



City of Takoma Park

2018 Emergency Operations Plan

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Foreword

This document is a result of the collaborative efforts among the City of Takoma Park departments that have assigned emergency roles and responsibilities. The final plan also incorporates comments and suggestions received from a variety of stakeholders, including the City of Takoma Park Emergency Preparedness Committee, the Montgomery County Office of Emergency Management and Homeland Security, the Maryland Emergency Management Agency and cooperating agencies and organizations that provide critical support to the City during times of disaster.

This plan fulfills the State of Maryland's requirement for each political jurisdiction to prepare and keep current plans to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System (NIMS) as the City standard for emergency response operations.

This plan establishes the overall roles and responsibilities for emergency operations, as well as the concept of operations for the City of Takoma Park. It is intended to be used in conjunction with established operational procedures, plans, and protocols.

All City employees are directed to review this document and become familiar with their specific roles and responsibilities.

Users of this document are encouraged to recommend changes that will improve the clarity and use of this plan.

Submitted by:

Ron Hardy, Emergency Preparedness Manager
Takoma Park Police Department

Questions or comments concerning this document should be directed to the
Emergency Preparedness Manager.



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Letter of Promulgation

WHEREAS the City Council Members of City of Takoma Park, Maryland recognize the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS the City of Takoma Park has a responsibility to provide for the safety and well being of its citizens and visitors and

WHEREAS the City of Takoma Park has established and appointed an Emergency Preparedness Manager.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council Members of City of Takoma Park, Maryland that this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Emergency Preparedness Manager, or his/her designees, is tasked and authorized to maintain and revise as necessary this document over the next five-year period or until such time it be ordered to come before this Board.

Dated: _____

City Council Members,
City of Takoma Park, MD

Peter Kovar – Ward 1

Terry Seamens – Ward 4

Cindy Dyballa– Ward 2

Jarrett Smith – Ward 5

Kacy Kostiuk – Ward 3

Talisha Searcy– Ward 6

Attest: _____

City Clerk
City of Takoma Park, MD

Kate Stewart - Mayor



Letter of Agreement

The City of Takoma Park Emergency Operations Plan (EOP or the plan) is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the City. The plan is implemented when it becomes necessary to mobilize the resources of City departments to save lives and protect property and infrastructure. The plan assigns major roles and responsibilities to City departments and agencies. Agreement to this plan represents a major commitment by department leadership.

By signing this letter of agreement, the City departments and partner organizations agree to:

1. Provide leadership for the Emergency Support Function(s) (ESFs) in which the agency is identified as a primary agency to include support agency coordination in planning, training, exercising, and responding to emergencies.
2. Perform assigned roles and responsibilities identified in this plan.
3. Implement the EOP concepts, processes, and structures when carrying out their assigned roles and functional responsibilities.
4. Conduct operations in accordance with the National Incident Management System (NIMS), Incident Command System (ICS), applicable Homeland Security Directives, and the National Response Framework (NRF).
5. Conduct planning and preparedness activities designed to prepare department staff to accomplish assigned emergency response responsibilities.
6. Develop and maintain supporting plans, operational procedures, functional annexes (lead department agencies), and checklists to accomplish assigned responsibilities.
7. Maintain financial records related to emergency operations in accordance with standard operating policies and procedures and in accordance with guidance from the Finance Director and other applicable City procedures.
8. Establish, maintain, and exercise emergency notification procedures.
9. Develop and maintain an inventory of agency/department resources applicable to accomplishing assigned emergency functions.



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10. Provide qualified representatives to the Emergency Operations Center (EOC), command post, or other identified emergency locations as requested.
11. Participate in approved drills, tests, and exercises.
12. Maintain an approved department specific Continuity of Operations (COOP) Plan in accordance with City guidelines and standards.
13. Maintain a minimum three-tier (or greater) line of succession for departments with primary support functions and representatives with authority to make decisions for committing organizational resources.
14. Safeguard vital records including computer digital data at all times.
15. Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry.
16. Establish mutual aid agreements to maintain liaison with surrounding municipal and county counterparts as appropriate.
17. Periodically review and update as necessary, all emergency plans, policies, and procedures.
18. Familiarize and train all personnel on their emergency responsibilities and procedures on a regular basis.

Signatories

City Manager

Date

Deputy City Manager

Date

Public Works Director

Date



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Finance Director

Date

Department Human Resources Director

Date

Chief of Police

Date

Housing and Community Development Director

Date

Recreation Department Director

Date

Library Director

Date

City Clerk

Date



Executive Summary

The City of Takoma Park Emergency Operations Plan (EOP or the Plan) is an all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the City. The Plan is implemented when it becomes necessary to mobilize the City's and other resources in order to save lives and protect property and infrastructure. The EOP incorporates the Incident Command System (ICS) as the City standard for incident management and reflects other changes resulting from the adoption of the National Response Framework in 2008. The Plan has been developed to be in compliance with the National Incident Management System (NIMS) and the Emergency Management Accreditation Program (EMAP) standards. The plan assigns roles and responsibilities to City departments and supporting organizations for use in responding to disasters and emergencies. The EOP is not intended to be a standalone document but rather establishes the basis for more detailed planning by the individual departments and partner agencies. The EOP is intended to be used in conjunction with more detailed department and partner agency plans and operating procedures.

A Letter of Agreement (LOA), signed by the department directors, is included in the Plan. The LOA commits the departments to undertake the necessary preparedness activities to ensure that they are ready to carry out their assigned emergency responsibilities in the event of an emergency.

The successful implementation of the Plan is contingent upon a collaborative approach with a wide range of partner organizations that provide crucial support during emergency operations. The Plan recognizes the significant role that partner organizations perform during times of emergencies and disasters and their roles and responsibilities are also included in the Plan. Separate memoranda of understanding will be established and maintained with these organizations where applicable.

The EOP is organized into four sections. Section One is the Base Plan and includes the federal, state, Montgomery County and City of Takoma Park authorities and references



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that provide the basis for this Plan. This section establishes planning assumptions and defines the emergency management roles and responsibilities of senior City officials, departments, and partner organizations. Section One also contains a summary of the major risks faced by the City that may require an activation of this Plan.

Section One also includes the Concept of Operations that describes how the City will respond to and recover from a major incident. The City Manager has overall responsibility for response and recovery operations. Within the EOP, delegations of authority to on-scene commanders, the Emergency Preparedness Manager and department directors are clearly defined. Based upon the scope and magnitude of the incident, the Takoma Park (TP) Emergency Operations Center (EOC) may be activated to serve as a multi-agency/department coordination center. When activated the TP EOC will coordinate requests for resources from outside the City that are not covered by existing automatic mutual aid/mutual assistance agreements. The TP EOC will also serve as the coordination point with the Montgomery County Office of Emergency Management and Homeland Security (OEMHS), or the County EOC if activated, in order to access county, state, and federal assistance.

Section Two includes the emergency support function (ESF) annexes that will address common ESF processes such as Public Works (ESF #3) and Emergency Management (ESF #5). The annexes define the mission and scope of each function as well as a brief concept of operations. These annexes also identify specific department roles and responsibilities related to the function. Supporting data and references to other plans and operating procedures are included as appropriate. The City of Takoma Park shall refer to the Montgomery County EOP for the following ESFs: #4 (Firefighting), #6 (Mass Care, Emergency Assistance, and Human Services), #7 (Resource Support and Logistics Management), #8 (Public Health and Medical Services), #9 (Search and Rescue) #10 (Oil and Hazardous Materials Response), #11 (Agriculture and Natural Resources), and #12 (Energy), and #16 (Volunteer and Donations Management).



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Sections Three and Four are reserved for additional planning annexes. Section Three will include functional annexes that address damage assessment, training, and exercises. Section Four will contain incident-specific annexes for Takoma Park.

City of Takoma Park Annexes

Annex	Primary Agency
ESF #1 - Transportation	Public Works Department
ESF #2 - Communications	Communications Office and/or IT
ESF #3 – Public Works	Public Works Department
ESF #5 – Emergency Management	City Manager’s Office
ESF #13 – Public Safety and Security	Takoma Park Police Department
ESF #14 – Long Term Community Recovery	City Manager’s Office
ESF #15 – External Affairs	Communications Office
ESF #17 Damage Assessment	Public Works
Training and Exercises	All Departments

Plan Maintenance and Distribution

The City of Takoma Park Emergency Preparedness Manager (EPM) is responsible for developing, maintaining, and distributing the EOP. The EOP will be periodically reviewed, as required, to incorporate new state, federal, and regional guidelines or directives, and/or to address significant operational issues. Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict, or override authorities or other plans contained in a statute or regulation. All requests for changes will be submitted to the EPM for coordination, approval, and distribution.

Any City department or partner organization may propose a change to the EOP and are encouraged to do so. Prior to submitting proposals to the EPM, the proposing department will obtain the written approval from the appropriate department head.

The Takoma Park Police Department is responsible for the distribution of the EOP. Copies of the EOP, either hard copy or electronic, will be distributed to all city



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departments and Montgomery County OEMHS. If hard copies are available, the chart below illustrates the recommended distribution.

Department/Organization	Copies
Mayor	1
City Council	6
City Attorney	1
City Clerk	1
Finance Director	1
Human Resources Director	1
Information Technology Manager	1
Communications Office	1
City Manager	2
Department of Housing and Community Development	1
Library	1
Police Department	2
Department of Public Works	1
Recreation Department	1
Montgomery County Office of Emergency Management and Homeland Security	1
Montgomery County Fire and Rescue Service	1
Montgomery County Police Department	1
Montgomery County Department of Health and Human Services	1
American Red Cross of the National Capital Area – Montgomery County Office	1
Maryland Emergency Management Agency	1



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Notices of Change

Notices of Change will be prepared and distributed by the EPM. The notice of change will include the effective date, the change number, subject, purpose, and action required by City departments. The notice of change will include revised pages for replacement within the EOP.

Upon publication, the change will be considered part of the EOP. The following form will be used to track the posting of Notices of Change to the City of Takoma Park EOP.

Record of Changes

Change Number	Date of Change	Date Entered	Change Made By



Section 1 – Basic Plan

Introduction

Purpose

The purpose of the EOP is to define the actions to be taken by the City of Takoma Park government departments in coordination with county, state, and federal agencies, and other non-government organizations in the event of a significant disaster or emergency.

Scope and Applicability

This Plan:

- Provides a framework that will assist in reducing the loss of life and property of City of Takoma Park residents due to natural or man-made disasters.
- Establishes the legal and organizational basis for emergency operations in the City of Takoma Park, in response to natural or man-made disasters or emergencies of significant impact.
- Applies to City departments and partner organizations that have identified roles and responsibilities within the EOP.
- Applies to all the risks identified in the Montgomery County Hazard Mitigation Plan.
- Assigns emergency roles and responsibilities to City departments and partner organizations and agencies.
- Establishes the concept of operations for managing emergencies and disasters within the City by mobilizing resources available from City departments, partner organizations and agencies, the private sector, and County, State and Federal entities as necessary.



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- Provides a framework for implementing the City’s Memorandum of Understanding (MOU) with Montgomery County and transitioning command and control for emergency response to the County, as appropriate.
- Provides an outline to expedite the recovery process from disasters and emergencies by providing planning for the rapid and orderly restoration of critical infrastructure and essential services.

Authorities

Federal

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388, as amended.
- The Disaster Mitigation Act of 2000, Public Law 106-390.
- The Intelligence and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302
- “Emergency Services and Assistance”, Code of Federal Regulations, Title 44.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
 - National Response Framework (NRF), January 2008.
 - National Incident Management System (NIMS), March 2004.
- Presidential Policy Directive 8, March 20, 2011.
- Title II of the Americans with Disabilities Act of 2009, as amended.
- Section 504 of the Rehabilitation Act of 1973.

State of Maryland

- Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq.
- Maryland Emergency Management Assistance Compact (MEMAC)
- Executive Order 01.012005.09, The State of Maryland Adoption of the National Incident Management System.



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- Annotated Code of Maryland, Human Services Article, § 7-704
- Annotated Code of Maryland, Human Services Article, § 7-705
- Annotated Code of Maryland, Human Services Article, § 7-708

Montgomery County:

- Chapter 2 of the Montgomery County Code, 1994, as amended.

References

1. Montgomery County Emergency Operations Plan, 2013 and 2017
2. Montgomery County Hazard Mitigation Plan.
3. Metropolitan Washington Council of Governments Regional Emergency Coordination Plan (RECP), September 30, 2011.
4. Unified Regional Snow Emergency Plan for the Metropolitan Washington Area, 2010.
5. The State of Maryland Response Operations Plan, 2015.
6. The State of Maryland Snow Emergency Plan.
7. Memorandum of Understanding (MOU), Emergency Management, between the City of Takoma Park and Montgomery County.

Situation and Risk Assessment

- The City of Takoma Park is an incorporated city within Montgomery County. The City is governed by an elected mayor and six elected council members and operates under the Council-Manager form of government. The Council appoints the City Manager to serve as the Chief Administrative Officer.
- The City of Takoma Park is located just northeast of Washington, D.C. and encompasses an area of 2.36 square miles. The City has an estimated population of 18,500 residents as of 2018 according to the U.S. Census Bureau estimates on growth.
- The City is primarily a residential community with associated commercial development.



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- Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the City, with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and can cause damage or destruction to private and public property.
- Severe thunderstorms represent a significant risk to the City. Severe storms may result in downed power lines, snapped utility poles, and blown transformers, which can result in widespread power outages. Long-term power outages can cause significant hardships for residents and severely impact local businesses.
- Flooding from sustained heavy rains or rain over multiple days present a threat to the city in low lying areas for flood damage in buildings. Instability of tree roots can allow trees to fall into power lines and buildings.
- The City is also susceptible to hurricanes and tropical storms. The major impacts from these events would be from tropical storm or hurricane-force winds and torrential rains over a sustained period of time that may result in flash flooding.
- Tornadoes are also a threat to the City. The most at-risk buildings include manufactured homes and older residential structures. Relatively weak tornadoes can cause severe damage to these buildings. In the event of an intense tornado, all buildings with the City would be considered at-risk except those specifically built to withstand wind speeds of more than 120-150 miles per hour.
- Winter storms represent another threat to the City. Impacts are typically related to snow removal and business interruption, although power failure is a significant secondary hazard, particularly as a result of ice storms.
- Cyber-attacks, server malfunctions and communication failures also pose a threat to the City's security and ability to conduct business.
- The City is not considered at high risk for a terrorist attack. However, the City may be affected by a local train derailment, gas explosion, or a major terrorist attack elsewhere within the National Capital Region (NCR). The southwestern border of the City is shared with Washington D.C. and the City is six miles from the U.S. Capital Building.



Planning Assumptions

In the event of a significant disaster or emergency, the immediate response priority will be saving lives and protecting property and critical infrastructure.

- Disasters and emergencies will periodically occur within the City that may require the mobilization and reallocation of City resources.
- Some emergencies or disasters will occur with sufficient warning so that appropriate emergency notifications will be made to ensure some level of preparedness. Other situations will occur with little or no advance warning.
- The City of Takoma Park has the primary responsibility for emergency operations within its borders and will commit available resources to save lives and minimize property damage.
- Montgomery County provides the following services within the City on a daily basis: fire and rescue, public health and medical, zoning code enforcement, animal control, mass care and sheltering. These services will continue to be provided by the county during an emergency.

For most incidents, the Montgomery County Fire and Rescue Service will be the first responding agency and will implement incident command with the City resources providing support.

- The City has limited resources for conducting emergency response operations and will invoke the MOU with Montgomery County as needed to provide appropriate resources and support.
- Assistance to the City can be requested from Montgomery County through the City Manager. Outside assistance may be available through mutual aid agreements with nearby jurisdictions. However, it is likely that assistance from outside of the region will only be available 72 hours after the onset of the disaster or emergency. There are multiple federal and military local assets that may be deployed well within 12 hours, if the County requests such resources for the City.



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- City of Takoma Park residents and businesses will be expected to use their own resources and be self-sufficient following a significant disaster event for up to three days or more.
- The effects of a disaster or emergency may extend beyond City boundaries. Many other areas of the County and/or State may experience casualties, property loss, and disruption of normal life support systems.

City employees may become casualties and/or experience damage to their homes and property.

Widespread power and communication outages may require the use of alternate methods of providing public information and delivering essential services. Normal methods of communication may be difficult or even unavailable due to demand exceeding capacity (i.e., no cell phone service).

Upon request, the County, State and/or Federal government may provide outside assistance if local capabilities and/or resources are overwhelmed or exhausted.

- Emergency operations will be managed in accordance with the NIMS.

Emergency Operations Plan Activation

- The City of Takoma Park EOC (TP EOC) will serve as the multi-agency support and coordination facility for city officials during major emergencies, when activated.
- The City Manager or his/her designee has the authority to order a full activation of the EOP for a City declared State of Public Emergency.
- City departments shall report to the TP EOC to provide inter-agency coordination in response to a major emergency or significant event. Depending on the incident, only a few departments may be requested to report to the TP EOC.
- Any department head may request, through the City Manager, that department staff report to the TP EOC to support emergencies being managed by their department. This may be based on weather warnings, actual incidents, or threats reported by other sources such as the National Capital Region Watch Desk or incidents reported



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by the Montgomery County Fire and Rescue Service or the Montgomery County Police Department.

- This may include monitoring activations to support non-emergencies, special events, or the activation of the Montgomery County EOC, when appropriate.
- The City of Takoma Park City Manager, designee, or Police Chief may request Montgomery County EOC activation through the County OEMHS.
- Individuals who report for duty to the TP EOC during a crisis will be qualified department representatives, as defined by local, state, and federal guidelines.
- Depending on the situation, other organization or agency personnel with responsibilities under the EOP will either be directed to report to the TP EOC, be alerted and placed on a stand-by status or directed to perform their required responsibilities from their home, office, or alternate locations.
- All department points-of-contact will be notified of the request to report to the TP EOC through telephone or email contact by the City Manager's Office or the Takoma Park Police Department. The primary list of department representatives is maintained and updated by the City Manager's Office and provided to the Takoma Park Police Department.
- Upon notification, internal department policies and procedures will be implemented as necessary and the appropriate department representative(s) shall report to the TP EOC at the appointed time and be prepared to carry out their department roles and responsibilities. Departments will provide appropriate representation based upon the level of need and incident type. Department representatives shall be prepared to staff the TP EOC until they are relieved by other department personnel or until the incident subsides.
- City departments providing staff to the TP EOC will have the capability to maintain 24 hours per day/7 days a week (24/7) operations for the duration of the emergency. Each department, agency, and organization in the TP EOC is expected to have at least three qualified personnel identified to staff their position. It is the responsibility



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of each department to ensure the position is staffed as required for the duration of the emergency.

- Department representatives must have the authority to make decisions, within the scope of their authority, coordinate resources, provide information, and advise the City Manager's Office, their respective department heads, and support staff.

Internal Notifications

- Whenever an alert or notification is made of an emergency or disaster deemed to be of major or expanding proportions, with possible catastrophic consequences, where serious injury, loss of life, or significant property damage is anticipated, all city departments are expected to be prepared.
- The Montgomery County Public Service Emergency Communications Center (PSECC) serves as the City's 24-hour warning point and will provide initial notifications to Takoma Park Police Department officials in accordance with established protocols and procedures and as directed by the City Manager. Subsequent notification to City officials is made by the Takoma Park Police Department or as directed by the City Manager.
- The Takoma Park Police Department monitors incidents and potential incidents and directs additional notifications to departments using the County's PSECC and other communications capabilities as applicable.
- To ensure that information is conveyed to employees, the City EPM will provide planning assistance to all departments for communicating with their employees during an emergency situation using all appropriate communication tools.
- All departments will develop, test, and maintain internal notification procedures and contact rosters as part of their COOP plan.

Public Notifications and Warnings

- The role of public notification and warnings in the City of Takoma Park will be the responsibility of the City's Communications Department, in close coordination with



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Montgomery County’s Public Information Office and the Takoma Park Police Department Public Information Officer (PIO).

- The table below summarizes the warning systems that may be used by the City to provide emergency information to the public. The “Approving Authority” column indicates the positions within the City to authorize release of information through the system. The “Implementers” column represents the position/organization responsible for release of the approved information.

City of Takoma Park Warning Systems

Warning System	Area of Coverage	Approving Authority	Implementers
Emergency Alert System (EAS) Wireless Emergency Alerts (WEA)	Metro Area	<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Police Chief 	<ul style="list-style-type: none"> o Maryland Emergency Management Agency o MC OEMHS
News Media	Metro Area	<ul style="list-style-type: none"> o City Manager/Deputy City Manager o Chief of police o EM 	<ul style="list-style-type: none"> o Communications Specialist o Police Department PIO
Cable TV Emergency Message System	City Cable Providers	<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Chief of Police 	<ul style="list-style-type: none"> o Communications Specialist o Video production Manager
Telephone Device Alert (White/Yellow pages)	City specific geographic areas can be targeted	<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Chief of Police o Incident Commander 	<ul style="list-style-type: none"> o Police Department – Communications Dispatch o MC PSECC
Takoma Park Alert System	City-wide to registered users	<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Chief of Police o Incident Commander 	<ul style="list-style-type: none"> o EPM o Police Department – PIO o Communications Specialist o Other authorized user



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Warning System	Area of Coverage	Approving Authority	Implementers
NCR Watch Desk	National Capital Region	<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Chief of Police 	<ul style="list-style-type: none"> o EPM o Police Department
NOAA Radios		<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Chief of Police 	<ul style="list-style-type: none"> o National Weather Service o MC OEMHS
City Website	City	<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Chief of Police 	<ul style="list-style-type: none"> o Media Specialist o EPM
Loudspeakers	Local Neighborhoods	<ul style="list-style-type: none"> o Incident Commander 	<ul style="list-style-type: none"> o Public Safety Personnel
Door-to-Door	Individuals	<ul style="list-style-type: none"> o Incident Commander 	<ul style="list-style-type: none"> o Public Safety Personnel
Telephone	Individuals	<ul style="list-style-type: none"> o Incident Commander 	<ul style="list-style-type: none"> o Public Safety Personnel
Social Media	National Capital Region	<ul style="list-style-type: none"> o City Manager o Deputy City Manager o Chief of Police o Incident Commander 	<ul style="list-style-type: none"> o Communications Specialist o Police PIO

Emergency Roles and Responsibilities

In the event of a significant emergency event, the City of Takoma Park government will continue to function and provide emergency and essential services to the extent possible. Emergency operations will mirror day-to-day government operations to the extent possible. A COOP Plan is in place to establish procedures for continuity of operations.

Mayor

- Serves as (or delegates) a chief spokesperson for the City during emergency events.
- Confers with the City Manager and other department heads as appropriate on policy issues related to the response and recovery operations.
- Coordinates with other elected officials at the County, regional and state level including the Congressional Delegation.



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City Council and Mayor

- Establishes policy when needed and provides guidance to the City Manager
- Communicates with the public and provides policy guidance on the overall response to an emergency or disaster.
- Hosts community meetings to ensure needs are being addressed and information is provided to residents.
- Promulgates the codes, regulations, and ordinances of the City, and provides the funds required to implement and enforce an effective mitigation program.
- Enacts emergency ordinances as appropriate.

City Manager

- Appoints an EPM to manage the day-to-day functions of emergency management.
- Activates the City of Takoma Park EOP.
- Provides direction to and control of City departments and organizations during emergency operations.
- Develops and maintains the City COOP.
- Directs activation of the City's COOP, as necessary, in order to maintain essential City operations.
- Organizes and directs emergency operations through the regularly constituted City government using equipment, supplies, and facilities of existing departments and organizations to the maximum extent practical.
- Directs and reallocates City assets and resources during an emergency.
- Authorizes requests for County, regional and statewide mutual aid, either specifically or by pre-existing delegation of authority.
- Serves as (or designates) the lead for the City in managing recovery operations.

Deputy City Manager

- Serves as the acting City Manager (unless otherwise specified by the City Manager) in his/her absence.
- Manages identified aspects of an emergency event if the authority to do so is delegated by the City Manager.



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- Manages Information Systems and Communications Office during a response and may appoint a designee to manage the response as needed to assist or during the absence of the Deputy City Manager.

Emergency Preparedness Manager

- The EPM is appointed by the City Manager and is responsible for:
 - Developing emergency plans governing the use of facilities, equipment, staff, and other resources of the City to prevent damage to persons and property and for restoring government services and public utilities.
 - Activating, staffing, and managing the TP EOC.
 - Coordinating with Montgomery County and other political jurisdictions as necessary to ensure effective disaster preparedness and response capabilities.
 - Facilitating, as appropriate, the transition of incident management from the City to Montgomery County.
 - Developing and maintaining the City EOP.
 - Scheduling and conducting periodic training and exercises on emergency plans and operations.
 - Coordinating requests for County, regional and statewide mutual aid.
 - Facilitating an after-action assessment with city departments of the disaster/emergency incident to determine what actions can be taken to mitigate future disaster effects and improve emergency operations.
 - Maintain a database to identify and implement “lessons learned” and “corrective actions”.

City Departments and Organizations

In the event of a significant emergency, department directors will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The general emergency preparedness responsibilities of City departments are outlined in the LOA to this Plan. The following is a list of assigned responsibilities for emergency



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operations in the City of Takoma Park that may vary depending on the type and scope of the incident.

Administration Department

Finance:

- Provide available staff, resources, and facilities to support emergency operations.
- Develop and maintain internal plans and procedures for emergency operations.
- Assist the EPM with applications for Federal reimbursement and cost recovery.
- Procure equipment, supplies, and services to support emergency operations.
- Provide financial management assistance including maintaining vendor files and payment of bills.
- Provide access to emergency funds for use by City departments and organizations during the response and recovery operations.

Information Systems

- Develop internal plans and procedures for emergency operations.
- Provide technical assistance to City departments to maintain communications and information systems capabilities to support emergency operations.
- Ensure radio, telephone, computing resources, and network communications capability essential to emergency operations are maintained and operational.
- Provide technical assistance in the assessment and restoration of the City's telecommunications infrastructure.
- Ensure emergency backup and contingency communications capability in the event normal communications are disrupted.
- Assist with recovery of electronic records.
- Provide technical assistance to other City departments and organizations in developing their continuity of operations plans for information systems and vital records.



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Communications Specialist and Public Information Officer

- Develop and maintain internal plans and procedures for developing and disseminating emergency public information in multiple medias.
- Coordinate the dissemination of approved emergency information to City employees, the public, and news media.
- Serve as the “single voice” of the City government for the coordinated release of information to the public and media during emergencies.
- Monitor radio and television to identify and reduce dissemination of incorrect or misleading information.
- Coordinate with Montgomery County and other local jurisdictions as appropriate in developing and disseminating emergency public information.
- Develop and distribute protective action guidance to the public.

Department of Recreation

- Develop and maintain internal plans and procedures for emergency operations.
- Provide available staff, resources, and facilities to support emergency operations.
- Provide facilities as required for use as staging areas and/or points of distribution.

Department of Public Works

- Develop and maintain internal plans and procedures for emergency operations.
- Maintain records for possible reimbursement.
- Maintain and implement the City debris management plan and coordinate debris removal by City departments and private contractor(s).
- Coordinate and fill requests for available heavy construction equipment, trucks, operators, and related construction supplies.
- Conduct damage assessment and mitigation on City drainage systems during flood emergencies.
- Provide maintenance and fuel for City vehicles.
- Monitor the status of the City’s transportation infrastructure and repair roads and traffic control systems as necessary.



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- Undertake mitigation, damage assessment, and repair of the storm water collection infrastructure.
- Provide for snow and ice removal from streets and City facilities.
- Provide refuse collection services during an emergency.
- Develop mutual aid agreements with adjacent jurisdictions as appropriate, to facilitate the acquisition of emergency resources and assistance.
- Collect, analyze, and distribute information on the status of utility resources, facilities, and infrastructure within the City in coordination with service providers.
- Assist departments with geographic information system (GIS) services in supporting incident response, recovery, and mitigation activities.

City Attorney

- Advise the City Manager concerning legal responsibilities, powers and liabilities regarding emergency operations and post-disaster assistance.
- Assist the City Manager and the City Council with maintaining continuity of government.
- Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations.
- Assist with the preparation of applications, legal interpretations, or opinions.
- Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster.

Department of Housing and Community Development

- Develop and maintain internal plans and procedures for emergency operations.
- Assist landlords, tenants, and business owners in assessing emergency services
- Ensure the rebuilding that occurs following an emergency or disaster complies with city housing and land use regulations and plans; take advantage of opportunities to mitigate the effects of future disasters.
- Assist departments with geographic information system (GIS) services in supporting incident response, recovery, and mitigation activities.



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Police Department

- Develop and maintain internal plans and procedures for emergency operations.
- Provide available staff, resources, and facilities to support emergency operations.
- Provide emergency communications and warning through the Communications Dispatch.
- Coordinate and assist in evacuation operations.
- Provide security of emergency site(s), evacuated areas, vital facilities, supplies, and other assigned locations.
- Provide communications support.
- Provide assistance in search and rescue operations.
- Provide law enforcement services.
- Provide traffic control and management.
- Conduct investigations in accordance with Federal, State, and local laws.
- Provides point of access to the Montgomery County 9-1-1 system.
- Receive warning and notifications of actual or pending emergencies and initiate internal notifications.
- Police Department Public Information Officer will work with Incident Commander, Communications Specialist and/or City Administration in distribution of information.
- Neighborhood Services
 - Provide support for damage assessment operations.
 - Ensure the rebuilding that occurs following an emergency or disaster complies with code.

Human Resources

- Develop and maintain internal plans and procedures for emergency operations.
- Provide available staff, resources, and facilities to support emergency operations.
- Identify the City employees who may be available to augment staffing in the TP EOC or other emergency facilities.
- Monitor the status of City employees and their families following a disaster or emergency by coordinating City department inquiries.



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Library

- Develop and maintain internal plans and procedures for emergency operations.
- Provide available staff, resources, and facilities to support emergency operations.
- Provide technical assistance to others in obtaining information on recovery or assistance programs

City Appointed Boards, Commissions, and Committees

- The Emergency Preparedness Committee will develop recommendations for Prevention, Preparedness, Response, Recovery, and Mitigation for a city wide emergency or disaster.
- Recommendations will be submitted yearly to the Emergency Preparedness Manager for review.
- Boards, Commissions, and Committees may be called upon to assist as needed for emergencies and disasters.

Partner Organizations

All Montgomery County Departments

Montgomery County Office of Emergency Management and Homeland Security

- Establish on-scene unified command for incidents under the purview of the Montgomery County Fire and Rescue Service and Health Department as needed.
- Provide support to the City as outlined in the Memorandum of Understanding.
- Coordinate requests for state and federal assistance.
- Assist with managing incidents within the City as requested by the City Manager or designee.

Verizon Telephone and other companies that provide service in the City

- Provide information to the TP EOC on the status of telecommunication services and facilities.
- Restore service with consideration given to City priorities.



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Washington Gas

- Provide information to the TP EOC on the status of gas service and facilities.
- Coordinate with the TP EOC to respond to life-threatening conditions or to the loss of gas service to critical public safety facilities.
- Restore service with consideration given to City priorities.

Washington Suburban Sanitary Commission (WSSC)

- Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems and related facilities.
- Provide for emergency water supply and assist with distribution.
- Ensure the continued supply of potable water.
- Ensure continuous wastewater collection services.
- Provide warnings and advice for contaminated or low water levels and “boil water” alerts.

Potomac Electric Power Company

- Provide information to the Department of Public Works/TP EOC on the status of electrical power service and facilities.
- Coordinate with the TP EOC to respond to life-threatening conditions or to the loss of electricity to critical public safety facilities.
- Restore electrical service with consideration given to City priorities.

State of Maryland

Maryland Emergency Management Agency (MEMA)

- Serve as lead agency for carrying out the duties in the Maryland Emergency Operations Plan.
- Coordinate requests for federal disaster declarations including preliminary damage assessments, recovery, and mitigation program management and disaster closeouts.
- Coordinate requests for state resources and assistance including the National Guard.
- Manage the public assistance, individual assistance, and hazard mitigation programs when authorized by a federal disaster declaration.



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- Provide state assistance as necessary to augment City and County response, resources, and operational functions.

State Highway Administration

- Assess damages and repair/restore the state highway infrastructure.
- Emergency debris removal for state roads and highways.
- Provide traffic management and control on state highways.
- Provide status reports on state road conditions and clearance activities.

Maryland State Police

- As needed, provide appropriately equipped aircraft.
- Provide emergency police services and support the City Police in accordance with the Maryland State Police Manual of Policies, Regulations and Procedures and existing mutual aid agreements.
- Assist in traffic management and control.
- Assist in access control and security.
- Conduct criminal investigations.

Maryland National Guard

- Provide logistical support as requested.
- Provide transportation support as requested.
- Assist in security operations.
- Assist with traffic management and control.
- Provide hazardous material detection and identification.
- Support local law enforcement activities, as requested.
- Provide additional communication equipment, as requested.

Maryland Office of the Chief Medical Examiner

- Investigate the death of human beings as casualties associated with an emergency as authorized under Title 5 of the Health - General Article of the Annotated Code of



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Maryland, under the direction of the State Office of the Chief Medical Examiner (OCME).

- Provide forensic investigators, pathologists, dentists, and x-ray technicians for purposes of identification of decedents.
- Establish and manage, as needed, a temporary morgue and mortuary affairs collection points.
- Provide technical assistance in requesting federal and military disaster mortuary resources.
- Assist with technical decontamination of human remains as required.
- Transport, store, and recover forensic and physical evidence.
- Identify the decedents.
- Assume jurisdiction over human fatalities after coordinating with law enforcement and other authorities such as the Federal Bureau of Investigation (FBI) or the National Transportation Safety Board (NTSB).

Regional

Metropolitan Washington Council of Governments (MWCOG)

- The MWCOG is a not-for-profit organization representing local governments in the District of Columbia, suburban Maryland, and Northern Virginia. The MWCOG members are the elected officials from 19 local governments in the National Capital Region plus area delegation members from the Maryland and Virginia legislatures, the United States Senate, and the United States House of Representatives.
- Under the auspices of the MWCOG, the Regional Emergency Coordination Plan was updated in September 2016 to address regional coordination and collaboration during incidents or potential incidents with regional impacts or implications.
- The MWCOG has established a NCR mutual aid assistance system that provides for expediting mutual aid assistance among the NCR jurisdictions.

Federal

Department of Homeland Security (DHS)



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- The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disaster, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies. The act also designates DHS as “a focal point regarding natural and manmade crises and emergency planning.”

Office of National Capital Region Coordination

- The Office of National Capital Region Coordination was established by the Homeland Security Act of 2002 as a component of the Department of Homeland Security to oversee and coordinate Federal programs for and relationships with State, local, and regional authorities in the NCR.

Federal Emergency Management Agency (FEMA)

- FEMA, a component of DHS, is the primary Federal agency for emergency preparedness, response, and recovery. FEMA is delegated responsibility for managing the DHS emergency response and recovery programs. FEMA is organized into 10 regions. Maryland is included in FEMA Region 3. The Maryland Emergency Management Agency (MEMA) serves as the point-of-contact with FEMA.

The Federal Bureau of Investigation

- The FBI, in cooperation with other Federal departments and agencies, coordinates with other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. This includes actions to prevent, preempt, and disrupt specific terrorist threats or actual incidents based upon intelligence or law enforcement information.

Department of Defense (DoD)

- The DoD has significant resources that may be available to support a Federal response in the event of a Presidential declaration. The Military District of



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Washington (MDW), headquartered at Fort McNair, Virginia, is responsible for conducting security and disaster relief operations in the NCR.

National Weather Service (NWS)

- The NWS provides weather, hydrologic and climate forecasts and warnings for the United States, its territories and adjacent waters and ocean areas through a network of national and regional centers and more than 122 local weather forecast offices. The NWS issues a comprehensive package of forecast products to support a variety of users, including the general public. The NWS operates the National Oceanic and Atmospheric Administration (NOAA) Weather Radio All-Hazards that transmits weather warnings and forecasts 24 hours a day across most of the United States. This system is also used to broadcast civil and natural emergency information in addition to that relating to weather.

Other Federal Departments and Agencies

- In the event of a federally declared emergency or major disaster, other Federal departments and agencies may play primary, coordinating, or support roles based upon the assigned ESFs, authorities, resources and the specific nature of the incident.

Emergency Declarations

Non-Declared Disasters

The City Manager, or designee, may direct City departments to respond to emergencies or disasters without a formal declaration of an emergency when the expectation is that local resources will be used and that no reimbursement of costs will be requested. The City Manager, or designee, may re-direct and deploy City resources and assets as necessary to prepare for, adequately respond to, and quickly recover from an emergency incident.



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For significant events, the TP EOC may be activated to monitor the situation, coordinate activities among departments, and to ensure that the City is positioned to rapidly respond to the incident.

General Emergencies

There are four types of emergency declarations that may apply to a disaster or emergency within the City of Takoma Park, depending upon the scope and magnitude of the event: local, state, and federal.

1. **Local Declaration:** A local emergency declaration activates the EOP and provides for the expeditious mobilization of City resources in responding to a major incident.
2. **County Declaration:** A county wide emergency declaration is declared by the County Executive when the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the various county departments, municipalities, and voluntary organizations.
3. **State Declaration:** A declaration of an emergency, that includes Takoma Park, by the Governor of Maryland provides the City access to the resources and assistance of the departments and agencies of the State, including the National Guard, in the event local resources are insufficient to meet the needs. The TP EOC and the Montgomery County EOC may be activated.
4. **Federal Declaration:** The Governor may request a Federal emergency or major disaster declaration. In the event that the City of Takoma Park is declared a Federal disaster area, the resources of Federal departments and agencies are available to provide resources and assistance to augment those of the City and the State. The TP EOC and the Montgomery County EOC will be activated.

Local Emergency Declaration

- The City Manager and the Montgomery County Executive have the authority to declare an emergency within the City of Takoma Park. Each will coordinate with the other to provide awareness of the declaration.



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- A local emergency is declared when, in the judgment of the City Manager, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the various City departments and support organizations.
- For instances where a resource shortage (e.g., gasoline, heating oil) is substantially or wholly the cause of a local emergency, a local emergency can only be declared by the Governor based upon the request of the City Manager.
- The declaration of a local emergency activates the EOP.
- When, in its judgment, all emergency activities have been completed, the City Council will take action to terminate the declared emergency.
- All City departments will receive notification of emergency declarations and terminations through the Police Department Communications Center.

State of Emergency

- The Maryland Emergency Management Act, found in the Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq., prescribes the authority and implications of a declaration of a state of emergency by the Governor.
- The Governor may declare a state of emergency to exist whenever the Governor finds an emergency has developed or is impeding due to any cause. The state of emergency is declared by executive order or proclamation.
- The Governor's Declaration of a State of Emergency provides for the expeditious provision of assistance to local jurisdictions, including the use of the Maryland National Guard.

Federal Emergency and Major Disaster Declarations

- Under the provisions of the Robert T. Stafford Act, the Governor may request the President to declare a major disaster or emergency declaration for incidents that are (or threaten to be) beyond the capacities of the State and local jurisdictions.



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- A Presidential Major Disaster Declaration puts into motion long-term Federal recovery programs designed to help disaster victims, businesses, and public entities.
- An Emergency Declaration is more limited in scope and without the long-term Federal recovery programs of a Major Disaster Declaration. Generally, Federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.
- The Major Disaster or Emergency Declaration designates the political subdivisions within the state that are eligible for assistance. There are three major categories of disaster aid available under a Major Disaster Declaration:
 1. **Individual Assistance:** Aid to individuals and households.
 - **Disaster Housing** provides up to 18 months temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement.
 - **Disaster Grants** may be available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental, and funeral expenses.
 - **Low-Interest Disaster Loans** may be available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury.
 - **Other Disaster Aid Programs** include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits. Other state or local help may also be available.



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2. **Public Assistance:** Aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions, and grants for repair of damaged public and private nonprofit schools and educational facilities.
3. **Hazard Mitigation:** Funding for measures designed to reduce future losses to public and private property.

Other Declarations

Several Federal agencies have independent authorities to declare disasters or emergencies. These authorities may be exercised concurrently or become part of a major disaster or emergency declared under the Stafford Act. These other authorities include:

- The administrator of the U.S. Small Business Administration may make a disaster declaration based upon physical damage to buildings, machinery, equipment, homes, and other property as well as economic injury.
- The Secretary of Health and Human Services may declare, after consultation with public health officials, a public health emergency in the event of a significant outbreak of infectious diseases or bioterrorist attack.
- The U. S. Army Corps of Engineers may issue a disaster declaration in response to flooding or coastal storms.
- The Secretary of Agriculture may declare a disaster in certain situations in which a county sustained a production loss of 30 percent or greater in a single major enterprise. Note that this authority is not applicable to the City of Takoma Park since there is no appreciable agricultural activity within the City.
- A Federal On-Scene-Coordinator (OSC) designated by the Environmental Protection Agency, U.S. States Coast Guard, or the Department of Energy, under the National



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Contingency Plan, has the authority to direct response efforts at the scene of a discharge of oil, hazardous substance, pollutants, or contaminants, depending upon the location and source of the release.

The Declaration Process

- A local emergency may be declared by the City Manager. The EPM will consult with the Montgomery County OEMHS, when possible, prior to the declaration being issued.
- The local emergency declaration may be based upon reports of an actual event or on the forecast or prediction of emergency conditions. The Montgomery County OEMHS is responsible for monitoring incidents and events through the county's Emergency Communications Center and other information sources and providing information and support to the County Executive in the process of declaring a local emergency. The EPM may provide updates to the Montgomery County OEMHS, and the City Police Department may provide updates through the Police Department's Communications Center and the County's Emergency Communications Center.
- Whenever a local emergency has been declared, the EPM will immediately notify the Montgomery County OEMHS. The County will notify the MEMA.
- A local emergency must be declared before State and Federal assistance can be requested.
- For an incident that affects the City and other areas of Montgomery County, the County may issue the local emergency declaration on behalf of the City.
- Within 24 hours of a local emergency declaration, the EPM will provide a local situation report to the Montgomery County OEMHS or the County EOC as applicable. The County will submit a local situation report to the state EOC.
- For a significant incident, the situation report will be followed by an initial damage assessment as soon as specific damage information is available but not later than 72 hours after the peak of the event.



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- The EPM will continue to submit local situation reports at least once every 24 hours.
- Based upon the request of the City Manager or other information available, the Governor may declare a state of emergency. The EPM will ensure that all departments with responsibilities under this plan are notified.
- The Governor's declaration of a state of emergency provides for expedited assistance from State departments, agencies and the Maryland National Guard.
- Once a determination is made by MEMA that the event is, or may be, beyond the capabilities of the City, county and state, the Governor may request assistance from FEMA. Generally, this request will result in joint Federal/State Preliminary Damage Assessment (PDA).
- A PDA is an on-site survey of the affected area(s) by Federal and State officials to determine the scope and magnitude of damages and to determine if Federal assistance is warranted. Generally, a PDA is conducted prior to an official request by the Governor for a declaration of an emergency or major disaster by the President. The EPM will provide assistance in facilitating the PDA process within the City.
- Depending upon the extent and scope of damages provided in the initial reports, PDA teams may be organized to assess damage to private property (Individual Assistance) and/or public property (Public Assistance).
- For events of unusual severity and magnitude, State and Federal officials may delay the PDA pending more immediate needs assessment activities.
- The PDA process verifies the general magnitude of damage and whether Federal assistance will be requested.
- Based upon the results of the PDA and consultations with FEMA, MEMA will prepare for the Governor's signature an official request for an emergency or major disaster declaration. Upon receipt of an approved Presidential Emergency or Major Disaster Declaration, all City departments will be notified by the EPM.
- The Presidential Declaration will stipulate the types of Federal assistance authorized for the City.



Concept of Operations

Introduction

This section outlines the City's concept of operations for responding to emergencies and disasters. It identifies authorities for emergency response, defines command and control structures and lines of authority, describes the roles and organization of the TP EOC, and outlines how emergency operations will be conducted under the EOP.

The City of Takoma Park has the responsibility to respond to protect lives and property and to assist in recovering from the emergency. The City will be prepared to supplement its emergency resources with those provided by private organizations and organized volunteer efforts. If the capabilities within the City are exceeded or if it is anticipated that capabilities within the City will be exceeded, the City will request assistance from the county.

Delegations of Authority

The following delegations of authority establish the basis for conducting emergency operations within the City of Takoma Park.

Authority of City Manager

The City Manager is authorized to declare a local state of emergency and is responsible for directing emergency operations through the regularly constituted government structure, and using equipment, supplies, and facilities of existing departments, offices, and agencies of the City to the maximum extent practical.

Authority of On-Scene Commanders

The City Manager delegates authority to the Montgomery County Fire and Rescue Service Fire Chief, City Police Chief, the City Director of Public Works and the Montgomery County Health Director to appoint on-scene incident commanders and establish standard operating procedures to guide the management of emergency operations. Upon arrival at an emergency, the responsible senior official on-scene will establish incident command and designate a command post location in order to manage



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the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet actual or expected needs.

Authority of the EPM

The City Manager delegates authority to the EPM to activate, staff, and manage the TP EOC. In the absence of the EPM, an acting Coordinator will be appointed to carry out his/her assigned duties and responsibilities.

Authority of City Department Directors

The City Manager delegates authority to each City department director to carry out his/her assigned duties and responsibilities. In the absence of the Director, an acting director will be appointed to carry out his/her assigned duties and responsibilities. Each department will have a COOP Plan that identifies lines of authority and succession within the department.

Phases of Response Operations

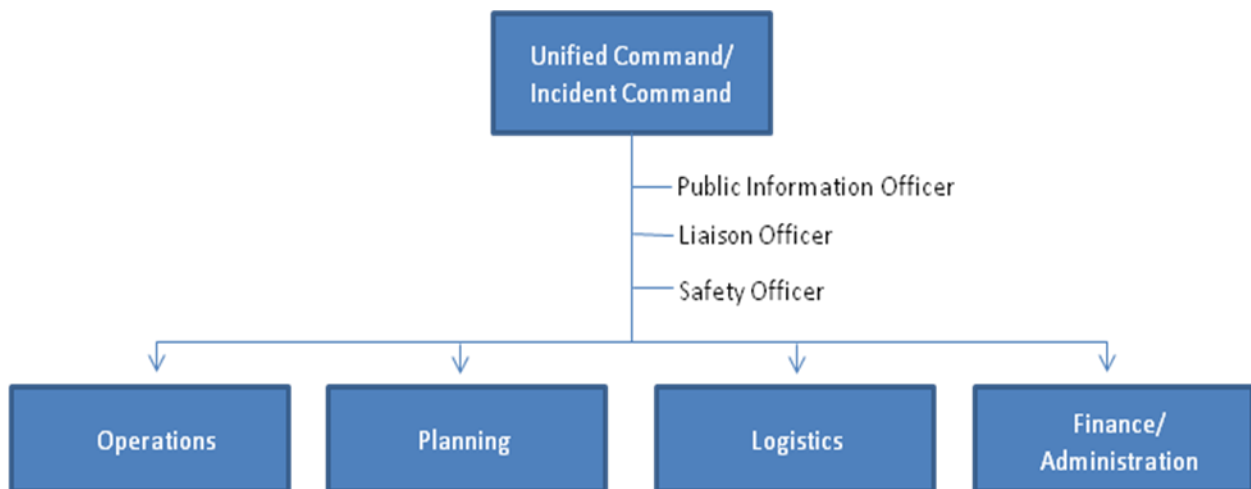
The following three phases will be used by the City of Takoma Park in conducting response operations:

1. **Increased Readiness:** For disasters or events with an advance warning, such as a weather forecast or other warning, actions will be taken prior to the projected impact to save lives and protect property. During this phase, warning systems may be activated, resources mobilized and positioned for immediate use, the TP EOC activated, and evacuations implemented as appropriate.
2. **Immediate Response:** During this phase, the emphasis will be on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response activities are accomplished by City departments supported by local mutual aid and segments of the private sector. During this phase, the TP EOC may be activated and emergency instructions issued to the public.
3. **Sustained Response:** As the emergency continues, assistance is provided to those affected and efforts are made to reduce secondary damage. Regional and/or Statewide mutual aid and Federal assistance may be provided. Response support facilities may be established.



Overview of Emergency Operations

The City of Takoma Park’s initial response activities are primarily performed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders use the ICS to organize response to the emergency or disaster, incorporating the functions, principles, and components of ICS (e.g. unified command, action planning, span of control, and hierarchy of command). The incident command organizational structure develops in a top-down, modular fashion that is based upon the size and complexity of the incident. As needed, separate functional elements can be established, each of which can be further sub-divided, if needed. Responsibility for the establishment and expansion of the ICS organization ultimately rests with the Incident Commander (IC) who bases the organization on the requirements of the situation. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated. The chart below depicts the standard ICS organization.



Once an emergency or disaster has occurred or is imminent, the responding department or agency will establish on-scene incident command. This includes designating an IC and establishing an Incident Command Post (ICP). Depending upon the scope and



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magnitude of the event, the ICP may be a designated emergency vehicle or may evolve into a more formal facility. The ICP may evolve over the course of the incident as dictated by the situation. The IC is responsible for managing all on-scene tactical operations. Initial response activities include:

- Making all necessary notifications.
- Disseminating warnings, emergency public information, and instructions to the affected population.
- Conducting evacuations and/or rescue operations.
- Caring for displaced persons and treating the injured.
- Conducting initial damage assessments and surveys.
- Assessing need for mutual aid assistance.
- Restricting access of traffic/people to affected areas.
- As necessary, establishing a Unified Command.

The City of Takoma Park has the primary responsibility to respond to emergencies within the City in order to protect lives and property. However, the City is served by the Montgomery County Fire and Rescue Services and Health Department. Depending on the incident type and magnitude, incident command may default to Montgomery County Fire and Rescue Service or the Health Department with support from all City departments and partner organizations. Depending upon the scope of the incident, a Unified Command may be established between the County (e.g. Fire and Rescue) and the City. Generally, the City Police will be the lead for the City but this may vary based upon the specific incident. For incidents such as major winter storms, the City will establish initial incident command and request support as needed from Montgomery County and/or through local mutual aid. In the event the County EOC is not activated, support from the County will be requested through the County's Emergency Communications Center. When the Montgomery County EOC is activated the City will send a representative to coordinate City requests for support. The table below identifies the primary agencies for specific incidents that will assume the Incident Command position.



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Designated Departments for Establishing Incident Command

*Incident	Department/Agency
Biological Incident (e.g. influenza pandemic)	Montgomery County Health Department
Building Collapse, construction accident	Montgomery County Fire and Rescue Service
Fire	Montgomery County Fire and Rescue Service
Flood	Takoma Park Public Works Department
Hazardous Material	Montgomery County Fire and Rescue Service
Hurricane/Tropical Storm	Takoma Park Public Works, Police and Montgomery County Fire Rescue and Health Department as needed in an event
Mass Fatality	Takoma Park Police Department
Nuclear/Radiological Incident	Montgomery County Fire and Rescue Service
Pipeline spill/fire or explosion	Montgomery County Fire and Rescue Service
Riots, civil disturbances	Takoma Park Police Department
Severe Thunderstorms/Tornadoes	Montgomery County Fire and Rescue Service
Terrorist Incident	Takoma Park Police Department
Train Derailment	Montgomery County Fire and Rescue Service
Water Distribution/Water Quality	Takoma Park Public Works Department
Winter Storm	Takoma Park Public Works Department

*This list represents some but not all incidents that could happen in the city.

- The IC, as necessary, may request additional resources through established mutual aid agreements with neighboring jurisdictions. In the event that multiple locations within the City are affected, there may be several separate incidents, each with an on-scene IC.
- Some incidents such as a major power outage or major winter storm may affect the entire City and will not have a specific incident site. For incidents of this



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type, incident command may be established at the TP EOC to coordinate activities among the City departments in responding to the event.

- The City Manager or designee will direct all requests for assistance originating from outside the City that are beyond existing mutual aid agreements or MOUs. Requests for regional, state, and federal support will be requested through the Montgomery County OEMHS or the County EOC (when activated).
- As outlined in the MOU with Montgomery County, the City may request that the County assume the overall management of the response operations for incidents where the preponderance of resources is being provided by the County.

Emergency Operations Center

The City Manager or designee has the authority to order an activation of the TP EOC as deemed necessary to coordinate the actions of the City departments in response to the incident. Generally, these circumstances will result in the Declaration of a Local Emergency by the City in coordination with Montgomery County.

The TP EOC will serve as the multi-department coordination center for the City of Takoma Park government during major emergencies and disasters. The TP EOC will be responsible for the assignment of City resources, establishing policies related to the emergency response, and coordinating and approving all requests for assistance from outside the City.

Departments will be directed to provide a representative to the TP EOC or be placed on alert. Representatives must have the authority to make decisions and commit resources on behalf of their department.

The major functions of the TP EOC are as follows:

- Provide coordination of emergency operations throughout the City.
- Provide coordination and liaison with Montgomery County, other local jurisdictions and State and Federal government agencies as well as with private sector resources.



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- Coordinate requests for resources from the County, State, National Capital Area jurisdictions, and the Federal government as necessary to support emergency operations.
- Manage implementation of the MOU with Montgomery County and coordinate the transition for managing the operations to the County as necessary.
- Establish priorities for emergency response operations and allocate resources accordingly.
- Collect, evaluate and disseminate damage assessment and other emergency related information.
- Coordinate the development and dissemination of emergency information to the residents of the City.

Depending upon the scope and magnitude of the incident, the TP EOC will include:

- City Manager or designee
- Emergency Preparedness Manager
- Communications Specialist or Police PIO
- Police Chief or designee
- Public Works Director or designee
- Director of Housing and Community Development or designee
- Director of Recreation Department or designee
- Finance Director or designee

The City Manager or designee will serve as the TP EOC Manager and is responsible for:

- Establishing and promulgating emergency policy decisions.
- Providing strategic direction and priorities for field operations.
- Providing direction to departments performing emergency activities.
- Authorizing issuance of public evacuation recommendations.
- Resolving resource and policy issues.
- Staffing and operating the TP EOC.

Operations within the TP EOC will be organized and conducted with established operational procedures, checklists, and job aids.



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Direction and Control

Most emergency situations will be handled routinely by the City Police Department and Montgomery County Fire and Rescue Services. In large-scale emergency situations, emergency management activities will be coordinated at the TP EOC, thus allowing the IC and staff to concentrate on essential on-scene tasks.

Public Information

During an emergency situation, it is essential that the public be provided with timely, accurate, and clear information on any protective measures that needs to be taken. The department responsible for on-scene incident command will include a PIO as part of the ICP staff who will be responsible for coordinating on-scene public information functions.

For small-scale emergency operations involving only one agency or the Montgomery County Fire and Rescue Service and the City of Takoma Park or Montgomery County Police Departments, the on-scene IC determines the need for notifications, and all public information is coordinated through the lead response agency's PIO. Whenever City of Takoma Park Police, Montgomery County Police Department, and Montgomery County Fire and Rescue or other departments designate an on scene PIO, that individual will coordinate release of information with the IC and appropriate department directors.

When a local emergency is declared and/or upon activation of the TP EOC, the City Manager, Communications Specialist or other designee will serve as the primary source of contact for release of information to the media. This does not preclude emergency personnel from responding to media inquiries on the scene per department operating procedures. The City will coordinate with Montgomery County to develop a consistent message to deliver to the public during an emergency response. The Montgomery County PIO is the primary agency for establishing and staffing a Joint Information Center (JIC) as described in the Montgomery County ESF #15 (External Affairs) Annex.

The Communications Specialist will report to the TP EOC when activated and assume responsibility for emergency public information. The Communications Specialist will



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be provided assistance by other departments with technical expertise in preparing appropriate protective action guidance and other emergency related information. The Communications Specialist will coordinate the release of information over the government access cable channel and other media outlets as appropriate. The Communications Specialist or Police PIO will arrange briefings to the media as appropriate.

The State or County EOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. State or County-level emergency public information may be broadcast by the Emergency Alert System (EAS) and/or Wireless Alerts System (EAS). This will supplement information provided by the National Weather Service.

Continuity of Operations (COOP)

A major incident or emergency could include death or injury of key City officials, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the government. It is essential that law and order be preserved and government services maintained.

Continuity of leadership and government services is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. A key aspect of this control is the continued capability to communicate official requests, situation reports, and other emergency information throughout the event.

The Letter of Agreement to this plan includes a provision that all departments maintain a department-specific COOP Plan, according to standards and updates issued by EPM and the City of Takoma Park COOP. The COOP will address the following:

- Line of succession for department leadership.
- Pre-delegation (in writing) of emergency authorities to key officials.
- Provision for the safeguarding of vital records and systems.
- Provision for the protection of facilities and personnel.
- Provision for relocation to the alternate operating facility as necessary.



Mutual Aid and Memoranda of Understanding

The City coordinates the deployment of emergency resources with neighboring jurisdictions under established mutual aid agreements. Emergency resources may be sent from Takoma Park to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, as directed by the City Manager or designee when it's determined that such assistance is necessary and feasible.

The City of Takoma Park has adopted the NCR Mutual Aid Agreement that provides a framework for mutual aid among the NCR jurisdictions. Requests for mutual aid assistance under the auspices of this agreement will be coordinated by the TP EOC in coordination with the Montgomery County OEMHS or County EOC as appropriate.

The City has also adopted the Statewide Mutual Aid Agreement operated by MEMA as a supplement to day-to-day local mutual aid agreements. Requests for statewide mutual aid will be coordinated by the TP EOC in coordination with Montgomery County.

City departments may establish additional local mutual aid agreements as necessary to carry out their assigned roles and responsibilities following a disaster or emergency.

Resource Ordering and Management

The following are sources or potential sources for resources that may be available to the City in responding to disasters and emergencies:

- Personnel, equipment, and facilities belonging to the City of Takoma Park.
- Resources available from Montgomery County and other neighboring jurisdictions through local mutual aid agreements.
- Resources available from the private sector through acquisition/purchasing.
- Resources of the State of Maryland including the National Guard.
- Mutual aid available from other Maryland jurisdictions through the Maryland Emergency Management Assistance Compact (MEMAC).
- Mutual aid resources from other states through the Emergency Management Assistance Compact(MEMAC).



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- Resources available from the Federal government under the National Response Framework.
- Donations, whether monetary or volunteer workers.

As an emergency escalates beyond the capabilities of the City, requests for assistance from the County may be coordinated.

If City resources are exhausted, the TP EOC will submit the request to the State or request mutual aid assistance from outside jurisdictions within the State or other local jurisdictions within the National Capital Region. Note that this provision does not apply to existing “automatic” aid/mutual aid agreements.

All City requests for outside assistance must be made to the TP EOC when a “Local State of Emergency” exists, so that city-wide requests can be tracked and prioritized.

The City of Takoma Park Police, Montgomery County Police and Montgomery County Fire and Rescue Service have standing inter-department agreements and MOUs which are practiced daily. During initial operational periods, these agreements will be utilized to the extent resources are available and will be coordinated through the respective ECCs. Beyond this, the Police Department and Fire and Rescue Service have additional mutual aid agreements with regional and state partners which are accessible through the Montgomery EOC. Non-governmental agency resources and state and federal resources are accessed through the TP EOC per established procedures.

If State resources are exhausted, MEMA will request outside assistance from the Federal government provided that a Federal declaration of an emergency or major disaster is in place.

Support by military units may be requested through the State EOC provided that a Governor State of Emergency Declaration including Takoma Park is in place. Military forces, when made available, will support and assist local agencies, and may receive from the City Manager or his/her designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

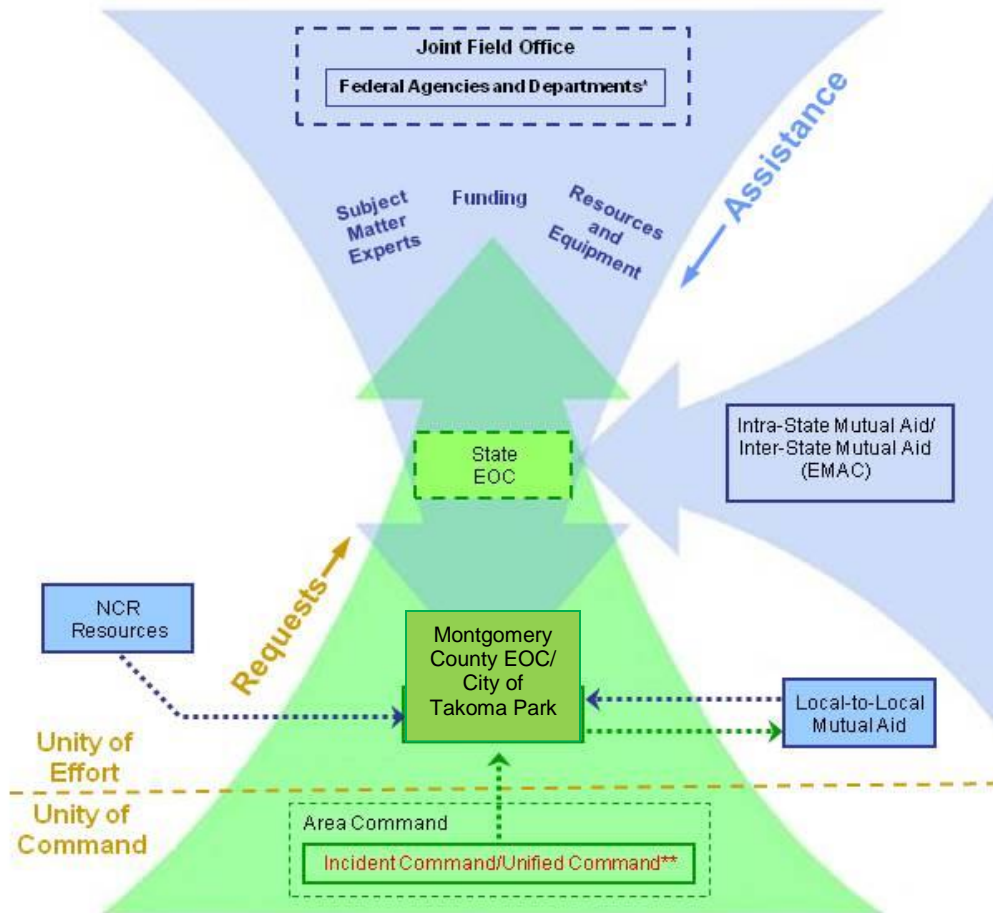
The figure below depicts the flow of resource requests and assistance during significant events when state and federal resources are available through the appropriate emergency and disaster declarations.



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Flow of Requests and Assistance During Large Scale Incidents



*Some Federal agencies (U.S. Coast Guard, EPS, etc.) have statutory responsibility for response and will not use this system to obtain resources.

**Command function



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Evacuations

The City of Takoma Park is susceptible to both natural and man-made events such as floods, hurricanes, and hazardous material incidents that may necessitate an evacuation of nearby residents, businesses, and other facilities in order to save and protect lives. Evacuations may not always be the best option and City officials or the on-scene IC may instead order the affected populations to shelter in place. However, emergency situations such as a major fire, transportation accident, hazardous material incident, or localized flooding may require an evacuation of the City residents.

The City has the primary responsibility for ordering an evacuation and ensuring the safety of its citizens. The decision to evacuate will depend on the type of hazard; its magnitude, intensity, duration, and anticipated time of occurrence, assuming it hasn't already happened.

The on-scene IC may implement an evacuation as necessary to save lives or may establish a zone around the impacted or potentially impacted area that may require evacuation. The IC will request assistance from City departments, as required, to provide notification, traffic management and control, and other support as necessary. Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio, television, and other available media outlets.

The primary means of transportation for evacuees will be by privately owned and operated motor vehicles. City transportation resources may be utilized to provide supplementary transportation for those in need, including special needs populations.

Depending upon the scope and magnitude of the incident, a Unified Command including Montgomery County Fire and Rescue Service and the City Police may be established to coordinate notification to residents and businesses, and to provide direction for the orderly evacuation of the affected area. If the nature of the incident is escalating rapidly or if large areas are impacted, the TP EOC may be activated to support the IC.



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In the event that emergency shelters will need to be established to support evacuations the City will request support from Montgomery County to establish and operate the shelter(s) as appropriate.

Access and Functional Needs

Residents or visitors who have medical or functional needs may require assistance during an emergency. People with medical needs are those who have a health condition and cannot function independently in a shelter or evacuation center. They may also require assistance in performing daily living activities and/or require care for the monitoring of a health condition. Physical conditions that require equipment that uses electricity may come under this definition, even though the individuals may normally perform daily living activities without human help. People with functional needs are considered to be vulnerable, at-risk, or hard to reach in the event of an emergency, but are not necessarily medically dependent.

Each group will have unique needs during an emergency and thus require communication, registration, transportation, and sheltering strategies designed to meet their needs prior to and in the event of an emergency. The City will assist individuals and agencies who serve these populations to facilitate the delivery of service to the best of their ability at the time on an incident, based upon the resources available at the time. The City may provide transportation and facilities when necessary during emergency situations.

Animal Protection

The City of Takoma Park recognizes that companion animals are also victims of emergencies and disasters – and that a high degree of commitment exists between people and their animals. Frequently, citizens' 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 City's overall evacuation strategy. Companion animals will not be permitted in mass care shelters operated by Montgomery County Department of Health and Human Services except for service animals that accompany



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citizens with functional needs or if a co-located animal shelter is established. City residents are expected to plan for the care of their pets in the event of a disaster or emergency.

Transition to Recovery

Although there is no clear line between the response and recovery phases, the command and control, coordination, and resources to serve disaster victims transitions from immediate needs to a more deliberative process of program delivery. Recovery activities may include coordination with the State and Federal government for administering State and Federal assistance.

Generally, the termination of the local declaration of emergency and/or the closing of the TP EOC will signal the formal transition to the recovery phase. The City Manager or designee is the lead for recovery and will assume incident command as appropriate.

Recovery Operations

As the immediate threat to life, property, and the environment subsides, the rebuilding of the City of Takoma Park will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the operational area. Recovery operations may begin concurrently with response operations or may represent a continuation of actions initiated during the response phase. The City of Takoma Park will coordinate with Montgomery County for all recovery operations.

Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during the response phase and will focus on rapid debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the existing command and ESF structures established by this plan will be used to manage short term recovery.



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Long-term recovery includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration, or reconstruction of public facilities, and recovery of disaster response costs. This part of the EOP will focus on long-term recovery.

The major objectives of long-term recovery include:

- Coordinate delivery of social and health services.
- Improve land use planning.
- Restore local economy to pre-disaster levels.
- Recover disaster response costs.
- Effectively integrate mitigation strategies into recovery planning and operations.

The City Manager or designee, supported by the EPM, is the lead for coordinating recovery operations and developing a plan for long term recovery. Strategies for implementation within the recovery plan will incorporate appropriate mitigation actions, and will maximize the use of available State and Federal assistance.

The City of Takoma Park may be eligible to apply for reimbursement of disaster-related expenses by the Federal government. It is critical that departments document disaster-related expenditures in accordance with guidance provided by the Finance Director.

Recovery assistance that will be available will depend upon whether or not the City is included in a State and/or Federal emergency or disaster declaration. In the event there is no State or Federal declaration, recovery assistance will include what is provided through City departments and various voluntary organizations.

The disaster recovery process may continue for an extended period of time depending upon the scope and magnitude of the incident, and the complexity of the recovery process.

Generally, the termination of the local declaration of emergency and/or the closing of the TP EOC will signal the formal transition to the recovery phase. Incident Command will transition, if needed, to the City Manager or designee as response and short-term recovery operations are completed.



Disaster Assistance Programs

The types of disaster assistance will vary depending upon the level of emergency and/or disaster declarations. Disaster assistance programs are designed to meet the needs of four distinct groups: individuals and families, businesses, governments, and nonprofit organizations.

- Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending upon the extent of the damage. The State Recovery Task Force program assists the local government to ensure that needed assistance is provided to disaster victims.
- The Small Business Administration (SBA) provides loans to many types of businesses, and can provide assistance with both physical and economic losses as the result of a disaster of emergency.
- Funds and grants are available to government and certain nonprofit organizations to repair, reconstruct, and mitigate the risk of future damage. The Commonwealth Emergency Relief for Localities program is designed to assist local governments that suffer uninsured damages to public property.
- Under a Presidential Major Disaster Declaration, individuals, businesses, and the county may be eligible for a variety of Federal disaster assistance programs.
- Assistance for individuals and families is also provided by a wide variety of voluntary relief organizations including, among others, the American Red Cross and the Salvation Army.

FEMA Public Assistance Program

- The FEMA Public Assistance Program requires a local emergency declaration, a state of emergency proclamation, and a Federal declaration of a major disaster that specifically authorizes public assistance for the City of Takoma Park.
- This program provides public assistance to state agencies, local governments, political subdivisions of local governments, and certain private nonprofit organizations.



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- This assistance can cover debris removal and/or emergency protective measures taken during the response phase, as well as repair and restoration of damaged facilities. It also includes certain mitigation actions. The Public Assistance program consists of two types of work: Emergency and Permanent. Emergency Work has two categories, while Permanent Work has five, as detailed in below:

Public Assistance Categories of Work

Emergency Work

Category	Definition
A- Debris Removal	Provides for removal of debris and wreckage resulting from a major disaster or emergency. Eligible work includes debris removal from public roads and streets, including rights of way, other public property, and, in special cases, private property.
B- Emergency Protective Measures	Provides reimbursement for emergency protective measures to save lives, remove health and safety hazards, and protect property.

Permanent Work

Category	Definition
C- Road Systems	Roads, bridges, traffic controls, streets, and culverts.
D- Water Control Facilities	Dikes, levees, dams, drainage channels, and irrigation systems.
E - Public Buildings and Equipment	Public buildings, supplies or inventory, vehicle or other equipment, transportation systems, and higher education facilities.
F- Public Utilities Systems	Storm-water drainage systems, sanitary, sewer, light, and power facilities.
G- Other	Parks and recreational facilities.

- The Public Assistance program is administered by MEMA in coordination with FEMA. A grant is provided to the State and sub-grants are authorized to eligible applicants within the State.



FEMA Individual Assistance Program

The purpose of the Individual Assistance Program is to serve individuals and families affected by the disaster. This program requires that a Federal major disaster declaration is in effect, and that the Individual Assistance Program has been authorized for the City.

This Program is jointly administered by MEMA and FEMA and is designed as a supplement to other assistance that may be available, such as private insurance or disaster assistance loans offered through the Small Business Administration.

Individual Assistance may be available to individuals and households, and can be in the form of a grant, temporary housing (such as travel trailers), low interest loans, services (such as crisis counseling), and eligibility for programs not normally available unless there is a Federal disaster declaration. Individuals register to receive Federal disaster assistance by calling the FEMA toll-free “tele-registration” number.

State and Federal officials may establish one or more Disaster Recovery Centers (DRC) within a Federally-declared jurisdiction where one-on-one assistance can be provided to disaster victims. DRCs are typically located in public buildings and provide for face-to-face interaction between disaster victims and representatives from Federal, State, and local government with resources to provide direct assistance and appropriate referrals. The EPM will coordinate support as necessary from the City necessary to establish and operate a DRC.

Unmet Needs

- Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from the local jurisdiction, state, or Federal agencies due to the victim’s ineligibility for such services or goods. During the recovery phase, a collaborative effort is established between the government and the private nonprofit community to address the issue of unmet needs.



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- During the recovery phase, the Department of Housing and Community Development will establish an Unmet Needs Coordination Committee to address this issue. The purpose of this committee will be to identify and resolve emergency and long-term disaster-related unmet needs that cannot be met through traditional programs or resources. Coordination with county and non-profit agencies may be needed to address the issue as well.

After-Action Review

After-action reviews are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, they need to be identified and documented.

- All departments will participate in the after-action review process and submit issues and recommended solutions to EPM for review and consolidation.
- In consultation with the City Manager, the EPM may schedule and facilitate an after-action review to verify and document issues for further review and corrective action.
- The EPM will prepare and issue a formal after-action report for any incidents conducted under the EOP.

Corrective Actions

The after-action review process will be used to identify issues for corrective action. Corrective actions will be assigned to specific departments by the City Manager for review and resolution. The EPM will manage the corrective action program by documenting issues and tracking the status of resolution.

- Assigned departments are responsible for developing recommended solutions and timelines for approval of the City Manager.
- Open actions will be reviewed quarterly.



Hazard Mitigation

General

The primary goal of mitigation is to reduce loss of life and property by lessening the impact of disasters. This is achieved through regulations, local ordinances, land use and building practices, and mitigation projects that reduce or eliminate long-term risk from hazards and their effects. Mitigation, by reducing the impacts of a disaster, will also lessen the demand for resources in the event of another disaster.

In the event of a Federal declaration of a major disaster, the City may be eligible to apply for hazard mitigation assistance under the Federal Hazard Mitigation Grant Program (HMGP). The HMGP provides grants to State and local governments to implement long-term hazard mitigation measures following a major disaster declaration.

In addition, if the City of Takoma Park is included in a Federal major disaster declaration that includes public assistance, hazard mitigation funding may be available through the Public Assistance Program under Section 406 of the Robert T. Stafford Act.

Departments engaged in repair and restoration work should consider mitigation methods that will prevent or reduce damage in future incidents for potential funding as part this program. The Public Assistance Program is managed by FEMA. Eligible applicants include State agencies, local governments, and private nonprofit organizations which own or operate facilities providing essential government services.

The EPM is responsible for coordinating City department participation in post-disaster hazard mitigation activities. Departments involved in these activities will vary according to the specifics of each event.

Project Eligibility

To be eligible for the HMGP, a project must:

1. Conform to the State Hazard Mitigation Plan.
2. Conform to environmental, historical, and economic justice issues.
3. Provide a long-term solution.



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4. Demonstrate cost effectiveness.
5. Comply with program regulations.
6. Be consistent with overall mitigation strategies.

HMGP Process

The HMGP, when authorized under a Federal disaster declaration, is managed by the State Hazard Mitigation Officer (SHMO). The SHMO, in coordination with other State departments and agencies, develops a mitigation strategy as an update to the State hazard mitigation plan. The strategy identifies mitigation opportunities and establishes priorities for funding.

- The grant application process may be announced through press releases and applicant briefings scheduled by the SHMO.
- The EPM will contact all departments for post-disaster mitigation activities and notify them of their role in these operations.

Training and Exercises

General

A comprehensive training and exercise program is essential for the effective implementation of the EOP. The EPM is responsible for the overall coordination of disaster related training and exercises within the City.

Each department with assigned roles and responsibilities in this Plan will ensure that staff members are trained for their emergency roles and responsibilities and provided the opportunity to participate in exercises. Departments will maintain a roster of trained staff.

Primary agencies for the Emergency Support Functions will develop and conduct ESF-specific training and exercises.



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Training

The following courses are required for all department representatives to the TP EOC as well as other department personnel with emergency roles and responsibilities:

1. FEMA Independent Study (IS) 100 – Introduction to the Incident Command System.
2. FEMA Independent Study (IS) 200 – ICS for Resources and Initial Action Incidents.
3. FEMA IS 700 – Introduction to the National Incident Management Systems.
4. FEMA IS 800 – Introduction to the National Response Framework.

The following course is required in addition to above for all department representatives to the TP EOC acting in leadership role within the TP EOC.

5. Web based Emergency Operations Center training. The current software being used by Montgomery County

Recommended courses but not mandatory unless acting as the Incident Commander

6. ICS 300 – Intermediate ICS (classroom training).
7. ICS 400 – Advanced ICS (classroom training).

ICS 300, ICS 400 are offered throughout the NCR by other local jurisdictions at no cost to the participants.

Additional class recommendations can be found in Section 3.

FEMA Independent Study courses can be completed on-line or by mail at no cost.

Information is available at the FEMA website (www.fema.gov).

Exercises

The City of Takoma Park will exercise the EOP on an annual basis. When practicable, City exercises will be conducted in conjunction with Montgomery County.

Exercises will be evaluated so that shortcomings in the plans, training, coordination, and operational procedures can be identified and corrected through the Takoma Park Corrective Action Program.



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The City of Takoma Park exercise program will be conducted in compliance with the Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) and will incorporate, as appropriate, the following types of exercises:

1. **Orientation Seminar:** A low stress, informal discussion in a group setting with or without simulation. An orientation seminar is used to provide information and introduce people to policies, plans, and procedures.
2. **Workshop:** A workshop is similar to a seminar but is used to build a specific product such as a draft plan, policy, or operational procedure.
3. **Drill:** A coordinated, supervised exercise used to test a single specific operation or function (e.g. notification procedures). A drill may include the deployment of personnel and equipment.
4. **Tabletop Exercise:** A facilitated group analysis of an emergency scenario in an informal stress-free environment. A tabletop exercise is designed to examine operational plans, identify potential problems and provide for in-depth problem solving.
5. **Game:** A game is a simulation of operations that often involves two or more teams in a competitive environment, using rules, data and procedure designed to depict an actual or assumed real life situation.
6. **Functional Exercise:** A fully simulated interactive exercise that tests the capability of an organization to respond to an event. A functional exercise may take place in the TP EOC or other locations and focuses on the coordination of multiple emergency functions and organizations. A functional exercise strives for realism, but does not include the deployment of equipment and personnel.
7. **Full Scale Exercise:** A simulated emergency event that is as close to reality as possible. A full scale exercise involves all emergency response functions and requires the full deployment of personnel and equipment.

The EPM will develop and maintain a Training and Exercise Plan that will include the scheduled training and exercise activities for the City.



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Acronyms

AC	Area Command
ARES	Amateur Radio Emergency Service
CAO	Chief Administrative Officer
COOP	Continuity of Operations
DHS	Department of Homeland Security
DoD	Department of Defense
DRC	Disaster Recovery Center
EAS	Emergency Alert System
ECC	Emergency Communications Center
EMAC	Emergency Management Assistance Compact
EMAP	Emergency Management Accreditation Program
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPM	Emergency Preparedness Manager
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IS	Independent Study
JIC	Joint Information Center
LOA	Letter of Agreement
MACC	Multi-agency Coordination Center
MDW	Military District of Washington
MOU	Memorandum of Understanding
MWCOG	Metropolitan Washington Council of Governments
NCR	National Capital Region
NDMS	National Disaster Medical System
NIMS	National Incident Management System



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NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NTSB	National Transportation Safety Board
NWS	National Weather Service
OCME	Office of the Chief Medical Examiner
OEMHS	Office of Emergency Management and Homeland Security
OSC	On-scene Coordinator
PDA	Preliminary Damage Assessment
PEPCO	Potomac Electric Power Company
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
REACT	Radio Emergency Associated Communications Teams
RECP	Regional Emergency Coordination Plan
RICCS	Regional Incident Communication and Coordination System
SBA	Small Business Administration
SHMO	State Hazard Mitigation Officer
TP	Takoma Park
UC	Unified Command
WSSC	Washington Suburban Sanitary Commission



Section 2 – Emergency Support Function Annexes

Takoma Park as the primary

Emergency Support Function #1 – Transportation

Emergency Support Function #2 – Communications

Emergency Support Function #3 – Public Works and Engineering

Emergency Support Function #5 – Emergency Management

Emergency Support Function #13 – Public Safety and Security

Emergency Support Function #14 – Long-term Community Recovery

Emergency Support Function #15 – External Affairs

Emergency Support Function #17 – Damage Assessment

Montgomery County as the primary

Emergency Support Function #4 - Firefighting

Emergency Support Function #6 - Mass Care, Emergency Assistance, Housing, and Human Services Annex

Emergency Support Function #7 – Resource Support and Logistics

Emergency Support Function #8 – Public Health and Medical Services

Emergency Support Function #9 – Search and Rescue

Emergency Support Function #10 – Oil and Hazardous Materials Response

Emergency Support Function #11 – Agriculture and Natural Resources

Emergency Support Function #12 - Energy

Emergency Support Function #16 – Volunteer and Donations Management



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Section 3 – Functional Annexes

Damage Assessment Annex

Training and Exercises Annex



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Section 4 – Incident Specific Annexes

Severe Weather Annex