEM, Emergency Communications /9-1-1 Center, etc.), National Weather Service, etc.

If you have a plan or procedure, provide a copy in your submission to Frederick County DEM.

5.3 The municipality has its own category under the Community Alert section of Alert Frederick County and uses it as a means to send alerts/messages to its residents and businesses.

Once a municipality establishes its own category under the Community Alert section of the County's mass notification system (Alert Frederick County), it has the capability to send its own alerts/messages to its residents and businesses.

5.4 The municipality has a link on its website for residents and businesses to sign up for alerts/messages from Alert Frederick County.

Municipal residents and businesses can sign up for various alerts/messages from Alert Frederick County at FrederickCountyMD.gov/alert. By providing a link on the municipality's website to READY Frederick County, it will give citizens and businesses an easy manner to access READY Frederick County and project the municipality's encouragement for citizens and businesses to sign up for County and municipal alerts/messages.

6.0 Operations

6.1 The municipality has an understanding how the current sheltering and Day Center processes work under the County's EMPAC Shelter and Mass Care Sub-committee.

The County has developed a Shelter and Mass Care Operational Plan that serves to supplement the Shelter and Mass Care Annex to the County's Base Emergency Operations Plan. Local organization, operational concepts, staff responsibilities, resources and detailed procedures for providing emergency shelter to persons impacted by a disaster are detailed in the operational plan.

The County has also developed a Day Center Plan for Extreme Temperature Events that establishes a reasonable and coordinated approach to provide relief to Frederick County residents during an extreme temperature event. It provides definitions, organization,

operational concepts, responsibilities, and procedures pertaining to providing day centers during extreme temperature events that impact Frederick County.

6.2 The municipality has developed and maintains procedures for damage assessment and reporting that information to Frederick County’s DEM so it can be included in the Preliminary Damage Assessment numbers.

An accurate and timely damage assessment is critical for possible disaster reimbursement from FEMA. While the County’s DEM will work with the Maryland Emergency Management Agency to prepare the necessary applications, it is critical that municipalities understand the damage assessment process and be prepared to provide accurate and timely information to DEM.

Each municipality should have a basic plan or procedure for obtaining and reporting public and private preliminary damage assessment information to DEM.

If you have a plan or procedure for obtaining and reporting public and private preliminary damage assessment information to DEM, provide a copy in your submission to DEM.

6.3 The municipality has developed a process for tracking event related expenses that can be sent to Frederick County’s DEM for use if a disaster declaration has been issued.

After an event that has caused damage in the County, State and Federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement.

Each municipality should keep detailed records on disaster related expenses, including:

1. Labor
 - a. Dollars paid (regular and overtime)
 - b. Volunteer hours expended

2. Equipment Used
 - a. Dollar value, description, and operational costs of owned equipment
 - b. Dollar value, description, and operational costs of rented/leased equipment
 - c. Equivalent dollar value, description, and operational costs of volunteered/donated equipment
 - d. Dollars and description of equipment in 2.a-c above that has been damaged and/or destroyed during the disaster and/or recovery efforts.

3. Materials
 - a. Purchased
 - b. Taken from inventory
 - c. Donated to/from others
 - d. Contracts (must meet specific criteria)
 - e. Services
 - f. Repairs

6.4 The municipality has identified other “skills” that their employees possess that may be utilized during an emergency.

During an emergency, the municipality’s emergency response capabilities may be limited by the lack of staff available to carry out tasks or meet provide special services. In many

cases, employees possess additional skills beyond those that are required for their jobs. This includes, but is not limited to, the following skills:

- Certified as Emergency Medical Technician or First Aid/CPR Provider
- Proficient in sign language
- Trades (carpenter, electrician, plumber, welder, electronics, communications, etc.)
- Clerical or accounting
- Amateur radio operator

The municipality should maintain a record of the other “skills” that their employees possess.

6.5 The municipality has a standard procedure/process to assist with operations during the first hour.

The first hour following an emergency is usually hectic for local leaders and staff. A standard procedure/process that outlines those tasks that need to be carried out, or at least considered, is very helpful so that critical tasks are not overlooked, assignments are pre-determined, lines of succession for critical positions are established, etc.

If you have a standard procedure/process, provide a copy in your submission to DEM.

7.0 Facilities

7.1 The municipality has a designated location to serve as an Emergency Coordination Center for supporting sustained emergency response and recovery operations.

The main purpose of the Emergency Coordination Center is to coordinate support for the municipality’s response and recovery to multi-agency and multi-jurisdictional emergencies, including, but not limited to:

- Facilitate the flow of information within and between agencies and levels of the government (Local, County, State, and Federal) and the community during times of emergency/disaster.
- Facilitate the coordination of resources among all responding agencies during an emergency/ disaster.
- Assist in coordination for continuity of services throughout the community during an emergency/disaster.

The municipality should designate a facility or location that could serve as the Emergency Coordination Center. The designated facility or location should be equipped with, or could rapidly be equipped with, necessary communications and information display capabilities.

7.2 The municipality has identified an alternate relocation site (ARS) for the Emergency Coordination Center capable of supporting sustained response and recovery operations should the primary site not be available.

The emergency may have a negative impact on the municipality’s primary Emergency Coordination Center, rendering it unavailable/unusable. Therefore, it is important that the municipality has designated an ARS before the emergency occurs and ensure that it is capable of functioning as an Emergency Coordination Center.

7.3 The municipality has identified municipal facilities that are located within a flood zone.

By identifying municipal facilities that are located within a flood zone, especially those which are critical facilities, the municipality is able to determine the effects on the community of losing a specific municipal facility or multiple facilities during an emergency.

Critical facilities comprise all public and private facilities deemed by a community to be essential for the delivery of vital services, protection of special populations, and the provision of other services of importance for that community. For a critical facility to function, building systems and equipment must remain operational. Furthermore, it must be supplied with essential utilities (typically power, water, waste disposal, and communications, but occasionally natural gas and steam).

If at all possible, critical facilities should be located outside all high-risk flood hazard areas.

8.0 Training and Exercises

The Incident Command System, or ICS, helps ensure integration of response efforts. ICS is a standardized, on-scene, all-hazards approach to incident management. ICS allows all responders to adopt an integrated organizational structure that matches the complexities and demands of the incident while respecting agency and jurisdictional authorities.

All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the entry level, first line supervisor level, middle management level and command and general staff level of emergency management operations must complete ICS-100 level training. See National Incident Management System (NIMS) Training Guidelines for additional detail.

All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the first line supervisor level, middle management level and command and general staff level of emergency management operations must complete ICS-200 level training. See NIMS Training Guidelines for additional detail.

All personnel with a direct role in emergency preparedness, incident management or response must complete this training. IS-700 NIMS: An Introduction is a Web-based awareness level course that explains NIMS components, concepts and principles. Although it is designed to be taken online as an interactive Web-course, course materials may be downloaded and used in a group or classroom setting.

IS-800: National Response Framework, An Introduction, is intended for government executives, private-sector and nongovernmental organization leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State governors, mayors, leaders, and city or county officials—those who have a responsibility to provide for effective response.

The municipality should maintain a record of all NIMS training successfully completed by its elected officials and staff.

8.1 The municipality conducts training for local elected officials on emergency management.

Since most incidents occur and are handled by local government, the support of elected and appointed officials in the NIMS implementation process is crucial to the nation's

success in preventing, preparing for, responding to and recovering from disasters – regardless of their cause.

The NIMS Training Program states that elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. Therefore, FEMA recommends the following training for senior elected and appointed officials:

- G-402 *Incident Command System (ICS) Overview for Executives/Senior Officials*
- G-191 *Incident Command System/Emergency Operations Center Interface*
- Additional training based on jurisdiction risk and/or specific interest

8.2 The municipality's management/supervisory employees have completed the following ICS courses: ICS-100, ICS- 200, ICS-700 and ICS-800.

Employees who fill these positions should take additional training beyond the baseline curriculum courses so they can:

- Understand the concepts and principles of the National Response Framework (NRF).
- Operate efficiently during an incident or event within the ICS.

8.3 The municipality's entry level employees have completed the following ICS courses: ICS-100 and ICS-700.

Everyone involved in emergency management (to include emergency operation center personnel in support of the field), regardless of discipline or level of government, should take the NIMS baseline curriculum courses (Independent Study-700 and ICS-100).

8.4 How many municipal employees have completed ICS-300 and ICS-400 training?

ICS-300 provides training and resources for personnel who require advanced application of the ICS. The course expands upon information covered in the ICS-100 and ICS-200 courses. This course is intended for individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.

ICS-400 is intended for individuals who may assume a supervisory role in expanding incidents or Type 3 incidents. The target audience for this course is senior personnel who are expected to perform in a management capacity in an area command or multiagency coordination entity.

8.5 The municipality has participated in at least one public safety exercise in the past three years.

Public safety/emergency management exercises are critical to a community's planning and training efforts. Exercises identify areas that are proficient and those that need improvement. Lessons learned from exercises can be used to revise operational plans and provide a basis for training to improve proficiency in executing those plans.

Multi-jurisdictional exercises are especially valuable in preparing a community to respond to large-scale emergencies or disasters.

8.6 The municipality would like the Frederick County DEM to conduct a scenario-based tabletop exercise(s) with elected officials.

A tabletop exercise involves key personnel discussing simulated scenarios in an informal, low-stress environment. Elected officials, municipal staff, first responders and other

emergency response partners can review and discuss the actions they would take in a particular emergency, and assess plans, policies, and procedures.

Tabletop exercises are used to clarify roles and responsibilities and to identify additional campus mitigation and preparedness needs. The exercise should result in action plans for continued improvement of the emergency plan.

One of the big advantages of a tabletop exercise is that it can allow people to test a hypothetical situation without causing disruption in the community.

9.0 Public Education and Information

9.1 The municipality has developed and maintains a program for disseminating preparedness information to residents and businesses.

In the event of a large-scale emergency or disaster, first responder and emergency management forces may not be able to communicate with residents or other victims. For citizens, knowing what to do during and after an emergency is a critical part of being prepared and may make a huge difference when seconds count. Each municipality should make a concerted effort to provide emergency preparedness information to residents and visitors well before an incident occurs.

Preparedness information can be distributed through the municipality's web site, through community e-mails, during community events or during other community gatherings.

9.2 The municipality has a link on its website to the County's emergency preparedness website.

The County's Emergency Preparedness Website (READY Frederick County – Be Prepared; FrederickCountyMD.gov/Prepare) contains emergency preparedness information for many segments of our community. By providing a link on the municipality's website to READY Frederick County, citizens throughout the County are provided a consistent message on emergency preparedness.

ANNEX C: Readiness Program Checklist – Town of Middletown

1.0 Emergency Management Program Administration		Comments
1.1	<p>The municipality has a documented Emergency Management Program.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	Last updated 10/9/2017
1.2	<p>The municipality has designated an individual to liaison with the Frederick County Division of Emergency Management for emergency management issues.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	<p>Primary – Andrew Bowen, Town Administrator 240.694.8937</p> <p>Secondary – Bruce Carbaugh, Dir. Public Works 301.748.4305</p>
	<p>If YES, list name/title of responsible individual in Comments section.</p>	
	<p>If YES, has a Line of Succession been established for this person/ position?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
1.3	<p>The municipality has an advisory body that provides input for the Emergency Management Program.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p> <p>If yes, list the name of the body and the names/titles/agencies of the individuals making up the advisory body.</p>	Burgess and Commissioners are directly involved with the Town's Emergency Management Program.
1.4	<p>Provide last date that the chief elected official met with the County's DEM to discuss emergency management issues.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
1.5	<p>The municipality's charter identifies the emergency powers of the chief elected official.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p> <p>If YES, provide a copy of those powers.</p>	Town Charter Section 401

2.0 Hazard Identification and Mitigation		Comments
2.1	<p>The municipality has conducted its own Hazard Identification and Risk Analysis as part of the update of the County's Hazard Mitigation Plan.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
2.2	<p>The municipality has a communications plan to educate elected officials, staff and residents on the hazards that may impact the municipality.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
2.3	<p>Has the municipality formally adopted the Frederick County Hazard Mitigation Plan?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p> <p>If YES, what was the date of approval?</p>	Approval Date 11/13/2017
	<p>Does the municipality have at least one project identified in the Plan?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	Project 42
	<p>Does the municipality have a process for identifying new mitigation projects?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input checked="" type="checkbox"/></p>	

3.0 Planning		Comments
3.1	The municipality has developed an Emergency Operations Plan (EOP). YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/>	
	If yes, when was the last time the Plan was reviewed and updated?	10/9/2017
	If yes, does the plan identify the emergency powers of the chief elected official? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> Is a copy of the enabling legislation included as an attachment to the Plan? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/>	
3.2	The municipality and its divisions/departments/agencies have developed a Continuity of Operations (COOP) Plan so that the municipality can ensure the continued performance of its essential functions and its resources during a major emergency/disaster. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/>	
	If yes, when was the last time the Plan was reviewed and updated?	10/9/2017
3.3	The municipality has developed a Continuity of Government (COG) Plan that establishes policy and guidance to ensure that the municipality's governing body continues to function and serve the citizens of the municipality. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IN PROGRESS <input type="checkbox"/>	
	If yes, when was the last time the Plan was reviewed and updated?	
3.4	Has the municipality designated a site(s) for disaster debris collection? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IN PROGRESS <input type="checkbox"/>	
	If YES, list the site(s) in the Comments section.	
3.5	The municipality has a process for knowing what large events are being planned/ held in the community. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/>	

4.0 Resource Management		Comments
4.1	<p>The municipality has an inventory of assets (equipment, services and materials) the municipality has available to respond to emergencies and hazards identified by the municipality.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p> <p>If YES, when was the list last reviewed and updated?</p>	7/1/2017
4.2	<p>The municipality has agreements in place to share and request resources (i.e. – public works, water/sewer, etc.) with/from the County and other municipalities during response and recovery operations.</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
4.3	<p>Does the municipality have emergency clauses in their contracts for goods and services?</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	

5.0 Communications and Warning		Comments
5.1	<p>The municipality has developed and maintains a plan to disseminate emergency alerts and warnings to the public.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
5.2	<p>The municipality has developed and maintains a plan to initiate, receive and/or relay warnings and notifications to key municipal personnel.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
5.3	<p>The municipality has its own category under the Community Alert portion of Alert Frederick County, and uses it as a means to send alerts/messages to its residents and businesses.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
	<p>If YES, when was the last time an alert/message was sent?</p>	11/20/2017
5.4	<p>The municipality has a link on its website for residents and businesses to sign up for alerts/messages from Alert Frederick County.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	

6.0 Operations		Comments
6.1	<p>The municipality has an understanding how the current sheltering process works under the County's EMPAC Shelter and Mass Care Sub-committee?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
6.2	<p>The municipality has developed and maintains procedures for damage assessment and reporting that information to Frederick County's Division of Emergency Management so it can be included in the Preliminary Damage Assessment numbers.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
6.3	<p>The municipality has developed a process for tracking event related expenses that can be sent to Frederick County's Division of Emergency Management for use if a disaster declaration has been issued?</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
6.4	<p>The municipality has identified other "skills" that their employees possess that may be utilized during an emergency.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
6.5	<p>The municipality has a standard procedure/process to assist with operations during the first hour.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	

7.0 Facilities		Comments
7.1	<p>The municipality has a designated a location to serve as an Emergency Coordination Center for supporting sustained response and recovery operations.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p> <p>If YES, list name and address of the facility in the Comments section.</p>	<p>Primary – 715 East Main Street, Middletown, MD Secondary – 7320 Holter Road, Middletown, MD</p>
	<p>Does this facility have:</p> <ul style="list-style-type: none"> • An emergency power supply? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N PROGRESS <input type="checkbox"/> • Access to the municipality’s telephone system? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> • Access to the municipality’s information technology (IT) systems? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> 	
7.2	<p>The municipality has identified an alternate relocation site (ARS) for the Emergency Coordination Center that capable of coordinating and supporting sustained response and recovery operations should the primary site not be available.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
	<p>If YES, list name, address and phone number of the facility in the Comments section.</p>	<p>7320 Holter Road, Middletown, MD</p>
	<p>Does this facility have:</p> <ul style="list-style-type: none"> • An emergency power supply? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> • Access to the municipality’s telephone system? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> • Access to the municipality’s information technology (IT) systems? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> 	
7.3	<p>The municipality has identified municipal facilities that are located within a flood zone.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	

8.0 Training and Exercises		Comments
8.1	The municipality conducts training for local elected officials on emergency management. YES <input type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input checked="" type="checkbox"/>	
8.2	The municipality's management/supervisory employees have completed the following ICS courses: ICS-100, ICS- 200, ICS-700 and ICS-800. YES <input type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input checked="" type="checkbox"/>	
8.3	The municipality's entry level employees have completed the following ICS courses: ICS-100 and ICS-700. YES <input type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input checked="" type="checkbox"/>	
8.4	How many municipal have completed ICS-300 and ICS-400 training?	
8.5	The municipality has participated in at least one public safety exercise in the past three years. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/>	
8.6	The municipality would like the Frederick County Division of Emergency Management to conduct a scenario-based tabletop exercise(s) with elected officials. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/>	

9.0 Public Education and Information		Comments
9.1	<p>The municipality has a program for disseminating preparedness information to residents and businesses.</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input type="checkbox"/></p>	
9.2	<p>The municipality has a link on its website to the County's emergency preparedness website.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> IN PROGRESS <input checked="" type="checkbox"/></p>	

ANNEX D - 1: Definitions: Emergency vs. Disaster

An **EMERGENCY** is the occurrence or imminent threat of a condition, incident, or event that requires immediate response actions to save lives; prevent injuries; protect property, public health, the environment, and public safety; or to lessen or avert the threat of a disaster.



A **DISASTER** is the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity,

epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, extreme heat, other public calamity requiring emergency action, or energy emergency.

ANNEX D - 2: The National Response Framework

THE NATIONAL RESPONSE FRAMEWORK¹

The National Response Framework (NRF) guides how the nation conducts a national response—not just a federal response—to all-hazards incidents. The document is focused primarily on response, not on prevention, protection, or long-term recovery. The NRF integrates three key concepts:

- **IDENTIFIES RESPONSE DOCTRINE:**

The National Incident Management System (NIMS) is an organizational system of positions, interactions, language, and processes and is well understood by the emergency management community at the local, state, and federal levels. It describes how first responders from different jurisdictions and disciplines can work together. It is flexible, scalable, and adaptable to the size and nature of the incident to organize at the right level—local, then state, then federal.

- **FOCUSES ON PREPAREDNESS:**

Better than any predecessor document, the NRF defines and aligns the roles of individual citizens; the private sector; nongovernmental organizations; local elected or appointed officials (the county judge, the mayor or city manager with his or her local emergency manager and department and agency heads); the governor, with his or her state homeland security manager, state emergency manager and department and agency heads; and the federal government, starting with the president. It explains the roles of the Homeland Security Council, National Security Council, the Secretary of Homeland Security, the Attorney General, the Secretary of Defense, the Secretary of State, the Director of National Intelligence and all other departments and agencies. It describes these roles in a response framework that is always in effect, able to be partially or fully implemented as the incident requires, and without need for a formal trigger or permission to become involved.

- **GUIDES THE CONDUCT OF ALL-HAZARDS RESPONSE:**

The NRF is not about bureaucracy or rigidity; it is about moving forward in organized partnerships with defined roles and responsibilities to contribute to an effective national response to incidents of all types.

¹ Information is from FEMA Website. For detailed information, visit www.fema.gov/emergency/nrf.

ANNEX D - 3: Emergency Management Cycle

EMERGENCY MANAGEMENT CYCLE

The Four Phases of Emergency Management	
<p>Mitigation</p> <p>Preventing future emergencies or minimizing their effects</p>	<ul style="list-style-type: none"> Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Buying flood and fire insurance for your home is a mitigation activity. Mitigation activities take place before and after emergencies.
<p>Preparedness</p> <p>Preparing to handle an emergency</p>	<ul style="list-style-type: none"> Includes plans or preparations made to save lives and to help response and rescue operations. Evacuation plans and stocking food and water are both examples of preparedness. Preparedness activities take place before an emergency occurs.
<p>Response</p> <p>Responding safely to an emergency</p>	<ul style="list-style-type: none"> Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting your preparedness plans into action. Seeking shelter from a tornado or turning off gas valves in an earthquake are both response activities. Response activities take place during an emergency.
<p>Recovery</p> <p>Recovering from an emergency</p>	<ul style="list-style-type: none"> Includes actions taken to return to a normal or an even safer situation following an emergency. Recovery includes getting financial assistance to help pay for the repairs. Recovery activities take place after an emergency.

Mitigation

This phase includes any activities that prevent an emergency, reduce the likelihood of occurrence, or reduce the damaging effects of unavoidable hazards. Mitigation activities should be considered long before an emergency.

For example, to mitigate fire in your home, follow safety standards in selecting building materials, wiring, and appliances. But, an accident involving fire could happen. To protect yourself and your animals from the costly burden of rebuilding after a fire, you should buy fire insurance. These actions reduce the danger and damaging effects of fire.

Preparedness

This phase includes developing plans for what to do, where to go, or who to call for help before an event occurs; actions that will improve your chances of successfully dealing with an emergency. For instance, posting emergency telephone numbers, holding disaster drills, and installing smoke detectors are

all preparedness measures. Other examples include identifying where you would be able to shelter your animals in a disaster. You should also consider preparing a disaster kit with essential supplies for your family and animals.

Response

Your safety and well-being in an emergency depend on how prepared you are and on how you respond to a crisis. By being able to act responsibly and safely, you will be able to protect yourself, your family, others around you and your animals. Taking cover and holding tight in an earthquake, moving to the basement with your pets in a tornado, and safely leading horses away from a wildfire are examples of safe response. These actions can save lives.

Recovery

After an emergency and once the immediate danger is over, your continued safety and well-being will depend on your ability to cope with rearranging your life and environment. During the recovery period, you must take care of yourself and your animals to prevent stress-related illnesses and excessive financial burdens. During recovery, you should also consider things to do that would lessen (mitigate) the effects of future disasters.

ANNEX D - 4: Disaster Declarations

DISASTER DECLARATIONS

REASONS FOR DECLARING:

- A local disaster may be declared for any of the following reasons:
- To exercise extraordinary powers;
- To formally implement provisions of emergency plans;
- To provide additional liability protection to government agencies and special or volunteer emergency workers;
- To formally request general assistance from the state and federal governments; and
- To activate preparedness, response, and recovery aspects of any and all applicable local emergency management plans.

EFFECTS OF DECLARING:

- Economic stabilization measures such as price, wage, and rent controls;
- Curfews;
- Commandeering of facilities, equipment, materials, etc;
- Controlling access to specific geographical areas;
- Issuing time warrants for the payment of the cost of any equipment, construction, or improvements; and
- Suspension of selected codes and ordinances.

DECLARATION PROCESS:

- When the decision has been made to declare a local disaster, the following steps should be followed:
- Notify the emergency management director of the need to declare a disaster;
- Complete and submit the Disaster Declaration;
- If state or federal assistance is being requested, notify the Maryland Emergency Management Agency

ANNEX D - 5: State and Federal Disaster Assistance

STATE AND FEDERAL DISASTER ASSISTANCE

TYPES OF ASSISTANCE

In the event of a disaster, assistance is available from both the state and federal governments. Assistance from the state of Texas is limited to in-kind assistance from individual agencies. The federal government may provide both in-kind and financial assistance. The federal government offers two general types of assistance: **Individual and Household Assistance and Public Assistance**².

- **Individual and Household Assistance**

This includes medical care and evacuation, emergency shelters, feeding and clothing, temporary housing, mortgage and rent assistance, job placement and unemployment assistance, property cleanup and repair and trauma counseling.

- **Public Assistance**

The objective of the Public Assistance Program is to provide assistance to states, local governments, and selected nonprofit organizations for the alleviation of suffering and hardship resulting from major disasters or emergencies declared by the president. It includes funding for:

- Category A: Debris removal
- Category B: Emergency Protective Services
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Public Buildings and Equipment
- Category F: Public Facilities
- Category G: Parks, Recreational, and Other

State and federal assistance is not intended to fully compensate a community for losses but to supplement available resources and prevent conditions from which the community could not reasonably recover.

Hazard Mitigation Grant Program:

In the event of a full federal disaster declaration, as opposed to an emergency declaration, the Hazard Mitigation Grant program (HMGP) becomes authorized. HMGP is a reimbursable 25/75 local/federal match program to fund projects that reduce or eliminate the requirement to respond. Common mitigation projects are flood-prone home buyouts, stream channelization

² Information obtained from the FEMA Public Assistance Handbook.

projects, individual and community tornado safe rooms, warning systems, and emergency generators. In order to receive mitigation grants, a community usually must be a participating member of the National Flood Insurance Program and have a State and Federally approved Local Mitigation Plan.

ELIGIBILITY FOR FEDERAL ASSISTANCE

The following are general requirements for eligibility for state and federal disaster assistance:

- Assistance is provided only to counties declared by the President to be disaster areas.
- Only uninsured losses are eligible.
- The community must have exhausted all available resources.
- The affected community must declare a state of local disaster.

PROCEDURES FOR REQUESTING ASSISTANCE

The following are general procedures for the mayor/county judge in requesting state or federal disaster assistance in the event of a large-scale, widespread event.

- Formally declare a State of Local Disaster as described earlier in this document. It is vital that this be done as early in the course of the emergency as possible.
- Complete the petition to the Governor and deliver as described earlier in this chapter.
- Request the mayor, county judge or emergency management coordinator to complete a preliminary assessment of eligible damages to be attached to statements concerning estimates of community damages should be avoided pending the completion of this assessment.

Damage Assessment

The following are the several steps in completing and submitting assessments of community damages:

- Frederick County Division of Emergency Management, working in conjunction with other agencies, will conduct a preliminary damage assessment (PDA) as soon as conditions permit. A copy of this assessment will be attached to the request for state and federal assistance and forwarded to MEMA.
- The request for federal assistance will be forwarded by TDEM to the Region 6 office of the Federal Emergency Management Agency (FEMA) in Denton, Texas.
- The FEMA regional office will make an initial determination of whether the request for assistance appears to meet the qualifying criteria. If the initial criteria are met, FEMA and state representatives will meet with the local emergency management staff to conduct a more comprehensive damage assessment which is forwarded to FEMA headquarters in Washington, D.C.
- The FEMA director will then recommend to the president what type of declaration, if any, to make. The President may declare an “emergency” which authorizes limited federal assistance or a “major disaster” which authorizes broad federal assistance and relief funds.

ANNEX D – 6a: State of Emergency -- Declaration by Governor

PUBLIC SAFETY
TITLE 14. EMERGENCY MANAGEMENT
SUBTITLE 1. MARYLAND EMERGENCY MANAGEMENT AGENCY ACT

Md. PUBLIC SAFETY Code Ann. § 14-107 (2015)

§ 14-107. State of emergency -- Declaration by Governor

(a) In general. --

(1) If the Governor finds that an emergency has developed or is impending due to any cause, the Governor shall declare a state of emergency by executive order or proclamation.

(2) The state of emergency continues until the Governor:

(i) finds that the threat or danger has passed or the emergency has been dealt with to the extent that emergency conditions no longer exist; and

(ii) terminates the state of emergency by executive order or proclamation.

(3) A state of emergency may not continue for longer than 30 days unless the Governor renews the state of emergency.

(4) (i) The General Assembly by joint resolution may terminate a state of emergency at any time.

(ii) After the General Assembly terminates a state of emergency, the Governor shall issue an executive order or proclamation that terminates the state of emergency.

(b) Contents of declaration; publicity. --

(1) Each executive order or proclamation that declares or terminates a state of emergency shall indicate:

(i) the nature of the emergency;

(ii) the area threatened; and

(iii) the conditions that have brought about the state of emergency or that make possible the termination of the state of emergency.

(2) Each executive order or proclamation shall be:

- (i) disseminated promptly by means calculated to publicize its contents; and
- (ii) unless prevented or impeded by the circumstances of the emergency, filed promptly with:
 - 1. MEMA;
 - 2. the State Archives; and
 - 3. the chief local records-keeping agency in the area to which the executive order or proclamation applies.

(c) Responsibility of Director; effect of declaration. --

(1) After the Governor declares a state of emergency, the Director shall coordinate the activities of the agencies of the State and of those political subdivisions included in the declaration in all actions that serve to prevent or alleviate the ill effects of the imminent or actual emergency.

(2) An executive order or proclamation that declares a state of emergency:

(i) activates the emergency response and recovery aspects of the State and local emergency plans applicable to the political subdivision or area covered by the declaration; and

(ii) is authority for:

- 1. the deployment and use of resources to which the State or local plans apply; and
- 2. the use or distribution of supplies, equipment, materials, and facilities assembled, stockpiled, or arranged to be made available in accordance with this subtitle or any other law that relates to emergencies.

(d) Other actions by Governor. --

(1) After declaring a state of emergency, the Governor, if the Governor finds it necessary in order to protect the public health, welfare, or safety, may:

(i) suspend the effect of any statute or rule or regulation of an agency of the State or a political subdivision;

(ii) direct and compel the evacuation of all or part of the population from a stricken or threatened area in the State;

(iii) set evacuation routes and the modes of transportation to be used during an emergency;

(iv) direct the control of ingress to and egress from an emergency area, the movement of individuals in the area, and the occupancy of premises in the area;

(v) authorize the use of private property, in which event the owner of the property shall be compensated for its use and for any damage to the property;

(vi) provide for temporary housing; and

(vii) authorize the clearance and removal of debris and wreckage.

(2) The powers of the Governor under this subsection are in addition to any other authority vested in the Governor by law.

HISTORY: An. Code 1957, art. 16A, §§ 6A, 6B; 2003, ch. 5, § 2; 2006, chs. 369, 505.

ANNEX D – 6b: Local Organizations for Emergency Management

PUBLIC SAFETY
TITLE 14. EMERGENCY MANAGEMENT
SUBTITLE 1. MARYLAND EMERGENCY MANAGEMENT AGENCY ACT

Md. PUBLIC SAFETY Code Ann. § 14-109 (2015)

§ 14-109. Local organizations for emergency management

(a) Established. -- Each political subdivision shall:

(1) establish a local organization for emergency management in accordance with the State emergency management plan and program; and

(2) participate in federal programs for emergency management.

(b) Directors of local organizations for emergency management. --

(1) On recommendation of the mayor, executive, or governing body of the political subdivision, the Governor shall appoint a director of emergency management for each local organization for emergency management.

(2) Each director of a local organization for emergency management is directly responsible for the organization, administration, and operation of the local organization for emergency management.

(3) Each director of a local organization for emergency management is subject to the direction and control of the mayor, executive, or governing body of the political subdivision, under the general power of the Governor.

(c) Personnel. --

(1) Subject to the budget of the political subdivision, each local organization for emergency management shall include those programs and positions recommended periodically by MEMA to meet federal and State standards.

(2) (i) In a county in which there is a local merit system or classified service for the general employees of the county, the employees and officers of the local organization for emergency management are included in and subject to all rights, duties, privileges, and responsibilities of that system or service.

(ii) Subparagraph (i) of this paragraph does not apply to the director of the local organization for emergency management.

(3) (i) If a county does not have a local merit system or classified service, the governing body of the county, or the board of estimates of Baltimore City, may include by regulation the employees and officers of the local organization for emergency management in the classified service of the State Personnel Management System.

(ii) Subparagraph (i) of this paragraph does not apply to the director of the local organization for emergency management.

(iii) 1. Except as otherwise provided by law, during the effective period of the regulation the employees and officers are subject to the rights, duties, privileges, and responsibilities of Division I of the State Personnel and Pensions Article.

2. The governing body of the county or the Mayor of Baltimore is the appointing officer under Division I of the State Personnel and Pensions Article.

(4) Paragraph (3) of this subsection does not remove from the governing body of a county or from the Mayor and City Council of Baltimore the power to establish and regulate the compensation, vacation allowance, or sick leave of all employees and officers of the local organization for emergency management in the county or Baltimore City.

(d) Funding. -- Each political subdivision may make appropriations in the manner provided by law to pay the expenses of its local organization for emergency management.

HISTORY: An. Code 1957, art. 16A, §§ 7(a)(1), (b), (c), 9(a); 2003, ch. 5, § 2.

ANNEX D – 6c: Local Emergency Plans

PUBLIC SAFETY
TITLE 14. EMERGENCY MANAGEMENT
SUBTITLE 1. MARYLAND EMERGENCY MANAGEMENT AGENCY ACT

Md. PUBLIC SAFETY Code Ann. § 14-110 (2015)

§ 14-110. Local emergency plans

(a) Emergency Preparedness Plan for hazardous materials. --

(1) Each county shall:

(i) prepare an Emergency Preparedness Plan for responding to an emergency that involves hazardous materials or controlled hazardous substances, as defined in the Environment Article; and

(ii) review the Plan annually and submit any changes to the Director so that the Director may maintain current and accurate information about the Plan.

(2) Each county shall submit its Emergency Preparedness Plan to the Director on or before October 1, 1998.

(b) Radiological emergency response plan. --

(1) A local organization for emergency management shall submit to the Director a radiological emergency response plan if the political subdivision in which the local organization for emergency management is located:

(i) falls within the plume or ingestion zone of a commercial nuclear reactor; or

(ii) might reasonably be expected to host evacuees from another jurisdiction in a plume or ingestion zone.

(2) The radiological emergency response plan shall provide for the evacuation of the residents of the political subdivision as a result of an emergency caused by a dangerous release of radiation.

HISTORY: An. Code 1957, art. 16A, §§ 4(d), 7(a)(2); 2003, ch. 5, § 2.

ANNEX D – 6d: Local State of Emergency Management

PUBLIC SAFETY
TITLE 14. EMERGENCY MANAGEMENT
SUBTITLE 1. MARYLAND EMERGENCY MANAGEMENT AGENCY ACT

Md. PUBLIC SAFETY Code Ann. § 14-111 (2015)

§ 14-111. Local state of emergency.

(a) Declaration. -- Only the principal executive officer of a political subdivision may declare a local state of emergency.

(b) Duration. --

(1) Except with the consent of the governing body of the political subdivision, a local state of emergency may not continue or be renewed for longer than 30 days.

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

(i) given prompt and general publicity; and

(ii) filed promptly with the chief local records-keeping agency.

(c) Effect of declaration. -- Declaration of a local state of emergency:

(1) activates the response and recovery aspects of any applicable local state of emergency plan; and

(2) authorizes the provision of aid and assistance under the applicable plan.

HISTORY: An. Code 1957, art. 16A, § 6C; 2003, ch. 5, § 2; 2012, chs. 172, 173.