

PRINCE GEORGE'S COUNTY

2022 EMERGENCY OPERATIONS AND RECOVERY PLAN



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Foreword

The Office of Homeland Security (OHS) coordinates the Prince George's County emergency management program to prepare, prevent, plan, respond and recover from all-hazard events so that County residents can work, live, and grow in a healthy and safe community. The Prince George's County Emergency Operations Plan (EOP) outlines how Prince George's County government accomplishes this mission and complies with and implements the requirement of the Public Safety Article, § 14-101, et. seq. of the Annotated Code of Maryland to protect the lives and property of the citizens of the County and its visitors.

This Plan is the result of collaborative efforts among OHS and the many other County departments, offices, community partners, private utility service providers that have assigned roles and responsibilities throughout the County Coordinating Functions (CCFs) in this Plan. The final plan incorporates comments and suggestions received from a variety of stakeholders including many cooperating organizations that provide critical support to the County during times of disaster.

This plan fulfills the State of Maryland's requirement for the County 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 County standard for emergency response operations, as adopted by Prince George's County.

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

Prince George's County is committed to nondiscrimination based on disability in all County programs, services, and activities. Reasonable accommodations will be provided upon request. For more information, call the Office of Homeland Security at (301)-324-4400.



Letter of Promulgation

The provisions of Title 17 'The Public Laws of Prince George's County,' Subtitle 6 'Emergency Management,' designate the authority of the County Executive to plan for, and direct the use of, county personnel and resources, and to request assistance from other organizations as necessary for the welfare and benefit of county citizens during times of public emergency. In efforts to execute emergency responsibilities, the following Emergency Operations Plan is hereby promulgated.

Approved:



County Executive

Concur:



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Letter from Director Ronald E. Gill, Jr.

Mission

It is the mission of Prince George's County Office of Homeland Security to plan, prevent, prepare, and protect against natural and man-made hazards that may threaten, disrupt, or harm our communities, economy, and institutions and to effectively manage and coordinate the County's unified response and recovery from the consequences of such disasters.

County Planning Vision, Goals, Objectives

- Our vision encompasses a comprehensive emergency management program that incorporates prevention, mitigation, protection, preparedness, response, and recovery to promote disaster-resilient communities.
- Our goal is to have an emergency management program that meets or exceeds standards established by the National Preparedness Goal and the National Capital Region's Strategic Plan.
- Our objectives include:
 - To have an EOP that is in full compliance with all State and Federal guidelines and standards so that Prince George's County emergency and recovery operations are conducted in a nature envisioned by the National Incident Management System, *National Response Framework*, and the *National Disaster Recovery Framework*.
 - To coordinate County plans, public information, resources, and emergency operations support to minimize harm to residents, employees, and visitors in Prince George's County before, during, and after emergencies.
 - To coordinate services, protection, and contingency plans for sustained or restored County operations in designated and appropriate facilities.

Prince George's County Emergency Management Program

Prince George's County maintains a comprehensive emergency management program through OHS which provides emergency planning, guidance, and support to the other County departments and agencies on a 24-hour, 7-days basis. The program is responsible for managing a range of County initiatives, community resilience activities, emergency planning, and emergency management services that promote community preparedness. In addition, the program maintains an array of redundant and interoperable information management systems that provide real-time awareness and community notification and warning throughout the County. Major functions of the program include coordination with major County fire, police, and emergency medical service efforts, public safety communications, hazard mitigation planning, shelter operations, and County evacuations.

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Ronald E. Gill, Jr., Director
Office of Homeland Security

Questions or comments concerning this document should be directed to:
Office of Homeland Security
7915 Anchor Street
Landover, Maryland 20785
(301)-324-4400

Executive Summary

The Prince George's County Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a comprehensive framework for the response and recovery from major emergencies and disasters within the County. The EOP is activated and implemented by the Office of Homeland Security (OHS) when it becomes necessary to mobilize resources identified herein to save lives and protect property and infrastructure. The EOP incorporates the National Incident Management System (NIMS) as the County standard for incident management and reflects other formal planning guidance and doctrine such as the *National Response Framework* (NRF), Third Edition, and the *National Disaster Recovery Framework* (NDRF), Second Edition.

The Prince George's County EOP defines the actions that Prince George's County government departments, agencies, offices, and municipal representatives will perform to provide local coordinated support, resources, public information, and information-sharing with State and Federal agencies and other non-governmental organizations (NGOs) in the event of a significant emergency or disaster. This EOP also provides Prince George's County with a framework to manage local disaster recovery programs and operations, including actions to be taken during the transitions from response to short-term, intermediate, and long-term recovery.

Through County Coordinating Function (CCF) annexes, the EOP assigns roles and responsibilities to County departments, agencies, and municipalities for use in responding to disasters or emergencies. The EOP is not intended as a standalone document, but rather establishes the basis for a more comprehensive planning process by the individual CCF. The EOP is intended to be used in conjunction with one or more department and agency plans and operating procedures.

The successful implementation of this EOP is contingent upon a collaborative planning approach with a range of County stakeholders. This EOP recognizes the significant role these partner agencies and organizations perform during and after emergencies and disasters, their specific roles and responsibilities are also included in the EOP.

The Emergency Operations and Recovery Plan is organized into five sections. Section I is the Introduction which establishes the Prince George's County planning process and defines Prince George's County's Emergency Management Program. Section I contains background information on Prince George's County including hazard identification and summary information.

The core of Section II is the concept of operations subsection that prescribes how the County will respond to large scale incidents and disasters. Within the Basic Response Plan, delegations of authority to on-scene commanders, the Director of the Office of Homeland Security, and department and agency directors are clearly defined. The Incident Command System (ICS) is established as the County standard for organizing incident response based upon the impact, scope, and magnitude of the incident. The County Emergency Operations Center

(EOC) may be activated to serve as the centralized direction, coordination, and support facility for response and recovery activities within Prince George's County. The EOC also serves as the County coordination center with the Maryland Department of Emergency Management (MDEM) Statewide Emergency Operations Center (SEOC) and the Maryland Joint Operations Center (MJOC) to access State and Federal assistance.

Section III is the concept of operations subsection that prescribes how the County will recover from major incidents. The Basic Recovery Plan provides a framework to manage recovery operations following a disaster that impacts the County. The Basic Recovery Plan is intended to serve as a guide to assist with decision-making on handling local recovery operations that will meet the specific circumstances of the disaster, as well as detailed steps for enacting recovery components and addressing anticipated challenges. All participating organizations and stakeholders will find relevant information to recovery operations in this Plan, including common operating picture concepts, overarching principles, recovery organizations, and post-disaster recovery planning strategies.

Section IV provides an overview of each of the CCF Annexes established by the EOP and their integration into the response and recovery process. This section defines the structure, common elements, and basic content of each function as well as a brief concept of operation. Supporting data and references to other plans and operating procedures are included as appropriate. Each CCF has a designated primary agency that is responsible for maintaining the annex and developing cooperating plans and procedures in coordination with their designated support agencies. During activation of the EOC, the primary agency is responsible for coordinating all activities within the scope of the CCF.

Section V contains the Appendices and additional resources. This section provides a County profile, sample form formats and references, a glossary that provides definitions of key terms and facilities that are addressed by this EOP, and a listing of acronyms included in the document.

Purpose

This EOP defines the actions taken by Prince George's County government departments, offices, and municipal representatives to provide coordinated support, resources, public information, and to coordinate with State and Federal agencies and other NGOs in the event of a significant disaster or emergency.

Scope

The Prince George's County EOP encompasses the following:

- Provides concept of operations and organizational roles and responsibilities for incidents within the County resulting in a local emergency or recommended Federal declaration; however, it is not limited to only these types of incidents or (un)planned events;
- Applies to Prince George's County departments, agencies, offices, and cooperating partners that have identified roles and responsibilities within the EOP;
- Establishes authority for direction and control of emergency response and recovery operations;
- Is countywide in scope and includes coordination and support to the incorporated towns and cities within Prince George's County;
- Defines and assigns emergency roles and responsibilities to organizations and key positions for managing response and recovery operations in the County; and
- Embraces a whole community approach to emergency management, incorporating all partners, populations, and communities in Prince George's County.

Intended Audience

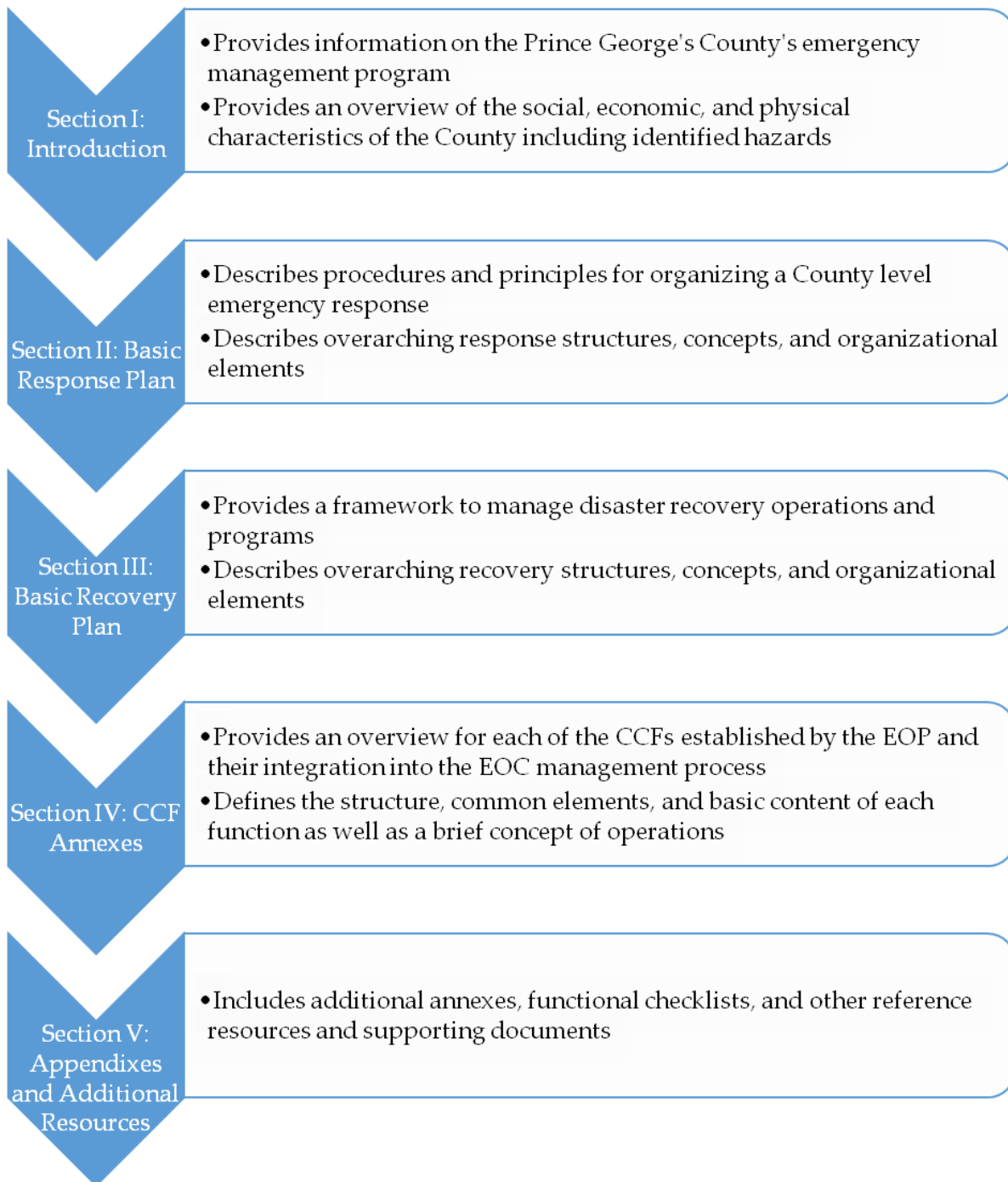
This Plan is intended primarily for Prince George's County officials, agencies, and partners who will be directly involved in implemented incident or disaster response and recovery operations. This document may be of interest to County residents, regional stakeholders, partners, and all levels of government throughout the State of Maryland who may have an interest or role in a local emergency or disaster response and recovery in the County.

Occupational Health

The safety of Prince George's County personnel is paramount during emergency operations. All applicable standards for occupational health and safety are rigorously followed by all agencies and departments within the County. Written policies on occupational health and safety are routinely provided to all County staff.

Plan Organization and Format

The Prince George's County EOP adopts an all-hazards combined consequence management approach that outlines tasks and organizational responsibilities for Prince George's County agencies and departments through a CCF structure when responding to and recovering from major incidents and disasters within the County. This EOP includes five (5) primary sections: Introduction, the Basic Response Plan, the Basic Recovery Plan, CCF Annexes, and Appendices/Additional Resources.



Planning Process

The EOP was completed in four phases through a comprehensive approach that involved collaboration with local stakeholders and input throughout the County. **Table 1** below displays the steps that were taken to develop the EOP.

Table 1: Planning Process Key Steps

Planning Phase	Components of Each Phase
Phase I - Development of the EOP	<ul style="list-style-type: none"> • The planning team developed drafts of new CCFs that would supplant the previous Emergency Support Functions (ESFs) while also absorbing recovery roles and functions; • Contacted primary and supporting agency leaders to announce the development of this EOP, detail the planning process, and request their presence at upcoming meetings; • Conducted meetings with all primary agencies to develop their respective CCF(s); • Offered meetings with all support agencies; submitted CCF annex drafts for comments from all support agencies; and • Briefed County leadership on the planning process once the draft of the plan had taken shape.
Phase II - Refinement Period	<ul style="list-style-type: none"> • Presented to the Local Emergency Planning Committee for review and feedback. Provided an additional review and comment period for all primary and support agencies; • Conducted an adjudication and modification period based on observations and comments provided; and • Continued to edit all draft documents for formatting and grammatical issues and made modifications where appropriate;
Phase III - Training and Exercise Period	<ul style="list-style-type: none"> • OHS, primary agencies, and support agencies conducted a few trainings, table-top exercises, and functional exercises using the EOP draft.
Phase IV - Determination Period	<ul style="list-style-type: none"> • Prepared for distribution to all primary agencies, supporting agencies, and cooperating partners.

Planning is the first and most important step in developing a successful and practical EOP. An effective planning process reduces the time required to generate a plan, increases the longevity of the plan, and fosters inclusivity and communication between emergency operations personnel and planning partners. In addition, the planning process sets the tone for the development of any emergency management program's overall preparedness. The value of planning rests in its proven ability to influence events before they occur and in its indispensable contribution to the unity of effort.

The OHS utilizes an all-hazards, combined consequence planning methodology that adopts principles and processes from the Maryland Plan Development Process (MPDP), Comprehensive Preparedness Guide (CPG) 101 and 201 to guide and inform planning processes. All-hazards planning is based on the premise that consequences of disasters are the same regardless of the hazard, further, most of the functions performed during emergencies are not hazard-specific. **Figure 3** illustrates the stages of the six-step planning process¹.

Figure 3: Six step planning process



The OHS ensures that all County stakeholders have an opportunity to participate in the development of the EOP and that the EOP is based on the best information available. To this end, the Prince George's County planning process is based on the following principles:

- Planning should be community-based, representing the whole community and their needs;
- Planning considers all hazards and threats;
- Planning should be flexible and scalable to address traditional to catastrophic incidents;
- Effective plans tell those with operational responsibilities what to do and why;
- Planning should focus on the process, not the product.

¹Federal Emergency Management Agency, 2010. *Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide 101, Version 2.0*. Retrieved from http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf.

Plan Exercises and Training

The OHS is responsible for the overall coordination of emergency management training and exercises. The OHS manages the training and exercise program on behalf of the Director of Homeland Security.

Each department and agency assigned roles and responsibilities in the County EOP will ensure that staff members are trained for their emergency roles and responsibilities and provided the opportunity to participate in exercises as appropriate.

CCF primary agencies, in partnership with OHS, will develop and conduct specific training and exercises in cooperation with their designated support agencies. Each department and agency will maintain a roster of trained personnel with EOC responsibilities.

The OHS continuously monitors emergency management-related training offered at the State, regional, and Federal levels and disseminates appropriate information to County departments and agencies. Training courses conducted by OHS and primary CCF agencies will be evaluated to identify areas for improvement and future training needs.

Required Training

The following courses are requirements for all department and agency representatives to the EOC:

- WebEOC Basic – classroom training offered through OHS;
- Federal Emergency Management Agency (FEMA) Independent Study (IS)-100 – Introduction to the Incident Command System and IS-700 – Introduction to the National Incident Management System (NIMS);
- Prince George’s County EOC Training Seminar;
- Annual participation in EOC exercises or activations; and
- Monthly WebEOC drills – online training offered by OHS.

Exercises

The Homeland Security Exercise and Evaluation Program is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. HSEEP intends to provide a common exercise policy and program guidance capable of constituting a national standard for all exercises.

Plan Maintenance

The Prince George's OHS is responsible for developing, maintaining, and distributing the Prince George's County Emergency Operations Plan. The Plan will be reviewed periodically as required to incorporate new State, Federal and regional guidelines, or directives and/or to improve operations or 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 statute or regulation. All requests for changes will be submitted to OHS for coordination, recommendation for approval, and distribution.

Primary County agencies and departments of CCFs are responsible for maintaining and updating their assigned CCF annexes and functional annexes. The CCFs and annexes should be reviewed annually and/or after each activation of the EOP. Proposed changes or updates to the CCFs will be coordinated with all other Support agencies before submission to OHS.

Any County department or agency may propose and develop a change to the EOP and is encouraged to do so. Proposed changes to the EOP by a department or agency must be submitted in writing as approved by the respective department head.

The OHS maintains the responsibility to provide the annual review and update of the EOP. The annual update is submitted to the County Executive and County Council for review and approval. The OHS will provide copies of the EOP to all County departments and agencies, MDEM, and other partner organizations as needed.

[illegible]

Laws and Authorities

Federal

- a. Federal Civil Defense Act of 1950, § 81-950 as amended;
- b. Robert T. Stafford Disaster Relief and Emergency Assistance Act, § 93-288, as amended;
- c. “Emergency Management and Assistance,” Code of Federal Regulations, Title 44;
- d. Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents (February 2003);
 - I. National Response Framework (NRF) (January 2008, amended 2013, 2016, 2018);
 - i. National Incident Management System (March 2004, updated 2008, 2017);
 - II. National Disaster Recovery Framework (September 2011, amended June 2016);
- e. Intelligence Reform and Terrorism Protection Act of 2004, § 108-458, Section 7302;
- f. Presidential Policy Directive 8 (PPD-8) (March 2011);
- g. Pets Evacuation and Transportation Standards Act of 2006, § 109-308;
- h. Post-Katrina Emergency Management Reform Act of 2006, § 109-295;
- i. Disaster Recovery Reform Act of 2018;
- j. Sandy Recovery Improvement Act of 2013;
- k. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) or ‘Superfund’, § 96-510, as amended;
- l. Title II of the Americans with Disabilities Act of 1990, as amended;
- m. Section 504 of the Rehabilitation Act of 1973;
- n. Disaster Mitigations Act of 2000, § 106-390; and
- o. Posse Comitatus Act of 2000, 18 U.S.C. §1385.

State of Maryland

- a. State of Maryland Consequence Management Operations Plan (January 2019);
- b. Public Safety Article, § 14-101, et seq. of the Annotated Code of Maryland;
- c. Local State of Emergency, Md. Code Ann., Pub. Safety, § 14-111;
- d. Maryland Good Samaritan Act, Maryland Law: Courts and Judicial Proceedings, § 5-309;
- e. Executive Order 01.01.2005.09, the State of Maryland Adoption of the National Incident Management System;
- f. Maryland Emergency Management Assistance Compact.
- g. Annotated Code of Maryland, Human Services Article, Rights of Individuals with Disabilities. § 7-704;
- h. Annotated Code of Maryland, Human Services Article, Service animals. § 7-705; and

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- i. Annotated Code of Maryland, Human Services Article, Blind, Visually Impaired, Deaf, Hard of Hearing, and Mobility Impaired Individuals. § 7-708.

Local

- j. Prince George's County Code Subtitle 6. Emergency Management;
- k. County Executive Order 85-1976, amendment to Executive Order 18-1975;
- l. Section 14, Title of Office of Emergency Preparedness, Dated July 20, 1976;
- m. County Executive Order 14-2003, Section 14, Title of Office of Homeland Security (July 2003); and
- n. County Executive Order 3-2005, Designation of the NIMS as the basis for all Incident Management in Prince Georges County (February 2005).

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Section I – Introduction

Synchronization and Integration with Other Plans

Prince George's County uses plans at various points in the emergency management cycle to help guide County operations in preparation for, response to, and recover from significant incidents, disasters, and (un)planned events. In addition, there are guiding Plans and standards found in Federal guidance and doctrine. These Plans were carefully incorporated in the development of the Basic Response Plan and Basic Recovery Plan to meet the needs of the County.

Since this plan is considered a 'living document', it is important to note that, at any moment, some of these plans might be in the development phase. The interplay of Local, State, and Federal Plans is noted in **Table 2** below.

Table 2: Prince George's County, State, Regional, and Federal Plans

Emergency Management Cycle Phase	Plan Integration
Mitigation	<ul style="list-style-type: none"> Prince George's County Hazard Mitigation Plan
Response	<ul style="list-style-type: none"> Prince George's County EOP State of Maryland Consequence Operations Management Plan National Response Framework
Recovery	<ul style="list-style-type: none"> Prince George's County EOP State of Maryland Consequence Operations Management Plan National Disaster Recovery Framework
Preparedness	<ul style="list-style-type: none"> Prince George's County Multi-Year Training and Exercise Plan (MYTEP) Prince George's County OHS Strategic Plan

Emergency response and recovery planning should be integrated with other local, regional, state, and Federal plans including hazard mitigation plans and economic strategies. Linking recovery planning to build on the existing emergency response plans helps inform overall recovery planning efforts and capitalize on past planning efforts. Furthermore, linking recovery planning with other applicable planning processes helps incorporate community perspectives, which, in turn, may be used to inform revisions or future updates to other plans. **Figure 4** illustrates the relationship between existing plans and the recovery plan and how the recovery plan is used after an incident or disaster to support post-disaster plans, policies, and other projects².

² Federal Emergency Management Agency. 2017. *Pre-Disaster Recovery Planning Guide for Local Governments*. Retrieved from <https://www.fema.gov/media-library-data/1487096102974->

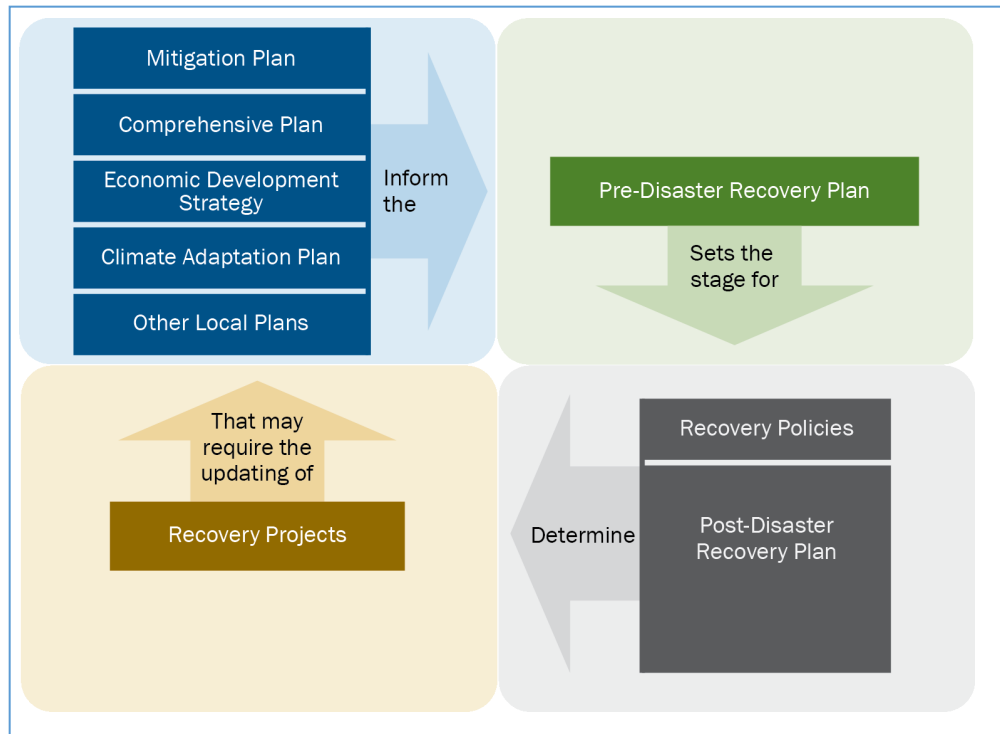


Figure 4: Synchronicity of plans

Situation

Mission Areas

The Maryland Emergency Management System addresses the interactions and relationships between *Prevention*, *Response*, and *Recovery*. Collectively, these Mission Areas frame the tasks and activities that the State departments and agencies conduct throughout the lifecycle of a consequence management incident. **Figure 5** below provides further information regarding the scope of and interaction among Mission Areas:

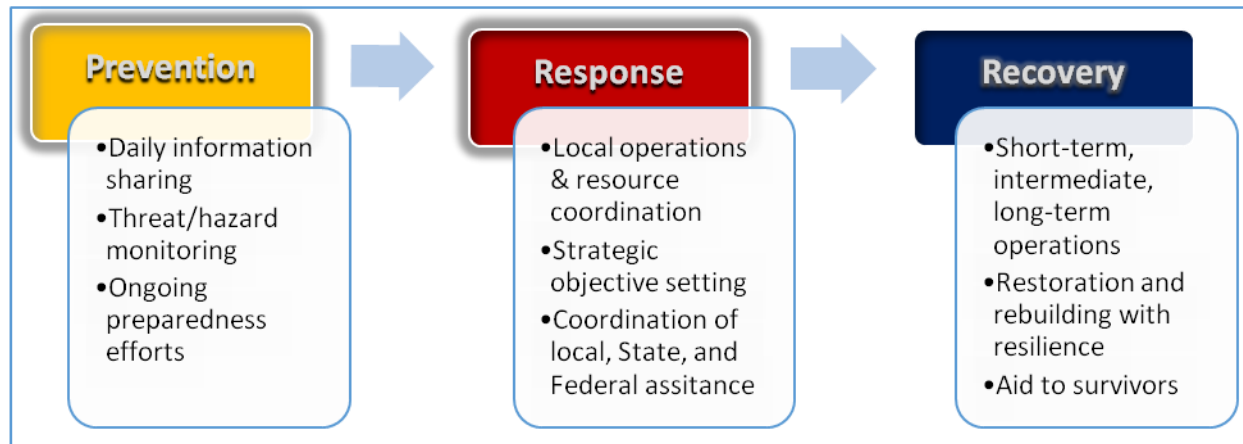


Figure 5: Maryland Emergency Management System Mission Areas

Prevention

Prevention refers to the measures taken to stop a consequence management incident from occurring. Prevention activities include daily steady-State activities (i.e., threat monitoring, information sharing), as well as enhanced activities aimed at lessening the impact of a threat (i.e., increasing security presence, moving resources in anticipation of hurricane landfall).

Response

Response activities begin when the impact from a threat/hazard is imminent, or the County is currently being impacted. The Response Mission area includes measures taken to save lives, limit property damage, and protect the environment. Response operations continue until the threat of imminent danger subsides, immediate unmet needs are filled, and the proper recovery structures are in place.

Recovery

When immediate activities to save lives and limit the impact of a threat/hazard subsides, consequence management activities transition to the Recovery Mission Area. Recovery refers to the actions taken to restore basic community functions, establish daily routines, and return a community to pre-disaster condition, while at the same time, improving overall resiliency. Recovery activities may begin while response operations are ongoing. While most impacts from threats/hazards will require some degree of recovery operations, few will escalate to the level of requiring long-term recovery operations.

Recovery has three non-sequential, concurrent phases including:

- Short-Term (activities focused on meeting basic and immediate human needs);
- Intermediate (activities to re-establish essential services); and
- Long-Term (long-term rebuilding and restoration of the community).

Actions by Mission Area

Table 3 below summarizes general strategic activities that the MDEM will accomplish in each Mission Area.

Table 3: MDEM Actions by Mission Areas

Prevention	Response	Recovery
<ul style="list-style-type: none"> • Monitor for threats/hazards impacting the State • Implement safeguards to prevent disasters from occurring • Enhance State activities to prepare for impending consequences • Take actions to lessen the impact of disaster 	<ul style="list-style-type: none"> • Leverage State department/agency resources to support local response efforts • Address immediate threats to life/safety/environment • Manage public messaging for public safety operations • Declaration of emergency and facilitate resource assistance 	<ul style="list-style-type: none"> • Reestablish basic State government services and support normalization of disaster survivors • Support disaster survivors with County, State, and Federal programs, and services • Prioritize actions to drive recovery and State economy

State Coordinating Functions

The activities that State stakeholders conduct during consequence management activities center around services provided and outcomes achieved during a disaster. State Coordinating Functions (SCFs) feature a lead State department/agency/office and one or more support State departments/agencies. The SCFs conduct State-level operations and support the needs of local jurisdictions and other State departments/agencies/offices during consequence activities.

- **Lead State Agency:** Lead State department/agencies/offices coordinate activities within their respective SCF, develop plans, coordinate with State department/agency operations, and conduct operations in support of operations
- **Support State Agency:** Support State department/agencies/offices support the SCF within their expertise and capabilities, and may support any number of SCFs

While the specific roles/responsibilities of each SCF are defined in greater detail in the State of Maryland's Consequence Management Operations Plan (CMOP), **Figure 6** defines the Lead State Agency for each SCF.

Figure 6: Lead SCF Agencies

State Coordinating Functions – Lead State Agency				
Agriculture	Cultural Resources	Economic Impact	Electronic Infrastructure	Environmental Protection
Maryland Department of Agriculture	Maryland Department of Planning	Maryland Department of Commerce	Maryland Department of Information Technology	Maryland Department of the Environment
Fire & Emergency Services	Human Services	Law Enforcement	Long-term Housing	Military Support
Maryland Department of Emergency Management	Maryland Department of Human Services	Maryland Department of State Police	Maryland Department of Housing & Community Development	Maryland Military Department
Natural Resources	Non-Governmental Services	Power Infrastructure	Public Health & Medical	Public Works & Infrastructure
Maryland Department of Natural Resources	Maryland Department of Emergency Management	Maryland Public Service Commission	Maryland Department of Health Maryland Institute for EMS System	Maryland Department of Labor, Licensing, & Regulation
State Resources	State Services	Transportation	Whole Community	
Maryland Department of General Services Maryland Department of Emergency Management	Maryland Department of Budget & Management	Maryland Department of Transportation	Maryland Department of Disabilities	

Prince George's Community Lifelines



Figure 7: FEMA's Community Lifelines

Whereas the MDEM conducts consequence management activities around the Mission Areas through SCFs, Prince George's County OHS conducts consequence management operations across community lifelines through CCFs. Community lifelines provide essential services that enable the continuous operations of government functions and critical businesses which are essential to the health, safety, and economic security of a community³. Community lifelines are constructs designed to highlight priority areas and interdependencies, focus attention on actions being taken, communicate coordination efforts towards stabilization, and analyze information.

Each of the seven (7) community lifelines is comprised of multiple components and essential elements of information (EEI) needed to stabilize an incident. Community lifeline analysis can be conducted at all levels of response and recovery to guide operational priorities and evaluate the progress of the incident response. The community lifelines provide an opportunity to:

- Enable a true unity of effort between government, NGO, and the private sector, including infrastructure owners and operators;
- Integrate preparedness efforts, existing plans, and identify unmet needs to better anticipate response requirements; and
- Refine reporting sources and products to enhance situational awareness, best determine capability gaps and demonstrate progress towards stabilization.

³ Federal Emergency Management Agency. 2018. *National Response Framework, Fourth Edition; Community Lifelines Information Sheet*. Retrieved from https://www.fema.gov/media-library-data/1544471807449-68999c40805e98f058822c55b1fef233/Revised_Community_Lifelines_Information_Sheet.pdf.

Hazard Identification and Summary Data

Due to its diverse geographic, economic, and social characteristics, Prince George's County is susceptible to a wide range of natural, technological, and man-made hazards as detailed in the County's current Hazard Mitigation Plan. Identified hazards are ranked on a scale from High (5), Medium-High (4), Medium (3), Medium-Low (2), and Low (1) based on a few factors. These factors were then summed, and an overall ranking of high-to-low was provided. This high-to-low comparison only ranks hazards comparatively for the County. The ranking factors used were based on the following criteria:

- State ranking;
- Population vulnerability;
- Consequence;
- Geographic extent;
- Death and injury;
- Warning time; and
- Frequency.

The three hazards ranked as high were riverine flooding, severe storms (flood-related), and tornados. The four ranked as medium-high were severe storms (wind-related), high winds, hurricanes/tropical storms (wind-related), and winter storms/blizzards. The four ranked as medium included dam failures, levee failures, earthquakes, and extreme heat. The four ranked as medium-low were coastal flooding, drought, land movement/landslides, and extreme cold. The two lowest-ranked categories were wildfire and sinkholes.

The hazards identified in **Table 6** are those determined to be of actual or potential threat to Prince George's County and its municipalities and are consistent with hazards identified by the State of Maryland and FEMA for this part of the State and this region of the country.

For this plan update, certain hazards were not addressed due to the infrequency of occurrence and/or limited impact, several were combined, and several were added. **Table 6** summarizes the results of the Threat Hazard Identification and Risk Assessment (THIRA) completed for the 2017 Prince George's County Hazard Mitigation Plan.

Table 6: Identified Natural, Technological, and Human-caused Hazards in Prince George's County and Planning Consideration Levels by Hazard Category

Natural	Technological	Human-caused
<ul style="list-style-type: none"> • Drought • Earthquake • Epidemic • Flood • Hurricane • Landslide • Pandemic 	<ul style="list-style-type: none"> • Aircraft crash • Dam failure • Levee failure • HAZMAT release • Power failure • Radiological release • Train derailment 	<ul style="list-style-type: none"> • Biological attack • Chemical attack • Cyber incident • Explosive's attack • Radiological attack • Complex coordinated terrorist attack (CCTA)

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<ul style="list-style-type: none">• Tornado• Winter storm• Wildfire• Severe storm• Wind	<ul style="list-style-type: none">• Urban conflagration					<ul style="list-style-type: none">• Sabotage• School and workplace violence		
Hazard	State Ranking	Population Vulnerability	Consequence	Geographic Extent	Death and Injury	Warning Time	Frequency	Overall Ranking
Riverine flooding	5	5	5	5	5	4	5	High
Riverine flooding	4	3	3	2	3	3	1	Medium-low
Severe storms (flood-related)	5	5	4	5	4	4	4	High
Flood risk (dam failure)	5	3	3	2	3	5	1	Medium
Flood risk (levee failure)	5	3	3	2	3	5	1	Medium
Tornado	5	3	5	3	5	5	5	High
High wind	5	4	3	5	3	3	4	Medium-high
Hurricane/tropical storms (wind-related)	4	4	4	4	3	4	4	Medium-high
Winter storms/blizzards	5	4	3	5	5	3	4	Medium-high
Wildfire	4	3	1	2	1	2	1	Low
Drought	4	3	3	5	1	1	2	Medium-low
Earthquakes	0	5	3	5	3	5	3	Medium
Land movement/landslides	0	1	3	2	1	5	5	Medium-low
Sinkholes	0	1	2	1	1	3	1	Low

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Extreme heat	0	5	1	5	5	1	3	Medium
Extreme cold	0	5	1	5	3	1	2	Medium-low

References

1. Promising Practices and a Guidebook with Support Tools for Access and Functional Needs Integration in Emergency Management. New York-New Jersey-Connecticut-Pennsylvania Regional Catastrophic Planning Team, (January 2015).
2. Metropolitan Washington Council of Governments Regional Emergency Coordination Plan, (September 2011).
3. Unified Regional Emergency Plan for the Metropolitan Washington Area, (December 2011).
4. The State of Maryland Consequence Management Operations Plan, (January 2019).
5. National Incident Management System, (March 2004, amended 2008, 2017).
6. Comprehensive Preparedness Guide 101, (November 2010).
7. National Response Framework, (January 2008, amended 2013, 2016, 2018).
8. National Disaster Recovery Framework (September 2011, amended 2017).
9. Title II of the Americans with Disabilities Act of 1990.

Section II – Basic Response Plan

Response Planning Assumptions

- Periodically, and on occasion without warning, significant regional and/or County incidents and disasters will occur requiring mobilization and reallocation of County resources. Some emergencies or disasters, however, will occur with enough warning that appropriate emergency notification will be achieved;
- In the event of a significant emergency or disaster, the immediate response priorities will be life safety, incident stabilization, and property/environmental conservation;
- The occurrence of one or more hazards outlined in the THIRA could result in a catastrophic situation that overwhelms local, regional, and State resources and disrupts government functions;
- The impact of a significant emergency or disaster may extend beyond County boundaries and other areas of the State may experience casualties, fatalities, property loss, and disruption of community lifelines;
- Power and communications failure may require the use of alternate methods of providing public information and delivering essential services;
- Prince George's County Government has the primary responsibility for emergency operations within its borders and will commit available resources to save lives, stabilize the incident, minimize property damage, and carry out emergency response operations using local resources;
- Assistance can be requested from State, Federal, NGOs, and other jurisdictions through OHS. Assistance external to the County may be available through mutual aid agreements with nearby jurisdictions, MWCOG, the State Emergency Operations Center (SEOC), the Maryland Emergency Management Assistance Compact (MEMAC), the National Disaster Medical System (NDMS), and FEMA. However, it is likely external and required assistance will not be available for at least three (3) days after the onset of the disaster or emergency. Multiple local, State, and Federal military assets may be deployed within 12 (twelve) hours subject to their respective decision-making processes and priorities for committing resources for such purposes;
- Prince George's County residents and businesses are expected to use their resources and be self-sufficient for at least three (3) days after the onset of disruption or significant emergency. Those with disabilities and access and functional needs will be integrated into all County emergency plans. Resources will be adapted to meet the needs of people with disabilities and access and functional needs. Should residents with disabilities or access and functional needs become separated from their support network, they may require additional assistance;
- Prince George's County emergency response personnel, other County employees, and their families may become casualties and/or experience damage to their own homes and property;

- A significant incident or disaster may incapacitate County leadership responsible for establishing policy and priorities of the response effort;
- Depending upon the scope and magnitude of the incident, implementation of agency-specific COOP may be necessary;
- There may be resentment or complaints from residents and communities regarding priorities used for the allocation of scarce resources; and
- The Basic Response Plan, CCFs, and all incorporated response-related support annexes comply with ADA Title II, Section 504. Departmental and/or organizational leads identified throughout this plan shall perform their responsibilities in a manner compliant with ADA Title II, Section 504.

EOP Activation, Implementation, and Emergency Notifications

Implementation of the Basic Response Plan and EOC Activation

- The EOP may be implemented by the Chief Administrative Officer (CAO), the Deputy Chief Administrative Officer (DCAO) for Public Safety and Homeland Security, the Director of the Office of Homeland Security, or their designee;
- The implementation of the EOP and activation of the EOC may occur simultaneously. The level of EOC activation will be based upon anticipated coordination required, severity, and scope of the incident or event. The ICS is integrated with the CCFs, and hazard-specific annexes may be selectively activated based upon initial or anticipated resource and coordination requirements;
- The County EOC will serve as the focal point for multi-agency coordination support, resource management, and information sharing/dissemination for the County during non-emergency events and emergencies;
- The County EOC may be partially activated with select representatives from CCFs and OHS personnel to provide an appropriate level of inter-agency coordination in preparation and monitoring of a significant or special event. OHS personnel may also monitor emerging hazards in anticipation of the need for a Full Activation. Staffing for a partial activation will be identified by OHS based on the needs of the event or incident;
- Any agency/department or Incident Commander (IC) may request activation of any specific CCF(s) or that the County EOC be activated to support emergencies when resource management requirements of their respective agency or department exceed their capability or available resources and mutual aid arrangements;
- Any County municipalities or neighboring jurisdictions to Prince George's County may request the activation of the EOC to support an emergency occurring in or affecting their jurisdiction through OHS;
 - Municipal representatives and County stakeholders may be included in CCF or EOC activations. Further, any County municipal managers may request that select CCFs

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- be activated to monitor and support special events held within the municipal boundaries through the Director of Office of Homeland Security;
- The Governor of the State of Maryland or designee may request that the County EOC be activated to support emergency events occurring within the State or the National Capital Region (NCR);
 - The County EOC will be staffed by qualified CCF, department/agency, and organization subject matter expert (SME) representatives who have the authority to obligate resources as defined by local, State, and Federal guidelines and Prince George's County departmental, agency, and municipality standard operating guidelines (SOGs);
 - Prince George's County maintains alternate facilities that may be used as an alternate EOC site if the County EOC is inaccessible or otherwise not operational;
 - WebEOC will be used as a tool to document, monitor, and coordinate any EOC activations. CCF EOC representatives are required to update WebEOC as appropriate to ensure a 'common operating picture' (COP) of Prince George's County response operations is maintained;
 - It is the responsibility of each CCF Coordinator and EOC Manager to ensure that CCF EOC representatives are provided WebEOC accounts promptly if one has not been provided; and
 - The Director of OHS or designee in collaboration with the EOC Manager will designate the level of activation and ensure appropriate notifications are made. **Table 7** outlines the 3 levels of activation (excluding Normal/Routine Monitoring) for the Prince George's County EOC.

Table 7: Prince George's County EOC Activation Levels

EOC Activation Level	Description
Normal Operations	Typical public safety and event management posture. No incident or event is anticipated. Routine monitoring of local, regional, state, and national activities.
Enhanced/Monitoring	Provides for increased monitoring capabilities and typically involves OHS staff and representatives from Prince George's Public Safety agencies. Activities focus on collecting, analyzing, and disseminating information and conducting appropriate contingency planning; One or more CCFs may be activated.
Partial Activation	Provides for select activation of CCF primary agencies that may be or will be engaged in the response and/or recovery operations. At this level,

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	the EOC may operate 24 hours a day or as determined by the EOC Manager.
Full Activation	Includes all CCFs. At this level, the EOC may operate 24 hours a day for an extended period. Events and incidents that necessitate a Full Activation require significant resources.

Internal Notification

- Agency/department and CCF points-of-contact (POC) will be notified of County EOC activation through OHS. All activation announcements will be released through the Prince George's County Internal Alert System which is managed by OHS.
- Upon notification identified CCF EOC representatives shall report to the County EOC at the appointed time and be prepared to carry out their roles and responsibilities. Each CCF and select departments/agencies will provide appropriate representation to the EOC based upon the level of activation. County EOC representatives shall be prepared to staff the EOC until they are relieved by other personnel or the EOC is deactivated. County EOC representatives shall be prepared to serve in any role they are qualified to fill within the EOC as the emergency requires. This role may or may not be specifically tied to their agency or department;
 - CCF and select agencies/departments providing personnel to staff the County EOC should have the capability to maintain operations 24 hours a day, 7 days a week for the duration of the emergency. All CCF and select agencies/departments in the County EOC are expected to maintain at least four (4) personnel identified to staff their EOC position. It is the responsibility of each CCF Coordinator to ensure the position is staffed as required for the duration of the emergency;
- Public Safety Communications (PSC) operates the County's dispatch for police, fire/EMS, sheriffs, and most County municipal police departments. PSC will make emergency notifications to additional identified agencies and organizations as required;
- The OHS monitors incidents, potential incidents, events and may direct additional notifications to select CCF primary departments/agencies using available notification systems as appropriate;
- The Public Information Officer (PIO) may aid CCFs and departments/agencies in communicating with their personnel during an emergency using appropriate communication tools to ensure that information is conveyed to all County employees; and
- All Prince George's County agencies, departments, and offices will develop, test, and maintain internal notification procedures and contact rosters as part of their COOP Plans.

External Notification

- The Office of the County Executive's Office of Communications is the lead County agency/department for providing approved Public Service Announcements (PSAs) or press

releases to County residents. Depending upon the nature and scope of the incident, other County departments/agencies may support the PIO in developing the PSAs;

- Prince George's County maintains the capability to provide warnings and emergency information to the public through redundant systems. When an event is imminent or anticipated within three (3) days, the County will make every attempt for timely notification and warning to County residents and visitors of the nature of the emergency and any protective actions or procedures that should be taken before and just after the event;
- Widespread or regional power and communication failures may require the use of alternative methods of providing public information and delivery of essential functions and services. Communication may be problematic due to demands exceeding capabilities;
- When a major incident or disaster occurs, the County will conduct a lifeline assessment and make every effort to notify the public of the emergency or disaster and what actions are being taken to protect life and property. This information will include closed roads or transportation facilities, mass care, sheltering, actions being taken to mitigate the hazard, and whatever other emergency information is deemed essential for the protection of life and property. The County will take steps necessary to provide effective communication;
- Prince George's County government public access channels 76 (Comcast) / 42 (Verizon FiOS) and government channels 70 (Comcast) / 41 (Verizon FiOS) provide residents with critical information during severe weather or other emergencies. Programming may be interrupted during major incidents or disasters to provide information and protective action directions to the public;
- Emergency management-related information may be provided to the media through the Internet or other communication channels for immediate transmission to the public. The Emergency Alert System (EAS) is a notification and warning system managed by the Prince George's County public safety agencies. Users of the system may convey urgent messages within the regional and statewide emergency management community and create and issue messages to the broadcaster;
- Prince George's County can send emergency alerts to the County population through *Alert Prince George's*. *Alert Prince George's* is a public safety system that allows subscribers with mobile/cellular devices to receive geographically targeted, SMS messages alerting them of critical information or imminent threats to safety in their area. Residents need to register for this service and are provided preferences of receiving SMS and/or email alerts;
- Prince George's County has access to the Regional Incident Communications and Coordination System (RICCS) managed by participating MWCOC as a means of receiving and distributing information to government officials about incidents and events with regional implications for the NCR; and
- Prince George's County, via the Department of Public Works and Transportation (DPW&T) or the State Highway Administration (SHA), may request and coordinate the use of variable

message signs along major roadways with the Maryland Department of Transportation (MDOT) as another method for providing information and warnings to the public.

Table 8: Overview of Prince George’s County Warning and Notification Systems

Prince George’s County Warning Systems
Emergency Alert System (EAS)
<i>Alert Prince Georges</i>
News Media
Cable TV; Verizon FIOS Channels 42 & 41, Comcast Channels 76 & 70
Emergency Management Network (EMnet)
Regional Incident Communications and Coordination System (RICCS)
National Oceanic and Atmospheric Administration (NOAA) radios
Social Media
Variable message boards
County Website – Alert Center
Loudspeakers
Radio
Door-to-door and Telephone

Emergency Declarations

Non-declared Disasters

The CAO or their designee may direct County departments and agencies to respond to emergencies or disasters as outlined in this Plan without a formal declaration of emergency with the expectation that local County resources will be used, and that no reimbursement of costs will be requested. The CAO or their designee may redirect and deploy County resources and assets as necessary to prevent, prepare for, respond to, and recover from an emergency.

For significant incidents in Prince George’s County, the NCR, or a neighboring jurisdiction, the EOC may be activated to an Enhanced/Monitoring level to monitor the situation and coordinate activities among departments and agencies to ensure the County is adequately positioned to rapidly respond in the event of an incident.

General Emergencies

Depending on the magnitude and impacts of an incident affecting the County, there are three levels of emergency declarations that apply:

- **Local Emergency Declaration** – A local emergency declaration activates the EOP and provides for the expedited mobilization of County resources in responding to a local disaster;
- **State of Emergency Declaration** – A declaration of an emergency by the Governor of Maryland that includes Prince George’s County provides the County with access to resources and assistance from State departments and agencies, including the National Guard, in the event coordination and resources needed exceed the capabilities of the County;
- **Federal Declaration** – The Governor of Maryland may request either a 1) Emergency declaration or 2) Major Disaster Declaration. If Prince George’s County is designated a Federally declared disaster area, the County will gain access and resources from Federal departments and agencies.

Local Emergency Declaration

- Sec. 6-134 of the County Code outlines the authorities pertaining to a declaration of a local emergency. The County Executive has the ultimate authority in declaring a local emergency and his or her designee will promptly issue a news release or other announcement and publicize any actions taken reasonably available under the circumstances;
- Public emergencies, which include disasters are those situations that require “extraordinary measures to be taken to protect the public health, safety, and welfare”;
- A local emergency may be declared when, by the judgment of the County Executive, an imminent threat/hazard or ongoing incident is sufficient in severity and magnitude to warrant a coordinated response by County CCFs and voluntary organizations and private sector partners;
- Upon declaration of a local emergency, the County Executive acquires certain emergency powers that include ordering curfews, public quarantines, rationing, public distribution of food and water supplies, the closing of highways, and ordering evacuations to ensure public health and safety. The declaration of a local emergency activates the EOP and applicable provisions of the EOP;
- The OHS will notify County departments and agencies, offices, municipalities, and cooperating organizations of emergency declarations and terminations; and
- Within thirty (30) days after the end of any State of Emergency or any other incident that required the activation of the EOC, the County Executive or his or her designee must inform the County Council of the facts of the event including casualties, fatalities, major damages, or costs, and long-term implications of the event. Within sixty (60) days, the County Executive or his or her designee must give the County Council an update of the initial briefing and a list of lessons learned.

State of Emergency Declaration

- The Maryland Department of Emergency Management Act, Annotated Code of Maryland, Public Safety Article, 14-101, et seq., outlines 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, in his or her good judgment with available information, the safety and welfare of the people of the State require the exercise of emergency measures due to threatened or actual disaster; and
- The Governor's declaration of a State of Emergency provides for the expeditious provision of resources and assistance to local jurisdictions included in the declaration, including the use of the Maryland National Guard.

Federal Declaration

- Under the provisions of the Robert T. Stafford Act, the Governor may request the President to declare an emergency or Major Disaster Declaration for incidents that are (or threaten to be) beyond the scope of the State and local jurisdictions to effectively respond;
- A Presidentially declared Disaster Declaration provides a range of Federal assistance programs, some of which are matched by State programs, and are designed for individuals, businesses, and public infrastructure, including funds for both emergency and permanent work;
- 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 is provided to meet a specific emergency need or to prevent a Major Disaster from occurring; and
- A Major Disaster Declaration or Emergency Declaration designates the political subdivision within a State (normally Counties and/or independent cities) that are eligible for assistance.

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 Declaration or an Emergency Declaration under the Robert T. Stafford Act. These other authorities include the following:

- The Administrator of the U.S. Small Business Administration (SBA) may make a disaster declaration based upon physical damage to structures, machinery, equipment, homes, and other property as well as economic injury;
- The Secretary of the U.S. Department of Health and Human Services (DHHS) may declare, after consultation with public health officials, a public health emergency in the event of a significant outbreak of infectious disease or a bioterrorist attack;

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- The U.S. Army Corps of Engineers (USACE) 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 the County sustains a production loss of 30 percent or greater in a single major enterprise;
- The Secretary of the U.S. Department of Commerce may make a declaration of commercial fisheries' failures or fishery resources disaster; and
- A Federal On-scene Coordinator (OSC) designated by the Environmental Protection Agency, U.S. Coast Guard, or the U.S. Department of Energy, under the National 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, area of responsibility agreements, and source of the release.

The Declaration Process

1. A local emergency may be declared by the County Executive;
2. A local emergency declaration may be based upon an incident or on the forecast or prediction of emergency conditions;
3. Whenever a local emergency has been declared, the Director of Homeland Security will immediately notify MDEM;
4. A local emergency must be declared with County resources fully committed and/or County capabilities fully exceeded before State and Federal assistance may be requested;
5. Within a maximum of 24 hours of an incident or disaster, OHS will submit a situation report to the SEOC. For a significant incident, the situation report will be followed by an official Initial Damage Assessment (IDA) within seventy-two (72) hours after the disaster. Based upon the request of the Director of OHS or other available mitigating information, the Governor may declare a State of Emergency;
6. Once a determination is made by MDEM that the event is or may be beyond the capabilities of the County and the State, the Governor may request assistance from FEMA to conduct a more thorough joint Federal/State Preliminary Damage Assessment (PDA);
7. A PDA is an on-site survey of the affected area(s) by Federal, State, and local officials to determine the scope and magnitude of damages caused by the event. The PDA process verifies the general magnitude of damage and eligibility of Federal assistance. Generally, a PDA is conducted before an official request by the Governor for a declaration of an emergency or major disaster by the President. OHS will aid in facilitating the PDA process throughout the County;

8. Depending upon the extent and scope of damages provided in the initial reports, PDA groups may be organized to assess damage to private property for Individual Assistance (IA) and/or public property for Public Assistance (PA);
9. For incidents of unusual severity and magnitude, State and Federal officials may delay the PDA pending more immediate needs assessment activities; and
10. Based upon the results of the PDA and consultations with FEMA, MDEM will prepare for the Governor's signature of an official request for an Emergency or Major Disaster Declaration. Upon receipt of an approached Presidential Emergency or a Major Disaster Declaration, all County departments and agencies with roles and responsibilities under this plan will be notified by OHS. The specifics of the Presidential Declaration will stipulate the types of Federal assistance authorized for the County.



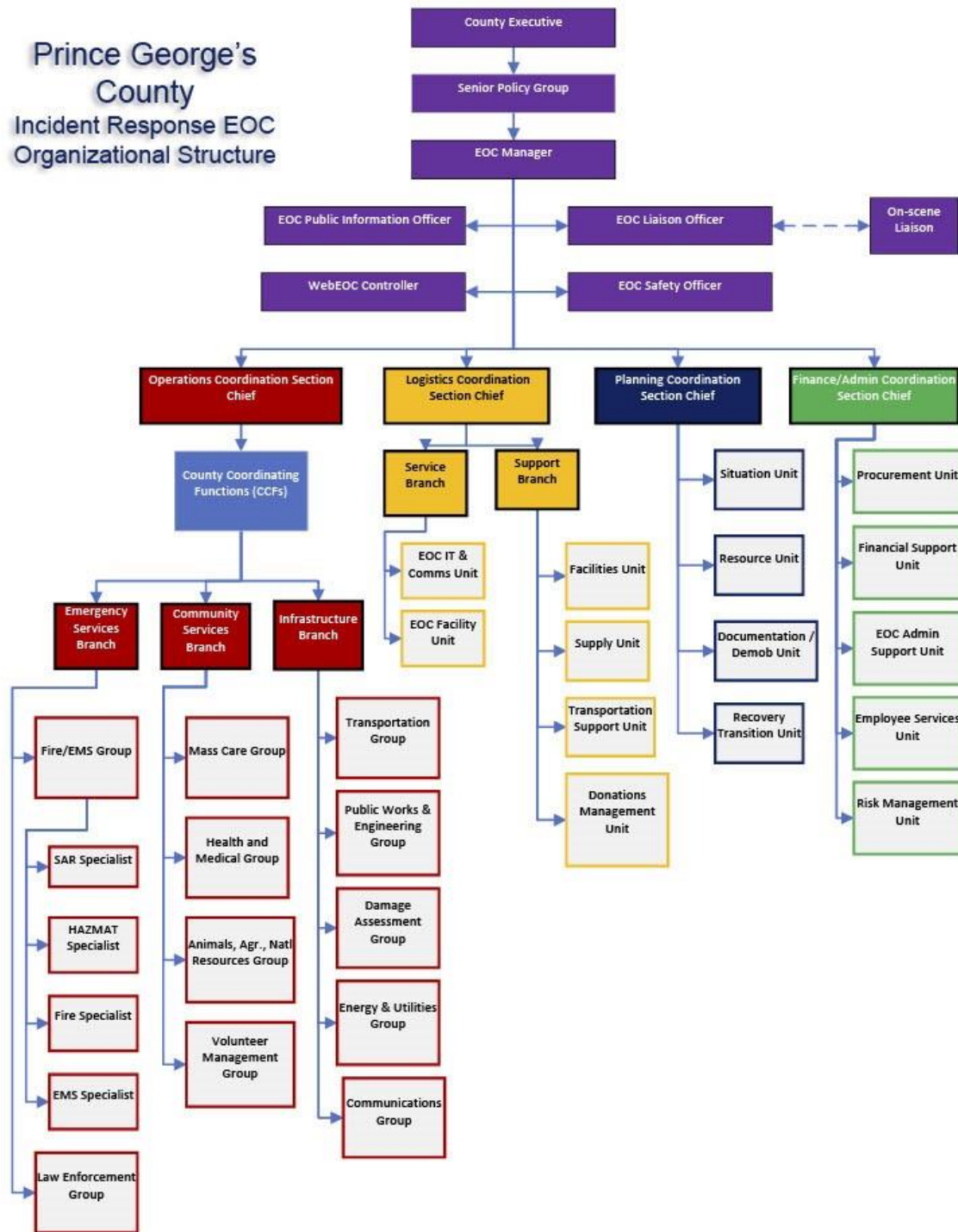
Figure 8: Stafford Act Declaration Process

Concept of Operations

This section outlines Prince George's County's Concept of Operations for responding to significant incidents and events. It provides background information on NIMS and ICS, identifies authorities for emergency response, defines command and control structures and lines of authority, describes roles and organization of the EOC, and outlines how emergency operations will be conducted under the EOP. The Prince George's County incident response and EOC organizational structure are depicted on the next page.

Prince George's County has the responsibility to respond to protect lives and property and to assist in recovering from an emergency. The County will use a whole community approach by being prepared to supplement its emergency resources with those provided by private organizations and organized volunteer efforts. If the capabilities within the County are exceeded, the County will request assistance from other jurisdictions as well as from State and Federal resources. In the event of a significant emergency, the immediate response priority will be life safety, incident stabilization, and property/environmental conservation.

Prince George's
County
Incident Response EOC
Organizational Structure



Emergency Roles and Responsibilities

In the event of a significant incident or disaster, Prince George's County government will continue to function and provide emergency and essential services. Emergency operations will mirror day-to-day government operations to the extent possible. The following section includes general roles for County leadership.

County Executive

- Serves as or appoints a chief spokesperson for the County during emergency events and incidents;
- Authorizes the issuance of Local Emergency Declaration and related orders as requested;
- Directs activation of the County COOP as necessary to ensure continuity of County government operations;
- Appoints, with the consent of the County Council, the Director of OHS to manage day-to-day functions of emergency management and the EOC;
- Notifies the Council Chair or the Chair's designee each time the EOC is activated;
- Exercises emergency powers as defined in Title 17, Section 6-135 of the County Code, including ordering curfews, public quarantines, rationing, public distribution of food supplies or water, closing highways, closing liquor stores, and evacuations to ensure public health or safety;
- Requests emergency sessions with the County Council if required;
- Confers with the CAO, DCAOs, and other agency heads as appropriate on policy issues related to response and recovery operations;
- Serves as a liaison and coordinates with other elected officials at the regional and state level, including the Congressional Delegation;
- Updates the Council within 30 days after the termination of a Local Emergency Declaration or any other incident that required activation of the EOC; and
- Approves and authorizes the selection of the applicant's agent, as described under Federal law, per the Stafford Act, as amended;
 - a. The applicant's agent is authorized to execute and file the application for PA on behalf of the County to obtain certain State and Federal financial assistance under the Stafford Act. The agent is authorized to represent and act for the County in all dealings with the State of Maryland for all matters pertaining to such disaster assistance as required.

Prince George's County Council

- May establish, collectively, policy and provide guidance to the County Executive and senior staff;

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- Reviews the Local Declarations of Emergency;
- May communicate individually or collectively with the public and provides guidance on responding to an emergency or disaster in coordination with the Office of Communications;
- Appropriates either in the annual budget or by interim resolution such sum as the Council may by resolution declare to be necessary or expedient for public defense in time of actual or impending war, insurrection, riot, or other emergencies such as floods, fires, disasters, or epidemics of disease and the defense of the County or the safeguarding of its people or property;
- Hosts community meetings individually to ensure needs are being addressed and to provide information to residents; and
- Maintains individual notification and COOPs for respective offices and staff.

Chief Administrative Officer (CAO)

- Notifies the County Executive of EOC activations;
- Authorizes emergency procurement and delegates contracting authority as appropriate to the Logistics Coordination Section in the EOC to facilitate all necessary procurements essential to the emergency;
- Advises the County Executive throughout the disaster or emergency;
- Notifies the County Executive on the need for a Local Declaration of Emergency;
- Liaisons with the County Council;
- Authorizes the issuance of public warnings using EAS, cable television, or other media networks;
- Ensures coordination with other jurisdictions and all municipalities located within Prince George's County;
- Proposes emergency legislation, if needed;
- Organizes and directs emergency operations through the regularly constituted government using equipment, supplies, and facilities of existing departments, offices, and agencies to the maximum extent practical;
- Provides prioritization for the direction and reallocation of County assets and resources during an emergency; and
- Declares an end to the Local Emergency Declaration and advises the County Executive of immediate restoration priorities of essential services as well as areas of the County that will require long-term recovery planning and mitigation activities.

Deputy Chief Administrative Officer for Public Safety (DCAO)

- Develops or causes the development of mutual aid or reciprocal assistance agreements with other public and private-sector agencies within the State or States as well as localities within other States;
- Authorizes requests for resources from other jurisdictions and implements mutual aid agreements where appropriate;
- Conducts oversight of County homeland security and emergency management programs; and
- Performs roles and responsibilities of the CAO in his or her absence or as directed by the CAO.

Senior Policy Group (SPG)

- Establishes and promulgates emergency policy decisions;
- Provides strategic direction and priorities for field operations;
- Provides strategic direction to agencies performing emergency activities;
- Authorizes issuance of public evacuation recommendations; and
- Resolves critical resource and policy issues.

Director of Homeland Security

- Manages the County homeland security and emergency management programs;
- Ensures the EOC and OHS maintain an alert readiness.
- Develops emergency management plans for immediate use of all facilities, equipment, staff, and other resources of the County for minimizing or preventing damage to persons and property and for restoring to usefulness County government services and public utilities necessary for public health, safety, and welfare;
- Directs coordination of the activation, staffing, and management of the EOC;
- Directs, in consultation with SPG, strategic and contingency planning efforts to address incident-related concerns and issues;
- Coordinates requests for State and Federal assistance through MDEM (via MEMAC or EMAC);
- Provides liaison with State and Federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities;
- Ensures EOC readiness and OHS-maintained alert systems are in a constant state of readiness;
- Establishes EOC objectives based on coordination with the IC(s);

- Establishes operational periods for the EOC in coordination with EOC Manager;
- Maintains contact and coordinates with utilities, municipalities, FEMA, MDEM, and MWCOG on behalf of the Director of OHS;
- Coordinates and reviews collection of data on damages reported by County agencies, municipalities, and other supporting agencies and, when requested by MDEM, prepares all required applications for disaster assistance;
- Provides to MDEM periodic situational reports and preliminary summary reports of major damage as soon as possible following the disaster; and
- Provides liaisons for individuals with access and functional needs.

EOC Manager

- Manages staffing and operations of the EOC;
- Directs activities of the EOC Command Staff;
- Ensures policies and priorities established by the SPG and Director of OHS are implemented; and
- Coordinates EOC activities by direction of the Director of OHS.

County Departments and Agencies

- County department and agency heads have a responsibility to manage their departments and agencies on a day-to-day basis per the authority granted to them by the County Council, by the County Executive, or by law. In the event of a significant emergency or disaster, they will be expected, to the extent possible, to perform their essential duties as well as those outlined in the EOP;
- The following is a partial list of duties and assigned responsibilities that may vary depending on the type and scope of the incident. Lists include primary, supporting, and cooperating organizations (voluntary, County, regional, State, and Federal agencies) by CCF and list roles and responsibilities of County agencies respectively. Identified agencies are expected to provide available staff and resources to support emergency operations, as requested. More detailed roles and responsibilities are specified in Section IV - CCF Annexes.

Table 9: Roles and Responsibilities of County Agencies

Agency	Roles and Responsibilities
All Agencies	<p><u>Preparedness</u></p> <ul style="list-style-type: none"> • Develop and maintain internal and external notification rosters and contact lists. • Participate in all-hazards planning, training, and exercises. • Develop and maintain internal departmental plans and procedures. • Develop and maintain supporting plans and procedures in coordination with other County offices and departments.

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Agency	Roles and Responsibilities
	<ul style="list-style-type: none"> • Train department staff for emergency assignments including the provision of functional needs support services. • Develop and maintain a department-specific COOP plan per County guidelines and standards. • Participate in all WebEOC training, drills, and exercises. • Develop and maintain inventory of departmental resources available to support emergency operations. • Train staff with response and recovery responsibilities in the requirements of Chapter 7 under Title II of the American Disabilities Act. • Train staff with response and recovery responsibilities on the contents of the Basic Response and Basic Recovery Plan. • Coordinate and share information with other County departments, State, and Federal agency counterparts, as needed. <p><u>Response</u></p> <ul style="list-style-type: none"> • Ensure office or department provides adequate staff to support the EOC. • Update the WebEOC position log and monitor throughout the incident. • Update the WebEOC Situation Report board. • Monitor and respond appropriately to tasks assigned through WebEOC. <p><u>Recovery</u></p> <ul style="list-style-type: none"> • Participate in the incident After Action Review (AAR), conducted by OHS or the CCF Primary agency. • Identify potential opportunities for mitigating the impacts of future incidents.
Prince George's County Office of the County Executive, Communications Office	<ul style="list-style-type: none"> • Coordinate dissemination of approved emergency information to the public, county employees, news media, elected officials, and other stakeholders and organizations through a variety of tools, including the County website, media relations, social media, and the emergency information hotline. • Serve as the "single voice" of County government for the coordinated release of information – via spokespeople, electronic and print communications, and designated subject matter experts – to county employees, the public, and the media during emergencies. • Manage the Joint Information Center (JIC), in coordination with OHS. • Office of Strategic Partnerships, within the Office of the County Executive, will coordinate additional efforts with our business partners and nonprofits. • Office of Strategic Engagement will continue to serve as the liaison to residents, communities, and their liaison groups.
Prince George's County Department of Corrections (DOC)	<ul style="list-style-type: none"> • Coordinate emergency operations within the Prince George's County Correctional Facility. • Provide support to emergency operations through the provision of food preparation, laundry service, and community services volunteers.
Prince George's County Department	<ul style="list-style-type: none"> • Monitor County-owned dams during any emergency that would result in damage to dams.

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Agency	Roles and Responsibilities
of the Environment (DoE)	<ul style="list-style-type: none"> • Conduct damage assessment and mitigation on County drainage systems. • Monitor levees within the County • Provide animal management emergency services.
Prince George's County Department of Family Services (DFS)	<ul style="list-style-type: none"> • Support mass care, emergency assistance, housing, and human services. • Assist disaster survivors to obtain post-disaster assistance. • Assist with providing essential needs to individuals isolated or quarantined for public-health purposes.
Prince George's County Department of Housing and Community Development (DHCD)	<ul style="list-style-type: none"> • Provide information on housing resources for use as emergency and/or long-term temporary housing.
Prince George's County Department of Permitting, Inspections and Enforcement (DPIE)	<ul style="list-style-type: none"> • Conduct or assist with damage assessment of privately-owned residential and commercial structures (except collapsible structures, for which Fire/EMS has the primary responsibility). • Coordinate inspections in support of emergency operations. • Provide property owners and contractors with assistance and information about building code requirements during the recovery phase, as needed.
Prince George's County Department of Public Works and Transportation (DPW&T)	<ul style="list-style-type: none"> • Monitor County-owned pumping stations and flood-prone areas during storm emergencies. • Collect, analyze, and distribute information on the status of the County's transportation infrastructure and monitor the status of infrastructure repair and restoration. • Maintain and keep open all County roadway infrastructure and bridge networks. • Support evacuation by providing transportation assets, as needed. • Support evacuation assistance in traffic control and provide barricades, signs, and other devices to assist in establishing a secure perimeter and managing vehicular and pedestrian traffic. • Provide liaison with the Maryland Department of Transportation, the Washington Metropolitan Area Transit Authority, and the NCR transportation organizations.
Prince George's County Department of Social Services (DSS)	<ul style="list-style-type: none"> • Coordinate mass care shelter operations with other County departments and partner organizations and agencies. • Establish and operate Family Assistance Centers, emergency shelters and coordinate services with other County departments and partner organizations and agencies, as directed. • Provide temporary housing for displaced public housing and rental program residents. • Assist disaster survivors in obtaining immediate unmet needs and post-disaster assistance.
Prince George's County Fire/EMS Department	<ul style="list-style-type: none"> • Develop and maintain resources for an emergency response to all Fire/EMS situations, including search and rescue, HAZMAT, water rescue, structural/trench collapse, confined space, technical rescue, and support campaign incidents.

Agency	Roles and Responsibilities
	<ul style="list-style-type: none"> • Coordinate and establish on-scene Incident Command Post and incident command activities. • Manage HAZMAT incident response and clean-up operations including coordinating the County's efforts in decontaminating public and private properties and the environment.
Prince George's County Health Department (PGHD)	<ul style="list-style-type: none"> • Issue health advisories in coordination with the Communications Office and the Office of Homeland Security. • Conduct disease surveillance and investigation and provide technical assistance during suspected or actual outbreaks at specific locations or facilities. • Establish and operate sites for use in mass medical countermeasure dispensing. • Conduct damage assessment of food and other regulated establishments. • Order testing of diseased animals. • Recruit, train, and activate Prince George's County Medical Reserve Corps, as needed. • Provide coordination with the State on public health services of epidemiology, infection control, and mass dispensing of drugs and vaccinations specific to an outbreak or attack.
Prince George's County Office of Central Services (OCS)	<ul style="list-style-type: none"> • Acquire, store, and distribute resources in support of response and recovery operations. • Maintain, and provide on request, lists of vendors and suppliers of equipment, materials, and services needed during response and recovery actions. • Provide guidelines to acquire temporary staffing in accordance with the temporary staffing vendor contracts. • Collect, analyze, and provide information on the status of energy resources and related infrastructure within the County, including fuel and electrical supply distribution. • Identify County facilities that may be made available to meet operational requirements.
Prince George's County Office of Community Relations (OCR)	<ul style="list-style-type: none"> • Staff 311 Call Center as necessary to handle an influx of citizen calls. • Coordinate and facilitate community engagement sessions. • Coordinate with the JIC, as needed.
Prince George's County Office of Finance	<ul style="list-style-type: none"> • Assist and/or provide financial advice to County departments and agencies for tracking of expenses directly related to the disaster. • Guide the preparation and review of Federal reimbursement forms, financial reports, and applications.
Prince George's County Office of Homeland Security (OHS)	<ul style="list-style-type: none"> • Coordinate the County response and recovery operations during an emergency. • Manage the EOC and implement the EOP • Coordinate COOP plan. • Assist with damage assessment activities, as needed. • Manage the mutual aid agreement and process for the County. • Manage the NIMS Compliance Program necessary to establish ICS procedures to manage emergency operations during a disaster. • Serve as primary liaison with the Maryland Department of Emergency Management (MDEM) and the Maryland Joint Operation Center (MJOC).

Agency	Roles and Responsibilities
	<ul style="list-style-type: none"> • Assist agencies by providing supplemental emergency training, simulations, and exercises necessary to prepare first responders, County agencies, and cooperating organizations and agencies to perform identified roles and responsibilities. • Submit State and Federal required reports and records in conjunction with identified County agencies. • Coordinate emergency management mutual aid agreements dealing with adjacent jurisdictions and NGOs. • Determine if an emergency shelter(s) is to be opened and assist with the selection of shelter site(s) in coordination with CCF-Mass Care, Human Services, Volunteer Management. • Coordinate with nonprofit organizations, businesses, and State and Federal agencies to implement a donations management system. • Coordinate with voluntary organizations and Volunteer Centers in the NCR to obtain additional resources when necessary. • Maintain the County's Corrective Action Program (CAP) and coordinate after-action reviews of disaster/emergency incidents to determine what actions can be taken to mitigate future disaster effects.
Prince George's County Public Safety Communications (PSC)	<ul style="list-style-type: none"> • Provide emergency communications. • Manage primary and backup communications equipment in cooperation with the Office of Information Technology. • Manage computer-aided dispatch (CAD) services for County Public Safety entities. • Receive warnings and notifications of actual or pending emergencies and make initial notifications with the Director of OHS, EOC Manager, and others as appropriate.
Prince George's County Office of Human Resources Management	<ul style="list-style-type: none"> • Identify and track County employees who may be available to augment staffing at the EOC, alternate worksites, and other locations. • Identify and track County employees who may be available to support response or recovery activities. • Provide guidance on personnel-related matters.
Prince George's County Office of Information Technology (OIT)	<ul style="list-style-type: none"> • Provide technical assistance to the EOC as required for activating and maintaining communications and information systems capabilities to support emergency operations. • Assess County communications sites and facilities following an incident and report disruptions to the EOC. • Assist with the recovery of electronic records and invoke recovery procedures per OIT disaster recovery and COOP. • Provide maintenance and repair of communications equipment and restoration of essential County communications facilities. • Provide liaison to telecommunications service providers to determine the status of services and provide support as appropriate for repair and restoration. • Assist agencies with geographical information systems (GIS) technology services in supporting incident response, recovery, and mitigation activities.

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Agency	Roles and Responsibilities
Prince George's County Office of Law	<ul style="list-style-type: none"> Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster and recovery assistance; Prepare official documentation such as executive orders, emergency ordinances, waiver requests, and reimbursement packages. Assist with implementation of isolation and quarantine orders and other court orders, as needed.
Prince George's County Office of Management and Budget (OMB)	<ul style="list-style-type: none"> Provide assistance and/or financial and policy advice to County departments and agencies. Assist the Office of Finance in reviewing reimbursement forms, financial reports, and applications.
Prince George's County Police Department (PGPD)	<ul style="list-style-type: none"> Provide law enforcement services such as traffic management, crowd control, evacuation coordination, investigations, site security, and scene management. Provide animal management emergency service in coordination with DoE, as needed.
Prince George's County Public Schools (PGPS)	<ul style="list-style-type: none"> Provide available facilities to support emergency operations for reception and care of displaced persons, for medical dispensing sites, and town hall meetings following disasters. Designate pre-selected high schools for use as a shelter in an emergency. Provide emergency care for students and employees during school hours in emergencies.
Prince George's County Office of the Sheriff	<ul style="list-style-type: none"> Provide management of security for court facilities. Provide available staff, resources, and facilities to support emergency operations upon request, including the following: <ul style="list-style-type: none"> Assist with law enforcement and crowd control. Staff the EOC Security Unit during EOC activations. Assist with security at the Department of Corrections facility, when requested.

Table 10: Roles and Responsibilities of Cooperating Partners

Agency	Roles and Responsibilities
American Red Cross - National Capital Region (ARC-NCR)	<ul style="list-style-type: none"> Participate in the decision process for opening emergency shelters and open, staff, and operate emergency shelters and mass care facilities in cooperation with DSS, DFS, OHS, PGHD, PGCPs, and other county agencies as appropriate. Provide for basic immediate needs of disaster victims (i.e., food, clothing, and shelter). Coordinate with volunteer relief organizations to ensure effective service delivery.
Prince George's County Municipalities (Village, City, and/or Town Managers including Emergency Managers)	<ul style="list-style-type: none"> Provide available staff, resources, and facilities to support emergency operations. Coordinate damage assessment operations with the Department of Permitting, Inspections and Enforcement / OHS or the EOC Planning Coordination Section, if activated Coordinate debris removal and disposal operations within County EOC. Maintain law and order and provide for the security of critical facilities and resources within the municipality.

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Agency	Roles and Responsibilities
	<ul style="list-style-type: none"> • Order and conduct evacuations as necessary and provide for access control to evacuated areas. • Provide for traffic and crowd control. • Appoint a disaster assistance representative to coordinate locally sponsored disaster victim assistance activities within the municipality. • Provide a list of buses, emergency response vehicles, other apparatus, and equipment available to assist in logistical operations during mass care and feeding in an emergency or disaster within the County. • Make available equipment, facilities, vehicles, and available personnel for mass care, feeding, and logistical support during an emergency.
Prince George's County Auxiliary Commission	<ul style="list-style-type: none"> • This includes: <ul style="list-style-type: none"> ○ Radio Amateur Civil Emergency Services (RACES) ○ Amateur Radio Emergency Service (ARES) ○ Radio Emergency Associated Communications Team (REACT) ○ Other affiliated volunteer communications organizations • Provide supplementary communications and dispatch radio operators to the EOC, site locations, and agencies, as requested.
Cable Television Commission	<ul style="list-style-type: none"> • Ensure operation of the local emergency message system necessary to disseminate emergency information. • Provide technical assistance for video-teleconferencing and broadcasting. • Assist the Office of Communications and the OHS with providing emergency preparedness information to the public.
Baltimore Gas & Electric (BGE)	<ul style="list-style-type: none"> • Provide information to the EOC on the status of life safety, electrical power, and gas service and facilities during a major event. • Restore and operate the electrical and gas systems with consideration given to County priorities.
Potomac Electric Power Company (PEPCO)	<ul style="list-style-type: none"> • Provide information to the EOC on the status of the electric system and facilities during a major event. • Restore and operate the electrical system with consideration given to County priorities.
Southern Maryland Electric Cooperative (SMECO)	<ul style="list-style-type: none"> • Provide information to the EOC on the status of the electric system and facilities during a major event. • Restore and operate the electrical system with consideration given to County priorities.
Washington Suburban Sanitary Commission (WSSC – Water)	<ul style="list-style-type: none"> • Conduct damage assessment of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide assessment information to the EOC. • Ensure the continued supply of potable water and provide for emergency water supply and assist with distribution. • Restore and operate the water supply system with consideration given to County priorities.
Washington Gas	<ul style="list-style-type: none"> • Provide information to the EOC on the status of the gas supply system and facilities. • Restore and operate the supply system with consideration given to County priorities.

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Agency	Roles and Responsibilities
University of Maryland System	<ul style="list-style-type: none"> • Provide available facilities for medical dispensing sites or town hall meetings following disasters. • Assist with damage assessment by providing damage assessment reports for the university system.
Transit Agencies	<ul style="list-style-type: none"> • The following transit agencies support Prince George's County operations as available and necessary: <ul style="list-style-type: none"> ▪ Washington Metropolitan Area Transit Authority (WMATA) ▪ Amtrak ▪ Maryland Area Regional Commuter (MARC) ▪ 'The Bus' ▪ Park and Ride

Table 11: Roles and Responsibilities of Regional and State Agencies

Agency	Roles and Responsibilities
Maryland Department of Emergency Management (MDEM)	<ul style="list-style-type: none"> • The lead agency for carrying out the duties in the Maryland Consequence Management Operations Plan. • Provide State liaison to the Prince George's County EOC. • Coordinate requests for Federal disaster declarations including preliminary damage assessments (PDAs), recovery, and mitigation program management, and disaster closeouts. • Coordinate requests for State resources and assistance. • Manage the public assistance, individual assistance, and hazard mitigation programs when authorized by a Federal disaster declaration. • Provide State assistance as necessary to augment county response, resources, and operational functions.
Maryland State Highway Administration (SHA)	<ul style="list-style-type: none"> • Provide liaison to the Prince George's County EOC, as requested. • Assess damages and repair/restore the State highway infrastructure. • Provide emergency debris removal and traffic management for State roads and highways.
Maryland State Police (MSP)	<ul style="list-style-type: none"> • Provide liaison to the Prince George's County EOC, as requested. • Provide emergency police services and support the County per the Maryland State Police Manual of Policies, Regulations, and Procedures and existing mutual aid agreements.
Maryland Department of Agriculture (MDA)	<ul style="list-style-type: none"> • Provide liaison to the Prince George's County EOC, as requested. • Provide technical assistance and support for animal or plant disease incidents, in addition to food safety and security.
Maryland National Guard	<ul style="list-style-type: none"> • Provide logistical and transportation support, as requested. • Assist in security operations. • Support local law enforcement activities, as requested. • Provide additional communication equipment, as requested. • Provide medical assistance, as requested. • Provide HAZMAT detection and identification.

Agency	Roles and Responsibilities
Maryland Department of Health (MDH)	<ul style="list-style-type: none"> • Conduct and coordinate statewide disease control activities and public health exercises. • Operates the State public health laboratory. • Manages the Office of the Chief Medical Examiner (OCME). • Coordinates Strategic National Stockpile (SNS) planning and operations.
Maryland Institute for Emergency Medical Services Systems (MIEMSS)	<ul style="list-style-type: none"> • Lead coordinating agency for the National Disaster Medical System (NDMS). • Coordinate State emergency medical services (EMS) transportation. • Monitor hospital and trauma center(s) status.
Maryland Office of the Chief Medical Examiner (MD OCME)	<ul style="list-style-type: none"> • 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 Maryland, under the direction of the State Office of the Chief Medical Examiner. • Provide forensic investigators, pathologists, dentists, and x-ray technicians for purposes of identification of decedents. • Establish and manage a temporary morgue and Mortuary Affairs Collection Points (MCAP), as needed. • Assume jurisdiction over human fatalities after coordinating with law enforcement and other authorities such as the Federal Bureau of Investigation and the National Transportation Safety Board (NTSB).
Maryland Department of Disabilities (MDOD)	<ul style="list-style-type: none"> • Provide subject matter expertise about people with disabilities and others with access and functional needs. • Provide technical assistance and support for assistive technology. • Assist public information/media officers, as requested, to remediate documents and social media for accessibility.

Table 12: Roles and Responsibilities of Federal Partners

Agency	Roles and Responsibilities
Department of Homeland Security (DHS)	<ul style="list-style-type: none"> • The Homeland Security Act of 2002 established the DHS to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disasters, 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.” DHS is responsible for the National Operations Center network that includes the National Operations Center and the overall national response to any event designated an “Incident of National Significance.”
Federal Emergency Management Agency (FEMA)	<ul style="list-style-type: none"> • 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. The Office of Grants and Training provides a broad array of assistance to State, local, and tribal jurisdictions through funding, coordinated training, exercises, equipment acquisition, and technical assistance. The Office of Disability Integration and Coordination offers guidance, tools, methods, and strategies to integrate and coordinate emergency management inclusive of individuals with access and functional needs. FEMA is organized into 10 regions. Maryland is included in FEMA Region 3, with offices located in Philadelphia, Pennsylvania. MDEM serves as the point of contact with FEMA.

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Office of National Capital Region Coordination (ONCRC)	<ul style="list-style-type: none"> 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. The mission of this office is to oversee and coordinate federal programs for and relationships with State, local, and regional authorities in the NCR.
Federal Bureau of Investigation (FBI)	<ul style="list-style-type: none"> On behalf of the Attorney General, the FBI, in cooperation with other Federal departments and agencies, coordinates the 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 specific intelligence or law enforcement information. The FBI will coordinate the response to weapons of mass destruction incidents.
Department of Defense (DoD)	<ul style="list-style-type: none"> DoD has significant resources that may be available to support a Federal response to an Incident of National Significance. The Military District of Washington (MDW), headquartered at Fort McNair, Virginia, is responsible for conducting security and disaster relief operations in the NCR. The commander of the MDW also serves as the Commander of the Joint Forces Headquarters-National Capital Region (JFHQ-NCR). The JFHQ-NCR is responsible for protecting the District of Columbia and neighboring counties and cities of Virginia and Maryland, including Prince George's County. During incidents of national significance, the JFHQ-NCR transitions to Joint Task Force National Capital Region (JTF-NCR) to coordinate appropriate levels of military support when authorized by proper authorities or as immediately required to save lives, prevent human suffering or mitigate great property damage.
National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS)	<ul style="list-style-type: none"> NWS provides weather, hydrologic, climate forecasts, and warnings for the United States, its territories, and adjacent waters and ocean areas. This is accomplished through a collection 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 public. The NWS operates the National Oceanic and Atmospheric Administration (NOAA) Weather Radio All-Hazards that transmit 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 agencies	<ul style="list-style-type: none"> During an incident of national significance as defined in the National Response Framework, 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.

Delegation of Authority

The following delegations of authority establish the basis for conducting emergency operations within Prince George's County:

Authority of County Executive

Section 6-104 of the County Code provides the following emergency powers to the County Executive:

1. Under the following circumstances, the County Executive may assemble and use the emergency management forces and may prescribe the manner and condition of their use:
 - I. Whenever an attack in the County or an emergency is impending or imminent;
 - II. During any period of attack or emergency in the County as long as the County Executive deems it necessary;
 - III. The County Executive may promulgate such reasonable regulations as he deems necessary to protect life and property and preserve critical resources, including the following:
 - i. Regulations prohibiting or restricting the movement of vehicles to facilitate mass movement of persons from critical areas of the County;
 - ii. Regulations pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to attack or emergency; and
 - iii. Regulations are designed to lessen hazards to property and citizens from attack or emergency.
2. The County Executive may order emergency management resources to aid other communities in accordance with the State statutes. The County Executive may request the State or political subdivisions of the State to send aid to the County in case of natural disaster or in case of disaster resulting from attack or emergency when conditions in the County are beyond the control of the local emergency management forces.
3. When obtaining formal approval would result in the delay of attack-relief activity, the County Executive may, until the County Council convenes, waive procedures and formalities otherwise required pertaining to the performance of public works, entering contracts, the incurring of obligations, employment of temporary workers, rental of equipment, purchase, and distribution of supplies, materials and facilities, and expenditures of existing funds. The County Council is also empowered to waive any such procedures and formalities.

4. Whenever the County Executive finds that any condition in the County has attained or threatens to attain the proportions of a natural disaster, the County Executive may assemble and use emergency management forces and may prescribe the manner and conditions of their use. The County Executive, when deemed in the public interest, may send emergency management forces of the County to the aid of other communities stricken by natural disaster when such disaster is affecting the health, welfare, or security of the stricken community provided that, after the County Council convenes, the further continuance of any such natural disaster relief and the period thereof shall be subject to the action of the County Council.

Authority of County Council

Section 6-103 of the County Code provides the following emergency powers of the County Council:

1. If by reason of any military or warlike catastrophe, there are conditions of serious human suffering, death, personal injury, and property damage, or any of these conditions in the County, and the Governor of Maryland for this reason officially has proclaimed part or all of the County to be within an emergency area, actual or threatened, the County Council has such authority as set forth by Section 35 of Article 16A of the Annotated Code of Maryland as amended from time to time.

Authority of Chief Administrative Officer

1. The County Executive delegates to the Chief Administrative Officer (CAO) responsibility for the management and operation of county government, and as such the CAO is empowered to employ the considerable resources of the government to mitigate the results of an emergency; and
2. The CAO, or designee, is empowered to employ the considerable resources of the county during times of emergency to alleviate suffering and respond to the needs of its citizens.

Authority of the Director of the Office of Homeland Security

1. As the Governor's duly appointed Emergency Management Director and in concert with a delegation from the CAO and Subtitle 6 of the County Code, the Director has the authority to coordinate response and recovery operations for a disaster.

Authority of On-Scene Incident Commander

1. The CAO delegates authority to the Fire Chief and Police Chief to appoint on-scene incident commanders and establish standard operating procedures (SOPs) to guide the management of emergency operations. Upon arrival at an emergency, the senior fire and/or police official on-scene will establish incident command and designate a command post location to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet actual or anticipated resource requirements and coordination.

Authority of County Department and Agency Heads

1. The County Executive may delegate authority to each County department and agency head to carry out his/her assigned duties and responsibilities. In the absence of the Director, an acting director will assume his/her assigned duties and responsibilities. Each department/office will have a COOP Plan that identifies lines of authority and succession within the respective department/office.

Overview of Emergency Operations

Incident Command System

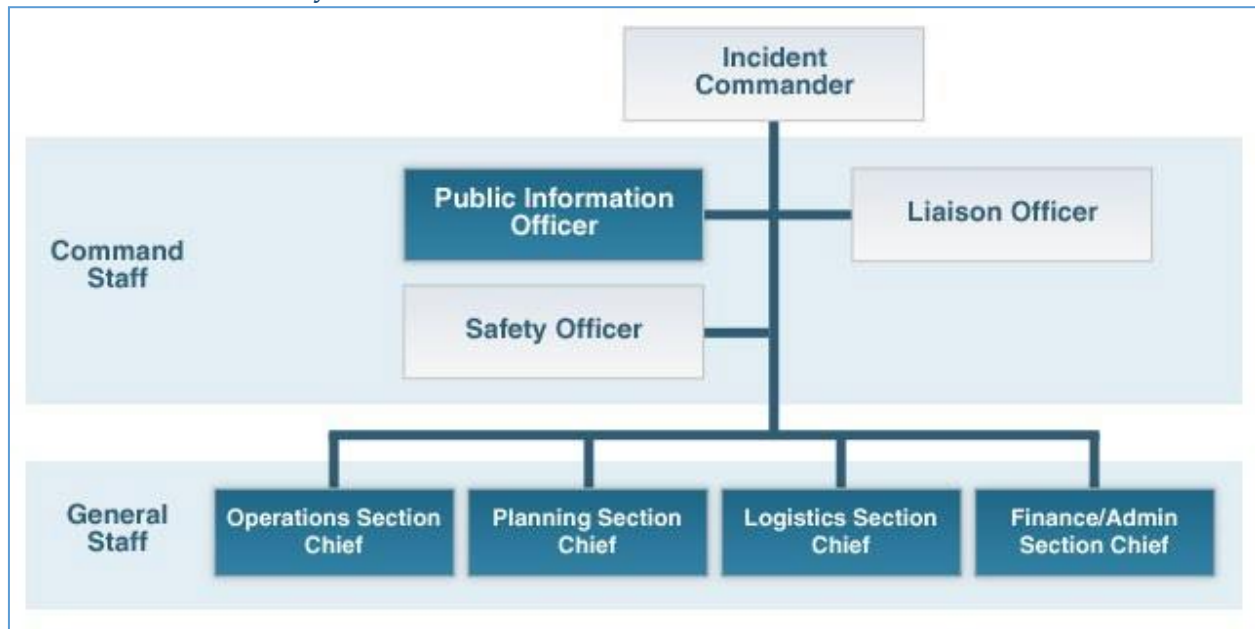


Figure 9: Standard ICS Organization

- Prince George's County initial response activities are primarily performed at the field level by local first responders. First responders use Incident Command System (ICS) to organize the response to the emergency or disaster, incorporating the functions, principles, and components of ICS (i.e., unified command, action planning, span of control, and hierarchy of command). The incident response command organizational structure develops in a scalable, 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 on-scene IC who bases the organization on the requirements of the situation. As incident complexity increases, the organization expands from top-down as functional responsibilities are delegated.
- Once an emergency or disaster has occurred or is imminent, the responding department or office will establish on-scene incident command. This includes designating an IC and establishing an Incident Command Post (ICP). Depending upon the scope and magnitude of the event, the ICP may be a designated emergency vehicle or may evolve

into a more formal facility location. The ICP may evolve throughout the incident as dictated by the situation. The IC is responsible for managing all on-scene tactical operations.

- The IC is the individual responsible for all incident activities including the development of incident objectives, approving on-scene strategies and tactics, and the ordering and release of on-scene resources. The IC is delegated overall authority and responsibility for conducting incident operations.
- Initial response activities include the following:
 - Making all necessary notifications;
 - Disseminating warnings, emergency public information, and instructions to the affected populations;
 - Conducting evacuations and/or rescue operations;
 - Caring for displaced persons and treating the injured;
 - Conducting IDA and surveys;
 - Assessing the need for mutual aid assistance;
 - Restricting movement of traffic, people, and unnecessary access to affected areas;
 - As necessary, establishing a Unified Command (UC);
 - Developing and implementing Incident Action Plans (IAPs);
 - Establishing incident objectives; and
 - Approving on-scene strategies and tactics.

County Coordinating Function and Incident Command System Integration

- The Prince George's County EOP utilizes County Coordinating Function structure modeled after the *National Response Framework* (NRF) functional planning approach and the State of Maryland's CMOP to organize their EOP and multi-agency coordination system operated EOC. This structure provides a coordinating and collaboration tool that aligns well with County agency and department missions and provides a coordinating agency with management oversight for the CCF. The organization of the EOP using CCFs also provides a basis for coordination within the State's SCFs and Federal ESFs.
- When the EOP is activated and some or all the CCFs are operationalized, the ICS provides for the flexibility to assign CCFs and other stakeholder resources according to their capabilities, taskings, and requirements to augment and support staffing in the EOC. It also creates a parallel structure, mirroring the field structure, which allows for better coordination of and support to on-scene ICs.

Multi-agency Coordination System

The multi-agency coordination system (MACS) is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the different disciplines involved in incident management, jurisdictional lines, or levels of government. A MACS may be put in motion regardless of the location, personnel titles, organizational structure, or when activated. The primary function of a

MACS is to coordinate activities supporting or related to an incident. The most common functions of the MACS are to provide:

- Overall situational assessment;
- Incident prioritization;
- Critical resource acquisition and allocation;
- Policy support;
- Coordination with elected officials and SPG; and
- Information management and common operation picture (COP).

Unified Command

Incident Command, as needed by demands of incident or event, may request additional resources through prearranged mutual aid agreements with other agencies and/or neighboring jurisdiction agencies. For incidents requiring more than one agency with incident jurisdiction or when the incident crosses political jurisdictions, a Unified Command (UC) will be established. Agencies establish and share common objectives and strategies under a single IAP.

Area Command

In larger-scale emergencies or if there are several incidents in a geographic area, the IC may establish an Area Command (AC). They will notify other agencies that need to be present at the AC Post. They will jointly appoint Command and General staff as necessary to execute incident objectives. AC should not be confused with the roles assumed by MACS. An AC may be co-located with an EO, although the two coordination centers are performing different functions. AC has direct oversight (command) responsibilities, while the EOC provides coordination and support.

Incident Management Teams

An all-hazards Incident Management Team (IMT) is a comprehensive resource that supplements incident operations by providing infrastructure support, surge, or when requested is capable of transitioning to assume on-scene incident command and control functions as designated by NIMS. The purpose of an IMT is to aid and augment the management of incidents of significant size and scope that overwhelm the abilities of local emergency services by strengthening command, control, and communications, whenever an IMT is requested;

- A Type-1 IMT is a self-contained, all-hazard team recognized at the National and State level. A Type 1 IMT is deployed as a team of 40-70 to manage incidents of national significance and other incidents requiring many local, regional, state, national, and Federal resources over multiple operational periods;
- A Type-2 IMT is a self-contained, all-hazard team recognized at the National and State level that is deployed as a team of 30-50 to manage incidents of regional significance and other incidents requiring many local, regional, state, and national resources;
- A Type-3 IMT is a multi-agency/multi-jurisdictional team used for extended incidents. It is formed and managed at the local, state, or tribal level and includes

a designated team of trained personnel from different departments, organizations, agencies, and jurisdictions; and

- A local IMT is a single and/or multi-agency team for expanded incidents typically formed and managed at the regional, City, and/or County level or by a predetermined regional entity. The Local IMT may be dispatched to manage or help manage incidents requiring a significant number of local and mutual aid resources.

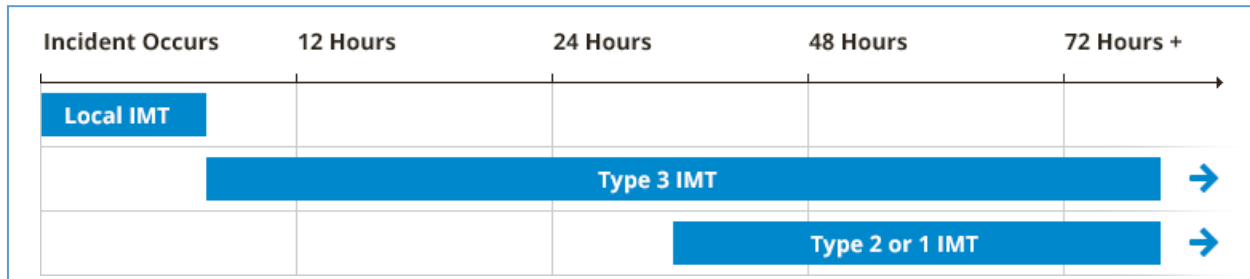


Figure 10: IMT Typical Timeframe for Response and Operations

- A local IMT may plan and manage large-scale pre-planned events such as major fireworks displays, County blizzard operations, the County Fair, etc. Local IMTs could also manage large-scale spontaneous incidents such as major law enforcement incidents. Many large-scale pre-planned events require a multi-agency response from the County; therefore, a multidisciplinary IMT could facilitate the management of these situations.
- Upon arrival, the IMT's IC meets with the local IC and the County Executive to determine what they expect from the IMT, and to obtain any necessary delegation of authority. The incoming IC then briefs the rest of the incoming IMT about their role. The IMT integrates as requested into the current ICS structure. The IMT generally sets the objectives, priorities, and tactical goals for the inside of the incident footprint. Whereas the EOC coordinates and supports the needs of the on-scene Incident Commander while focusing on the greater overarching impact of the emergency on the community. The interface between the Incident Management Team and the CCFs can be a critical component to managing a large-scale incident that spans an extended period. This interaction occurs seamlessly when an emergency management liaison is sent on-scene to work with the IMT and an IMT liaison is sent to work in the EOC. Prince George's County will utilize any type of IMT deemed necessary to provide the necessary support and coordination as dictated by the size and scale of the emergency incident.

Emergency Operations Center

- The EOC serves as the multi-agency coordination center (MACC) facility for Prince George's County government during significant incidents and disasters, for assignment of resources, establishing policies, and coordinating and approving all requests for assistance outside the County.

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- The EOC serves as a MACC with jurisdictional responsibility for Prince George's County and, as appropriate, its incorporated cities, towns, and villages.
- Some departments and agencies represented in the EOC may have a department operation center (DOC) that is off-site. DOCs are facilities designed and used by a discipline or agency as a department-level EOC. **Figure 11** depicts the organizational coordination between a DOC and EOC. DOCs provide support to the IC to not only coordinate respective agency resources, assessments, and information regarding a specific department's emergency operations but also for continuity of its operations and service to the public. In these circumstances, single agency, department, and/or CCF representative at the EOC may serve as a liaison to the DOC. Missions and tasks assigned by the EOC may be conveyed to the DOC for implementation. DOCs will coordinate their activities with the EOC and will provide regular status updates on emergency operations, assessments, and resources requests through their department's representative to reduce duplication and confusion.

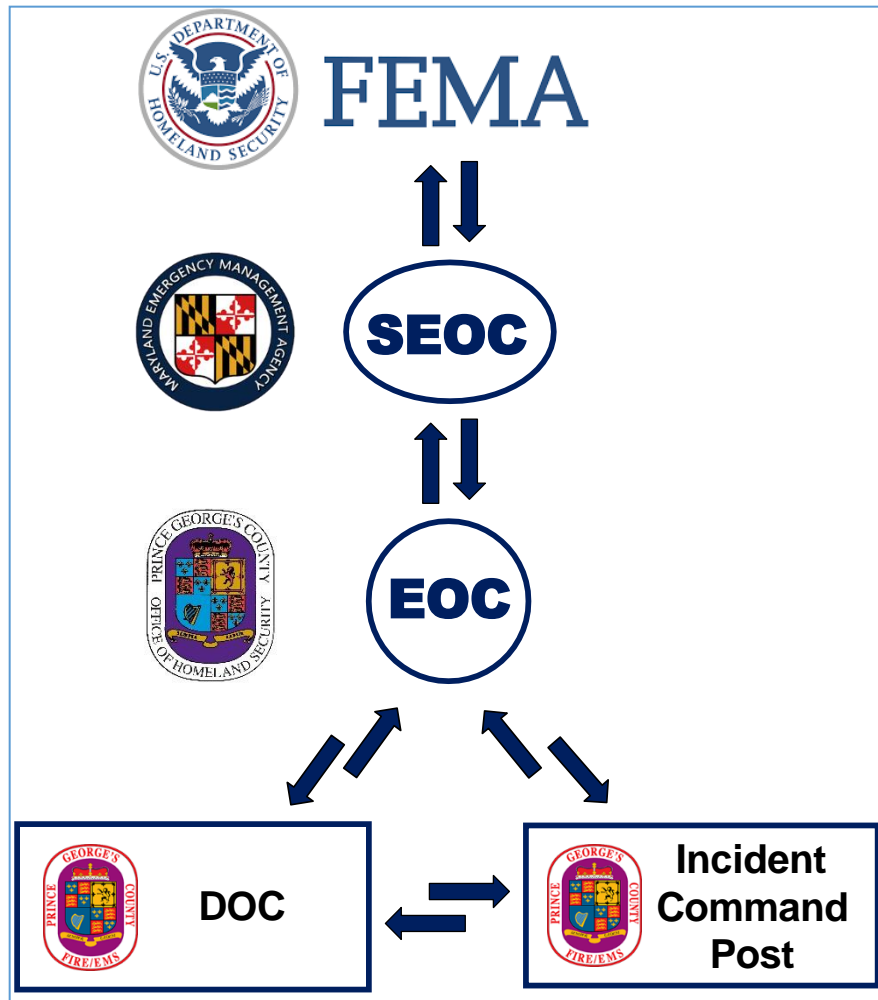


Figure 11: DOC to EOC Coordination

- The EOC will establish operational periods as a basis for the EOC action planning process. Typically, operational periods are 0800 to 2000 (i.e., 8 a.m. to 8 p.m.) and 2000 to 0800 (i.e., 8 p.m. to 8 a.m.) during 24-hour operations. The planning process is designed to identify expected accomplishments over the next operational period. An EOC action plan will be produced for each operational period to communicate overall EOC objectives.
- The EOC will schedule and conduct an operational period or shift change briefing at the beginning of each operational period to ensure EOC staff are briefed on operational elements of the EOC action plan and are aware of objectives that are expected to be accomplished.
- The major functions of the EOC include:
 - Provide support to the on-scene IC/UC in areas such as communications, alert and warning, transportation, protective actions, and identifying additional resources;

- Provide overall coordination of emergency operations throughout the County;
 - Provide coordination and liaison with local, State, and Federal government agencies and private-sector resources;
 - Provide management of mutual aid resources and coordinate requests for resources from the State, NCR jurisdictions, and the Federal government as necessary to support emergency operations;
 - Establish prioritization of resources for emergency response operations;
 - Collect, evaluate, and disseminate damage assessment and other emergency-related information;
 - Collect, analyze, and disseminate information and coordinate situational awareness among agencies; and
 - Coordinate development and dissemination of emergency information to the residents of the County.
- If County capabilities are exceeded, the County Executive may request assistance from the State as outlined in the CMOP. Requests for State assistance will be coordinated by OHS through the SEOC. The SEOC serves as the State command center to coordinate State emergency response operations. Depending upon the scope and magnitude of the incident, the Governor will request Federal assistance, if necessary, through FEMA.
 - The EOC organizational structure provides for subdivision of the operations, planning, logistics, and finance and administration sections into branches and further groups depending upon the complexity of the operations and to maintain a manageable span of control.
 - The SPG may include the County Executive, the Chief Administrative Officer, the Chief of Staff, appropriate Deputy Chief Administrative Officers, the Police and Fire Chiefs, the Director of the Office of Homeland Security, the Health Officer, the Director of Public Works and Transportation, and the County Attorney. Other entities may be added as appropriate, depending on the incident or event.
 - The EOC Command Staff includes the following positions:
 - **Public Information Officer** - interfaces with the public and the media and for providing incident-specific information.
 - **Safety Officer** - monitors EOC operations and advises EOC Command Staff on all matters of safety and risk management for operations staff and support.
 - **Liaison Officer** - serves as the point of contact on behalf of the EOC Manager for representatives from other government agencies, NGOs, and private-sector entities.

- The **EOC Operations Coordination Section** has the following responsibilities:
 - Providing support to field operations directed toward reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal conditions;
 - Ensuring policy and resource decisions of the SPG related to operations are implemented; and
 - Coordinating all response elements applied to the incident.
- The **EOC Planning Coordination Section** has the following responsibilities:
 - Collecting, analyzing, displaying, and disseminating information related to the incident and the status of operations;
 - Collecting and maintaining information on the status of all resources assigned by the EOC to field operations;
 - Facilitating the planning process for the EOC and producing the EOC Action Plan (AP); and
 - Functioning as the primary support for strategic-level decision making at the EOC, including preparing situation reports and briefings, map displays, collecting and consolidating damage assessment information, and developing plans as necessary to address changing field events.
- The **EOC Logistics Coordination Section** has the following responsibilities:
 - Acquiring and moving supplies, equipment, personnel in support of recovery and/or response operations in the field and EOC; and
 - Providing for the establishment of operating facilities needed to support ongoing response and/or recovery operations.
- The **EOC Finance and Administration Coordination Section** has the following responsibilities:
 - Providing policy guidance and establishing procedures to authorize the commitment and payment of funds for resources or services ordered through the EOC;
 - Tracing and processing payment of vendor purchases, contracts, and other payments; and
 - Ensuring that accurate accounting of costs for responding to the incident is maintained.

National Incident Management System

- Through Executive Order on February 25, 2005, Prince George's County adopted the Federally mandated NIMS as the County standard for incident management. NIMS incorporates ICS as the national standard for incident management. The County EOP

has incorporated NIMS and ICS concepts within the Basic Response Plan, Basic Recovery Plan, CCFs, and supporting annexes as appropriate.

- NIMS defines common language and establishes requirements for processes to describe, inventory, mobilize, track, and recover resources over the life cycle of an incident. These components are not covered in this EOP.

County Coordinating Functions

- The Prince George's County EOP organizes County departments, agencies, NGOs, and private sector partners into 11 CCFs to facilitate planning and coordination in preparedness, response, and recovery phases of incident management for their CCF.
- Each CCF has a primary agency, designated support agencies, and cooperating organizations (if applicable). Primary agencies are designated because they either have statutory responsibility or prerequisite expertise and resources due to day-to-day regulatory responsibilities to perform assigned operational roles. **Table 13** displays the primary agencies for each CCF.

Table 13: Prince George's County Coordinating Functions (CCFs)

CCF Title	Primary Agency
Emergency Management	Office of Homeland Security
Fire, Emergency Services, HAZMAT	Fire/EMS Department
Law Enforcement and Security	Police Department
Economic Impact	Prince George's Economic Development Corporation
Community Recovery Strategy	The Maryland-National Capital Park and Planning Commission
Government Facilities	Office of Central Services
Environmental and Animal Resources	Department of the Environment
Transportation and Public Infrastructure	Department of Public Works and Transportation
Mass Care, Human Services, Volunteer Management	Department of Social Services
Public Health	Health Department
Utilities Infrastructure	Office of Homeland Security

- The primary agency is responsible for all pre-incident planning and coordination to facilitate the preparedness of all CCF support and cooperating organizations and to provide resources and perform assigned operational roles.
- The primary agency is responsible for the maintenance of the functional annex to the EOP as well as supporting operating procedures.
- CCFs will be activated as needed to support actual or anticipated resource requirements and coordination and will provide representatives to the County EOC upon activation. Within the EOC, CCF representatives will be assigned to the Operations, Logistics, Planning, and

Finance sections depending on actual or anticipated needs of the EOC to support on-scene operations.

- More detailed information on each CCF is provided in the corresponding CCF Annexes in Section IV of the EOP.

Continuity of Operations

- A significant incident, event, or emergency could include death or injury of key County officials, partial or complete destruction of established facilities, and destruction of vital public records essential to the continued operations of the government. Law and order must be preserved, public safety and welfare be maintained, and government services continued.
- Continuity of Government (COG) leadership and government essential services are vital to emergency services, the direction of emergency response operations, and the management of recovery activities. Under the State of Maryland concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided from other local, State, or Federal sources. 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 and agencies maintain an agency-specific COOP according to standards issued by OHS. To ensure COG services, the following elements are addressed:
 - Line of succession for essential agency positions;
 - Pre-delegation of emergency authorities to key officials;
 - Provision for the safeguarding of vital records and systems;
 - Protection of facilities and personnel; and
 - Provisions for relocation to alternate operating facilities.

Joint Information System / Joint Information Center

- The Joint Information System (JIS) refers to processes, procedures, and systems for communicating timely and accurate information to the public during a crisis or emergency. Within Prince George's County, the Joint Information Center (JIC) may be established to provide public information during response and recovery operations. The County Executive's Office of Communications is the coordinating agency for establishing the JIC under the JIS., however, County departmental PIOs may provide supplemental JIC staffing and JIC support in large-scale emergency response and recovery operations as needed.
- For small-scale emergency response operations normally involving only one department (i.e., Fire/EMS or PGPD), or the on-scene IC determines the need for notifications then all public information is coordinated through the coordinating agency's PIO.
- The County Executive's Office of Communications, in coordination with the County Executive and OHS, will determine the need to activate the JIC.

Resource Ordering and Management

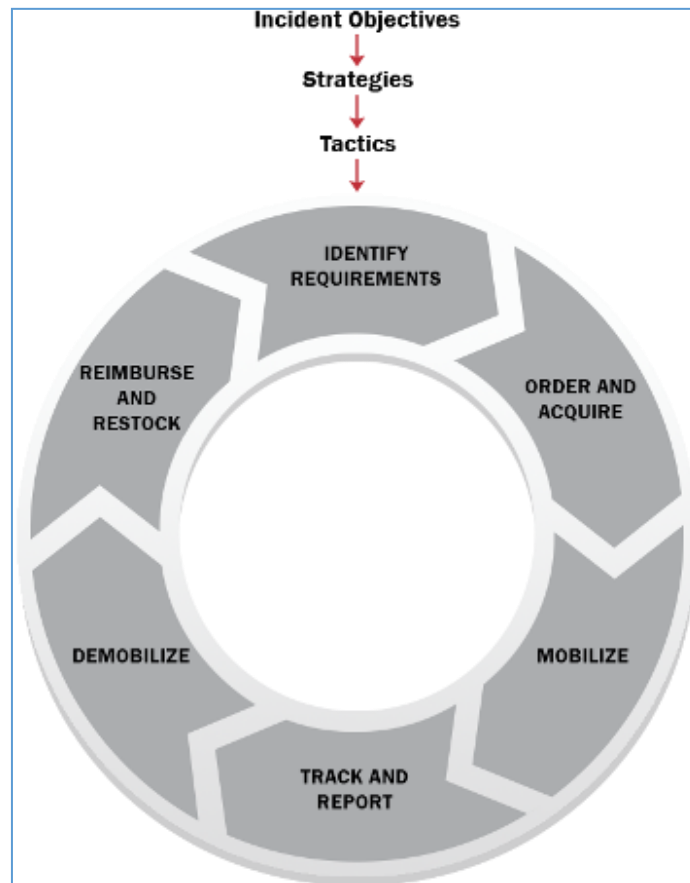


Figure 12: Resource Management Process

- The resource management process includes standard methods to identify, order, mobilize, and track resources. In some cases, the identification and ordering process is compressed, such as when an IC identifies the specific resources necessary for a given task and orders those resources directly. However, in larger, more complex incidents, the IC relies on the resource management process and personnel in the ICS and EOC organizations to identify and meet resource needs. **Figure 12** depicts the six primary tasks of resource management during an incident.
- The following are sources or potential sources for resources that may be available to the County in responding to disasters and emergencies:
 - Personnel, staff, equipment, and facilities belonging to Prince George’s County government;
 - Resources available from neighboring jurisdictions through local mutual aid agreements;
 - Resources available from the private sector through acquisition/purchasing;
 - Resources through the State of Maryland, including the National Guard through MDEM;

- Mutual aid resources from other states through the Emergency Management Assistance Compact or Statewide Maryland Emergency Management Assistance Compact;
 - Mutual aid resources available through NCR mutual aid agreements; and
 - Resources available from the Federal government as described in the NRF.
- The Prince George's County Code, Subtitle 6 – Emergency Management, authorizes the County Executive, in collaboration with other public and private agencies within the State of Maryland or other States or localities within other States, to develop mutual aid reciprocal assistance in case of disaster which is unable to be managed locally.
- If County resources are exhausted, the Director of OHS will submit a request to the State for assistance from outside jurisdictions within the State or other local jurisdictions within the NCR. This provision does not apply to existing 'automatic' mutual aid agreements.
- PGPD and the Fire/EMS Department have standing interdepartmental agreements and Memorandums of Understanding (MOUs) that 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 Emergency Communications Center. Beyond this, the PGPD and Fire/EMS Department have additional automatic mutual aid agreements with regional and State partners.
- All County government organizations' requests for outside assistance must be made through the EOC when a "Local State of Emergency" exists so that Countywide requests can be tracked and prioritized. The Planning Coordination Section at the EOC is responsible for tracking resource requests on behalf of the EOC.
- MDEM operates a statewide mutual aid program, the MDEMC as a supplement to day-to-day automatic mutual aid agreements. Requests for statewide mutual aid will be coordinated by the EOC Manager.
- Mutual aid assistance from other States may be available through EMAC. A Governor's Proclamation of a State of Emergency must be in place to request EMAC assistance. The EOC Manager, supported by the Logistics and Operations Coordination Sections will process and manage requests for EMAC assistance in accordance with procedures established by MDEM.
- If State resources are exhausted, MDEM will request outside assistance from the Federal government provided that a Federal declaration of emergency or major disaster is in place.
- Support from military units may be requested through the SEOC provided that a Governor's State of Emergency Declaration that includes Prince George's County is in place. Military forces, when made available, will support, and assist local agencies and may receive, from the County Executive or his or her designated representative, mission-type requests, including objectives, priorities, and other information necessary to accomplish missions.

- Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements or, in the absence of official agreements, as directed by the County Executive or, in his or her absence, the CAO, when it is determined that such assistance is necessary and feasible.
- **Figure 13** 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.

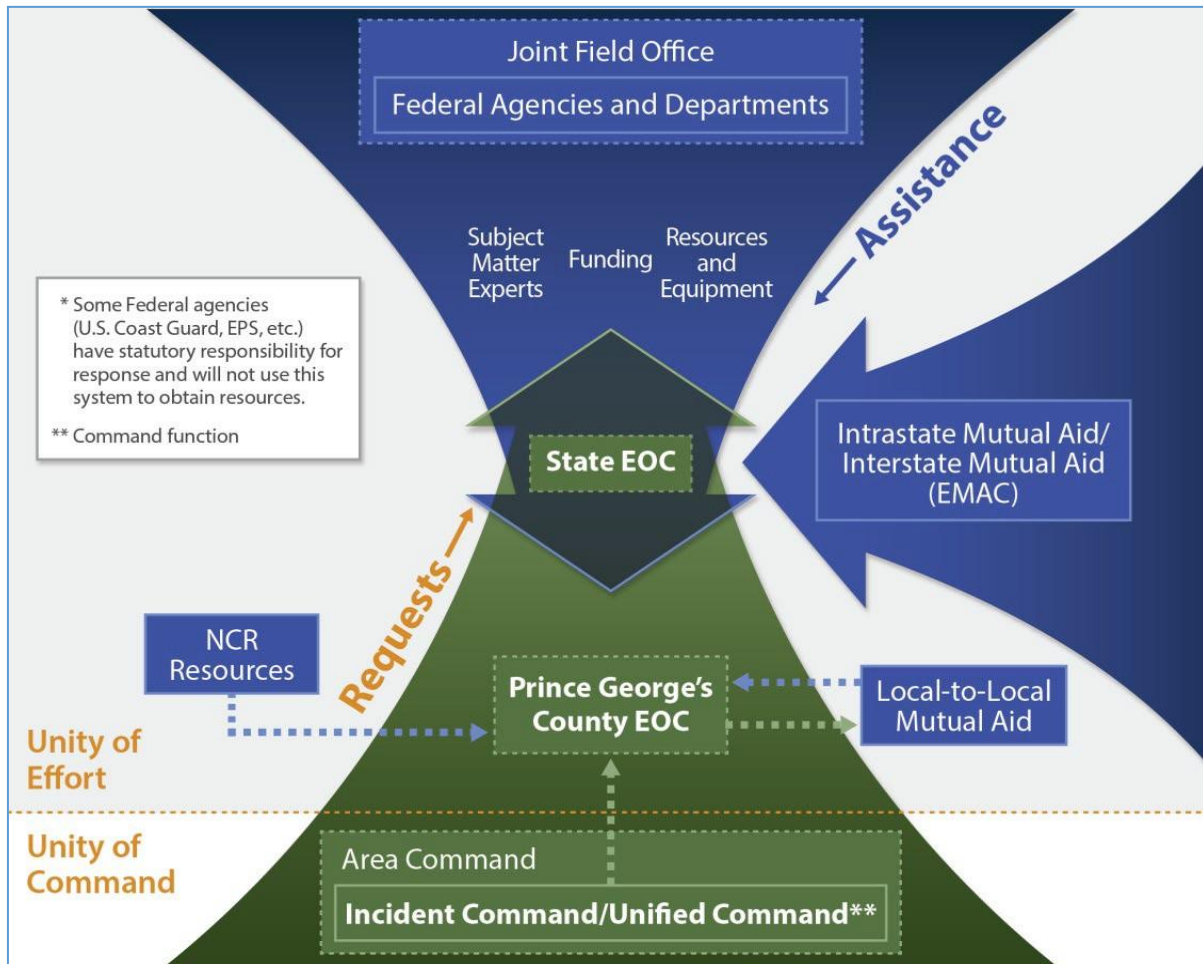


Figure 13: Local-State-Federal Resource Request Flow

Access and Functional Needs

- Residents or visitors with access and functional needs require additional assistance before, during, and after an emergency in functional areas, including but not limited to maintaining independence, communications, transportation, supervision, and/or medical care. People with medical needs may have health conditions that prevent them from managing independently in a shelter or evacuation center and may require assistance in performing activities of daily living and/or require care for the monitoring of a health condition. People with physical conditions that require the use of durable medical equipment that uses electricity may come under this definition even though the individual may regularly perform activities of daily living without caregiver or family assistance. People with functional needs are typically not medically dependent but could be vulnerable, at-risk, or hard to reach in the event of an emergency.
- Residents or visitors with access or functional needs may need assistance with transportation, communications, and registering for shelters and typically require strategies designed to meet their needs before, during, or after an emergency. Prince George's County will communicate critical emergency information to County residents and visitors during all phases of emergency management using an array of accessible technologies. Before, during, and after an emergency, the County will provide accessible transportation to and from County shelters. Should residents or visitors with access or functional needs use a service animal, Prince George's County will ensure that the specific service animal will remain with the individual during County supplied transportation and sheltering activities, consistent with ADA regulations.
- To ensure that Prince George's County can provide shelters accessible for people with access and functional needs, DSS, in collaboration with other County agencies and partners, has developed the County Mass Care and Shelter Plan that is consistent with ADA regulations, as ancillary CCF-Mass Care, Human Services, Volunteer Management. Once the determination is made by the Director of OHS to open a shelter, DSS will establish and operate the shelter(s) in accordance with the established plan.
- DPW&T, as the primary coordinating agency for CCF-Transportation, will assist with coordinating accessible transportation for individuals with access and functional needs to and from shelters or other locations, as necessary.

Section III – Basic Recovery Plan

Plan Overview

The Basic Recovery Plan provides a local framework to manage recovery operations following a disaster that impacts Prince George's County. The Basic Recovery Plan is intended to serve as a guide to assist with recovery decision-making, as well as discuss further procedures for enacting recovery components and addressing anticipated challenges.

All participating County departments and agencies, as well as cooperating organizations, will find relevant information to recovery operations in this Plan, including common operating picture concepts, overarching recovery principles, recovery organizations, and post-disaster recovery planning strategies. This Basic Recovery Plan was developed with the input of all organizations with an operational role in recovery—specifically those agencies, departments, and organizations identified in the County Coordinating Function Annexes.

In the context of this Plan, recovery is defined as the phase between the initial incident or disaster response phase and the restoration of services to a pre-disaster or better level. The following general activities support post-disaster operational objectives and activities to provide guidance on recovery priorities, coordination, and implementation of recovery programs in Prince George's County:

- Restoring community lifelines and infrastructure systems;
- Providing safe, secure, and sanitary temporary to long-term housing for survivors;
- Restoring and sustaining human, health, and public safety services;
- Promoting economic development and maximizing funding opportunities; and
- Including the whole community, especially those with access and functional needs, throughout the recovery process.

This section provides a general overview of the Prince George's County Basic Recovery Plan. This section also guides the use of this document, recovery concepts, the mission of recovery, and resources included in the Plan.

Purpose

The purpose of this Plan is to provide Prince George's County with a framework to manage recovery programs and operations, particularly for those incidents that require coordination beyond the general incident action plan. While disasters may be unpredictable and recovery situations never identical, this plan applies to all recovery efforts the County might undertake. It incorporates Federal guidance and best practices while remaining flexible to adjust to the specific needs of the County and the community after each unique disaster.

Scope

The Basic Recovery Plan provides a framework for how Prince George's County may organize and operate in the aftermath of a disaster. This Plan applies to recovery efforts within the Prince George's County jurisdiction. The concepts and organizational elements of the Plan apply to incidents of various scales and scope within Prince George's County and are not intended to specifically prescribe how the County will conduct recovery operations; rather, this Plan remains flexible based on the needs of each disaster.

This Recovery Plan addresses recovery challenges Prince George's County may face for incidents or disasters across all hazards and threats where the normal capabilities and organizational structure of the County are insufficient to recover without additional assistance and ongoing coordination. The concepts and organizational elements of this Plan apply to incidents of various scales and scope. However, the activation of this Plan, any CCFs, and any programs to facilitate recovery are ultimately left to the judgment of the County Executive or Chief Administrative Officer based on the County's need and capability to manage disaster recovery at a given time.

Recovery Planning Assumptions

- An incident or disaster may affect the ability of local County businesses to function, disrupt employment, interrupt public services, affect architecturally accessible facilities, and impact local tax revenues. Depending on the incident's impact and magnitude, recovery to pre-disaster conditions may not be realistic, possible, or desirable.
- Prince George's County Government employees and essential emergency personnel will also be impacted, therefore becoming survivors of the disaster.
- Prince George's County will first activate the EOP, COOP, COG, and other relevant plans during the response phase to address the specific impacts of the incident and facilitate the restoration of essential functions as quickly as possible.
- Substantial Federal assistance may be requested which includes, but may not be limited to, PA to reimburse government jurisdictions for disaster-related losses and IA to help individuals and small businesses with disaster-related losses.
- Voluntary organizations will implement disaster recovery programs and aid County residents per their mission, purpose, and any agreements for assistance developed with Prince George's County.
- Resources to support recovery operations are likely to be scarce, and competition for resources will occur across jurisdictions with Prince George's County.
- Limited elements of this Plan or that of the local recovery organization may be utilized in lower-scale disaster and incident scenarios at the discretion of the Director of OHS or designee in consultation with the CAO where appropriate.
- Considerations will be made for those with access and functional needs.
- The participation, support, and engagement of the whole community is critical to successful recovery.
- Resilience, both physical and social, is the desired outcome—the State of being able to adapt to changing conditions and then withstand and effectively rebound from the impacts of disasters and incidents.

Recovery Defined

Recovery is best described as a continuum of interdependent and often concurrent activities that progressively advance a community toward its planned recovery outcomes. The *National Disaster Recovery Framework* (NDRF) characterizes the recovery continuum to include three (3) sub-phases including short-term (hours/days), intermediate (weeks/months), and long-term (months/years) recovery. Furthermore, this Plan presents timeframes and activities associated with each recovery sub-phase and guidelines for CCF activities and operations. The recovery continuum highlights the reality that, for a local community facing significant and/or widespread disaster impact, preparedness, response, recovery, and mitigation are not and cannot be separate and sequential efforts. The recovery continuum is represented in **Figure 14** below:

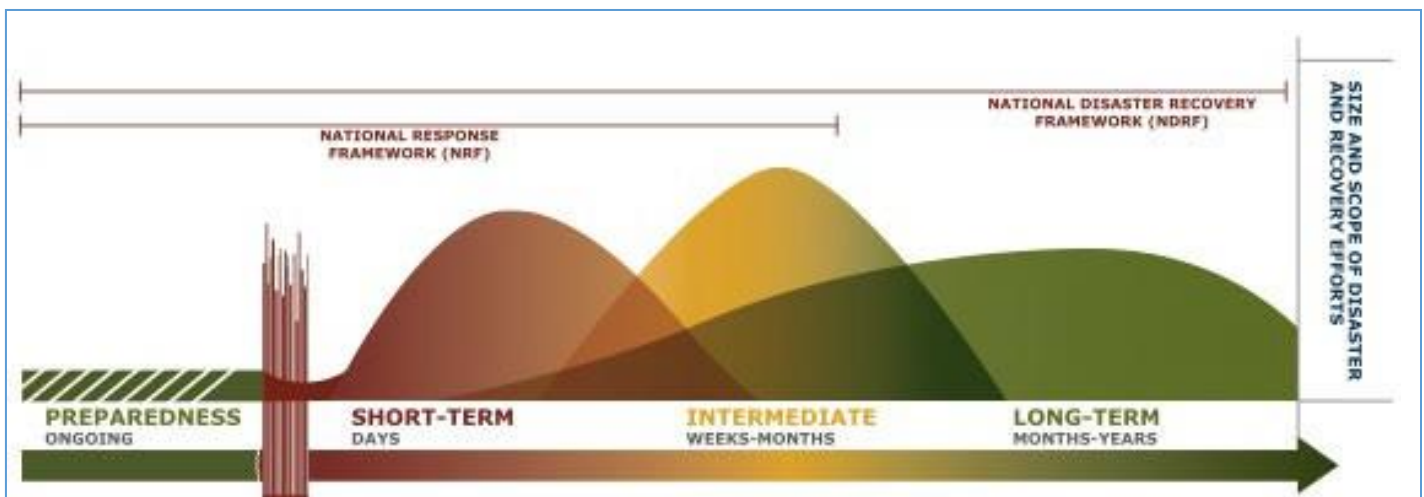
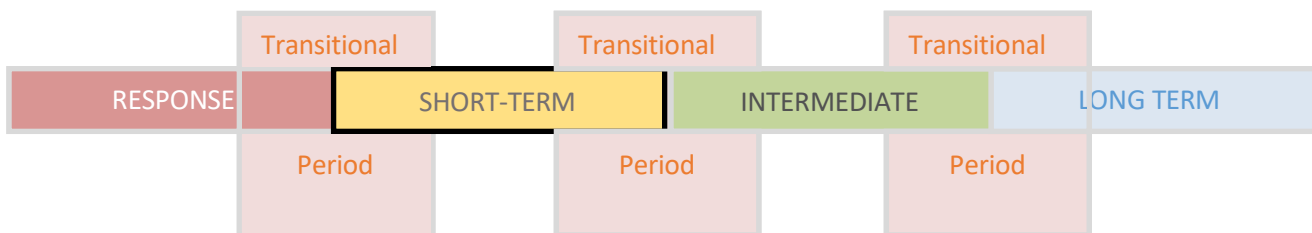


Figure 14: Recovery Continuum

Recovery Phases

Short-Term Recovery

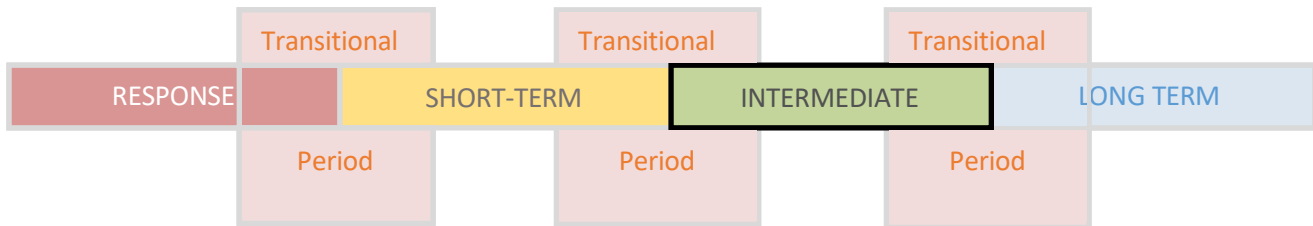


Short-term recovery refers to activities that take place immediately following an incident to identify the need for ongoing recovery coordination and the outstanding needs of different stakeholder groups and functions. Short-term recovery does not include measures to save and sustain lives, protect property, and neutralize any ongoing threats. Rather, short-term recovery includes needs assessment for ongoing support necessary beyond the response phase through coordination with CCFs through the EOC. In the context of this Plan, short-term recovery is the period immediately following the event, up to several weeks after the event. Short-term recovery operations continue to address the health and safety needs of disaster survivors that

persist through the end of response operations. Examples of activities in short-term recovery include:

- Debris management;
- Providing medical care and establishing surveillance procedures;
- Beginning formal damage assessments; and
- Restoration of utilities.

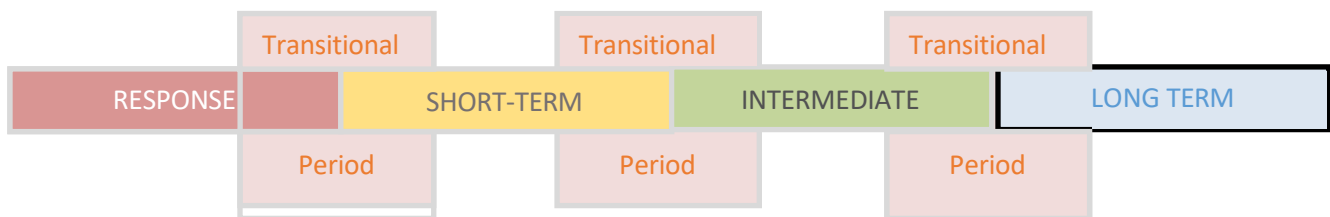
Intermediate Recovery



Intermediate recovery operations occur when vital services have been restored, and generally span the initial weeks and months after a disaster. This sub-phase includes those activities that provide for temporary solutions to issues and problems presented by the incident and/or disaster while long-term recovery strategies are enacted. Intermediate recovery operations are characterized by activities such as strategic planning to achieve permanent recovery measures as well as the beginning of a transition back to a community-driven recovery effort, such as a long-term recovery committee or group, supported by Maryland Voluntary Organizations Active in Disaster (VOADs) and less OHS control and coordination. Examples of activities in intermediate recovery include:

- Restoration of critical infrastructure systems/sectors;
- Providing sanitary and secure temporary housing solutions to County residents; and
- Community outreach through Disaster Recovery Centers (DRCs) and/or Family Assistance Centers (FACs).

Long-Term



Long-term recovery operations involve ongoing recovery projects moving towards self-sufficiency, sustainability, and resilience. These operations generally span months and potentially years after a disaster and operations in this phase may involve the completion of a redevelopment and revitalization strategy and scope of work of the impacted communities. It is likely that in this phase, a Long-Term Recovery Committee (LTRC) or Long-Term Recovery


Group (LTRG) will assume management of the recovery efforts, and OHS, in addition with other County agencies and departments, will or have already returned to routine operations – although remaining coordinating partners. Examples of activities in long term recovery include:

- Restoration of permanent healthcare facilities;
- Applying mitigation strategies to increase the long-term resiliency of the County; and
- Implementing economic revitalization strategies to restore County businesses.

Recovery Scope and Scale

The Recovery mission area defines capabilities necessary for communities affected or threatened by any incident to rebuild infrastructure systems, provide adequate, accessible interim, and long-term housing that meets the needs of all survivors, revitalize health systems (including behavioral health and social health), government services, promote economic development, and restore natural and cultural resources. Depending on the hazard and impact, some infrastructure sectors may be impacted more than others. In some situations, the disaster will be so catastrophic that the need for long-term recovery will be immediately obvious (i.e., redevelopment for a community or entire region). For other disasters, recovery operations may be confined to a geographic area and expand in scope or resource needs over time (i.e., restoration of a neighborhood that becomes redevelopment due to unforeseen impacts).

In any event, the scope and scale approach can be used to determine the level of resource requirements (scope) over an estimated period (scale). As the geographic area expands, resource requirements and coordination needs will increase. When the scale of the event magnifies, more than likely, so will the recovery duration. **Table 15** demonstrates varying degrees of recovery operations based on a scope and scale approach that can be used for determining the appropriate level of recovery activation.

Table 15: Recovery Operations by Scope and Scale


Scope/Scale	Restoration	Redevelopment
Regional	Regional power restoration <i>Example: Northridge, California earthquake</i>	Regional redevelopment <i>Example: Tohoku, Japan earthquake and tsunami</i>
Community	Community Restoration <i>Example: Oakland, California, hills firestorm</i>	Community Redevelopment <i>Example: Greensburg, Kansas tornado</i>
Neighborhood	Neighborhood Restoration <i>Example: Yountville, California, mobile home park flood wall and restoration</i>	Neighborhood Redevelopment <i>Example: September 11 World Trade Center attack</i>
Geographic Area	Limited loss of life and population-economic dislocation, repairable damage, minimal land-use changes	Major life or structure losses and population-economic dislocation; demolition, reconstruction, and land-use changes; mitigation opportunities


Recovery Duration (Weeks/Months/Years)

Recovery Activation

The distinction between response and recovery is not always clear- some community lifelines or sectors might remain engaged in response operations while others are moving into short recovery. Although there is no definitive distinguishing response and recovery phases, the process of providing resources to disaster survivors transitions from an immediate need basis to a more deliberate process of program or service delivery. Overall, the transition to recovery can be the most difficult transition period to execute, with moving elements and circumstances that need to be constantly assessed. Moreover, personnel (more than likely) have been working extended hours in stressful situations and will want to return to normal operations as soon as possible.

Since it is not possible to identify every possible scenario and activation for recovery, and it's critical not to delay recovery activities, CCF-Community Recovery Strategy will automatically be activated for any full County EOC activation. The quicker recovery operations are underway, the more efficient the County may be able to gain access to State and Federal resources; ultimately enabling the community to recover faster. It will then be the responsibility of the CCF-Community Recovery Strategy to assess the need for initiating recovery efforts and working with County leadership on this decision. This procedure will ensure that recovery efforts are strategized from the onset of a disaster and are not unnecessarily delayed.

The following indicators and questions may provide County leadership with questions to discuss to determine the need to activate the Basic Recovery Plan.

Recovery Activation: Indicators and Questions

- Will there need to be coordination after the imminent threat to life and/or property has been resolved?
- Is a State of Emergency Declaration or Presidential Disaster Declaration likely?
- Will someone need to oversee recovery efforts for at least several weeks?
- Will there be a need to engage with the community?
- Are local resources insufficient to address the recovery needs of the community?

Generally, the termination of a Local Declaration of Emergency (LDE), demobilization, and/or decrease of County EOC activation level from full activation will indicate a formal transition to recovery. The OHS is the primary County agency for coordinating recovery operations and the County Executive in coordination with OHS will appoint an LDRM to oversee local recovery operations. The formal transition from response to recovery and the transfer of incident command will be announced to all departments/agencies and relevant CCFs using County and OHS notification protocols and procedures. Some signs the transition from response to recovery should occur include:

- CCFs and EOC liaisons no longer needed to be present in the EOC to complete functions;
- Field operations begin demobilization and/or do not require extensive EOC to on-scene coordination;
- The local community beginning to consider individual recovery needs and/or County 311 receiving calls requesting information on recovery resources; and
- The need to assess recovery-specific resources and capabilities has become a priority.

Some Recovery activities are operational in nature, furthermore, it is not uncommon for some preliminary recovery activities to occur as response operation activities are still underway. However, for incidents and disasters, recovery activities begin in the County EOC as personnel work to corroborate data on the extent of damages. Preliminary Recovery activities may occur in pre-disaster phases including the coordination with the State, Federal (if applicable), and establishing standing agreements or contracts with the private sector and non-governmental organizations for administering immediate assistance.

Timely Recovery Activation

Activating recovery operations at the onset of response is critically important as it will greatly enhance the County's ability to seamlessly transition from response to recovery efforts. Additionally, the quicker recovery operations are underway, the more efficient the County may be able to gain access to State and Federal resources; ultimately enabling the community to recover faster. For this reason, the County had developed the CCF - Community Recovery Strategy into the County's EOP to provide the mechanism for activating recovery at the onset of response operations.

EOC Response → EOC Recovery

Once an incident or disaster has reached a situation where policy issues being discussed are recovery-oriented, the EOC Manager should begin discussions on transitioning the SPG or MAC Group meetings into a Recovery SPG and then announce the activation/implementation of the Recovery Transition Unit under the EOC Planning Coordination Section.

EOCs play a vital role in transitioning a local community toward short-term recovery goals. Depending on the nature and scope of an incident or disaster, the County EOC can take a lead role in determining how an incident or disaster will be viewed immediately and for years to come. Examples of key activities the County EOC will complete in the transition to short-term recovery include:

- Coordination of documentation (gathering and archiving all documents regarding the incident, including costs and decision-making);
- Archiving of data and contact information (i.e., data and information such as time snapshots of GIS maps or contact names and numbers of those participating in EOC operations);
- Supporting the initial damage assessment process;
- Helping the community manage expectations through JIC coordination and facilitation (i.e., continuing a public information campaign through the transition into short-term recovery);
- Advocating for State and Federal assistance (developing a narrative of the hazard event to request assistance);
- Identifying potential physical locations for DRCs;
- Coordinating with State and Federal officials for joint PDA process; and
- Providing a venue for conducting AARs.

Recovery Transitions

As addressed in the Recovery Activation section previously, the details for how to manage the transitions from response operations through all recovery phases will depend on the circumstances of the disaster event. The following section provides guidance on items to consider when developing a recovery strategy for handling the transitions for each phase. A template [*Annex E: Recovery Transition Procedure Guide*] can be found in Section V: Appendices and Additional Resources.

The transition from response to short-term recovery is one of the most challenging aspects of the organization and coordination of recovery. This section describes the steps that most likely will need to occur, in sequential order, to provide guidance and direction for developing the Transition Procedure Guide.

The transitions between recovery phases do not typically have definitive timelines or benchmarks and generally occur once certain triggers are met or as objectives are completed. However, the transition through the recovery continuum and timing actions ultimately depends

on the specific circumstances of the hazard and availability of resources. **Figure 15** describes general recovery operational phase triggers:

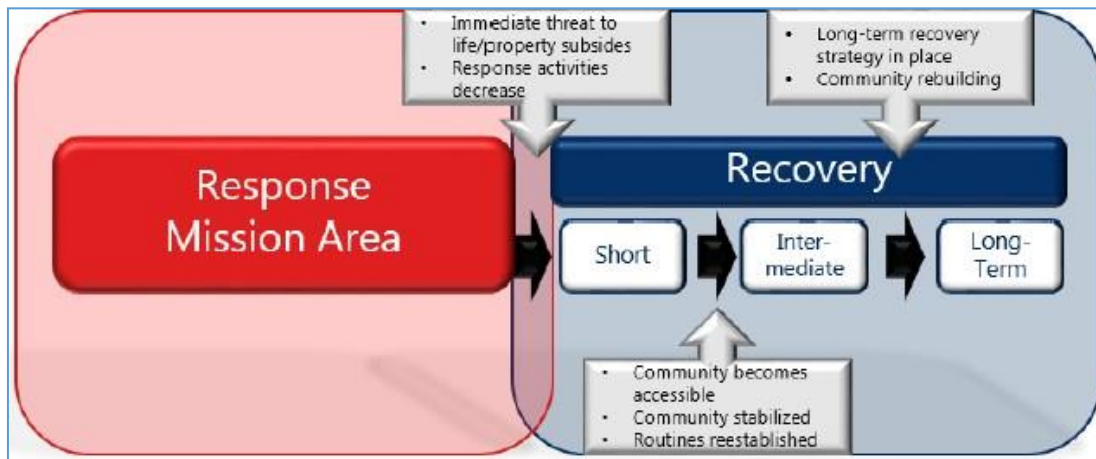


Figure 15: Recovery Operational Phase Triggers

Recovery Transition Levels

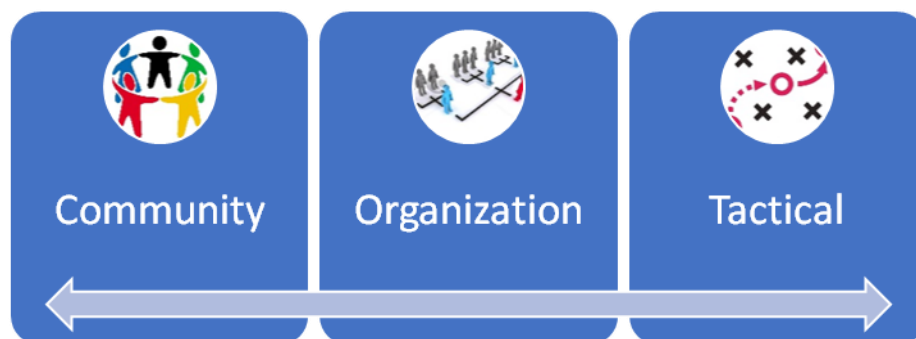


Figure 16: Recovery Transition Levels

Publicly addressing a transition phase to the community allows the rest of the recovery transition actions to occur at the organizational and tactical level. These actions often include the overarching approach to the next phase of the community's recovery and setting realistic expectations on access to resources.

“It is the ultimate responsibility of the LDRM to oversee the implementation of the Recovery transition procedures for each phase”. Recovery transitions occur at the following levels⁴:

⁴ Federal Emergency Management Agency. 2017. *Pre-Disaster Recovery Planning Guide for Local Governments*. Retrieved from <https://www.fema.gov/media-library-data/1487096102974-e33c774e3170bebd5846ab8dc9b61504/PreDisasterRecoveryPlanningGuideforLocalGovernmentsFinal50820170203.pdf>.

Community – “Strategic”

Contrast to response where indicators for demobilization and milestones marked by the ability of resources to address life safety or incident stabilization issues, recovery transitions begin at the community level. Publicly addressing a transition phase to the community allows the rest of the recovery transitions actions to occur at the government level. These actions often include the overarching approach to the next phase of the community’s recovery and setting realistic expectations on the timing, pace, and access to resources.

Operational – “Local Recovery Organization”

Implementing the activation and modifications to the recovery frameworks signals to personnel a clear transition from one phase to the next. Establishing the framework for each phase ensures a common operating picture at all levels of government and assists the State, and Federal organizations in providing the appropriate resource.

Tactical – “County Coordinating Functions”

The CCFs will execute the recovery objectives and tasks necessary to progress the community forward. For each transition, the CCFs will establish objectives and milestones to determine recommended actions to the Operations Section Chief and/or LDRM on future transitions or demobilization.



Transition 1: Response to Short-Term Recovery

Indicators

- CCFs are demobilizing from the field and/or the EOC;
- Access to recovery resources is an increasing priority; and
- Community beginning to consider individual recovery needs over life safety and stabilization.

Actions to Transition

The following is a list of actions that need to be taken to effectively manage the transition from response to short-term recovery:

1. CCF – Community Recovery Strategy Activated

When the CCF Community Recovery Strategy is activated, it will be responsible for ensuring the seamless transition from response to recovery. The primary agency for CCF-Community Recovery Strategy is Maryland National Capital Park and Planning (M-NCPPC). The CCF Coordinator in CCF – Community Recovery Strategy will identify additional support as needed. This additional support may include external support, supporting agencies, and

cooperating partners. As identified in the County EOP, CCF – Community Recovery Strategy is responsible for the following tasks under the umbrella of response:

- The OHS contacts the MDEM State Disaster Recovery Coordinator to establish a strategy for coordination and, if activated, the Federal Disaster Recovery Coordinator (refer to the *Concept of Coordination* Section for more details).
- The OHS will coordinate with the Office of Central Services (OCS) to establish a Recovery Operations Center.
- CCF – Community Recovery Strategy will request County departments to provide representation and appropriate materials at the Disaster Assistance Center (non-FEMA managed) or the Disaster Recovery Center (FEMA/MDEM managed facilities).
- CCF – Emergency Management coordinates with the departments on compiling information and extrapolating the data for the IDA process to submit to MDEM.
- CCF – Community Recovery Strategy lead works closely with the EOC Manager to develop and present the Response to Recovery Transition Procedure to the DCAO, CAO, and/or the County Executive. Once the Response to Recovery Transition Procedure has been approved, it will be presented to the SPG. This procedure will include details on the following:
 - Recovery Organization roles to be activated;
 - CCFs to be activated/demobilized (if not already);
 - LDRM characteristics, qualifications, and roles and responsibilities;
 - Recovery Operations Center location;
 - Identification of recovery objectives; and
 - Identification of short-term recovery priorities.
- If the EOC remains activated following implementation of the Basic Recovery Plan, OHS will continue to serve as a liaison between the EOC and the Recovery Organization.
 - CCF – Community Recovery Strategy may remain activated until the LDRM in coordination with the Director of OHS and EOC Manager (if applicable) agree to demobilize the CCF.

2. Establishing recovery operations location(s)

As mentioned in the CCF – Community Recovery Strategy roles and responsibilities section, the OCS will be responsible for finding a suitable location for Recovery Operations.

3. Basic Recovery Plan implemented

The CCF – Community Recovery Strategy Coordinator will work with the EOC Manager on the specific date and time for transitioning from response operations over to the Basic Recovery Plan. The rollout for this can be conducted in different ways and will be at the discretion of the EOC Manager in consultation with the LDRM, DCAO, and CAO. This procedure will include details on the following:

- Briefing the SPG on the transition and providing a copy of the Transition Procedure;

- Last Response Situation Report contains the Recovery Transition Procedure and is noted as the last Response SitRep;
- Staffing the Recovery Advisory Taskforce; and
- Announcing the demobilization of the EOC.

4. LDRM Onboard

For small-scale and short-duration events, the EOC Manager may be tasked to take on LDRM-like roles. For larger-scale events that will require significant coordination for recovery, the EOC Manager may act as the Acting Recovery Manager, and/or a section chief or another department Director may be designated to the role of EOC Manager. The Director of OHS may work with the CAO or designee and the EOC Manager to appoint or hire the right individual for this role.

5. SPG determines recovery priorities

The members of the SPG involved in recovery may change based on the departments involved in each phase. The CAO and/or LDRM will determine the appropriate approach for conducting the recovery SPG meetings in a different location. The LDRM will present the draft recovery objectives and priorities to obtain feedback and policy direction for the CCFs.

6. CCF transitions

Each CCF Annex begins with procedures for handling that function's transition from response to recovery. While OHS and M-NCPPC will oversee the implementation of the transitions of CCFs into recovery phases, it is the responsibility of the CCF primary/coordinating/lead agencies to understand this transition process at the tactical level to execute the short-term recovery mission most efficiently.

7. External Communications and Community Involvement

For a larger-scale disaster that brings media attention, conducting a press conference on the transition from response to recovery helps the community begin to move forward. The County Executive may choose to serve as the spokesperson for County recovery efforts or designate the LDRM for this role. The Lead PIO is responsible for coordinating the details of this task but shall work closely with CCF – Community Recovery Strategy to ensure this component is included in the Recovery Transition Procedure.

Certain existing Community Advisory Groups may be utilized, based on the needs of the incident, in coordination with the Office of Community Relations (OCR) to advise on the community's recovery strategy.

Transition 2: Short-Term to Intermediate Recovery

Transitioning from short-term to intermediate recovery can help reestablish the overall pace of efforts and preserve personnel and resources. A significant challenge during the intermediate phase includes personnel burnout and fatigue. Successfully timing the transition and determining the appropriate level of staffing and resources will help to reduce these

challenges. At this stage, County senior leadership should evaluate whether to demobilize the recovery organization or transition into intermediate recovery.

Indicators

- CCFs meeting less frequently;
- CCF updates for the SitReps remain mostly unchanged or are occurring on a less frequent basis;
- Policy level decisions for the SPG are occurring on a less frequent basis (i.e., from every day to once a week or every other week);
- The public, in general, do not need to be directed to local, State, or Federal resources; and
- Coordination with State and Federal recovery programs are operational.

Actions

It is the responsibility of the LDRM and that of the local recovery organization to develop and implement the Recovery Transition Guide for each phase.

Transition 3: Intermediate to Long-Term Recovery

The major distinction of the intermediate to long-term recovery transition is the decrease of direct OHS involvement and effort to a more of whole community-led redevelopment long-term recovery coordinated effort. Usually, activities and services return to normal County department functions. The local recovery organization will likely be demobilized. At this stage, County senior leadership should evaluate the need to retain a LDRM during long-term recovery.

Indicators

- The Recovery Framework is no longer necessary for conducting internal and external coordination and communication;
- Implementation of recovery projects fall within the normal scope of County departments;
- Any reimbursement processes and procedures are maintained through normal operations and/or being closed out; and
- The long-term recovery strategy is in the implementation process.

Actions

It is the responsibility of the LDRM and that of the local recovery organization to develop and implement the Recovery Organization Demobilization Plan.

Concept of Operations

Prince George's Local Recovery Organization

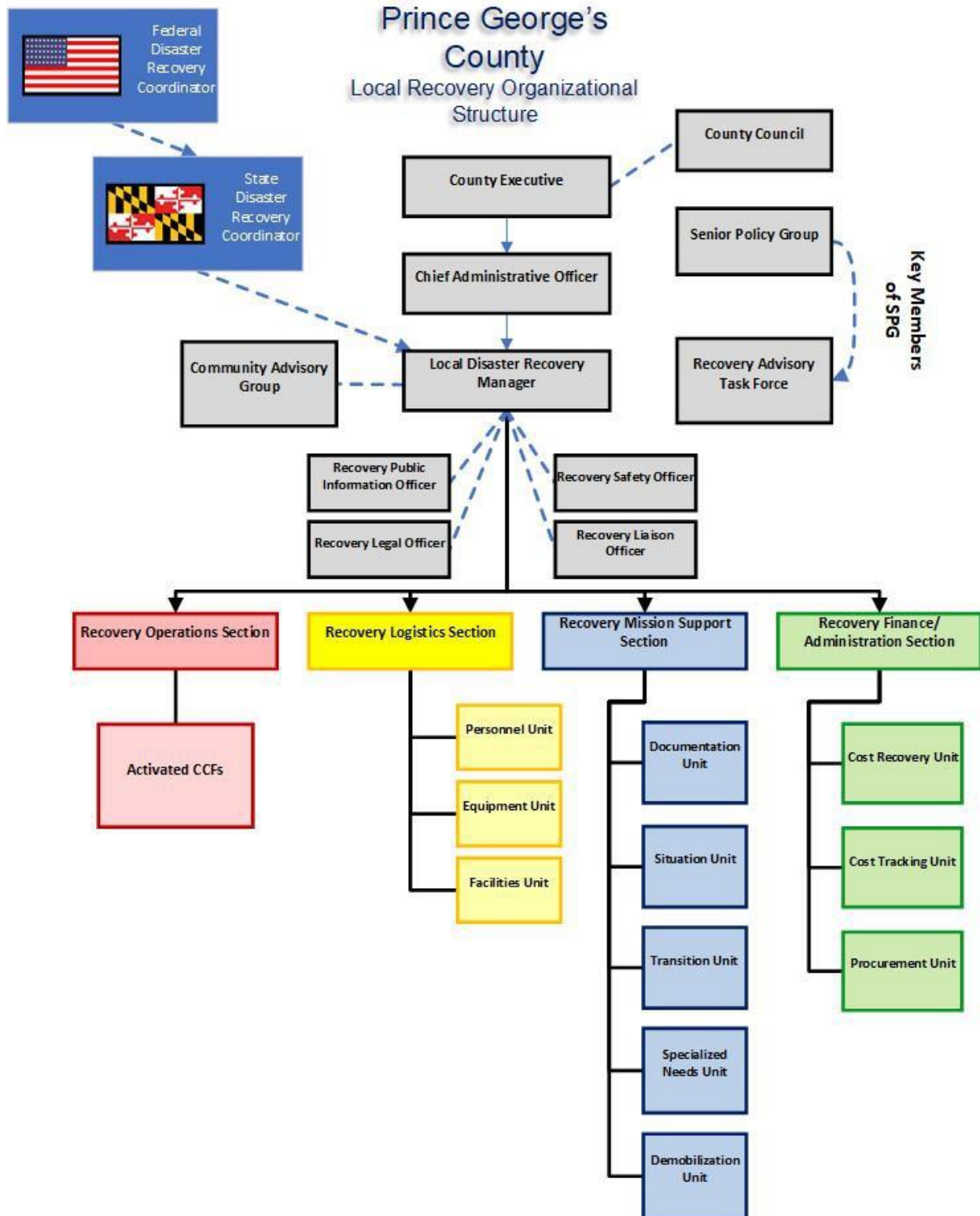
This section organizes the methods for how Prince George's County may choose to organize recovery operations under an ICS structure. The responsibility for the establishment and expansion of the ICS organization rests with the LDRM; meaning, if a position is not filled, it is the responsibility of the LDRM to complete those tasks.

While this plan identifies options for possible recovery coordination structures, CCF – Community Recovery Strategy will work to develop a recommended plan for County senior leadership to decide on the implementation structure based on the circumstances of the incident, using their discretion.

If recovery operations are underway, and another hazardous event is imminent, the Director of OHS will be responsible for operations related to the preparedness, response, and recovery of any subsequent disasters. In this instance, personnel fulfilling positions related to recovery efforts will continue to do so under the direction of the Director.

An established recovery organization is critical to the effective management of disaster recovery operations and sets the objectives and pace for recovery operations. Recovery organizations should be large at first, encompassing many departments and agencies that play a role in disaster recovery operations. As recovery operations commence and initial objectives are met, some departments and agencies may not be required, and new or existing partners may be elevated to larger roles. For this reason, recovery organizations should be scalable. A local recovery organization provides an administrative umbrella for recovery management under which short-term emergency-related and long-term development-related recovery initiatives can be coordinated.

This organization is responsible for leading and supporting the recovery efforts of Prince George's County following a disaster or incident. This organizational structure is scalable and can be scaled up or down as necessary and appropriate Prince George's County departments and agencies are identified with critical roles in recovery operations. The Prince George's County Executive will designate an LDRM who will serve as the coordinator of the recovery organization and the departments/agencies serving as CCFs. The Prince George's recovery organizational structure is depicted on the next page.



Recovery Leadership

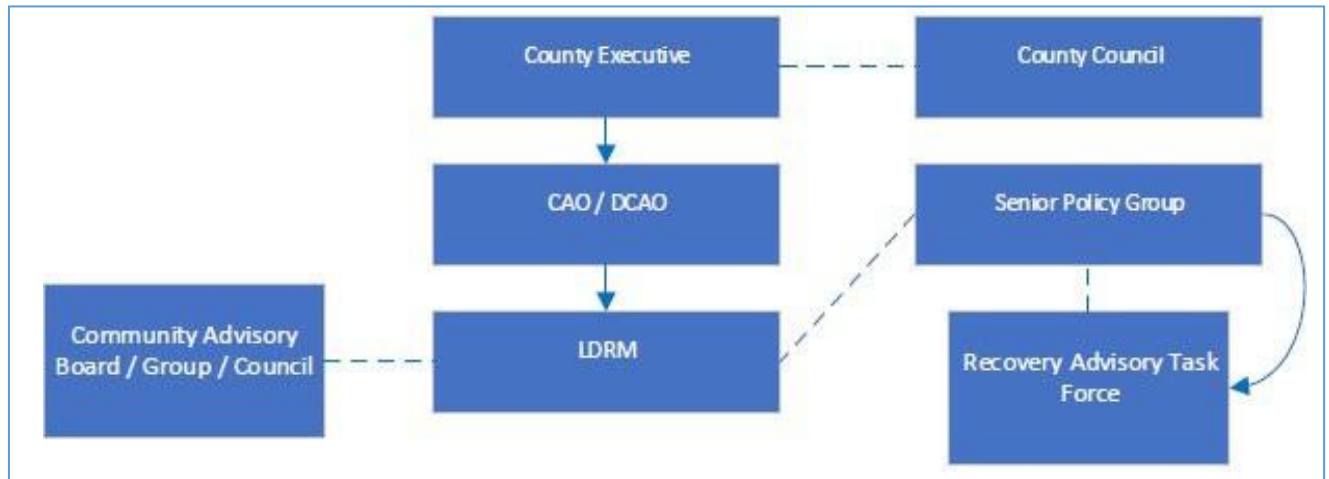


Figure 17: Local Recovery Leadership Organizational Chart

Overall, County leadership facilitates the restoration of the community to its pre-disaster condition using all means possible. In the aftermath of a disaster, the community may have unrealistic expectations on the ability of local, State, and Federal governments to support individual recovery efforts.

County leadership will work in the early phases of recovery to provide realistic expectations to the community on the availability of government resources and eligibility requirements. When setting expectations, it's important to understand on average, nationwide recovery may take up to eight (8) years. Internally, County leadership (depending on the scope and scale of the disaster) may conduct a meeting with the SPG and CCF subject matter experts on a vision for desired recovery outcomes (i.e., resiliency, holistic community, etc.).

Since recovery efforts follow the response phase, all roles and responsibilities maintained in the EOP will transfer over into recovery. Some roles and responsibilities, however, may shift in nature during recovery efforts. What follows are the roles, responsibilities, and powers of the different County leadership positions in both the response recovery phases.

County Executive

Table 16: County Executive Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
<ul style="list-style-type: none"> • Declares a local State of Emergency by Executive Order • Identifies the order of succession list of County leadership and principal County agencies to ensure continuity of government. • Exercises emergency powers as defined in the County Code, including the allocation of funds and the seizing of property, among others. • Works with other elected officials at the regional, State, and Federal levels to enter into agreements for access to resources and extra assistance for the community. • Requests emergency sessions of the County Council. • Declares an end to the public emergency and advises the County Council of the restoration of services and resumption of routine activities, and what areas will require long-term recovery support and mitigation activities. 	<ul style="list-style-type: none"> • Updates the County Council on the establishment of the recovery structure, key milestones in the development and execution of the recovery plan, and regular updates of recovery-related costs. • Determines recovery priorities with the SPG. • Works with other elected officials at the regional, State, and Federal levels to enter into agreements for access to resources and extra assistance for the community. • Works with the community to implement strategies and objectives for community planning. • Makes recovery policy decisions in collaboration with CAO, DCAO, the Director of Office of Homeland Security, and the LDRM.

Prince George's County Council

Table 17: Prince George's County Council Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
<ul style="list-style-type: none"> • May establish, collectively, policy and provide guidance to the County Executive and senior staff. • Approves the extension of a State of Emergency beyond the originally declared thirty-day period. • Appropriate, either in the annual budget appropriation or by interim resolution, such sums as it may declare to be necessary or expedient to respond and recover from disasters. 	<ul style="list-style-type: none"> • Collectively, the County Council may establish broad policy for the County Executive and senior staff but defers the implementation, operation, and administration of such policies during an emergency to the County Executive. • Appropriate, either in the annual budget appropriation or by interim resolution, such sums as it may declare to be necessary or expedient to respond and recover from disasters.

<ul style="list-style-type: none"> • In coordination with the County Council Administrator, maintain notification plans and the COOP Plan for the Council Office. • Maintains individual notification and COOPs for respective County offices and staff. • May communicate individually or collectively with the public and guides responding to an emergency or disaster in coordination with the Office of Communications. • May call emergency sessions of the County Council. 	<ul style="list-style-type: none"> • May designate a Council member to serve as the Council's Recovery Liaison, as necessary. This Liaison represents the Council, participates in Public Safety conference calls, coordinates with the County Executive's Liaison provides timely information to the Council, and conveys information and questions received from Council members to the Executive Liaison. • Hosts community meetings individually to ensure needs are being addressed and to provide information on recovery to County residents.
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Chief Administrative Officer

The Chief Administrative Officer (CAO) may delegate some or all these responsibilities to the Deputy CAO, as appropriate.

Table 18: CAO Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
<ul style="list-style-type: none"> • Delegates the functions identified in Subtitle 6 of the County Code. • Determines the boundaries of the disaster (i.e., limited; county-wide). • Serves as liaison to the County Council and notifies the Council of EOC activations or appoints a liaison to notify the County Council. • Proposes emergency legislation for the County Council to consider if needed. • Develops mutual aid or reciprocal assistance agreements with other public and private agencies within the State, other states, or localities within other States. • Authorizes requests for resources from other jurisdictions, per mutual aid agreements, where appropriate. • Declares an end to the public emergency and advises the County Council of the restoration of services, resumption of 	<ul style="list-style-type: none"> • Delegates the functions identified in Subtitle 6 of the County Code. • Appoints an LDRM and delegates certain powers to LDRM, if necessary. • Proposes emergency legislation for the County Council to consider if needed. • Authorizes emergency procurement and delegates to the OCS and/or EOC contracting authority, as appropriate, to facilitate all necessary procurements essential to the recovery. • Develops mutual aid or reciprocal assistance agreements with other public and private agencies within the State, other states, or localities within other States. • Authorizes requests for resources from other jurisdictions, per mutual aid agreements, where appropriate. • Declares an end to the public emergency and advises the County Council of the

<p>routine activities, and the areas that will require long-term recovery support and mitigation activities.</p> <ul style="list-style-type: none"> • Notifies the County Executive of CCF activations and demobilizations. • Provides administrative direction and support to County department Directors. 	<p>restoration of services, resumption of routine activities, and the areas that will require long-term recovery support and mitigation activities.</p> <ul style="list-style-type: none"> • Provides administrative direction and support to County department Directors. • Supervises development of ongoing recommendations for a long-term plan of capital improvements or recovery projects with accompanying financial plans for their accomplishment.
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Deputy Chief Administrative Officer

Table 19: DCAO Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
<ul style="list-style-type: none"> • Performs duties of the CAO, as delegated. • Assumes the powers and responsibilities of the CAO in the CAO's absence. 	<ul style="list-style-type: none"> • Carries out the duties of the CAO, as duly delegated. • Assumes the powers and responsibilities of the CAO in the CAO's absence.

Senior Policy Group

The Senior Policy Group (SPG) is comprised of the County Executive, CAO, DCAOs, County Executive Staff, County Directors, and the LDRM.

Table 20: SPG Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
<ul style="list-style-type: none"> • Serves as a policy- and strategic-level advisory body during ongoing situations to analyze critical information; • Supports the County Executive by identifying emerging needs and providing policy recommendations for action. • Provides direction to agencies performing emergency activities; • Authorizing the issuance of public evacuation recommendations; • Resolving resource and policy issues. 	<ul style="list-style-type: none"> • Establishes recovery policy decisions. • Supports the County Executive by identifying emerging needs and providing policy recommendations for action. • Provides strategic direction and priorities for recovery operations; • Authorizing the issuance of public evacuation recommendations; • Resolving resource and policy issues.

Recovery Advisory Task Force

Table 21: Recovery Advisory Task Force Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
	<ul style="list-style-type: none"> • The Recovery Advisory Task Force consists of select members of the SPG and other partners, depending on the nature of the event and Recovery mission. Responsibilities include: <ul style="list-style-type: none"> ○ Advises the LDRM and County Executive on the overall recovery strategy; ○ Serves as a sounding board for any ideas related to recovery activities; ○ Addresses any potential political or community-related issues that may arise and works with the County Executive to navigate through the best approach; ○ Assists the LDRM with brainstorming gaps and solutions in the overall recovery framework or strategy; ○ Identifies any outstanding community needs to be addressed; ○ Participates in CCF meetings, as needed; ○ Identifies CCF activities that may directly impact other CCFs and addresses them through the appropriate party; and ○ Engages with subject matter experts, as needed.

Director, Office of Homeland Security

Table 22: Director of Office of Homeland Security Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
<ul style="list-style-type: none"> • Serves as the Governor's duly appointed Emergency Management Director for Prince George's County. • Serves as the Director/Chair of the Emergency Management Council. 	<ul style="list-style-type: none"> • Provides liaison with State and Federal authorities and other political subdivisions as necessary to ensure effective recovery efforts and advocates for additional resources.

<ul style="list-style-type: none"> • Coordinates requests for State and Federal assistance via MEMAC or EMAC. • Identifies personnel available through the Maryland IMT. • Works with the EOC Manager on staffing the Section Chief positions. • Coordinates the activity of all public and private agencies comprising the local emergency management organization, including coordination of planning, and purchasing of emergency management equipment and supplies for the County. • Appoints assistants and other employees of local emergency management organizations, prescribes their duties. • Appoints volunteer citizens to form the personnel of an emergency management service for which the County has no counterpart or to temporarily augment personnel of the County engaged in emergency management activity. • Forwards to the County Council, the written reports which are provided to the applicable state agencies relating to the progress of the emergency management program and of the regulations and procedures adopted for the protection of the public. 	<ul style="list-style-type: none"> • Assigns to the EOC Manager and/or LDRM (or other designee) the collection of data on damages reported by County departments, offices, municipalities, and other supporting agencies, and, when requested by MDEM, prepares all required applications for disaster assistance. • Coordinates with the Office of Management and Budget (OMB) and the Office of Finance for the assignment of accounts to collect costs, and for any disbursement of financial assistance awarded for reimbursement or mitigation under a Federal disaster declaration. • Designates or serves as the Acting LDRM during the transition until an LDRM is appointed. • Coordinates requests for State and Federal assistance via MEMAC or EMAC. • Identifies personnel available through the Maryland IMT.
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Local Disaster Recovery Manager

Table 23: LDRM Roles and Responsibilities

Basic Response Plan	Basic Recovery Plan
	<ul style="list-style-type: none"> • Implements the County's Local Recovery Organization to include coordination and facilitation among all stakeholders. • Fills the positions in the Local Recovery Organization or completes associated tasks with any unfilled positions. • Converts directives from the County Executive into actionable recovery tasks. • Counsels with the Recovery Advisory Task Force to refine tasks and strategies.

	<ul style="list-style-type: none">• Identifies and resolves any policy issues with the County Executive and/or the CAO.• Oversees the coordination of the Recovery Sections.• Sets the operational tempo for recovery.• Manages the transition of recovery activities throughout all phases: short-term, intermediate, and long-term.• Serves as a liaison to external organizations on behalf of the County on all recovery activities.• Prepares periodic progress and fiscal reports to disseminate through the PIO.• Communicate regularly with the Recovery Command staff to monitor the execution of responsibilities.• In consultation with the CAO and/or the County Executive, hold closed meetings to preserve Executive privilege and discuss policies that may have implications for the recovery effort.• Periodically brief the County Executive and the County Council on recovery progress.• Ensures inclusiveness in the community recovery process, including persons with access and functional needs, disabilities, and limited English proficiency.• Foster information sharing and manages proactive community engagement, public participation, and public awareness.
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Recovery Command Staff

Recovery Public Information Officer

The Public Information Unit manages external and internal communications, identifies public information needs, and manages the JIC if activated. The Public Information Unit begins with a single PIO but may expand to incorporate additional Unit members as the situation dictates. However, the PIO is responsible for overseeing the operations and delegation of tasks to the JIC. Depending on the nature and scope of the emergency, a Public Information Unit may be established at the discretion of the LDRM. More specifically, the PIO is responsible for the following tasks:

- Disseminates press releases;
- Handles media inquiries;
- Coordinates with other JICs in the region or State if necessary;
- Ensures the LDRM authorizes the information posted to the website and disseminated to the public;
- Identifies the public's information needs;
- Works to combat misinformation; and
- Monitors social media platforms.

Recovery Safety Officer

The Safety Officer is responsible for monitoring and assessing hazardous working situations and developing methods for assuring the safety of personnel in the Local Recovery Organization. This risk management function extends to not only all personnel in the Local Recovery Organization, but those deployed from external jurisdictions, private/non-profit organizations, and the public. The Safety Officer is responsible for the following tasks:

- Collects and compiles all risk information associated with the execution of recovery operations and contributes safety messaging and safety plan to the County Coordinating Functions;
- Ensures that the Local Recovery Organization has an established and updated Medical Plan. The Safety Officer will be selected from Office of Homeland Security, the Police Department, the Fire Department, the Department of Finance [Risk Management], or another County Department, as appropriate; and
- Additional support staff may be assigned from these County departments, or other County departments, as appropriate.

Recovery Liaison Officer

The Liaison Officer serves as the official representative of the Local Recovery Organization and is responsible for coordinating with representatives from supporting and cooperating agencies and departments, including those of the State, Federal, non-governmental, and private sector partners. Additional support personnel may be assigned from County departments, as appropriate. The Liaison Officer is responsible for communicating recovery efforts and plans with the following entities:

- Maryland State Agencies;

- Elected officials;
- Members of the community;
- Federal agencies; and
- Non-profit groups or key community partners.

Recovery Legal Officer

The Office of Law will assign a Recovery Legal Officer to act as a legal advisor for the local Recovery mission. If the Office of Law is not able to supply an advisor from its staff that can meet the needs of the incident, it will state so in writing. The Office of Law is then responsible for hiring a competent Recovery Legal Officer for the time span of the recovery. The Office of Law or other County agencies may assign additional support staff as needed to assist the Recovery Legal Officer. The Recovery Legal Officer is responsible for the following tasks:

- Provides counsel to the Local Recovery Organization on the legal implications of recovery operations and develops – as requested – any special legislation or County Executive Orders that support the overall mission of the Recovery Organization;
- Provides interpretation on Recovery Organization goals, objectives, or tactics that may be impacted by Federal, State, County, and municipal ordinances, statutes, or regulations; and
- Coordinates with the Recovery Public Information Officer to review Recovery Organization press releases and public statements for legal implications, and provides revised language as needed.

Recovery General Staff

Recovery Operations Section

The Recovery Operations Section executes the operational objectives for the recovery of the incident and provides unity of effort through coordination between all elements of local, State, and Federal (if applicable) levels of the recovery effort. The Operations Section ensures that all CCFs coordinate operational activities as they carry out the operational objectives set forth by the LDRM. The Operations Section reports to the Operations Section Chief. The Operations Section Chief reports to the LDRM.

Recovery Operations Section Chief

The Recovery Operations Section Chief is responsible for overseeing the provision of the Operations Section and reports directly to the LDRM. Overall responsibilities of the Section Chief include but are not limited to:

- Determine the most suitable structure to meet the recovery needs;
- Assign Unit leads, Branch directors, Group supervisors, and personnel as necessary;
- Employ an effective strategy for maintaining coordination and communications with the LDRM; and
- Direct the demobilization of the CCFs.

Recovery Logistics Section

The Recovery Logistics Section is responsible for ensuring there are available facilities, services, and equipment to carry out recovery operations. This section is specific to ensuring internal operations can be conducted and is not responsible for the overall resource coordination at the CCF level. The Logistics Section reports to the Logistics Section Chief. The Logistics Section Chief reports to the LDRM.

Recovery Logistics Section Chief

The Recovery Logistics Section Chief is responsible for overseeing the provision of the Recovery Logistic Section and reports directly to the LDRM. If a unit is not activated and staffed, the responsibilities will fall to the Logistics Section Chief at their discretion. Ideally, the Logistics Section Chief has the authority to quickly locate and provision the use of County facilities, equipment, supplies, and fleet.

Overall responsibilities of the Recovery Logistics Section Chief include but are not limited to:

- Activate Logistics Units to meet the recovery needs;
- Assign Unit leads and personnel as necessary;
- Meet with Unit leads as required;
- Provide status updates to the LDRM, as requested;
- Ensure requests are documented, tracked, and paperwork is submitted to Finance/Administration Section; and
- Demobilize the Section and restock supplies and equipment.

Facilities Unit

- Identifies available space in the County for meeting rooms, work areas, or public meetings;
 - Determine facilities infrastructure requirements;
- Ensures the facility is functioning properly (i.e., heating, air conditioning, electricity, water); and
- Prepares a layout of recovery facilities.

Equipment Unit

- Supports recovery personnel with supplies, equipment, and personnel necessary to accomplish recovery objectives;
- Orders, receives, distributes, and stores supplies and equipment; and
- Maintains resource inventory.

Personnel Unit

- Coordinate the arrival and departure of specialized personnel;
- Set up accommodations and travel arrangements for personnel; and
- Transport personnel or assist in providing transport resources.

Recovery Finance/Administration Section

The Recovery Finance/Administration Section is responsible for collecting, documenting, analyzing, and reporting the costs associated with County recovery operations.

The Section is also responsible for coordinating the pursuit of funding from various Federal grant and loan programs. The Finance/Administration Section reports to the Finance/Administration Section Chief. The Finance/Administration Section Chief reports to the LDRM.

Recovery Finance/Administration Section Chief

The Recovery Finance/Administration Section Chief is responsible for managing the units and ensuring that properly trained personnel support the tasks. If personnel are not available, the Section Chief may acquire staff through the State's IMT or a consulting firm.

The Section Chief has the knowledge and skill set for the following responsibilities:

- Activates and staffs units based on the needs of the recovery effort;
- Manages all financial aspects of the recovery effort;
- Maintains standardization of financial forms for dissemination to departments to ensure uniform reporting;
- Provides financial and cost analysis recovery information, as requested;
- Gathers pertinent information from briefings with responsible agencies;
- Develops an operating plan for the Recovery Finance/Administrations Section;
- Fills supply and support needs;
- Meets with the other section Chiefs and the LDRM, as needed;
- Ensures that all obligation documents initiated at the incident are properly prepared and completed;
- Provides financial and cost analysis data and findings for grant applications;
- Briefs the SPG, at the request of the LDRM, on all incident-related financial issues needing attention or follow-up; and
- Manages and provides support to departments involved with the PA process for financial reimbursement in coordination with MDEM and FEMA;

Cost Recovery Unit

- Ensures the County receives all Federal recovery assistance and reimbursement for which it is eligible;
- Provides all incident cost analysis;
- Ensures the proper identification of all equipment and personnel requiring payment;
- Records all cost data;
- Analyzes and prepares estimates of incident costs; and
- Maintains accurate records of incident costs.

Cost Tracking Unit

- Tracks payments for recovery supplies and services;
- Maintains expenditure records for Federal recovery programs; and
- Tracks recovery personnel/staff timesheets.

Procurement Unit

- Works with the County to resume the competitive bidding process;

- Streamlines or fast-tracks normal procurement procedures; and
- Ensures items are procured according to County code (for PA reimbursement).

Recovery Mission Support Section

The Recovery Mission Support Section manages one-off missions that do not fit neatly in other Sections or CCFs. The Mission Support Section is responsible for the overall collection, evaluation, dissemination, facilitation of all information concerning the incident.

Recovery Mission Support Section Chief

The Recovery Mission Support Section Chief manages the process and personnel for creating various reports and products to support the recovery effort. The Recovery Mission Support Section Chief would ideally have familiarity with the County and a background in emergency management. Overall responsibilities of the Section Chief include but are not limited to:

- Activate Units for the Section based on the needs of the recovery effort;
- Assign Unit leads and personnel to the activated Units by pulling in individuals from other County departments, IMTs, and/or consultants with the right expertise (i.e., familiarity with County personnel, ability to draft reports and plans, ability to facilitate meetings);
- Provide updates to the LDRM;
- Review reports or plans before dissemination;
- Ensure reports and plans are disseminated promptly; and
- Meet with other Section Chiefs and the LDRM when needed and demobilize the Units.

Documentation Unit

- Ensures that the incident is correctly documented;
- Takes notes for all CCF meetings or calls;
- Develops agendas and sign-in sheets; and
- Ensures documents are maintained in the proper folders electronically and in physical form.

Situation Unit

- Ensures a common operating picture, and strong situational awareness;
- Develops the Recovery Situation Reports;
- Ensures the LDRM signs-off on the content and format of the reports;
- Disseminates the SitReps at a frequency approved by the LDRM; and
- Obtains information for the SitReps by coordinating with CCF leads and appropriate personnel.

Transition Unit

- Develops the Transition Procedure from short-term to intermediate recovery phase;
- Coordinates with the LDRM on acquiring information for the Transition Procedure; and

- Works with the LDRM on disseminating the Transition Procedure to the appropriate individuals.

Specialized Needs Unit

- Facilitates meetings with subject matter experts or CCFs on a specific recovery issue;
- Determines next steps or actions to be taken with the appropriate group to resolve the issue; and
- Obtains policy direction, as needed, from County Leadership (going through the LDRM first).

Demobilization Unit

- Develops demobilization plan; and
- Ensures seamless transition throughout the recovery sub-phases by supporting demobilization of the CCFs, EOC branches, and any onsite resource centers.

Public Information

The effective dissemination of public information is vital for successful recovery. Consistent communication to the public about recovery efforts reassures the community that government agencies are working together to improve the situation and to aid those in need. Public information also must have tailored adaptations to reach a diverse audience. Communications among County PIOs and the impacted audience should occur as often as necessary or during benchmark recovery milestones and continue into long-term recovery as needed. The coordination of recovery public information may be accomplished through the JIC. Examples of acceptable and effective public information focus areas include:

- Protective or mitigating actions the public should take;
- Summary of the incident including impact and response actions taken;
- Actions the public and businesses may take to gain access to recovery programs and information on how these programs work;
- Information on next steps to be taken by the government;
- Instructions on how to properly repair or restore damaged property;
- Debris removal information; and
- Any other incident-specific recovery information.

To determine the effectiveness of recovery communications, County PIOs should monitor news media reports and assess public inquiries to determine if the information is received and understood by the intended audiences.

Concept of Coordination

This section of the plan establishes how Prince George's County will coordinate with regional, State, and Federal counterparts. Additionally, this section provides a brief description of each of the levels of government including their roles in recovery. **Figure 17** outlines the Maryland Recovery Framework as defined in the State of Maryland Consequence Management Operations Plan (CMOP).

State Recovery Organization

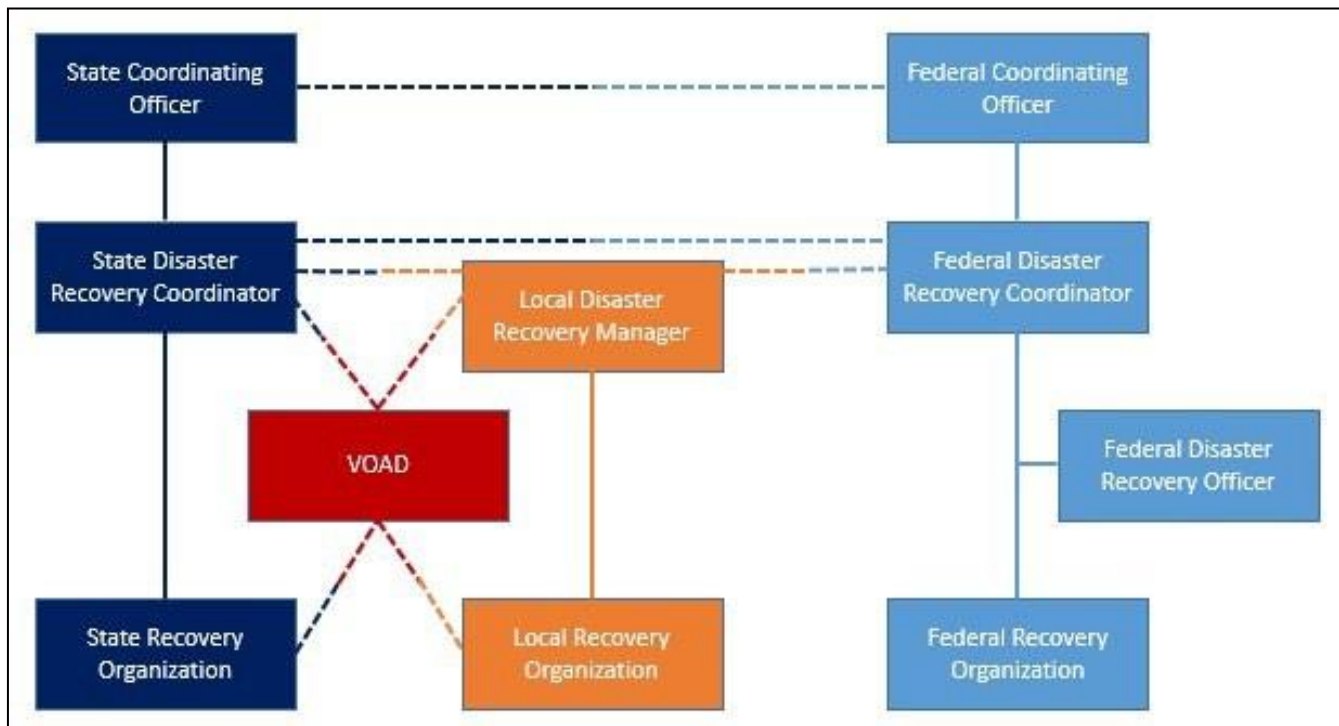


Figure 18: Maryland Recovery Coordination Framework

If a State of Emergency declaration is present, direction and control of the State's operations are transferred from the SEOC Commander to the appointed State Disaster Recovery Coordinator (SDRC). The SDRC can activate SCFs and begin recovery operations through predetermined triggers. The State Recovery Organization adheres to the MDEM principles such that the location can be physical or virtual to support one or multiple impacted jurisdictions. The State Recovery Organization also can co-locate with a FEMA Joint Field Office (JFO) during large-scale, federally declared disasters to coordinate recovery efforts. MDEM's Executive Director has overall responsibility for the State's recovery operations and serves as the State Coordinating Officer (SCO), reporting recovery-related information to the Governor and senior officials and liaising with the Federal Coordinating Officer (FCO), if designated. The SCO has the responsibility of appointing the SDRC who builds out the State Recovery Organization from the established and activated SCFs based on the level of need, and type of need requested, from the impacted local jurisdiction(s) and anticipated State support necessary.

State Roles and Responsibilities

The role of the State in disaster recovery is to support the impacted jurisdictions and local recovery organizations. The SDRC is responsible for establishing and coordinating the State Recovery Organization. The State CMOP Recovery Chapter states that the State of Maryland's Recovery Organization will seek to coordinate with the local recovery organization by:

- Incorporating the Prince George's County SPG into the State's Recovery Organization to advise on policy related to the disaster recovery efforts impacting their local jurisdiction(s);

- Ensuring information is shared with the local jurisdiction(s); and
- Coordinating with the LDRM.

The roles of MDEM and State departments/agencies, in supporting local recovery operations are detailed further in the State's CMOP. MDEM's high-level recovery priorities following a local disaster include, but are not limited to:

- Ensuring local jurisdictions work through MDEM to coordinate with State SCFs;
- Ensuring State resources can support the local Disaster Service Centers and other local and regional recovery efforts;
- Ensuring local jurisdictions coordinate with the State on the damage assessment and declaration request processes; and
- Identifying essential information that the LDRM will need to be aware of in communicating with the State.

State Disaster Recovery Coordinator

The SDRC coordinates the overall State operational support to the impacted local jurisdiction(s) and facilitates the disaster declaration process if appropriate. The SDRC also coordinates directly with the LDRM and the Federal Disaster Recovery Coordinator (FDRC), in tandem with a Stafford Act Declaration. In the event there is not a Stafford Act Declaration, the State will need to submit a request to FEMA to receive technical assistance through the FDRC (refer to FEMA's *Non-Stafford Act Recovery Guide* for more information⁵). MDEM has developed a Disaster Assistance Appendix to the CMOP that outlines the entire disaster assistance process, and the Stafford Act Programs and non-Stafford Act programs the State provides.

Following a disaster, the SDRC is appointed by the Executive Director of MDEM to convene the State Recovery Organization and begin working with the LDRM to coordinate local and State recovery objectives. The SDRC is the lead for State recovery operations and is the point of contact between the LDRM, State departments/agencies/offices, and the Federal government. The SDRC is responsible for the following:

- Facilitating and coordinating statewide recovery calls;
- Supporting the damage assessment process by coordinating with local, State, and Federal partners;
- Assisting with the Presidential Declaration Request by compiling jurisdictional information into a letter and submitting the request letter on behalf of the Governor to FEMA;
- Overseeing the tasks with the State PA Officer, IA Officer, and Mitigation Officer to support the delivery of State and Federal programs to the local jurisdiction;
- Ensuring local jurisdictions coordinate with SCFs to ensure State resources can support the local Disaster Service Center(s) and other local recovery efforts; and

⁵ Federal Emergency Management Agency. 2013. *Non-Stafford Act Recovery Guide*. Retrieved from https://www.fema.gov/media-library-data/20130726-1910-25045-8797/non_stafford_act_recovery_guide.pdf.

- Supporting the local jurisdiction with State programs/services to support any unmet needs.

State Plans and Guidance

- ***Maryland Consequence Management Plan (CMOP)*** – The Maryland Consequence Management Operations Plan outlines the tasks, activities, and responsibilities for Maryland State Department/Agencies as they prevent, respond to, and recover from incidents in Maryland.
- ***Disaster Assistance Appendix*** – The Disaster Assistance Appendix of the CMOP describes the capabilities and services of State of Maryland departments/agencies/offices, as well as considerations for local jurisdictions requesting State support during disaster recovery operations. This appendix is not meant to serve as operational guidance, rather it provides a comprehensive overview of disaster assistance services and State-level support that Maryland departments/agencies may provide during disaster recovery operations in Maryland jurisdictions.
- ***Planning for People with Disabilities and Others with Access and Functional Needs*** – A toolkit for emergency managers and planners to use when planning for people with disabilities and others with access and functional needs.
- ***State of Maryland Information Technology (IT) Disaster Recovery Guidelines*** – Provides statewide guidance to personnel responsible for preparing and maintaining information technology disaster recovery plans. This Plan is an IT-focused plan designed to restore operability of targeted systems, applications, or a computer facility due to a natural or man-made extended interruption of an agency's business services.

Regional Coordination

The NCR is not an operational entity but provides a regional basis for planning, information-sharing, collaboration, coordination, training, and exercises among the independent jurisdictions. When regional planning entities are included in the local post-disaster planning process, resources and support can be strategically planned and/or used for the greater benefit of more disaster survivors. Prince George's County, as an NCR member jurisdiction, has access to RICCS managed by the MWCOG as a means of receiving and distributing information to local jurisdictions about incidents and events with regional implications for the NCR. In addition, the NCR provides a platform for member jurisdictions to request mutual aid assistance and accommodate the needs of other jurisdictions throughout the region.

The regional coordination following a disaster is challenging and complex, however, MWCOG is a resource for the region, and often a meeting location for NCR meetings. Following a widespread disaster there is often a surge of similar kinds and types of resource requests, conflicting information, and competing priorities. MWCOG's *Regional Emergency Coordination Plan* seeks to overcome regional coordination challenges by identifying clear and consistent processes and procedures that consider varying disaster scenarios at the local, regional, state, and Federal levels. Each member of MWCOG has been provided tools to develop local recovery capabilities. It is the responsibility of each local jurisdiction to implement the established

structures and processes for local recovery coordination. Regional recovery coordination also aims to align the various local efforts to avoid resource depletion, establish a common operating picture, and navigate competing priorities.

Regional Plans

- **Regional Emergency Coordination Plan (RECP)** – a tool to assist local, State, Federal, and private sector partners in coordinating their response to regional incidents and planned events. The RECP will not usurp or infringe on the authorities, plans, or procedures of any participating jurisdiction, agency, or organization. All necessary decisions affecting response, recovery, protective actions, public health, and safety advisories, etc., will be made by responsible officials under their existing authorities, policies, plans, and procedures.

Federal Recovery Organization

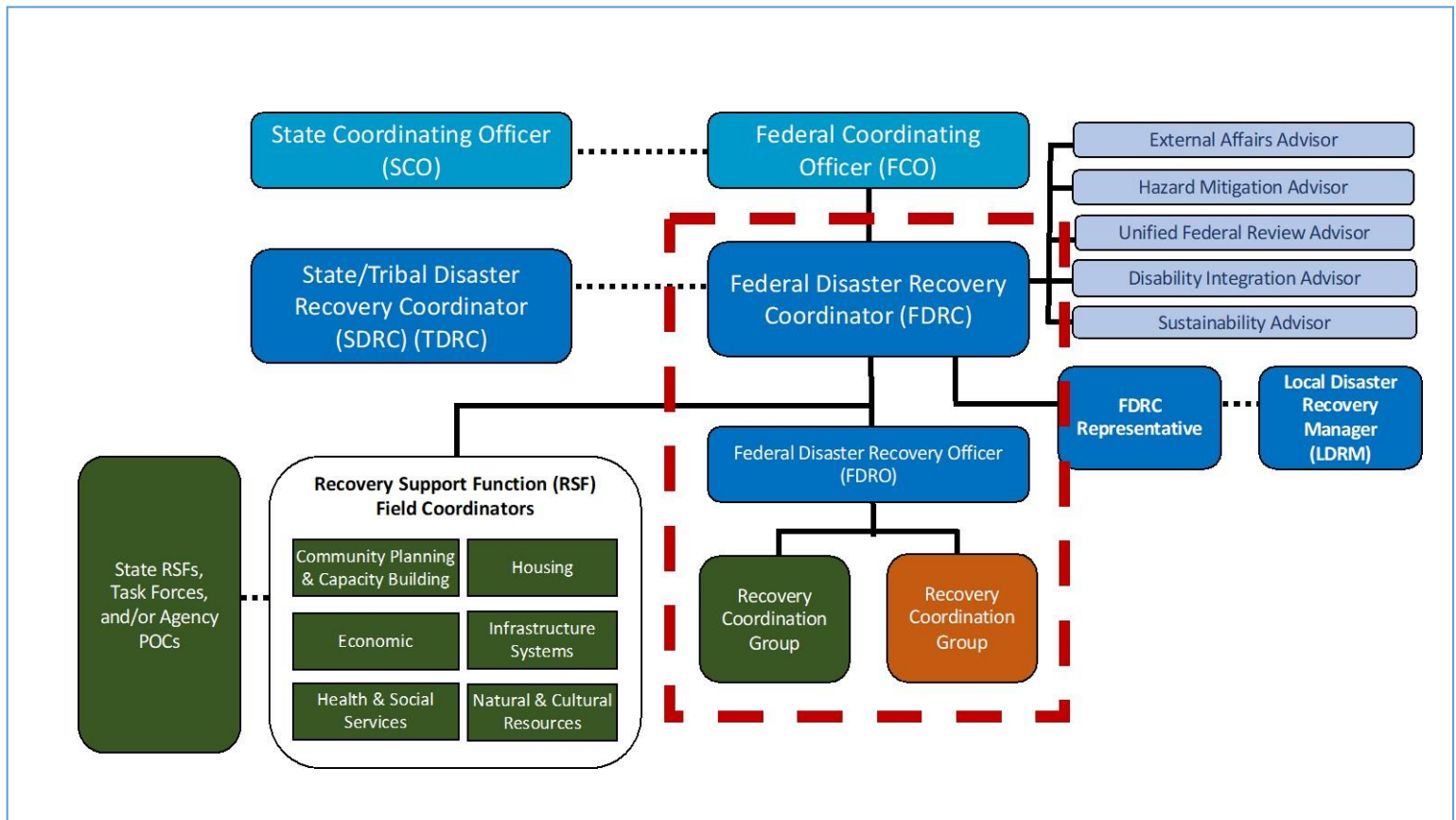


Figure 19: Federal Recovery Positions Organization Chart

In the event of any disaster, Prince George’s County may engage with the Federal agencies through the Federal Emergency Management Agency (FEMA) via the State liaison; specifically, for Maryland, FEMA Region III. In the event of disaster operations, FEMA follows the Recovery Federal Interagency Operations Plan (FIOP). The Recovery FIOP describes how the Federal Government delivers eight core capabilities for the Recovery mission area and coordinates with the Federal recovery support functions (RSFs) during disaster operations.

The coordination of Federal agency recovery operations is led by FEMA. FEMA's role is to coordinate with the State recovery organization to identify Federal support to State and local recovery operations, with or without, a Stafford Act-declared disaster. For a non-declared disaster (or pending a declaration), the SDRC may coordinate with the FEMA region (Region III for Maryland) to determine applicable Non-Stafford Act programs that may be utilized for disaster recovery operations.

Federal Roles and Responsibilities

Federal Interagency Recovery Coordination maximizes the delivery of recovery core capabilities through the collaboration of Federal departments and agencies in partnership with State and local governments in the aftermath of a disaster. All Federal agencies have a role in recovery coordination. FEMA is the lead agency for the Operational Coordination recovery core capability and works to organize and orchestrate Federal activities and resources to support recovery to State and local governments.

Federal Coordinating Officer

The Federal Coordinating Officer (FCO) is appointed by the Director of FEMA on behalf of the President to lead Federal response efforts in support of affected States during Presidentially Declared Stafford Act disasters. The FCO coordinates all Federal activities in support of the affected State(s), including ensuring the Stafford Act programs are administered appropriately and additional Federal support (coordinated through the FDRC [and if activated] JFO is provided. The FCO coordinates directly with the SCO on all recovery-related matters to ensure the needs of the State are met by Federal partners. The FCO is the overall coordinator of the Federal reimbursement process and works with local and state partners who are seeking Stafford Act programs support.

Federal Disaster Recovery Coordinator

The Federal Disaster Recovery Coordinator (FDRC) provides direct day-to-day operational support to the FCO in executing the disaster recovery mission. The FDRC supports the Federal Disaster Recovery Officer (FDRO) in operational and administrative support, including the establishment and operations of the JFO, if appropriate, and the development of the Recovery Support Strategy (RSS). The RSS is a strategic level document that describes the approach, recovery tasks, and relevant resources the Federal departments and agencies and its collaborative partners can provide to address the recovery needs, issues, and ongoing recovery efforts of the declared local jurisdiction(s) and State.

Federal Plans and Guidance

- ***National Disaster Recovery Framework*** – A guide that enables effective recovery support to disaster-impacted States, Tribes, Territorial and local jurisdictions.
- ***Pre-Disaster Recovery Planning Guide for Local Governments*** – A guide designed for local governments to help them prepare for recovery from future disasters by engaging with the whole community and planning for recovery activities that are comprehensive and long-term.

- ***Recovery Federal Interagency Operational Plan*** – A guide to implement the NDRF which describes the concept of operations for integrating and synchronizing existing Federal capabilities to support local, state, tribal, territorial, insular area, and Federal plans and is supported by Federal department-level operational plans.
- ***Long-Term Community Recovery Planning Process*** – A guide that provides step-by-step guidance for implementing a community-based long-term recovery planning program based on the experience obtained and the lessons learned by teams of planners, architects, and engineers over several years and multiple experiences in comprehensive long-term community recovery.
- ***Non-Stafford Act Recovery Guide*** – A framework for government and non-government disaster recovery stakeholders at all levels to assess, plan for, and support the recovery of communities following events that do not rise to the level of or receive a Stafford Act declaration.

Voluntary Organizations Active in Disaster

Nonprofit and faith-based organizations are valuable assets in post-disaster recovery operations. VOADs have a wide range of recovery services they can provide to an impacted community. These services include sheltering and sheltering support, feeding, donations management, debris removal, logistical assistance, basement muck-outs, and handling individual case management. One of the largest roles the nonprofit/faith-based organizations provide during recovery is the establishment and facilitation of the LTRC, which serves as a link between the community, its residents, and the local government. An LTRC can serve as a point of donation coordination and casework for individuals requiring disaster assistance with unmet needs that the public sector cannot meet. This can include allocating money (if the LTRC is an established organization for receiving and managing monetary donations), rebuilding and construction services, and other community services.

Local communities often have pre-established organizations and community groups, usually made up of members of the community, which are vital to recovery operations. The pre-disaster recovery planning process should include members of these organizations to establish expectations for their roles and responsibilities, as well as the communication and coordination methods between the local government and non-governmental organizations.

The MD VOAD comprised of numerous statewide voluntary and faith-based organizations, often with connections to national-level counterparts, is a nonprofit, nonpartisan membership-based organization that serves as the forum where organizations share knowledge and resources throughout the disaster cycle to help disaster survivors and their communities. While robust, the members of MD VOAD are not the only nonprofit/faith-based organizations that are active during disasters. MDEM is the lead agency for the Non-Governmental Services State Coordinating Function, which engages the MD VOAD members and ensures coordination between the State and Local recovery organizations.

The American Red Cross-National Capital Region (ACR-NCR) is a volunteer-led, humanitarian organization that provides emergency assistance, disaster relief, and education

throughout the NCR. Officially sanctioned by U.S. Congress under the Title 36 of the United States Code, Section 30013, ARC-NCR provides disaster relief focused on victims and immediate emergency needs and provides shelter, food, health, and mental health services. As a cooperating emergency and recovery organization, ARC-NCR does not engage in first responder operations; however, ARC-NCR feeds emergency personnel and handles inquiries from victims outside the disaster area. ARC-NCR can assist Prince George's County in a variety of human needs functions in recovery. An ARC-NCR representative may have a seat in the Local Recovery Organization to provide a point of contact for Red Cross operations.

Private Sector

Private sector participation and cooperation in recovery help to establish public confidence immediately after an incident. When the business community is working, the area recovers quickly by retaining and providing work opportunities, goods and services, and a stable tax base. A strong prevailing indicator of future economic recovery efforts is when local leadership and the business community work together during pre-and post-disaster periods. The public of a local community is more likely to be optimistic about the community's ability to recover and long-term resiliency when public-private partnerships or cooperation is present.

Businesses have an opportunity to participate and assume leadership roles in the local recovery planning process both before and after an incident. Private sector entities may collaborate post-incident in the form of recovery groups or task forces to effectively coordinate and communicate business recovery issues to government and community leaders. Local businesses may participate directly or through chambers of commerce or other associations. Partnerships with other businesses can facilitate the process of identifying and navigating the assistance application processes.

Apart from being a major County employer, the private sector often provides resources to the community to assist with disaster recovery efforts. The exact nature of the resources provided will vary from community to community and business to business, but the community investment and philanthropic nature of the private sector in a post-disaster environment should be considered during both pre-and post-disaster recovery planning processes.

General Disaster Assistance Overview

In the aftermath of a disaster, financial assistance may be available to public safety agencies and individuals. These programs become available when pre-defined damage thresholds are met. While detailed information about the application process exists in the State CMOP. The following disaster assistance section provides a high-level overview of processes and programs.

Table 24: Disaster Assistance Programs

Stafford Act	SBA Loan Program	Maryland Disaster Assistance
FEMA	SBA	Maryland Agencies/Offices
<ul style="list-style-type: none"> Financial assistance for significant disasters Assistance to governments and individuals 	<ul style="list-style-type: none"> Low-interest loans for disaster survivors Can be used absent of Stafford Act Declaration 	<ul style="list-style-type: none"> Assistance to survivors impacted by disaster not meeting Federal thresholds

State Assistance

In anticipation of and/or in response to the impact from a hazard/threat, the Governor may declare a State of Emergency for a single jurisdiction, several jurisdictions, or for the entire State. This declaration gives the Governor the authority to take necessary actions to protect life and property, including acquiring out-of-State resources through EMAC and authorizing the Governor to deploy the National Guard under the State Active-Duty designation. **Table 25** below outlines some programs and services which become available once the Governor declares a State-level State of Emergency:

Table 25: State-Level State of Emergency Programs/Services

State Department/Agency/Office	Program/Services
Maryland Insurance Administration	<ul style="list-style-type: none"> Suspend cancellation and/or non-renewal of insurance policies Waive time restrictions prescription refills and access to durable medical equipment, supplies, and eyeglasses Extend the time for completion of repairs to the property
Maryland Department of Health	<ul style="list-style-type: none"> Permit medical providers to practice under out of State licenses in various capacities Implement evacuation/social distancing measures Order isolation, quarantine, and compel medical testing/treatment* Request supplies from the Strategic National Stockpile*
Maryland Department of Housing and Community Development	<ul style="list-style-type: none"> Implement the MD Business Recovery Loan Program Implement the MD Disaster Housing Assistance Program Implement the MD Disaster Relief Housing Program

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Maryland Department of General Services	<ul style="list-style-type: none">• Waive the competitive process for procuring architects and engineers• Activate emergency corporate cards
Maryland Department of Disabilities	<ul style="list-style-type: none">• Expedite unsecured financial loans for assisted technology/accessibility modifications*• Implement case management support*• Stand up a hotline*• Transfer assistive technology and accessibility products

*Denotes internal process and/or actions that do not require a State of Emergency as defined in Code of Maryland Regulations (COMAR)

Conclusion

Prince George's County acknowledges the ideal recovery process and recognizes the possibilities of the situation and manages the necessary activities so that they are solutions, not additional challenges. Prince George's County also recognizes that marking the end of recovery operations with an official "end date" is most likely not possible as recovery efforts can potentially span years after a disaster. Recovery operations will eventually blend into long-term mitigation projects that ensure a sustainable and resilient future to prevent the impacts from any further disasters. As detailed in this Plan, the timing of the recovery phases and subsequent transitions should align with the needs of the community and that of the County.

Section IV – CCF Annexes

Purpose

This section provides an overview of the Prince George's County Coordinating Function (CCF) structure, common elements, and basic content of the Prince George's CCF Annexes. The CCF Annexes describe roles and responsibilities of relevant Primary, Supporting, and Cooperating agencies or departments in County-level response and recovery through a combined consequence management approach.

The CCFs Annexes are intended to provide necessary pre-disaster and post-disaster guidance for the successful implementation of CCFs during incidents and disasters that occur in the County across both response and recovery mission areas. Specific roles and responsibilities of each CCF are defined in greater detail under each CCF Annex.

Scope

The CCF Annexes apply to all involved Prince George's County agencies, departments, and external stakeholders with functional responsibilities for response and all phases of recovery. While these functional annexes address overall roles and responsibilities, other County plans identified may also provide detailed instructions for task implementation. The CCFs are also meant to advise State, Federal and Cooperating partners on what capabilities may be requested of them.

CCF-Defined

The roles the CCFs oversee during County response and recovery activities generally revolve around facilitating the delivery of multiple core capabilities during incidents and disasters. Each CCF is made up of a Primary County agency/department, one or more Supporting County agencies/departments, and one or more Cooperating agencies/departments. CCFs provide the structure and organization by coordinating local interagency support for local response and recovery to an incident or disaster, providing a mechanism for grouping roles that are most frequently utilized to administer specific services or functions. Furthermore, the CCFs provide strategies and procedures for core capabilities and community lifelines that would be severely impacted or disrupted by an incident or disaster in the County. Operational concepts, responsibilities, and procedures to accomplish CCF objectives are defined in each CCF annex.

The CCF Annexes are a part of the Prince George's County EOP and are consistent with the third edition of the NIMS, the fourth edition of the *National Response Framework* (NRF), and the second edition of the *National Disaster Recovery Framework* (NDRF). The CCF Annexes compliment the Response and Recovery Plans as functional Annexes, working in conjunction with other CCF Annexes as well as State Coordinating Functions (SCFs). The CCF Annexes were developed to address response and recovery phases; however, the concepts and processes apply more toward incidents in the County that have received a declaration of local emergency, State of Emergency, and/or Federal-Stafford Act disaster declaration.

The terms 'Primary Agency/Department/Office' refers to an agency/department with specific legal authority and responsibility for managing a County function in which their authorities and responsibilities are critical to managing the impacts of the primary hazard causing the emergency. The term 'Supporting Agency/Department' refers to a similar agency whose authorities and responsibilities are not central to managing the impacts of the primary hazard causing the emergency. It should be noted that Primary and Supporting roles may change during an incident as the nature or phase of the disaster changes. The term 'Cooperating Agency/Department' refers to an agency/department that assists other than direct operational or support functions in addition to resources to the incident or disaster during response and recovery efforts.

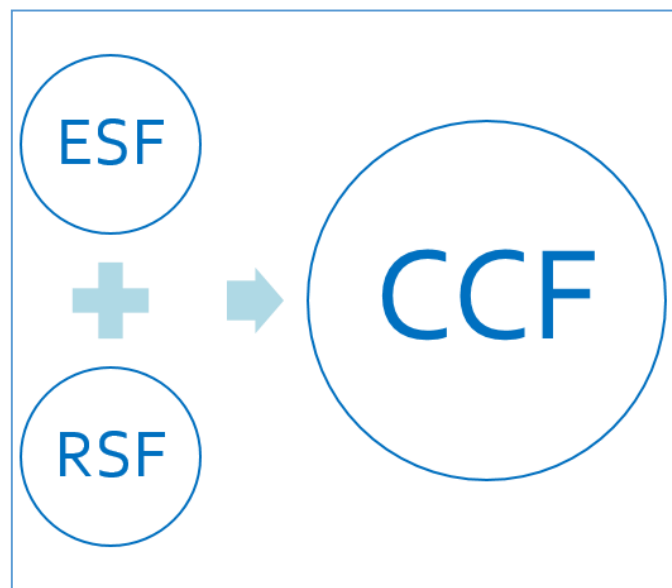


Figure 20: ESF and RSF to CCF

The Prince George's CCFs were developed through the functional planning process, the basis of the all-hazards approach. Prince George's CCFs are designed to provide the structure and mechanism for local interagency and external support to coordinate functional capabilities and resources. Combining characteristics and elements of emergency support functions (ESFs) and RSFs, Prince George's CCFs enable a consolidated approach to consequence management by unifying the transition from response to short-term, intermediate, and long-term recovery.

Table 26 lists Prince George’s CCFs and their primary departments and agencies.

CCF Title	Coordinating Agency
Emergency Management	Office of Homeland Security
Fire, Emergency Services, HAZMAT	Fire/EMS Department
Law Enforcement and Security	Police Department
Economic Impact	Prince George’s Economic Development Corporation
Community Recovery Strategy	The Maryland-National Capital Park and Planning Commission
Government Facilities	Office of Central Services
Environmental and Animal Resources	Department of the Environment
Transportation and Public Infrastructure	Department of Public Works and Transportation
Mass Care, Human Services, Volunteer Management	Department of Social Services
Public Health	Health Department
Utilities Infrastructure	Office of Homeland Security

Table 26: Prince George’s CCFs

CCF Notification and Activation

The County Executive, Director of OHS, and/or the EOC Manager will issue operations orders to activate individual CCFs based on the scope and magnitude of the threat or incident. CCF Primary agencies/departments will be notified by OHS of the order of operations order and request to report to the EOC. CCF Primary agencies will notify select Support agencies/departments as required for the threat or incident, to include support to specialized teams. Each CCF is responsible for developing its internal notification procedures and guidelines, while also maintaining an up-to-date roster with contact information.

CCFs may be activated to provide support and coordination for both Stafford Act and non-Stafford Act incidents. However, not all incidents requiring multi-agency coordination result in the activation of CCFs.

Transition to Short-Term Recovery

The transition from response to short-term recovery along with the transfer of incident command will be announced to all relevant County departments/agencies and CCFs using appropriate County and OHS notification procedures. The Local Disaster Recovery Manager (LDRM) will coordinate with appropriate CCF coordinators on demobilization procedures, if appropriate, and activate the Recovery Transition Unit thus initiating short-term recovery operations. CCF coordinators will coordinate with the LDRM and EOC Manager. The following items will be addressed by the Recovery Transition Unit in no order:

- Determine the CCF staffing needs during short-term recovery to include additional Supporting agencies or Cooperating partners;
- Demobilize any Supporting agencies or Cooperating partners no longer needed; and
- Identify any resource shortages, limitations, and emerging concerns with short-term recovery transition.

CCF Member Roles and Responsibilities

Each CCF Annex identifies Primary, Support, and Cooperating agencies/departments pertinent to the CCF. Several CCFs incorporate multiple components, with Primary agencies designated for each component to ensure seamless integration of and transition between response and recovery activities. The following sections list the roles and responsibilities of the CCF Coordinator and Primary, Support, and cooperating agencies/departments.

CCF Coordinator

CCF coordinators are individuals from agencies, departments, or offices that have a Primary, coordinating role in their corresponding CCF. CCF coordinators hold ongoing responsibilities across preparedness, response, and recovery phases of incident management for their CCF. Responsibilities of the CCF coordinator include:

- Coordinating information and resource management for CCF before, during, and after an incident;
- Maintaining ongoing contact with CCF Primary, Support, and Cooperating agencies/departments;
- Conducting periodic CCF meetings and conference calls;
- Coordinating efforts with NGOs and private sector organizations; and
- Coordinating CCF activities relating to pre-and post-disaster planning and community preparedness, as appropriate.

Primary Agencies

A CCF Primary agency is a local County-level agency with significant authorities, roles, resources, and capabilities for a particular function within a CCF. A County agency designated as a CCF Primary agency serves as a local executive agent under State and Federal Coordinating Officers (or local resource Coordinator for non-Stafford Act incidents) to accomplish the CCF mission. When a CCF is activated in response to an incident, the primary agency is responsible for:

- Providing staff for the operations functions at fixed and field facilities;
- Conducting situational and periodic readiness assessments;
- Ensuring financial and property accountability for CCF activities;
- Planning for short-term, intermediate, and long-term recovery operations;
- Executing contracts and procuring goods and services as needed;
- Maintaining trained personnel to support local interagency emergency response and support teams;

- Supporting the CCF coordinator and coordinating closely with Supporting and Cooperating agencies/departments;
- Notifying and requesting resources or assistance from Support and Cooperating agencies/departments;
- Managing mission assignments and coordinating with support agencies, as well as appropriate State officials, operations centers, and State agencies;
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats; and
- Providing subject matter expertise for technical issues.

Support Agencies

Support agencies are those entities with specific capabilities or resources that support the Primary agency in executing the mission of the CCF. When a CCF is activated, Support agencies are responsible for:

- Participating in planning for response and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids;
- Assisting in the conduct of situation assessments;
- Providing input to periodic readiness assessments;
- Furnishing available personnel, equipment, or other resource support as requested by CCF Primary agency.
- Maintaining trained personnel to support local interagency emergency response and support teams; and
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Cooperating Agencies

Cooperating agencies are those entities that supply assistance other than direct operational or support functions and resources to the local incident management effort. Cooperating agencies may have specific subject matter expertise and capabilities to contribute to the CCF's mission.

When a CCF is activated, Cooperating agencies are responsible for:

- Furnishing available personnel, equipment, or other resource support as requested by CCF or the CCF coordinator; and
- Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.

External Stakeholders

State of Maryland

State agencies provide assistance when the capabilities of local resources have been exhausted. MDEM coordinates the SCF support to Prince George's CCFs when requested.

NGOs

NGOs provide specialized services and expertise during and after incidents. These organizations provide assistance in areas government may be unable to provide. NGOs partner with Prince George's County Government through the CCFs.

Private Sector

The private sector community is also an important stakeholder in Prince George's County. Like NGOs, private sector organizations can fill gaps that the government cannot, among other things. They are also a key partner in recovery operations.

CCF Deactivation

CCFs will be deactivated when the need for additional coordination has diminished or ceased. Deactivation of CCFs may occur incrementally according to the need or lack of need for specific CCF functions. Any CCF may be deactivated, scaled back, and/or demobilized at the discretion of the EOC Manager or LDRM.

The EOC Manager or LDRM will work with the CCF coordinator on the deactivation process, which can occur during either response or recovery phases. The overall decision to deactivate the CCF rests with the EOC Manager (in response) and the LDRM (in recovery). However, it is the responsibility of the CCF coordinator to complete the following procedures prior to deactivation:

- Ensure all financial paperwork and personnel hours have been submitted or is being coordinated with the EOC (or Recovery) Finance/Administration Coordination Section;
- Save and store documentation properly;
- Conduct an inventory of resources. Request for replacement of resources and/or equipment;
- Coordinate with the EOC Public Information Officer on directing the public to normal channels of information (i.e., department website, provide an appropriate point-of-contact as needed); and
- Provide information for AAR to include areas in need of improvement.

County Coordinating Function: Emergency Management

CCF Primary	<ul style="list-style-type: none"> • Office of Homeland Security (OHS)
CCF Support	<ul style="list-style-type: none"> • Office of Law (Law) • Public Safety Communications (PSC) • Prince George's Auxiliary Communications <ul style="list-style-type: none"> ◦ Radio Amateur Civil Emergency Services (RACES) ◦ Amateur Radio Emergency Service (ARES) • Fire and Emergency Medical Services Department (Fire/EMS) • Police Department (PGPD) • Health Department (PGHD) • Department of Public Works and Transportation (DPW&T) • Office of Central Services (OCS) • Department of the Environment (DoE) • Health Department (PGHD) • Department of Permitting, Inspections, and Enforcement (DPIE) • Office of Finance (Finance) • Office of Human Resources Management (OHRM)
CCF Cooperating	<ul style="list-style-type: none"> • Prince George's County Community Emergency Response Team (CERT) • Maryland Emergency Response System (MDERS) • Maryland Department of Emergency Management (MDEM) • Federal Emergency Management Agency (FEMA)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Emergency Management are tasked with the coordination of countywide response and recovery operations and resources. This is achieved through the EOC in coordination with the CCF Primary, Support, and Cooperating agencies by managing the collection, processing, and analysis of information for the dissemination to operational elements.

Purpose

The purpose of this functional annex is to outline the operational concepts, responsibilities, and procedures of Primary, Support, and Cooperating County agencies and organizations under CCF-Emergency Management of the Prince George's County EOP. Emergency Management as a County function is responsible for coordinating County resources, activating, and maintaining the EOC, and recommending declarations of emergency to the County Executive or use of emergency powers to save lives and protect property in disaster response and recovery.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County EOP in support of CCF-Emergency Management operations. This CCF supplements the County EOP;
- This CCF applies to man-made, natural, and technological emergencies and disasters including but not limited to fires, biological incidents, nuclear incidents, power/infrastructure systems failure, mass fatality incidents, winter storms, tornadoes, hurricanes, tropical storms, extreme cold and heat events, severe thunderstorms, and flooding;
- CCF-Emergency Management is focused on supporting field operations during the response phase of an incident. As the situation stabilizes and transitions to recovery, CCF-Community Recovery Strategy and the Basic Recovery Plan will be activated;
- This CCF addresses the direction and control responsibilities of emergency management during emergencies and disasters of countywide significance. It also deals with the coordination, collection, analysis of information, planning, requests for assistance, staffing, facilities management, financial management, and any other support functions required to prepare for, respond to, and recover from an incident;
- CCF-Emergency Management major functions include:
 - Managing the EOC, including ensuring that the EOC is adequately staffed to accomplish its mission;
 - Providing coordination and support to County agencies involved in emergency response or managing significant planned events;
 - Providing technical assistance and support to the SPG, Incident Commanders, and EOC Manager in determining the need to establish facilities including, but not limited to shelters, reception centers, or other mass care facilities; developing and distributing protective action guidance; and recommending emergency declarations.
 - Determining County resource needs and prioritization of critical resources based on the overarching needs of the County;
 - Maintaining and managing WebEOC incidents;
 - Collecting and analyzing emergency-related information and disseminating the information to stakeholders through situation reports (SitReps);
 - Preparing and distributing SitReps for each operational period;
 - Serving as the primary point-of-contact with the Maryland Department of Emergency Management (MDEM) and the SEOC to request additional resources; and

- Tracking the status of assigned objectives and resources to ensure completion via WebEOC.

Policy

- All emergency operations conducted under CCF-Emergency Management will be in accordance with NIMS and ICS;
- Documents developed by CCF-Emergency Management at the EOC will not be released directly to the public without appropriate authorization and in coordination with the County Executive Office of Communications.

Concept of Operations

Situation

- The OHS monitors incidents and threats to the County. Information collection, analysis, and dissemination activities may be initiated as a situation emerges. CCF-Emergency Management may be activated to monitor an incident or an event to determine the scope and magnitude of the situation and to recommend an EOC activation and the activation of other CCFs;
- Upon activation of the EOC, CCF-Emergency Management assumes responsibility for resource management and information management. CCF-Emergency Management also supports the EOC action planning process for the EOC.

General

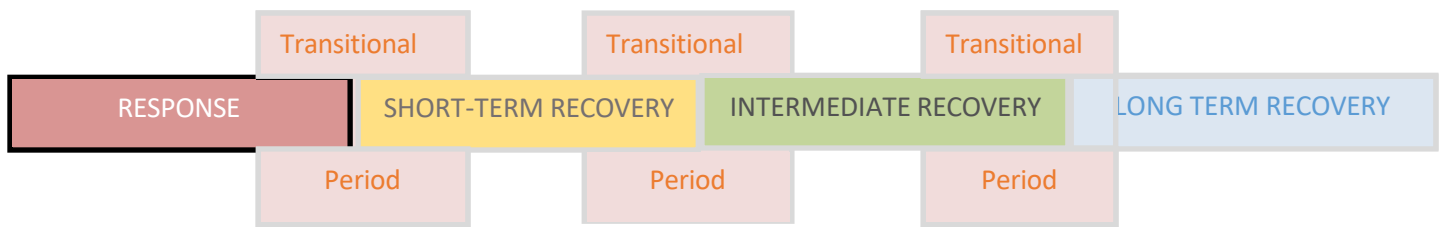
- The OHS, as the Primary agency, monitors incidents and threats to the County. As an incident or threat escalates, the EOC Manager will issue notifications and alerts in accordance with established protocols and checklists;
- The EOC Manager, in consultation with the Director of Office of Homeland Security, will designate the level of activation;
- The information collection process will focus on the following Essential Elements of Information (EEI):
 - Receive an Incident Action Plan (IAP) from the IC/UC;
 - Receive and process requests from IC/UC;
 - Geographic boundaries of the disaster area;
 - Social, physical, and economic impacts of the disaster on all residents and businesses of the County;
 - Status of the transportation systems and infrastructure;

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- Status of communications capabilities and infrastructure;
 - Access and entry point to the affected area(s);
 - Hazard-specific information regarding the incident;
 - Current and forecasted weather;
 - Status of critical facilities and infrastructure within the impacted area(s);
 - Status of emergency declarations as applicable (e.g., local, State, and Federal);
 - Resource shortfalls;
 - Response priorities;
 - Recovery priorities;
 - Status of operations by the County departments and offices;
 - Collect and track financial costs for all emergency expenses incurred;
 - Status of shelters and mass care operations;
- CCF-Emergency Management will rely on information collected through the damage assessment process, as well as information reported by Supporting agencies to develop a countywide summary of events, damages, and response operations (See Appendices – *Rapid Needs Assessment Support Annex, Damage Assessment Support Annex*);
 - The EOC Manager, in consultation with the Planning Coordination Section Chief, will establish operational periods as the basis for determining the planning process and SitReps. The Planning Coordination Section will prepare and distribute the EOC meeting schedule regularly and facilitate the planning process and all associated activities;
 - The Planning Coordination Section in the EOC will actively collect, analyze, and disseminate information to all departments and agencies and other supporting partner agencies and organizations, as needed. All staff in the EOC shall provide the Situation Unit current information concerning the event and shall immediately report critical information to the EOC Manager;
 - The OHS will monitor weather conditions for the potential threat of severe weather. Weather is monitored through multiple weather forecasts received from the National Weather Service (NWS's) direct telephone link, National Oceanic and Atmosphere Administration (NOAA) weather radio, live Doppler radar, and warnings and alerts provided through the Emergency Management Network. Watches and warnings issued by the NWS will be distributed via the Prince George's County internal alert system to designated departments and offices in accordance with established notification protocols and procedures. In addition, residents and businesses that are registered through *Alert Prince George's* will also receive severe weather warnings;

- Weather-related watches and warnings are conveyed to the public through a variety of means including NOAA weather radio, *Alert Prince George's* notification system, the Prince George's County website, cable, and the EAS and via public radio and television;
- Depending on the projection of weather forecast, the EOC may be activated to provide for more robust situational monitoring and information exchange among the County departments and offices. The EOC will initiate preparations for response operations as appropriate. This may include pre-positioning resources to meet anticipated requirements, evacuation of high-risk areas, opening shelters for evacuated residents, and other prudent preparedness measures as dictated by the progression of the hazard event;
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed;
- Once the EOC is deactivated, CCF-Emergency Management will coordinate with relevant CCFs as response operations transition to short-term recovery operations;
- The OHS will conduct an after-action review (AAR) as appropriate following a significant emergency or EOC activation in accordance with EOP.

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Activate CCF-Emergency Management when information and planning capabilities are required for response activities during emergencies or (un)planned events; • Provide trained personnel to fill appropriate EOC positions to coordinate response efforts in support of field operations, from mobilization/activation to demobilization;

	<ul style="list-style-type: none"> • Coordinate with support and cooperating agencies to develop, prioritize, and implement strategies for the initial response to EOC resource requests; • Develop SitRep for each operational period providing an overview of County emergency activities. Charts, spreadsheets, database graphs, maps, automated tracking systems, and other items illustrating information contained in the SitRep may be attached at the end of the report; • Establish and maintain situational awareness to support on-scene control and coordination with the EOC, SEOC, and/or other regional coordination centers through coordination calls and WebEOC; • Lead EOC briefings and meetings, development of EOC action plan, SitReps; • Coordinate emergency management mutual aid agreements dealing with adjacent jurisdictions; • Coordinate emergency management mutual aid agreements with NGOs; • Request EMAC and/or MEMAC assistance from the SEOC in coordination with MDEM, if needed; • Monitor and direct communication resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency; • Manage the Joint Information Center (JIC); • Manage the entry of information and periodic update of status charts in WebEOC; • Provide personnel and equipment for EOC support, as needed; • Coordinate COOP plans through BOLD Planning software program; • Serve as the primary liaison with MDEM and the Maryland Joint Operations Center (MJOC); • Coordinate with MDEM on managing the arrival and demobilization of an Incident Management Team (IMT), if applicable; • Submit State and Federally required reports, documentation, and records in conjunction with identified CCFs for obtaining a Federal Disaster Declaration; • Coordinate the damage assessment process with County agencies, MDEM, and FEMA; • Collect and process information concerning recovery priorities while the response phase of the disaster is ongoing. This information will be provided to the Recovery Transition Unit.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Prepare required documents, waivers, and legal clearances as needed for emergency declarations and the exercise for emergency powers; • Provide guidance concerning legal responsibilities, powers, and liabilities regarding policy formulated for emergency response operations; • Prepare, as appropriate, emergency ordinances (i.e., price gouging, curfews) and local declarations.
PSC	<ul style="list-style-type: none"> • Provide emergency communications; • Manage primary and backup communications equipment in cooperation with OIT; • Receive warning and notification of actual or pending emergencies and make initial notification with Director of Office of Homeland Security, EOC Manager, and others as appropriate; • Staff designated positions in EOC, as requested.
Prince George's Auxiliary Commission	<p>This includes:</p> <ul style="list-style-type: none"> ○ RACES; ○ ARES; ○ Other affiliated communications organizations • Provide supplementary communications and dispatch radio operators to the EOC, site locations, and agencies as requested; • Provide supplementary or backup communications as directed by the County to Cooperating agencies and organizations, as requested; • Provide flood watch reports for lowland flooding, bridge and road closings and conditions, field reports about weather, and other situations.
Fire/EMS	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Coordinate with EOC to request County and/or mutual aid resources for emergency operations; • Provide critical on-scene emergency operations updates of response progress as objectives are completed to EOC Liaison Officer and/or EOC On-Scene Liaison as appropriate.
PGHD	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Coordinate with EOC to request County and/or mutual aid resources for health and medical operations.
PGPD	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Coordinate with EOC to request County and/or mutual aid resources for emergency and security operations;

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	<ul style="list-style-type: none"> • Provide critical on-scene operations security updates of response progress as objectives are completed to EOC Liaison Officer and/or EOC On-Scene Liaison as appropriate; • Support evacuation efforts by providing traffic control point support and emergency notification, when requested.
DPW&T	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Monitor County-owned pumping stations and flood-prone areas during severe storm emergencies; • Provide transportation resources to emergency operations, when requested; • Collect, analyze, and distribute information on the status of the County's transportation infrastructure; • Coordinate with OHS to support evacuation efforts and ongoing emergency flood mitigation efforts by assisting in traffic control through barricades, dynamic traffic message boards, signs, and other devices to assist in establishing a safe and secure perimeter to effectively manage vehicle and pedestrian traffic; • Serve as liaison with the Maryland Department of Transportation (MDOT), Washington Metropolitan Area Transit Authority (WMATA), and NCR transportation organizations.
OCS	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Acquire, store, and distribute resources in support of response operations; • Maintain a list of vendors and suppliers of equipment, materials, and services needed during response actions; • Manage distribution of ice, water, and other commodities, as requested.
DoE	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Provide animal control services, when requested; • Monitor County-owned dams and levees during any emergency that may result in damage.
OIT	<ul style="list-style-type: none"> • Provide technical assistance to the EOC, as requested; • Maintain communications and information system capabilities to support response operations.
Finance	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Assist in documenting emergency-related costs; • Provide Project Codes so that County departments will be able to track expenses directly related to the disaster or emergency; • Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support reimbursement claims or for management reporting.
DPIE	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Assist OHS in compiling damage assessment information;

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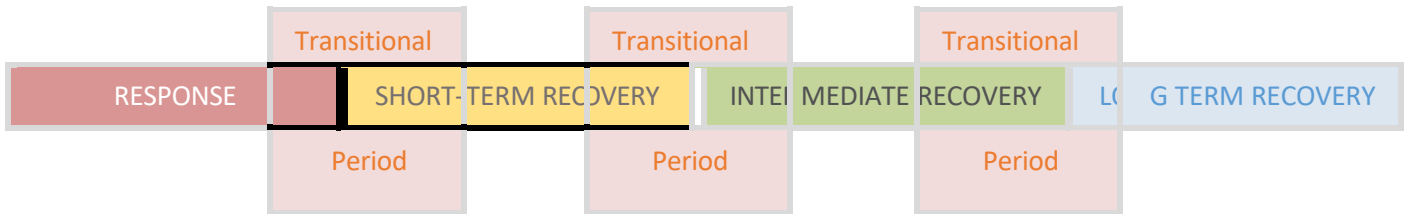
OHRM	<ul style="list-style-type: none"> • Staff designated positions in the EOC, as requested; • Relay necessary human resources information to County employees as appropriate; • Provide available staff, resources, and guidance to support emergency operations regarding human resource issues, as appropriate.
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Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
CERT	<ul style="list-style-type: none"> • Conduct light search and rescue operations; • Assist in damage assessment documentation; • Conduct triage and provide basic first aid on disaster survivors, as appropriate; • Assist with crowd control.
MDEM	<ul style="list-style-type: none"> • Monitor the situation; • Review County SitReps, support response efforts, and coordinate requests for assistance; • Activate the SEOC to coordinate available State assistance; • Determine if the situation is beyond the capability of the State and if Federal assistance is needed; • Request Federal assistance, as necessary.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> Coordinate with MDEM on State and Federal relief programs; Monitor the situation and provide information to relevant agencies and departments; Lead CCF-Emergency Management AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> Prepare waivers and legal clearances; Assist with the preparation of applications, legal interpretations or opinions, and packages regarding recovery and/or reimbursement.
DPIE	<ul style="list-style-type: none"> Provide damage assessment information and assistance, as needed.
DoE	<ul style="list-style-type: none"> Assist in damage assessment process on County drainage systems.
PGHD	<ul style="list-style-type: none"> Conduct damage assessment of food and other regulated establishments; Conduct health inspections, as requested, and needed.
Finance	<ul style="list-style-type: none"> Assist in documenting costs; Assist in preparing bills and requests for reimbursement; Assist and or financial advice to OHS in the preparation and review of Federal reimbursement forms, financial reports, and applications.

Cooperating Agencies/Department

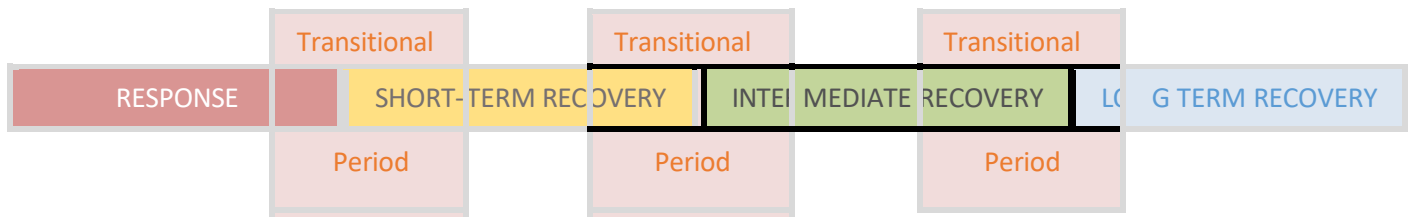
Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
CERT	<ul style="list-style-type: none"> Provide up-to-date information for citizens on recovery efforts; Staff emergency shelter, as necessary.

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MDEM	<ul style="list-style-type: none"> Facilitate the request for a presidential disaster declaration, as appropriate; Facilitate any EMAC or MEMAC requests.
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Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> Coordinate with MDEM on State and Federal relief programs; Monitor the situation and provide information to relevant agencies and departments; Coordinate the opening of Disaster Recovery Center (DRC), if needed; Lead CCF-Emergency Management AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

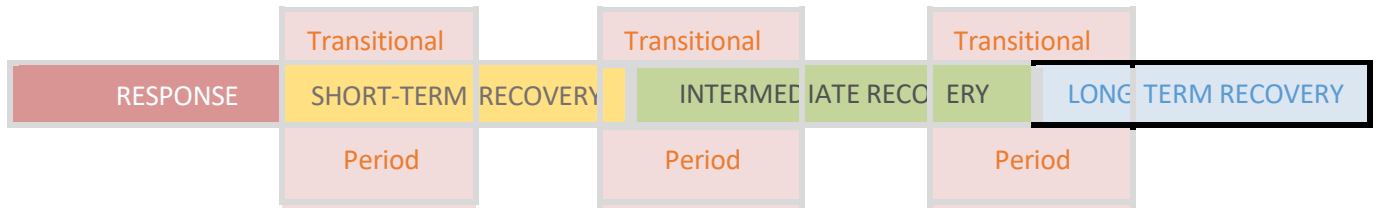
Agency/Department	Roles and Responsibilities
Finance	<ul style="list-style-type: none"> Assist in documenting costs; Assist in preparing bills and requests for reimbursement; Assist and or financial advice to OHS in the preparation and review of Federal reimbursement forms, financial reports, and applications.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
MDEM	<ul style="list-style-type: none"> Maintain communication with OHS regarding the status of recovery; Facilitate any EMAC or MDEMC requests.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> Update and develop hazard mitigation plan in relation to issues identified and lessons learned in the recovery process; Coordinate with MDEM on State and Federal relief programs.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DPIE	<ul style="list-style-type: none"> Make recommendations for updating codes or ordinances, where applicable; Advise the public of private actions that could mitigate individual loss.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
MDEM	<ul style="list-style-type: none"> Maintain communication with OHS regarding the status of recovery.

County Coordinating Function: Fire, Emergency Services, HAZMAT

CCF Primary	<ul style="list-style-type: none"> Fire and Emergency Medical Services Department (Fire/EMS)
CCF Support	<ul style="list-style-type: none"> Office of Central Services (OCS) Department of the Environment (DoE) OHS Police Department (PGPD) Public Safety Communications (PSC) Health Department (PGHD) Department of Public Works and Transportation (DPW&T) Department of Permitting, Inspections, and Enforcement (DPIE) Office of Law (Law) Office of Community Relations (OCR) <ul style="list-style-type: none"> County Click 311 (311)
CCF Cooperating	<ul style="list-style-type: none"> American Red Cross - National Capital Region (ARC-NCR) Maryland Emergency Response System (MDERS) Maryland Institute for Emergency Medical Services Systems (MIEMSS) Maryland Department of Emergency Management (MDEM)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Fire, Emergency Services, and HAZMAT are tasked with conducting fire prevention and suppression operations, providing emergency services to first responders and the affected County population, as well as coordinating hazardous material (HAZMAT) operations throughout Prince George's County. Their mission is to detect and suppress fires in the County, provide lifesaving and life-sustaining operations, and respond to HAZMAT incidents.

Purpose

The purpose of this functional annex is to assign responsibilities and provide a framework for CCF-Fire, Emergency Services, HAZMAT Primary, Support, and Cooperating agencies in firefighting, emergency services, and HAZMAT operations following a disaster or emergency. Furthermore, this functional annex provides a concept of operations for conducting firefighting, emergency services, and HAZMAT operations and support during a disaster.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County Emergency Operations Plan (EOP) in support of CCF-Fire, Emergency Services, HAZMAT operations. This CCF supplements the County EOP;

- This CCF encompasses firefighting activities for fires occurring separately or coincidentally with a significant natural disaster or technology emergency or disaster;
- This CCF addresses the coordination of Fire/EMS resources during disasters and other large-scale emergencies;
- This CCF encompasses the response to, containment of, and monitoring of the clean-up of HAZMAT releases that occur concurrently with a major disaster or emergency or are of significant scope and magnitude as to require a significant multi-agency response;
 - For this CCF, the term 'HAZMAT' refers to and includes chemical, biological, radiological, and nuclear releases whether accidental or intentional.
- This CCF encompasses the response to, containment of, and monitoring of the clean-up of HAZMAT releases that occur concurrently with a major disaster or emergency or are of significant scope and magnitude as to require a significant multi-agency response;
- This CCF includes supporting the establishment of staging areas and other logistical support bases that may be needed to support operations;
- The Primary and Support agencies of this CCF will develop internal operational plans and procedures necessary to accomplish their CCF roles and responsibilities.

Concept of Operations

Firefighting and Emergency Services

- Emergency operations conducted under CCF-Fire, Emergency Services, HAZMAT will be in accordance with NIMS;
- As the Primary agency, Fire/EMS will monitor incidents continuously and routinely respond to incidents and emergencies. Most incidents will be managed by the on-scene Incident Commander (IC);
- Upon EOC activation, this CCF will lead on-scene response operations while simultaneously providing Fire/EMS representation to the Emergency Services Group to coordinate support to the EOC Manager, assist in identifying strategic level firefighting and fire suppression requirements, and anticipated resource needs that the IC may request;
- At the EOC, CCF-Fire, Emergency Services, HAZMAT will evaluate and analyze information received to update assessments of the situation and conditions being encountered by the fire operations and to convey information collected by other CCFs in the EOC that may be relevant to strategic and tactical decisions being made by the IC. If

requested by the IC, CCF-Fire, Emergency Services, HAZMAT will undertake contingency planning to meet anticipated and unanticipated demands and needs of the situation. CCF-Fire, Emergency Services, HAZMAT will coordinate with other CCFs to coordinate resource support and to facilitate an effective emergency response;

Mass Casualty

- In the event of a mass casualty incident in which regional and State hospital systems are overwhelmed, temporary emergency treatment center(s) will need to be established. Per Code of Maryland Regulations (COMAR), Title 30, Fire/EMS may not transport patients to Urgent Care or private Medical Centers.

HAZMAT

- Fire/EMS is the primary agency for all HAZMAT activities;
- The County has regulations in place to require all facilities to register with the Local Emergency Planning Council (LEPC). There are more than 200 facilities in the County subject to the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) reporting requirements. A list of these facilities is maintained by Fire/EMS. Periodically, a Commodity Flow Survey is conducted to measure the transport of HAZMAT through Prince George's County. Each facility should have in place a facility response plan. Information on these sites and facilities is maintained by Fire/EMS. If requested, the LEPC will provide consultation on HAZMAT incidents as appropriate;
- CCF-Fire, Emergency Services, HAZMAT will, as necessary, establish a Unified Command (UC) structure to coordinate hazardous material response operations;
- During the initial phases of a hazardous materials incident or whenever a life-safety hazard is present. Fire/EMS will be the IC. At the request of the IC, HAZMAT emergency response resources will be deployed to provide support. CCF-Fire, Emergency Services, HAZMAT may be activated to provide for multi-agency coordination and support to the IC;
- The EOC will provide support from field operations in areas such as communications, contingency planning, plume and dispersion modeling, evacuation, shelter in place, alerting, warning, transportation, logistics support, and mass care coordination activities;
- Upon activation of the EOC, Fire/EMS will provide representation to address strategic level HAZMAT response requirements and issues;
- Depending on the size and scope of the incident and after incident stabilization, Fire/EMS will relinquish command to the senior Department of the Environment (DoE) or Maryland

Department of Environment (MDE) representative. This individual will coordinate clean-up, oversee/assist in the investigation for emergency and recovery operations from the party responsible for the release;

- If the HAZMAT emergency operation is beyond the local capabilities, CCF-Fire, Emergency Services, HAZMAT may request State resources through the County EOC. Depending on the scope and magnitude of the incident, the Maryland Department of Emergency Management (MDEM) may request the response of a Federal on-scene coordinator through the National Response Center (NRC);
- Depending on the size and scope of the incident, Fire/EMS will task Support agencies and/or other CCFs as needed to provide assets to meet operational requirements. If necessary, private sector sources may be acquired to augment County resources as well as subject matter experts. CCF- Emergency Management will provide technical assistance in identifying resources available through mutual aid agreements as well as EMAC and MEMAC;
- CCF-Fire, Emergency Services, HAZMAT will allocate available resources to each mission based upon the priorities identified by the EOC Manager in coordination with the IC;
- Depending on the size of scope of the incident, Fire/EMS will coordinate incoming mutual aid resources in support of HAZMAT operations and will establish staging areas and logistical support bases for requested mutual aid resources. Incidents with a terrorism nature (or suspected nature) will involve additional coordinating with local (including CCF- Law Enforcement and Security), State, and Federal agencies;
- In the event of fatalities encountered during HAZMAT response operations, the IC will ensure notification of the Prince George's Police Department (PGPD). PGPD will assume jurisdiction of human remains and investigate the deaths of human beings as casualties associated with an emergency. As authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland, the Maryland Office of the Chief Medical Examiner (MD OCME) is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly. CCF-Public Health will coordinate support to the MD OCME as needed from County departments and offices;
- In the event of a radiological incident, first responders will decide as to whether the release was the result of an accident or intentional such as an act of terrorism. An act of terrorism will result in a criminal investigation led by the Federal Bureau of Investigation (FBI) and the designation of the affected area as a crime scene. PGPD has the primary responsibility

for handling the law enforcement aspects of the County's response to the deliberate attacks involving nuclear/radiological agents and will serve as the liaison to the FBI;

- Several Federal departments and agencies can provide technical advice and assistance at the request of the County. Certain Federal agencies are authorized to respond directly to specific nuclear/radiological incidents as outlined in the Nuclear/Radiological Annex to the *National Response Framework* (NRF). In these circumstances, the Federal agencies will coordinate their operations with the State and County through the respective EOCs and the on-scene incident command structure;
 - The level of Federal response to a radiological incident is based upon numerous factors including the ability of the State and Prince George's County officials to respond; the type or amount of radiological material involved; the extent of the impact or potential impact on the public and the environment and the size of the affected area;
- The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) provides the Federal government authority to respond to releases or threatened releases of hazardous materials including radionuclides that may endanger public health or the environment. CERCLA also gives the Federal government the authority to compel responsible parties to respond to releases of hazardous materials. CERCLA is implemented through the National Oil and Hazardous Substance Contingency Plan (NCP)
- The NCP is a regulation contained in 40 Code of Federal Regulations (CFR) Part 300. At the on-scene level, this response authority is implemented by Federal on-scene coordinators. On-scene coordinators may assist State and local governments in responding to releases, but also have the authority to direct the response when needed to ensure the protection of public health and the environment. Response actions include air monitoring, assessment of the extent of contamination; stabilization of the release; decontamination; waste treatment and storage; and disposal. Four Federal agencies have on-scene coordinator authority: Environmental Protection Agency (EPA), United States Coast Guard (USCG), Department of Energy (DOE), and Department of Defense (DoD);

General

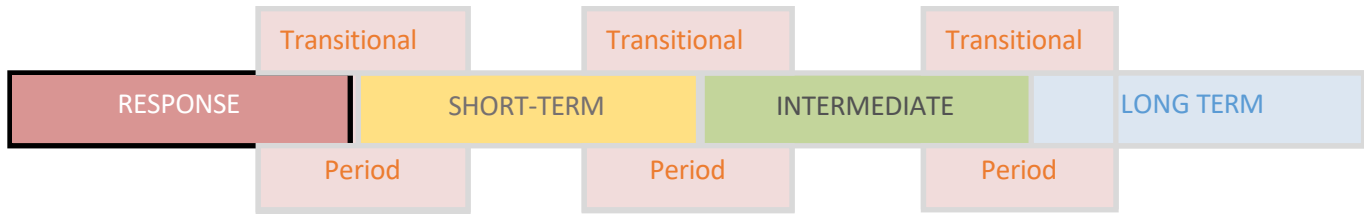
- CCF-Fire, Emergency Services, HAZMAT operates under the Emergency Services Group at the emergency operations center (EOC);
- Fire/EMS will task Support agencies as needed to provide assets to meet operational requirements. If necessary, private sector sources will be acquired to augment the County's resources. CCF-Emergency Management within Operations Support will provide technical

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assistance in identifying resources available through mutual aid agreements such as EMAC or MEMAC;

- Through the execution of existing memoranda of understanding and mutual aid agreements, the fire, emergency response services, and HAZMAT resources of Federal agencies located within the County may be utilized;
- Requests for State or Federal assistance, not included in mutual aid agreements, made by the IC, and communicated through the EOC will be coordinated by the EOC Manager to the SEOC. Once the SEOC commits to providing such assistance, CCF-Fire, Emergency Services, HAZMAT will coordinate directly as needed with the State Coordinating Function (SCF) Fire and Emergency Services in fulfilling the requests to support the IC;
- In the event of a Federal emergency or major disaster declaration that includes Prince George's County, critical resources and other support may be available from Federal sources. The EOC Manager will initiate requests for Federal assistance through the SEOC. Once it is determined that the Federal government is providing resources the CCF-Fire, Emergency Services, HAZMAT representative will coordinate directly with the designated Federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations. The timing for receiving such Federal assistance will be communicated to the IC;
- The Fire/EMS Public Information Officer (PIO) will coordinate with the County Executive's Office of Communications to ensure accurate, consistent, and timely information is provided to the media and the public when necessary;
- CCF-Fire, Emergency Services, HAZMAT will ensure that all Fire/EMS costs and expenditures related to the emergency are documented per guidance provided by the Office of Homeland Security (OHS) and internal County policies and procedures;
- CCF-Fire, Emergency Services, HAZMAT operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed;
- Upon the deactivation/demobilization of the EOC, CCF-Fire, Emergency Services, HAZMAT representatives at the EOC will ensure any open actions or issues are transferred to Fire/EMS for coordination and completion in support of the IC;
- Fire/EMS will conduct an after-action review (AAR) of CCF-Fire, Emergency Services, HAZMAT operations within 30 days of the deactivation of the EOC. Issues identified will be assigned to the appropriate CCF-Fire, Emergency Services, HAZMAT agency for action or submitted to OHS for resolution through the County's Corrective Action Program (CAP).

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Fire/EMS	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as a liaison for Emergency Services Group; • Provide fire detection and suppression; • Provide emergency medical services (EMS) and triage, treatment, and transport of victims; • Establish emergency medical treatment areas for a mass casualty incident; • Maintain open communication with MIEMMS regarding the transport of patients; • Provide technical assistance and structural stability for buildings in coordination with DPIE; • Conduct life safety search and rescue operations; • As service demands increase, consider the allocation of resources toward priority calls only; • Enforce fire and life safety codes; • If death occurs in a fire, investigate the death in coordination with PGPD; • Investigate incidents where serious injury or mass casualty results from a fire/explosion in coordination with PGPD; • Coordinate the activities of County and municipal fire department resources during disaster operations to accomplish incident objectives; • Establish on-scene incident command or UC as appropriate; • Deploy HAZMAT emergency response resources as necessary; • Establish and operate staging areas as necessary; • Coordinate incoming mutual aid resources in support of fire, emergency services, and HAZMAT operations; • Coordinate available private sector resources, if applicable; • Prioritize missions in accordance with the information provided by the CCF coordinator;

	<ul style="list-style-type: none"> • Provide technical services to on-scene operations in determining the type and nature of the incident; • Provide support for the response and containment at HAZMAT incidents; • Coordinate requests to the EOC for geographical information systems (GIS) to support operations; • Ensure notification of appropriate local, State, and Federal agencies in accordance with applicable laws and regulations; • Communicate the need for evacuations or other protective actions such as shelter in place, risk analysis, plume, and dispersion modeling; • Conduct decontamination operations for the public. When possible, establish a system for accounting for all exposed persons. With assistance from PGPD, collect personal effects removed from contaminated persons; • Provide detection, render safe, containment, and investigation for hazardous devices; • Establish and conduct radiological monitoring and decontamination operations (See <i>Fire/EMS Decontamination Plan</i>); • Inform hospitals and other medical treatment facilities of potentially contaminated patients arriving at their facilities; • Coordinate with hospital security and medical staff to establish controlled access to the hospital in which radiological screening is done prior to entry/re-entry; • Assist hospital staff with screening and decontamination resources as needed; and • Maintain documentation for costs related to CCF-Fire, Emergency Services, HAZMAT operations in accordance with County internal procedures.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Provide vehicles, site access, fuel, and maintenance support for emergency transportation; • Coordinate and fill requests for available heavy construction equipment and trucks; • As necessary, provide materials, supplies, services, and equipment needed to support emergency field operations; • Staff the Procurement Unit in the Logistics Coordination Section at the EOC as necessary to support emergency operations.
DoE	<ul style="list-style-type: none"> • Provide support to fire and HAZMAT response by providing contractors for mobile air monitoring, as needed;

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	<ul style="list-style-type: none"> • Provide support in determining HAZMAT release impact on sewer and water systems and potential emergency mitigation measures; • Determine suitable sites and establish procedures for the disposal of HAZMAT, in cooperation with local, State, and Federal agencies; • Coordinate with MDE as needed for assistance through the Radiological Health Program (RHP); • Assist with local, State, and Federal HAZMAT response regarding the hiring of contractors to provide detection, monitoring, and sampling analysis operations.
OHS	<ul style="list-style-type: none"> • Manage the EOC; • Coordinate the request for resources as needed through EMAC and/or MEMAC with the SEOC; • Coordinate with Fire/EMS and the County Executive's Office of Communications for evacuations or other protective actions such as shelter in place, risk analysis, plume, and dispersion modeling; • Assist in the development and dissemination of protective guidance information; • Assist in coordinating evacuations.
PGPD	<ul style="list-style-type: none"> • Provide traffic and access control at emergency scenes requested by Fire/EMS; • Initiate warning and alerting in cooperation with Fire/EMS and OHS; • As needed, support evacuations and provide security for evacuated areas; • Provide crowd control and site security; • If death occurs in a fire, investigate the death in coordination with Fire/EMS; • Investigate incidents where serious injury or mass casualty results from a fire or explosion in coordination with Fire/EMS; • In situations where other agencies have primary jurisdiction of death investigation (i.e., terrorism, airplane crashes, certain transportation accidents), provide support; • Serve as liaison to the FBI and other Federal agencies for terrorist incidents; • Provide HAZMAT technical guidance and assistance to Fire/EMS and provide limited detection, monitoring, and sampling for HAZMAT release or spills; • Coordinate with Fire/EMS for the disposition of personal property; • Work in the UC with Fire/EMS.

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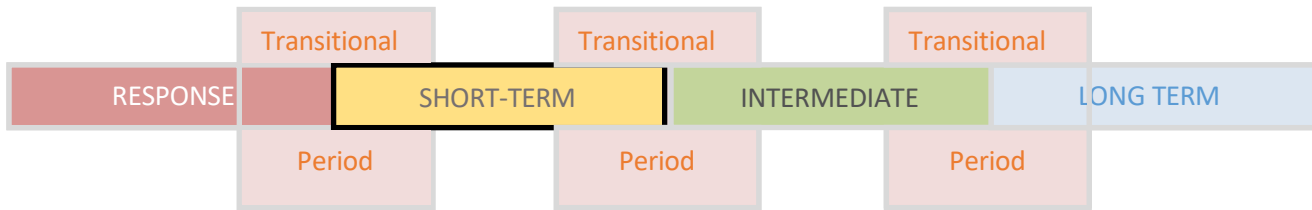
PGHD	<ul style="list-style-type: none"> • Support health and medical activities during sheltering operations as appropriate (in cases of structural fires); • Provide coordination for County strategic national stockpile (SNS) cache management; • Provide hazardous materials technical advice and assistance, as requested; • Provide limited detection, monitoring, and sampling analysis operations per response procedures for hazardous material spills.
DPW&T	<ul style="list-style-type: none"> • Provide support for heavy equipment, snow and debris removal, and traffic management; • Provide support for evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist PGPD in establishing a secure perimeter and managing vehicular and pedestrian traffic access/egress; • Provide available accessible transportation to assist with evacuations;
DPIE	<ul style="list-style-type: none"> • Assist as requested by Fire/EMS.
Law	<ul style="list-style-type: none"> • Assist in obtaining waivers and legal clearances needed to dispose of materials and certain debris; • Provide guidance on legal matters relating to emergency authority and responsibility.
311	<ul style="list-style-type: none"> • Provide appropriate information coming through the call center to CCF-Fire, Emergency Services, HAZMAT; • Relay necessary public safety information to those contacting the call Center.

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
ARC-NCR	<ul style="list-style-type: none"> • Provide immediate needs assistance and support to displaced persons, as appropriate.
MIEMSS	<ul style="list-style-type: none"> • Dispatch State medevac; • Coordinate National Disaster Medical System (NDMS); • Provide incident guidance messages to County hospitals.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Fire/EMS	<ul style="list-style-type: none"> Regulate and supervise burn sites for debris removal as needed with direct assistance from the Maryland Department of Natural Resources Lead CCF-Fire, Emergency Services, HAZMAT AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

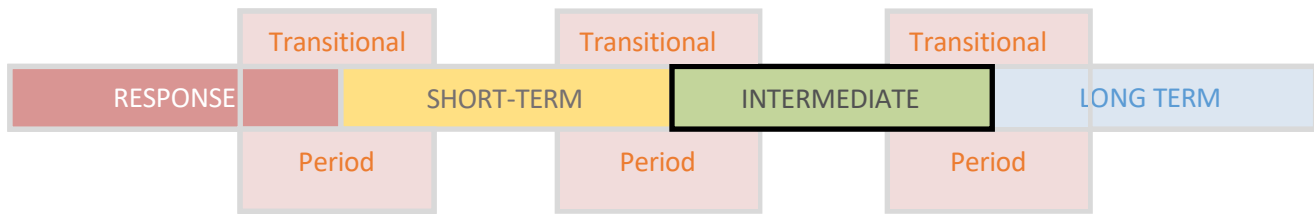
Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> Provide vehicles, site access, fuel, and maintenance support for recovery operations.
DPIE	<ul style="list-style-type: none"> Conduct or assist with damage assessment of privately-owned residential and commercial structures (except collapsible structures, for which Fire/EMS has the primary responsibility); Provide property owners and contractors with assistance and information about building code requirements.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
ARC-NCR	Provide immediate emergency needs assistance and support to a displaced person, as appropriate.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Fire/EMS	

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

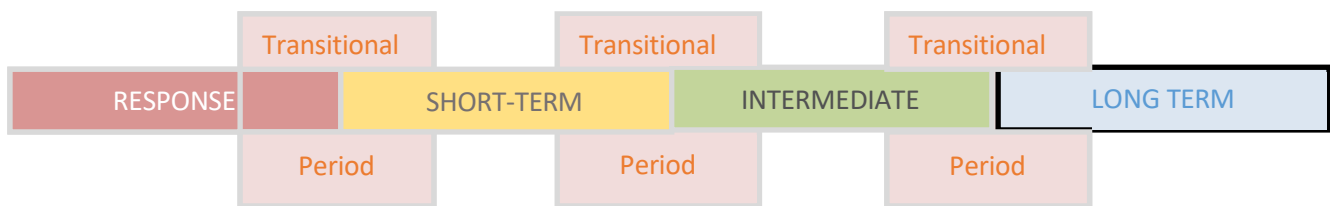
Agency/Department	Roles and Responsibilities

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Fire/EMS	

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities

County Coordinating Function: Law Enforcement and Security

CCF Primary	<ul style="list-style-type: none"> • Police Department (PGPD)
CCF Support	<ul style="list-style-type: none"> • Office of Law (Law) • Department of Corrections (DOC) • Office of the Sheriff (Sheriff) • Fire and Emergency Medical Services Department (Fire/EMS) • Department of Public Works and Transportation (DPW&T) • County Click 311 (311)
CCF Cooperating	<ul style="list-style-type: none"> • Prince George's County Municipal Police Departments • Prince George's County Public Schools (PGCPS) • The Maryland-National Capital Park and Planning Commission Police (M-NCPPC Police) • Washington Metropolitan Area Transit Authority Police (WMATA Police) • Maryland State Police (MSP) • Maryland National Guard • Federal Bureau of Investigations (FBI)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Law Enforcement and Security are tasked with providing law enforcement support following an emergency or disaster. Their mission is to manage law enforcement resources to ensure the safety of the County as well as mitigate any potential threats to County citizens, resources, and facilities.

Purpose

The purpose of this functional annex is to assign responsibilities and provide a framework for Prince George's County Police Department (PGPD) and other law enforcement agencies to effectively mobilize CCF-Law Enforcement and Security resources in the event of an emergency or major disaster.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County Emergency Operations Plan (EOP) in support of CCF-Law Enforcement and Security operations. This CCF supplements the County EOP;
- This CCF applies to Prince George's County departments and offices designated as Primary, Support, and Cooperating agencies to this CCF and the towns of Berwyn Heights,

Bladensburg, Cheverly, Edmonston, Fairmount Heights, Forest Heights, Landover Hills, Morningside, Riverdale Park, University Park, Upper Marlboro, Cottage City, City of Glenarden, City of Greenbelt, City of District Heights, City of Hyattsville, City of Laurel, City of Mount Rainier, and the City of Seat Pleasant that maintain their municipal police departments;

- This CCF provides for the coordination of law enforcement resources and operations by the PGPD through the emergency operations center (EOC) upon activation of the EOP;
- This CCF is also applicable to all threats or acts of terrorism within or affecting Prince George's County but not limited to:
 - Active shooter and/or hostage-taking situations;
 - Complex coordinated terrorist attack (CCTA) Bombings;
 - Weapons of Mass Destruction (WMD) attacks involving chemical, biological, radiological, nuclear, or explosive (CBRNE) agents;
 - Other methods that intend to cause mass casualties and/or harm to critical infrastructure or the environment; and
 - Cyber-terrorism.

Concept of Operations

Situation

- The PGPD is the Primary agency for providing police services in Prince George's County, except in those communities that maintain their municipal police departments. PGPD, municipal police departments in the County, and other local jurisdictions maintain mutual aid agreements and memoranda of understanding that provide for mutual law enforcement support on a day-to-day basis;
- During an emergency or disaster, County law enforcement services are provided by the PGPD, municipal police departments, The Maryland-National Capital Park and Planning Commission (M-NCPPC) Police, the Metropolitan Transit Police, the Sheriff's Office, and the Maryland State Police (MSP);
- The PGPD will accomplish direction and control of all law enforcement activity within the County including interstate highways in coordination with the MSP except for some Federal facilities in the County;
- During emergencies, law enforcement agencies may expand their operations to provide the increased protection required by disaster conditions. Numerous State and Federal law enforcement agencies, along with the Maryland National Guard, Maryland

Department of Natural Resources Police, and other agencies are available to assist the PGPD in this effort;

- Emergency law enforcement will be an expansion of normal functions and responsibilities. These responsibilities include maintenance of law and order, traffic control, crowd control, security of critical facilities, and evacuation assistance;
- Prince George's County is a densely populated County within the NCR increasing its potential as a target for terrorist attacks. Numerous Federal facilities reside in the County, in addition to numerous private sector businesses that support these Federal agencies;
- The complexity, scope, and potential consequences of a terrorist threat or incident require a rapid and decisive capability to resolve the situation. Such a threat or incident demands a heightened level of coordination of law enforcement, criminal investigation, protective actions, emergency management functions, and technical expertise across all levels of government. An incident may affect a single location or multiple jurisdictions, each of which may be designated an incident scene, a hazardous materials scene, and/or a crime scene simultaneously; and
- For incidents that are the result of an act of terrorism (or suspected terrorism), the Federal Bureau of Investigation (FBI) will be the lead agency for the criminal investigation.

General

- The PGPD responds to incidents continuously and routinely responds to emergency incidents. Most incidents are managed by the on-scene IC;
- In incidents with multi-agency and/or multi-jurisdictional involvement, a Unified Command (UC) will be established;
- Upon activation of the emergency operations center (EOC), the PGPD will provide representation to address countywide public safety requirements and issues. The PGPD, as the Primary agency for the CCF, will request representation from Support and Cooperating agencies as needed;
- The CCF-Law Enforcement and Security representative at the EOC will coordinate requests for State and/or Federal law enforcement resources through the EOC Manager;
- The PGPD will coordinate incoming mutual aid resources in support of CCF-Law Enforcement and Security operations and establish staging areas and logistical support

bases for requested mutual aid resources supporting law enforcement and security activities;

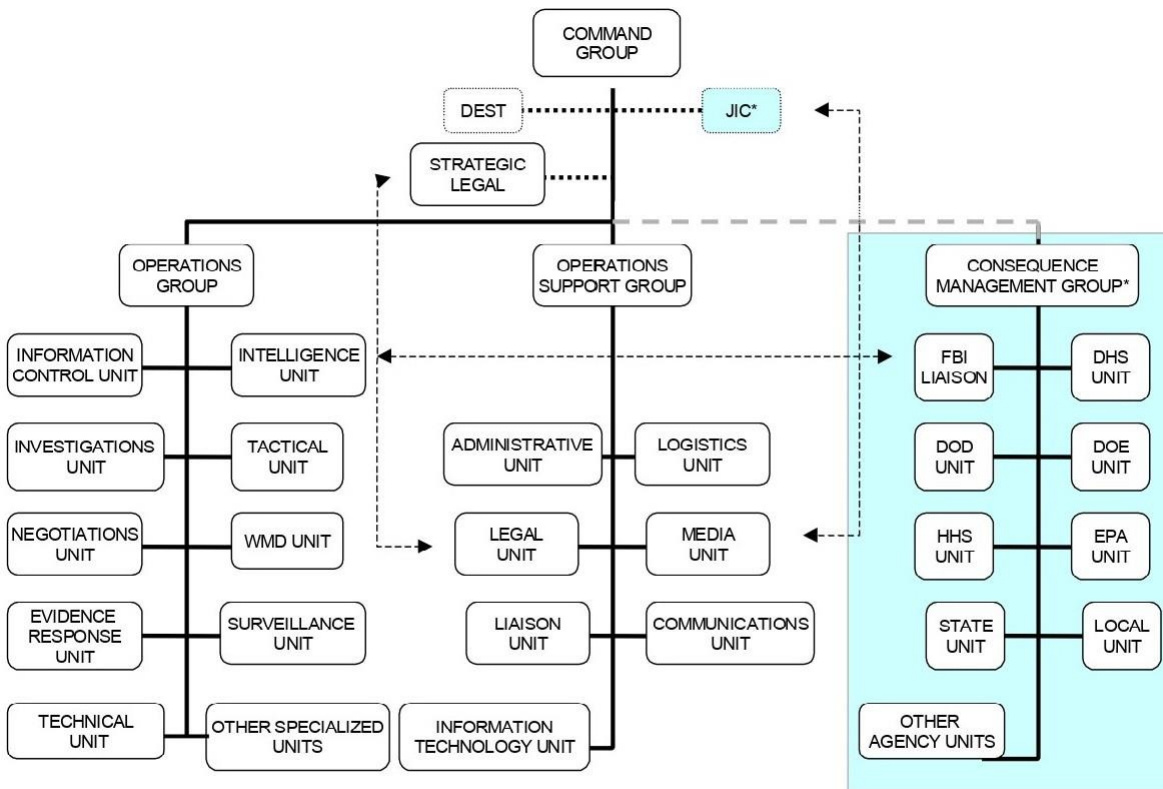
- If Maryland National Guard resources are deployed to the County to augment law enforcement and security, the PGPD will coordinate and manage the use of those resources;
- Other County departments, agencies, and offices that require public safety and security assistance in conducting their emergency operations will request support through CCF-Law Enforcement and Security in the EOC. PGPD will ensure that all CCF-Law Enforcement and Security related costs and expenditures are documented in accordance with guidance provided by OHS and internal County policies and procedures;
- CCF-Law Enforcement and Security operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed;
- The CCF-Law Enforcement and Security representative at the EOC will ensure any open actions or issues are transferred to the PGPD for coordination and completion or resolution upon the deactivation of the EOC; and
- The PGPD will conduct an after-action review (AAR) of CCF-Law Enforcement and Security operations within 30 days of the closure of the EOC. Issues identified will be assigned to the appropriate CCF-Law Enforcement and Security agency for action or submitted to OHS for resolution through the County's Corrective Action Program (CAP).

Terrorism Incidents

- The PGPD will provide the initial response and evidence gathering relative to a possible criminal investigation originating within the County and will coordinate with other local, State, and Federal law enforcement organizations as appropriate. Based upon the initial investigation, the PGPD will notify the FBI through the Department chain-of-command. This initial law enforcement effort will be augmented with Federal law enforcement;
- The initial response is to prevent loss of life or personal injury. It may include evacuation or isolation of the incident. Evacuations will be conducted in accordance with the EOP. Temporary or short-term evacuations of a specific area or building may be directed because of a credible threat. Sheltering-in-place may be employed when it is in the best interest for people to remain indoors to be protected from potentially harmful agents;

- When the threat/incident information is validated by the FBI as a terrorist act, the FBI Field Office assigned to the case will deploy to the general location of the threat. If the initial assessment warrants, the FBI will begin a formal threat assessment process. This involves a joint assessment combining experts from the law enforcement and intelligence communities. The FBI will provide knowledge of psychological factors, historic and intelligence records, and technical factors such as weapons and methods – all aimed at establishing the credibility of the threat. Law enforcement at all levels of government will support the investigative process. A significant law enforcement component will be integrated into the UC established with the FBI serving as the lead investigative agency; and
- The FBI will establish a command post to manage investigative and intelligence activities. Depending upon the scope and magnitude of the incident, the FBI command post may evolve into a joint operations center (JOC) if the threat of incident may involve a WMD or CBRNE material. The FBI will coordinate the necessary Federal law enforcement assets required to respond, mitigate, and resolve the threat or the incident in coordination with the State and local law enforcement agencies. The Terrorism Incident Law Enforcement and Investigation Annex to the National Response Plan (NRP) provides detailed information on the organization and functions of the JOC.

Joint Operations Center Organization



* While the Operations Group and Operations Support Group remain components of the JOC when it is incorporated into the JFO, the JIC and Consequence Management Group will be merged into the appropriate JFO staff components, if established.

(Source: Terrorism Incident Annex of the NRP, 2004)

Other Federal Assistance

- In addition to the FBI as the lead agency for law enforcement and investigations for a terrorist incident or threats, other Federal departments and agencies have authorities, resources, capabilities, and expertise that may support local law enforcement and investigation operations. This includes, but is not limited to:
 - **Department of Energy (DOE)** - DOE will coordinate nuclear aspects of assessment and search operations when the threat involves special nuclear material (fissile material) and, when requested, cases involving other radioactive materials. It will establish a National Security Area when incidents involving non-Department of Defense materials are involved;
 - **Department of Health and Human Services (DHHS)** - Department of Health and Human Services is the primary federal agency for medical and health support during a chemical/biological incident, as designated by the Health and

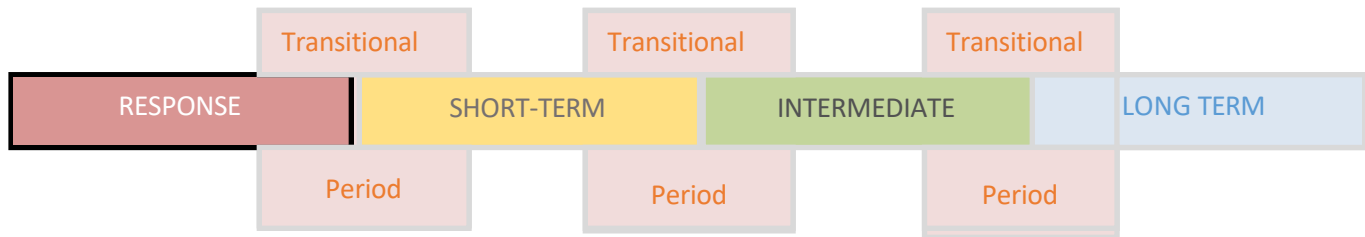
Medical Services Support Plan for the Federal Response to Acts of Chemical and Biological Terrorism. It provides information and advice on health concerns attributable to chemical and biological discharges;

- **Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA)** - DHS/FEMA is the designated primary Federal agency for consequence management. They are responsible for ensuring that consequence management response and recovery activity are coordinated with the FBI. If the President of the United States directs DHS/FEMA to implement a Federal consequence management response, then DHS will implement portions of the NRP as required. If a major terrorist incident occurs without warning, DHS/FEMA and the FBI will initiate consequence management and crisis management concurrently. The DHS/FEMA will support the FBI as required and lead a concurrent Federal consequence management response;
- **Environmental Protection Agency (EPA)** - EPA can provide federal on-scene coordinators to incidents within its jurisdiction and can access Federal funding to abate and mitigate incidents involving CBRNE releases. It has access to the federal Superfund Technical Assistance Response Team to support operations relating to the contamination of any environmental media. It can conduct environmental and water supply monitoring during events and can assist in consequence assessment and protective action decisions. EPA can become the lead Federal agency during the site restoration (recovery) phase of the incident;
- When the FBI activates a JOC, the agencies identified above normally will provide representatives to assist with the response;
- If the President declares an emergency or major disaster declaration because of the incident, a full range of Federal assistance becomes available under the National Response Framework.

State Assistance

- The State of Maryland will assist as outlined in the Maryland Department of Emergency Management's (MDEM) Maryland Consequence Management Operations Plan (CMOP) and Maryland State Police Response Operations Plan. Requests for assistance to the State will be through the County EOC to the SEOC.

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGPD	<ul style="list-style-type: none"> • Coordinate all emergency response law enforcement activities at the County level; • Provide traffic management and access control; • Enforce curfews as established by an emergency declaration or Executive Order; • Maintain law and order; • Coordinate the provision of security and traffic control at staging areas, reception centers, mass care shelters, crime scenes, and other critical County facilities; • Implement and manage evacuations as required by the situation; • Coordinate with SPG on CCF operations as the situation dictates; • Request mutual aid resources including the National Guard from CCF-Emergency Management; • Preserve the crime and/or incident scene; • Conduct investigations per local, State, and Federal laws; • If and where necessary, provide support to the FBI crisis management team in conjunction with other County municipal police departments and the MSP; • Maintain documentation for costs related to CCF-Law Enforcement and Security operations in accordance with County internal procedures.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Provide legal opinions and interpretations; • Draft ordinances as appropriate; • Provide legal counsel, as needed.

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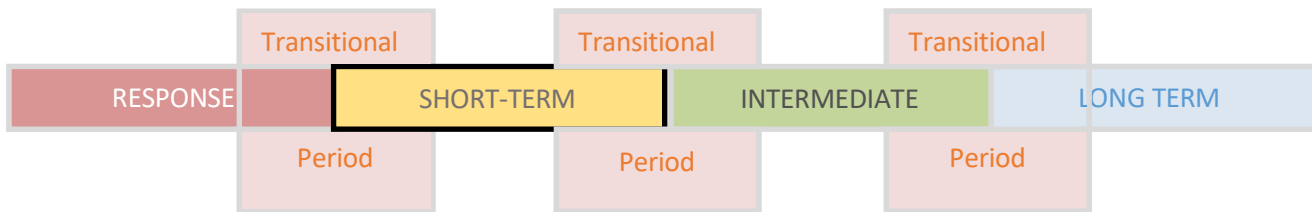
DOC	<ul style="list-style-type: none"> • Provide available personnel, resources, and facilities to support CCF-Law Enforcement and Security operations; • Upon request, assist in the security of designated facilities; • Coordinate emergency operations within the Prince Georges County Correctional Facility.
Sheriff	<ul style="list-style-type: none"> • Upon request, assist in the security of designated facilities; • Assist the PGPD with all law enforcement activities at the County level as requested; • Assist in maintaining law and order; • Provide security for critical facilities and resources, as requested; • Provide access control in restricted/evacuated areas, as requested; • Provide law enforcement communications capabilities; • Transport County inmates to and from District and Circuit Courthouse, as requested; • Provide personnel and prisoner transport vans to assist PGPD or any other law enforcement agency when requested; • Upon request, assist with evacuations (control points, traffic management); • Staff the EOC Security Unit during EOC activations; • Assist with security at the Prince George's County Correctional Facility.
Fire/EMS	<ul style="list-style-type: none"> • Provide detection, render safe, containment, and investigation for hazardous devices; • Provide emergency medical support for PGPD operations.
DPW&T	<ul style="list-style-type: none"> • Assist in traffic management and access control; • Provide information on traffic conditions issues through the Traffic Response and Information Partnership (TRIP) Center; • Provide support for evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist PGPD in establishing a secure perimeter and managing vehicular and pedestrian traffic access/egress; • Provide available accessible transportation to assist with evacuations;
311	<ul style="list-style-type: none"> • Provide appropriate information coming through the call center to CCF-Law Enforcement and Security representatives; • Relay necessary public safety information to those contacting the Call Center.

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Municipal Police Departments	<ul style="list-style-type: none"> • Provide available law enforcement as requested by PGPD to support emergency operations in the County; • Maintain law and order within the respective municipality; • Provide mobile units for warning and notification operations; • Provide security for critical facilities and resources within respective municipality and request support as needed through PGPD; • Provide access control in restricted /evacuated areas within a municipality; • Provide traffic and crowd control.
PGCPS	<ul style="list-style-type: none"> • Coordinate with County Resource Officer(s) and PGCPS Security on school system incidents requiring law enforcement response (See <i>PGCPS School Security Plan</i>).
M-NCPPC Police	<ul style="list-style-type: none"> • Provide representation to the County EOC when activated; • Provide available law enforcement as requested by PGPD to support emergency operations in the County.
WMATA Police	<ul style="list-style-type: none"> • Assist in traffic management and control; • Provide information on traffic conditions and issues through the TRIP Center; • Provide support to evacuations by providing assistance in traffic control operations and providing barricades, signs, and other devices to assist Police in establishing a secure perimeter and managing vehicular and pedestrian traffic access/egress.
MSP	<ul style="list-style-type: none"> • Provide available law enforcement as requested by PGPD to support recovery operations.
Maryland National Guard	<ul style="list-style-type: none"> • Assist in security operations; • Support PGPD activities, as requested.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGPD	<ul style="list-style-type: none"> • Provide site security at designated recovery sites; • Release mutual aid resources to home jurisdictions; • As appropriate, provide traffic and access control for re-entry operations; • Continue investigations in accordance with local, State, and Federal laws; • Maintain protective actions as the situation dictates; • Coordinate and track resources and document costs; • Lead CCF-Law Enforcement and Security in AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Provide legal opinions and interpretations; • Draft ordinances as appropriate; • Provide legal counsel, as needed; • Participate in CCF-Law Enforcement and Security in AAR.
DOC	<ul style="list-style-type: none"> • Provide available personnel, resources, and facilities to support CCF-Law Enforcement and Security operations; • Upon request, assist in the security of designated facilities; • Coordinate emergency operations within the Prince Georges County Correctional Facility. • Participate in CCF-Law Enforcement and Security in AAR.
Sheriff	<ul style="list-style-type: none"> • Upon request, assist in the security of designated recovery facilities; • Participate in CCF-Law Enforcement and Security AAR.
Fire/EMS	<ul style="list-style-type: none"> • Assist criminal investigation for fire and hazardous device incidents;

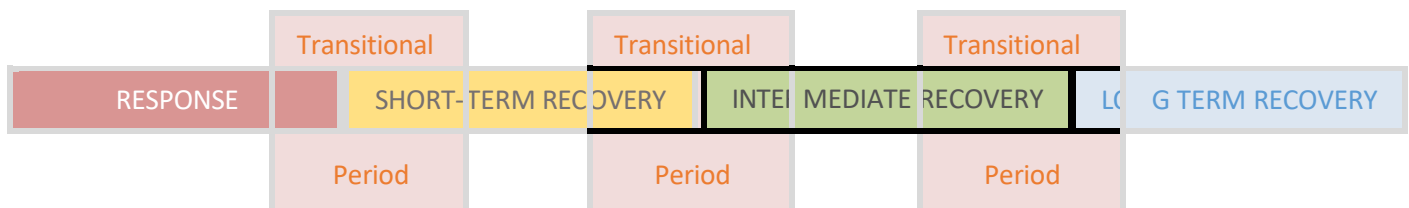
	<ul style="list-style-type: none"> • Participate in CCF-Law Enforcement and Security AAR.
DPW&T	<ul style="list-style-type: none"> • Provide traffic control assistance as necessary for re-entry operations; • Participate in CCF-Law Enforcement and Security AAR.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Municipal Police Departments	<ul style="list-style-type: none"> • Provide available law enforcement as requested by PGPD to support emergency operations in the County; • Maintain law and order within the respective municipality; • Provide security for critical facilities and resources within respective municipality and request support as needed through PGPD; • Provide access control in restricted /evacuated areas within a municipality; • Participate in CCF-Law Enforcement and Security in AAR.
M-NCPPC Police	<ul style="list-style-type: none"> • Provide available law enforcement as requested by PGPD to support recovery operations.
WMATA Police	<ul style="list-style-type: none"> • Assist in traffic management and control; • Provide information on traffic conditions and issues through the TRIP Center.
MSP	<ul style="list-style-type: none"> • Provide available law enforcement as requested by PGPD to support recovery operations.
Maryland National Guard	<ul style="list-style-type: none"> • Assist in security operations; • Support PGPD activities, as requested.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGPD	<ul style="list-style-type: none"> • Provide security at designated recovery sites; • Release mutual aid resources to home jurisdictions;

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	<ul style="list-style-type: none"> • Maintain protective actions as the situation dictates; • Continue to track resources and document costs; • Conduct and lead CCF-Law Enforcement and Security in AAR.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

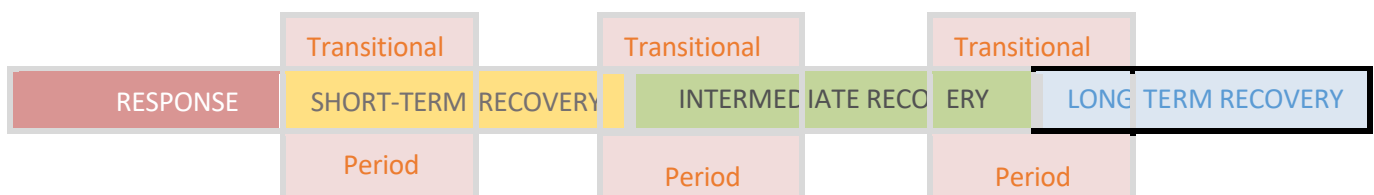
Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Provide legal opinions and interpretations; • Draft ordinances as appropriate; • Provide legal counsel, as needed.
DOC	<ul style="list-style-type: none"> • Provide available personnel, resources, and facilities to support CCF-Law Enforcement and Security operations; • Upon request, assist in the security of designated facilities; • Coordinate emergency operations within the Prince Georges County Correctional Facility.
Sheriff	<ul style="list-style-type: none"> • Upon request, assist in the security of designated recovery facilities.
Fire/EMS	<ul style="list-style-type: none"> • Assist criminal investigation for fire and hazardous device incidents.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGPD	

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities

County Coordinating Function: Transportation and Public Infrastructure

CCF Primary	<ul style="list-style-type: none"> Department of Public Works and Transportation (DPW&T)
CCF Support	<ul style="list-style-type: none"> Department of the Environment (DoE) Office of Law (Law) Office of Finance (Finance) Department of Permitting, Inspections, and Enforcement (DPIE) Office of Information Technology (OIT) Office of Homeland Security (OHS) Office of Central Services (OCS) Police Department (PGPD) Department of Social Services (DSS) The Maryland-National Capital Park and Planning Commission (M-NCPPC) Prince George's County Public Schools (PGCPS)
CCF Cooperating	<ul style="list-style-type: none"> Prince George's County Municipal Public Works Departments Prince George's County Taxicab Board Washington Metropolitan Area Transit Authority (WMATA) Maryland Department of Transportation (MDOT) Maryland Department of the Environment (MDE) Maryland Department of Labor, Licensing, and Regulation (MDLLR) Maryland National Guard United States Army Corps of Engineers (USACE)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Transportation and Public Infrastructure are tasked with coordinating prevention, preparedness, response, recovery, and mitigation activities related to Prince George's County's transportation and public infrastructure resources, facilities/structures, systems, and services including County roadways, solid waste management, stormwater/drainage management, and County capital projects (i.e., sidewalks, roadways, bridges, and pedestrian safety projects) following a significant incident or disaster. Their mission is to improve the resiliency and coordinate the maintenance, emergency repair, and restoration operations of County transportation and public works infrastructure following a significant incident or disaster.

Purpose

The purpose of this functional annex is to outline the operational concepts, responsibilities, and procedures of Primary, Supporting, and Cooperating County agencies and organizations under CCF-Transportation and Public Infrastructure's transportation, public works, and engineering operations following a significant incident or disaster. This CCF

provides a concept of operations for coordinating resources (personnel, equipment, facilities, materials, and supplies) and transportation services to support public works and infrastructure needs during response and recovery operations.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County EOP in support of CCF-Transportation and Public Infrastructure operations. This CCF supplements the County Emergency Operations Plan (EOP);
- This CCF is not designed to take the place of existing plans rather it is designed to complement, support, and reference existing plans and procedures;
- For this CCF, public infrastructure includes the physical and non-physical resources, facilities/structures, systems, and services that are County-owned, and that are used to facilitate the safety, productivity, and output of Prince George's County Government as well as the public;
- The primary function of this CCF is to collect, analyze, and provide information on the status of transportation systems (i.e., County roads, buses, subway, taxi cabs, rideshare, and other related services) and public infrastructure resources, facilities/structures, systems, and services throughout the County;
- CCF-Transportation and Public Infrastructure will support the damage assessment process by assessing damage to County-owned and maintained roadways, stormwater/wastewater systems, solid waste systems, and County-owned facilities/structures;
- Municipalities within the County are responsible for their own public works infrastructure, as appropriate. Each municipality with public infrastructure stormwater/wastewater systems, solid waste systems, and facilities will coordinate the maintenance, emergency repair, and restoration operations of those systems;
- CCF-Transportation and Public Infrastructure encompasses the full range of transportation services that may be required to support emergency response operations; transport of critical supplies, equipment, and other resources; and evacuations including those residents with medical needs;
- CCF-Transportation and Public Infrastructure encompasses the full range of solid waste, debris management, and stormwater management services that may be required to support emergency response and recovery operations and provide critical services to residents impacted by a significant incident or disaster;
- CCF-Transportation and Public Infrastructure major functions include:

- Planning and coordinating of County transportation systems and corresponding public infrastructure to minimize and/or prevent interruptions and significant delays from occurring;
 - Detecting and characterizing transportation-related incidents;
 - Assessing any potential cascading effects of transportation and public infrastructure interruptions on life, safety, and property in the County; and
 - Coordinating the restoration and resilience of transportation and public infrastructure to meet ongoing and community needs in recovery;
- The Department of Public Works and Transportation (DPW&T), as the primary agency for CCF-Transportation and Public Infrastructure, is responsible for the coordination of the overall transportation and public infrastructure operations. DPW&T will collect, organize, analyze, summarize, and disseminate transportation and public infrastructure information provided by a range of sources including CCF-Transportation and Public Infrastructure support agencies;
- Upon activation of the Emergency Operations Center (EOC), operational transportation services will be coordinated by the DPW&T at the Traffic Response and Information Partnership (TRIP) center. The TRIP Center serves as a department operation center (DOC) for DPW&T;

Concept of Operations

Situation

- Disasters may cause property damage to County Government structures, public buildings, roadways, County vehicles, and other facilities which may in turn cause disruption to public infrastructure services. Some structures may require reinforcement, demolition, or isolation to ensure safety. Public utilities may also be partially or fully inoperable following disasters. (Refer to CCF-Utilities Infrastructure for utility information);
- Equipment in the immediate disaster area may be damaged or inaccessible. Prince George's County CCFs may have to deploy resources from outside the affected area to ensure a quick, effective response.

General

- The OHS monitors incidents and threats to the County and will notify DPW&T of incidents impacting or potentially impacting County transportation systems and public infrastructure. DPW&T will notify appropriate support agencies and cooperating organizations as necessary to collect additional information;

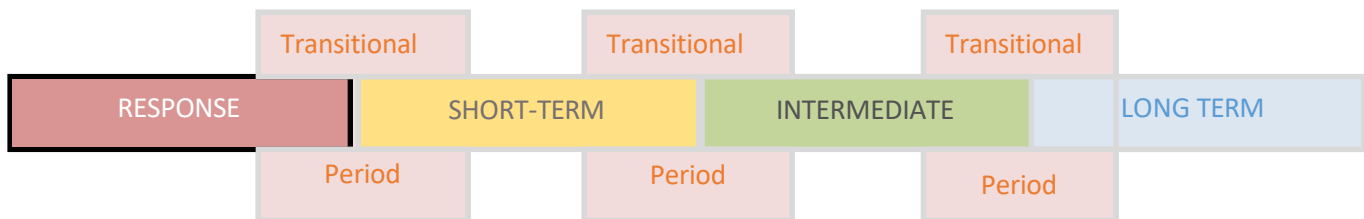
- In coordination with information received from the Trip Center and the EOC, the DPW&T maintains situational awareness on public infrastructure related to County roadways. Potential TRIP center operations may include coordinating incident management and emergency operations activities, including debris, snow, and ice removal;
- The Department of the Environment (DoE) maintains situational awareness on public infrastructure related to County solid waste services and stormwater management;
- As an incident or threat escalates, DPW&T will issue notifications to support agencies and agency emergency personnel per established protocols and checklists;
- The pre-positioning of CCF-Transportation and Public Infrastructure resources may take place depending upon the nature of the hazard;
- CCF-Transportation and Public Infrastructure will coordinate with CCF-Government Facilities, and CCF-Emergency Management, when establishing staging areas for personnel, equipment, and supplies. This will ensure that appropriate sites are identified, established, and that site locations, contact numbers, and capabilities are distributed to emergency personnel needing this information;
- Upon activation of the EOC, the DPW&T will provide representation to coordinate transportation and public infrastructure requirements and issues. DPW&T will request representation from support and cooperating agencies and organizations, as needed. All resource requests and activity/operation requests will be submitted to the EOC for coordination, validation, and/or action by CCF-Transportation and Public Infrastructure representative(s) at the EOC;
- As an incident or threat escalates, the DPW&T will issue requests for support agencies to provide resources and assets to meet the operational requirements of the emergency. As necessary, private sector sources may be acquired to augment County resources as appropriate per established protocols and procedures;
- In the event of significant public infrastructure services impact, it may be necessary to develop and implement a coordinated plan for communicating with the public regarding the extent of the emergency, actions being taken, and protective actions the public may need to take. CCF-Transportation and Public Infrastructure will work jointly CCF-Emergency Management and the County Executive's Office of Communications to develop and disseminate information to the public concerning the situation;

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- The DPW&T will provide information on the status of transportation and public infrastructure resources, facilities/structures, systems, and services to CCF-Emergency Management;
- Provision will be made for the maintenance, repair, and storage of equipment in secure locations to ensure safe operation;
- The County Administrative Officer (CAO) will authorize necessary emergency procurements to support emergency operations and delegate contracting authority to CCF-Transportation and Public Infrastructure;
- DPW&T will monitor the status of County transportation systems in coordination with the Washington Metropolitan Area Transit Authority (WMATA), regional, and State transportation agencies and organizations, providing periodic updates to the EOC;
- The agencies and organizations identified in this CCF will provide technical assistance to the TRIP Center and/or EOC in determining the most viable transportation networks to, from, and within the disaster area, as well as alternative means to move people and goods within the area affected by the disaster;
- The agencies identified in this CCF will provide transportation services based upon the priorities established by CCF-Transportation and Public Infrastructure in coordination with the EOC Manager. This may include providing transportation to residents affected by evacuations or relocations, transportation of equipment and supplies, or transportation for emergency response personnel;
- CCF-Transportation and Public Infrastructure will monitor restoration operations and, when appropriate, coordinate assistance from other County departments and offices to expedite the restoration process (i.e., emergency debris removal to provide access);
- DPW&T will ensure that all CCF-related costs and expenditures are documented per guidance provided through OHS at the EOC and internal County policies and procedures;
- CCF-Transportation and Public Infrastructure operations will continue at the EOC and/or TRIP Center until directed either by the EOC Manager, LDRM, termination of the local emergency declaration, or as otherwise directed;
- The CCF-Transportation and Public Infrastructure representative(s) at the EOC will ensure any open actions or issues are transferred to DPW&T for coordination, completion, resolution upon deactivation of the CCF and/or demobilization of the EOC;

- Deactivation of CCF-Transportation and Public Infrastructure may be a long-term process, extending deep into the long-term recovery phase since public works and engineering projects may require many months of activity;
- The DPW&T will lead an After-Action Review (AAR) to provide CCF-Transportation and Public Infrastructure comments and feedback. Issues identified will be assigned for the resolution to the appropriate agency or submitted to OHS for resolution through the County Correction Action Program (CAP);
- Requests for State or Federal assistance will be coordinated by the EOC Manager to the SEOC in response to needs identified by the CCF-Transportation and Public Infrastructure. Once it is determined that the State will be providing assistance, CCF-Transportation and Public Infrastructure will coordinate directly as needed with the corresponding relevant State Coordinating Functions (SCF) on transportation and public infrastructure-related actions and issues. The Primary State agency for SCF-Transportation is the Maryland Department of Transportation (MDOT). The Primary State agency for SCF-Public Works and Infrastructure is the Maryland Department of Labor, Licensing, and Regulation (MDLLR);
- The Maryland National Guard is a State resource that, if activated, may provide personnel and equipment for the following public infrastructure activities:
 - Debris removal;
 - Damage assessment;
 - Demolition and/or emergency repairs or stabilization of unsafe public structures;
 - Engineering reconnaissance;
 - Delivery of potable water; and
 - Assist with emergency drainage problems.

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DPW&T	<ul style="list-style-type: none"> • Manage and operate the TRIP Center;

	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as the liaison for Transportation Group and Public Works and Engineering Group; • Liaison with WMATA, MDOT, and other regional transportation agencies and organizations as appropriate; • Serve as liaison to MDOT and MDLLR; • Collect, analyze, and distribute information on the status of the County's accessible transportation systems, resources, and public infrastructure; • In coordination with OHS, conduct Rapid Needs Assessments to County transportation and public infrastructure systems; • Manage and monitor emergency repair for County and locally maintained roads and bridges; • Monitor County-owned pumping stations and flood-prone areas during severe weather and storm emergencies; • Implement debris management plan and coordinate debris removal operations, including ensuring debris removed from routes, parking, curbs, and architectural elements critical to individuals with access and functional needs; • Provide heavy equipment and vehicles for snow and debris removal, and traffic management on County-owned and maintained roads; • Procure resources (personnel, equipment, and supplies) locally or through mutual aid, as needed; • Coordinate and fill requests for available equipment, trucks, and operators; • Support the Joint Information Center (JIC) in the release of general transportation and public infrastructure response information to the public; • Manage transportation services to support emergency operations; • Provide support and technical assistance for evacuations; • Establish road closures on routes that are too dangerous for travel; • Notify the EOC of any emergency road closures or other transportation disruptions; • Collect and process information concerning pre-recovery activities while the response phase of the disaster is ongoing. This information will be provided to the Recovery Transition Unit.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DoE	<ul style="list-style-type: none"> • Support DPW&T in emergency debris removal operations and advise, as needed; • Coordinate damage assessment on County-owned and maintained drainage and impoundment systems. Public storm drain systems are maintained by DPW&T, Maryland State Highway Administration (MSHA), and Maryland National Capital Park and Planning Commission (M-NCPPC); • Monitor County-owned and operated dams and levees during storm events or other dam emergencies and provide situational awareness to DPW&T; • Perform emergency mitigation on County-owned and DoE-managed dams as appropriate; • Coordinate emergency response with Maryland Department of the Environment (MDE); • Assist in identifying recyclable materials and debris; • Based upon conditions, perform detailed inspections of at-risk dams, and make assessment judgments on structural integrity; • Recommend evacuations if warranted by conditions/assessment of structural integrity for County-owned dams.
Law	<ul style="list-style-type: none"> • Assist in obtaining waivers and legal clearances needed to dispose of materials and certain debris; • Review contracts and agreements; • Provide guidance on legal matters relating to emergency authority and responsibility related to transportation and public works.
Finance	<ul style="list-style-type: none"> • Provide the project code number(s) for supporting response operation; • Provide financial management assistance including maintaining vendor files and payment of bills; • For expenditures requiring centralized Finance approval, coordinate with OCS to maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water.
DPIE	<ul style="list-style-type: none"> • Coordinate permitting services as needed to support incident facilities; • Assist DPW&T in damage assessment; • Ensure that County well and septic systems are functioning.
OHS	<ul style="list-style-type: none"> • Coordinate requests for transportation support through the MEMAC, EMAC, NCR, and other mutual aid agreements;

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	<ul style="list-style-type: none"> • Coordinate requests for State resources and support through the Maryland Department of Emergency Management; • Provide technical assistance in coordinating evacuation; • Assist DPW&T in collecting, analyzing, and distributing information related to transportation and public infrastructure; • Request support from the Maryland Department of Emergency Management (MDEM) for CCF-Transportation and Public Infrastructure operations.
OCS	<ul style="list-style-type: none"> • Assess damage to County buildings and facilities managed by OCS; • Provide support for debris removal through existing and available contractors; • Coordinate with contractors to demolish condemned OCS-maintained public property, where appropriate. • Provide vehicles, site access, fuel, and maintenance support for emergency transportation. • As necessary, procure and provide transportation-related support and services.
PGPD	<ul style="list-style-type: none"> • Assist in conducting evacuations, in selecting evacuation routes, and implementing traffic control points; • Conduct evacuation operations per department evacuation procedures for incidents where PGPD is the lead.
PGHD	<ul style="list-style-type: none"> • Review information related to the health and safety of drinking and/or public use water; • Assist with notification of boil water alerts to residents and businesses.
OIT	<ul style="list-style-type: none"> • Provide technical assistance to the TRIP Center and EOC, if activated, and maintain communications and information system capabilities to support emergency operations; • Assess County communications sites and facilities and report disruptions to EOC.

Cooperating Agencies/Department

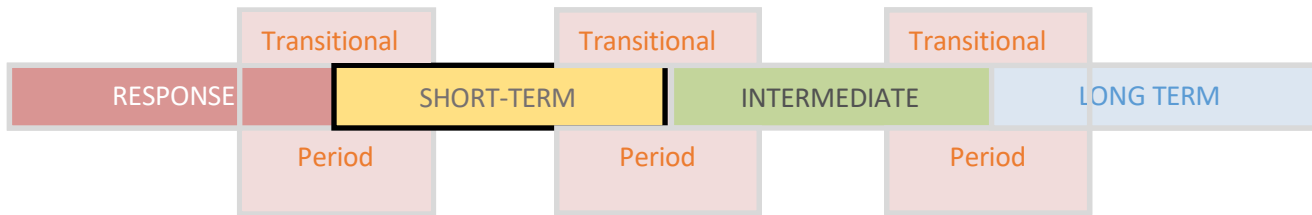
Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Prince George's County Municipal Public Works Departments	<ul style="list-style-type: none"> • Conduct damage assessment of City or Town public works infrastructure; • Provide for emergency repairs of City or Town public works infrastructure; • Coordinate emergency debris removal operations within City or Town; • Coordinate with WSSC Water for emergency repairs for water supply, distribution, and control facilities;

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	<ul style="list-style-type: none"> • Coordinate requests for outside public works support through CCF-Transportation and Public Infrastructure at the EOC; • Coordinate with contractors to demolish condemned public property maintained by the City or Town, where appropriate; • Provide public works assistance as requested by DPW&T; • Monitor conditions at City or Town-owned dams and levees and provide information to OHS; • Perform emergency mitigation on City or Town-owned dams and levees as appropriate; • Based upon conditions, perform detailed inspections of at-risk dams, and make assessment judgments on structural integrity; • Recommend evacuations if warranted by conditions/assessment of structural integrity for City or Town-owned dams.
M-NCPPC	<ul style="list-style-type: none"> • Provide public works assistance as requested by DPW&T; • Monitor conditions at M-NCPPC-owned dams and provide information to OHS; • Conduct damage assessments of M-NCPPC facilities and infrastructure; • Provide for emergency repairs for M-NCPPC facilities and infrastructure; • Coordinate emergency debris removal operations at M-NCPPC facilities; • Coordinate with contractors to demolish condemned public property maintained by M-NCPPC, where appropriate; • Perform emergency mitigation on M-NCPPC-owned dams as appropriate; • Based upon conditions, perform detailed inspections of at-risk dams, and make assessment judgments on structural integrity; • Recommend evacuations if warranted by conditions/assessment of structural integrity for M-NCPPC-owned dams.
MDE	<ul style="list-style-type: none"> • Provide technical assistance in evaluating the dam and supporting structures to determine if the situation allows for the safe return of evacuees.
Maryland National Guard	<ul style="list-style-type: none"> • Provide transportation support including specialty vehicles and operators; • Assist with traffic management and control.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DPW&T	<ul style="list-style-type: none"> • Collect, analyze, and distribute information on the status of the County's transportation and public works infrastructure and monitor status of infrastructure repair and restoration; • Maintain public transportation services; • Manage the emergency repair and restoration of County and locally maintained roads; • Provide transportation to support for recovery operations; • Maintain liaison with WMATA, MDOT, and other regional transportation agencies and organizations; • Coordinate with Prince George's County Public Schools (PGCPS) for alternative transportation needs, as appropriate; • Lead CCF-Transportation and Public Infrastructure AAR; • Prioritize public transportation services and roadways for post-disaster recovery planning; • Monitor the status of transportation service and infrastructure restoration.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DPIE	<ul style="list-style-type: none"> • Develop expedited permitting procedures; • Continue to assist DPW&T in damage assessment; • Participate in CCF-Transportation and Public Infrastructure AAR.
DoE	<ul style="list-style-type: none"> • In coordination with DPW&T, manage debris removal on County roads and prepare/process documentation for the reimbursement of debris management costs; • Ensure DPW&T debris removal and disposal practices meet acceptable environmental wellness standards; • Assess the expected environmental impact of transportation and public infrastructure recovery and mitigation efforts;

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	<ul style="list-style-type: none"> • Identify opportunities where restoration may limit environmental impact; • Provide damage assessment as required and in accordance with FEMA protocols for dam incidents on County-owned and maintained facilities; • Participate in CCF-Transportation and Public Infrastructure AAR.
OCS	<ul style="list-style-type: none"> • Continue to assess damage to County buildings and facilities managed by OCS; • Provide support for debris removal through existing and available landscape contractors; • Coordinate with contractors to demolish condemned OCS-maintained public property, where appropriate; • Provide vehicles, site access, fuel, and maintenance support for emergency transportation; • As necessary, procure and provide transportation-related support and service; • Participate in CCF-Transportation and Public Infrastructure AAR.
OHS	<ul style="list-style-type: none"> • Participate in CCF-Transportation and Public Infrastructure AAR; • Advise DPW&T prioritization of recovery projects; • Participate in CCF-Transportation and Public Infrastructure AAR.
Finance	<ul style="list-style-type: none"> • Provide the project code number(s) for supporting response operation; • Provide financial management assistance including maintaining vendor files and payment of bills; • For expenditures requiring centralized Finance approval, coordinate with OCS to maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water.
Law	<ul style="list-style-type: none"> • Identify local, State, and Federal regulations that may inhibit transportation recovery efforts; • Prepare necessary application waiver requests, and other documents to facilitate recovery; • Review relevant contracts and agreements with other government jurisdictions and private contractors.
OIT	<ul style="list-style-type: none"> • Provide technical assistance to the TRIP Center and EOC, if activated, and maintain communications and information system capabilities to support emergency operations; • Assess County communications sites and facilities and report disruptions to EOC;

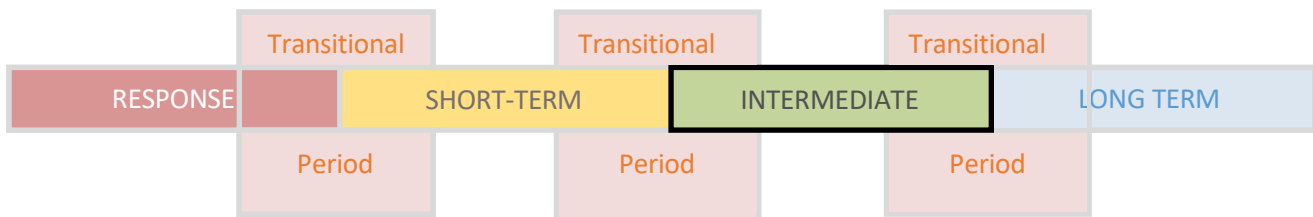
PGCPS	<ul style="list-style-type: none"> Provide alternative transportation solutions, as needed and appropriate.
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Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Taxicab Board	<ul style="list-style-type: none"> Advise DPW&T on recovery efforts' potential impact on taxicab services, whether related to licensing or otherwise.
WMATA	<ul style="list-style-type: none"> Provide information to DPW&T on the status of the Metro system; Provide technical assistance in determining the most viable transportation networks to, from, and within the recovery facilities and disaster area.
MDOT	<ul style="list-style-type: none"> Collect, analyze, and distribute information on the impact and status of the transportation infrastructure; Continue to support DPW&T in debris removal operations as needed.
Maryland National Guard	<ul style="list-style-type: none"> Support debris, snow removal, and salt operations; Provide transportation support including specialty vehicles and operators; Assist with traffic management and control.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DPW&T	<ul style="list-style-type: none"> Manage the repair and restoration of County and local-maintained roads; Continue to provide support to maintain road access to construction areas; Coordinate with private sector partners and contractors to plan the long-term restoration of transportation infrastructure (i.e., scheduling, materials, etc.);

	<ul style="list-style-type: none"> • Conduct necessary design for long-term recovery and repair of infrastructure; • Identify and apply for applicable grant opportunities to fund long-term restoration and mitigation of public infrastructure; • Maintain liaison with WMATA, MDOT, and other regional transportation agencies and organizations; • Coordinate and manage the implementation of recovery and mitigation projects on County roads.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

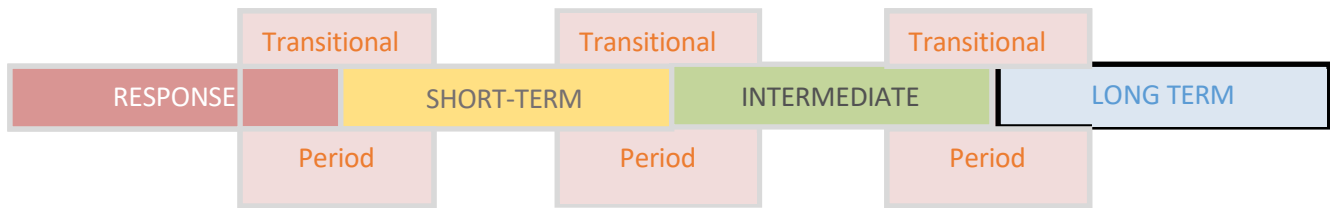
Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Advise DPW&T on prioritization of recovery projects.
DoE	<ul style="list-style-type: none"> • Ensure DPW&T coordination of recovery efforts includes environmental protection standards.
Law	<ul style="list-style-type: none"> • Ensure relevant laws and regulations are observed; • Provide advice and potential changes to contracts and memoranda-of-understanding (MOUs) as necessary.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
WMATA	<ul style="list-style-type: none"> • Provide information to DPW&T on the status of the Metro system; • Provide technical assistance in determining the most viable transportation networks to, from, and within the recovery facilities and disaster area.
MDOT	<ul style="list-style-type: none"> • Collect, analyze, and distribute information on the impact and status of the transportation infrastructure; • Support DPW&T in debris removal operations as needed.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DPW&T	<ul style="list-style-type: none"> • Maintain liaison with WMATA, MDOT, and other regional transportation agencies and organizations; • Identify and apply for applicable grant opportunities to fund long-term repair and restoration of public infrastructure; • Coordinate and manage the implementation of mitigation measures on County roads.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DoE	<ul style="list-style-type: none"> • Ensure recovery efforts meet environmental protection standards through the completion of the recovery process.
Law	<ul style="list-style-type: none"> • Further assess potential changes to formal agreements, such as contracts and MOUs; • Finalize the approval of waivers and applications part of the recovery process; • Identify unanswered, outstanding legal questions.
DPIE	<ul style="list-style-type: none"> • Complete permitting and inspection of transportation recovery projects.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
WMATA	<ul style="list-style-type: none"> • Provide information to DPW&T on the status of the Metro system; • Provide technical assistance in determining the most viable transportation networks to, from, and within the recovery facilities and disaster area.

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MDOT	<ul style="list-style-type: none">• Collect, analyze, and distribute information on the impact and status of the transportation infrastructure.
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County Coordinating Function: Public Health

CCF Primary	<ul style="list-style-type: none"> • Health Department (PGHD)
CCF Support	<ul style="list-style-type: none"> • Office of Law (Law) • County Executive's Office of Communications • Fire and Emergency Medical Services Department (Fire/EMS) • Police Department (PGPD) • Office of Finance (Finance) • Office of Homeland Security (OHS) • Department of Public Works and Transportation (DPW&T) • Office of Central Services (OCS) • Office of Management and Budget (OMB) • Department of Permitting, Inspections, and Enforcement (DPIE) • Prince George's County Public School System (PGCPS) • Department of Environment (DoE) - Animal Management (bites or rabies) • Office of Information Technology (OIT) • Department of Social Services (DSS) • Department of Family Services (DFS) • Department of Housing and Community Development (DHCD)
CCF Cooperating	<ul style="list-style-type: none"> • Prince George's County Public Schools (PGCPS) • Office of the Sheriff • Office of Community Relations (OCR) <ul style="list-style-type: none"> ◦ County Click 311 (311) • Prince George's Medical Reserve Corps • American Red Cross – National Capital Region (ARC-NCR) • Maryland Voluntary Organizations Active in Disaster (MDVOAD) • County hospitals <ul style="list-style-type: none"> ◦ University of Maryland – Capital Region Health ◦ Doctors Community Hospitals Health System ◦ Adventist HealthCare ◦ Medstar Health • County health clinics, urgent care, specialty care centers • County funeral homes • Maryland Office of the Chief Medical Examiner (MD OCME) • Maryland Department of Health (MDH) • Maryland Department of Emergency Management (MDEM) • Maryland Institute for Emergency Medical Services Systems (MIEMSS) • Maryland Department of Environment (MDE) • Maryland Department of Agriculture (MDA) • Private laboratories for samples

	<ul style="list-style-type: none"> • National Transportation Safety Board (NTSB) • Federal Bureau of Investigation (FBI) • Federal Disaster Mortuary Operational Response Team (DMORT) • Maryland State Funeral Directors Association (MSFDA) • Family Crisis Center, Inc. • Maryland State Anatomy Board
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CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Public Health are tasked with managing public health and medical response operations. This CCF's mission is to provide lifesaving and life-sustaining services before, during, and following a disaster.

Purpose

The purpose of this functional annex is to outline the operational concepts, responsibilities, and procedures of Primary, Support, and Cooperating County agencies and organizations in public health operations following a disaster or significant incident and to provide a concept of operations for conducting public health and medical services, in addition to behavioral health and support during operations. This CCF also leads restoration efforts of public health and medical services, as well as healthcare networks, to promote the health and wellbeing of affected individuals throughout the County.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County EOP in support of public health and medical services. Health and medical support include coordinating health and medical professionals and their disposition of care and treatment as well as managing medical supplies and resources to facilitate an effective and efficient response and recovery. This CCF supplements the Prince George's County Emergency Operations Plan (EOP).
- Several County agencies and departments involved in public health activities have existing emergency plans and procedures. The CCF-Public Health Annex is not designed to take the place of these plans rather it is designed to complement, support, and reference existing plans and procedures.
- In the event of an incident that results in mass fatalities, the Maryland Office of the Chief Medical Examiner (MD OCME) will assume jurisdiction of human fatalities and investigate the deaths as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. The County's Mass Fatality Management Plan delineates the concept of operations and the roles and responsibilities of County departments and offices in mass

fatality situations. For this CCF, mass fatality refers to any situation in which there are more human bodies to be recovered and examined than can be handled by the usual local resources. If MD OCME does not assume jurisdiction, it will become the responsibility of CCF-Public Health.

- This CCF is responsible for the coordination of the public health and medical response and recovery to significant biological threats and incidents. This includes detection and characterization of the threat (surveillance and investigation), threat containment (mass prophylaxis and Non-Pharmaceutical Interventions (NPIs), medical surge, and environmental testing and remediation;
- This CCF applies to significant disease outbreaks resulting from bioterrorism attacks or natural origins within or affecting Prince George's County. Other major CCF-Public Health functions include:
 - Response and recovery management of biological terrorism events involving weapons of mass destruction (WMD), chemical-biological-radiological-nuclear-explosive (CBRNE) materials, emerging infectious diseases, and novel pathogen outbreaks;
 - Planning and coordination of County public health activities, health care service delivery, and emergency response systems to minimize and/or prevent public health emergencies from occurring;
 - Managing and operating local point of dispensing (POD) sites for delivery of medications in certain public health emergencies or disasters;
 - Detecting and characterizing health incidents;
 - Restoring the capacity and resilience of essential health services to meet ongoing and emerging community needs in recovery.

Concept of Operations

Situation

A major incident may produce a large concentration of specialized injuries and problems that may overwhelm the County's public health and medical care system. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be severely structurally damaged or rendered unusable or only partially usable because of a lack of utilities (power, water, or sewer) or because staff are unable to report for duty because of personal injuries and/or damage/disruption of communications and in transportation systems. In addition, since wastewater, solid waste, potable water, and health services are commonly affected, the issuance of public health advisories and interventions including disease control management may be needed.

General

- The PGHD, as the primary agency for CCF-Public Health, is responsible for coordinating countywide public health and medical response and recovery operations. CCF-Public Health will provide health and medical services, including behavioral health, throughout the County during and after an emergency or disaster including the protection of the water supply, ensuring adequate sanitation, ensuring food safety, providing medical services, mass pharmaceutical dispensing, and preventing or managing epidemics.
- The PGHD will collect, organize, analyze, summarize, and disseminate information related to the medical infrastructure, services, and public health issues in coordination with CCF-Public Health Support agencies and the County's medical community. This information will be disseminated to and coordinated with the EOC.
- CCF-Public Health emergency requests for public health or medical resources and services communicated to the EOC will be directed to CCF-Public Health for action.
- The PGHD, in coordination with the County Executive's Office of Communications, Office of Homeland Security, and the Maryland Department of Health (MDH), will develop and disseminate public service announcements as necessary to provide the public with pertinent public health information and guidance.
- CCF-Public Health will coordinate with the on-scene incident commander (IC) to assess the situation, resource needs and coordinate incoming mutual aid or other compact resources in support of public health and medical services.
- The CCF-Public Health representative(s) at the EOC will coordinate requests for support from other CCFs.
- Requests for State or Federal assistance will be coordinated by the EOC Manager to the SEOC in response to needs identified by CCF-Public Health. Once it is determined that the State is assisting, the CCF-Public Health representative will coordinate directly as needed with the State Coordinating Function (SCF) - Public Health and Medical in fulfilling the requests. The lead State agencies for SCF-Public Health and Medical are the Maryland Department of Health (MDH) and the Maryland Institute for Emergency Medical Services Systems (MIEMSS).
- In the event of a Federal emergency or major disaster declaration that includes Prince George's County, critical resources and support may be available through Federal agencies and departments. The EOC Manager in coordination with CCF-Public Health will initiate requests for Federal assistance through the SEOC. Once it is determined that the Federal government is providing the resources such as Disaster Medical Assistance Teams

(DMATs), PGHD will coordinate directly with the designated Federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations. Federal ESF#8 Annex to the *National Response Framework* (NRF) outlines assistance that may be available and provided through the Federal government.

- PGHD will ensure that all CCF-Public Health-related costs and expenditures are documented per guidance provided by OHS and internal County policies and procedures;
- The PGHD representative at the EOC will ensure any open actions or issues are transferred to the PGHD for coordination and completion or resolution upon the deactivation of the EOC;
- PGHD, in coordination with OHS (if applicable), will facilitate an after-action review (AAR) of CCF-Public Health operations within thirty (30) days of the deactivation of the EOC. Issues identified will be assigned to the appropriate CCF-Public Health Support agencies for action or submitted to OHS for resolution through the County's Corrective Action Program (CAP).

Mass Fatality

- In the event of an incident that results in a mass fatality, the Prince George's County Police Department (PGPD) will assume jurisdiction of human remains and investigate the deaths of human beings as casualties associated with an emergency. The MD OCME is responsible for determining the cause and manner of the death specifically if the death occurs by violence, suicide, casualty, or suddenly as authorized under Title 5 of the Health – General Article of the Annotated Code of Maryland. The OCME has jurisdiction over any death which is the result, wholly or in part, of a casualty or accident, homicide, poisoning, suicide, rape, therapeutic misadventure, drowning, of suspicious or unusual nature, or an apparently healthy individual while not under the care of a physician. CCF-Public Health will coordinate support to the MD OCME as needed from County departments and offices;
 - Each death requires an investigation by competent and trained personnel to ensure that the cause of death is a result of a natural disease such as influenza versus or by other mechanisms (i.e., fall, homicide, abuse, etc.);
 - If the jurisdiction does not fall under the MD OCME, such as in the case of a naturally occurring communicable disease outbreak, Prince George's County will coordinate the management and storage of the fatalities exceeding the capacity of the local mortuary affairs system utilizing the PGC Mass Fatality Management Plan. PGHD is the primary agency for coordinating the public health and medical response to disasters and significant incidents.

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- For mass fatality incidents not related to a naturally occurring outbreak of disease, the PGPD is the primary agency for coordinating mass fatality incident response. In these instances, the PGHD and the Fire/Emergency Medical Services Department (Fire/EMS) will serve as supporting agencies;
- The MD OCME will be the lead agency for managing the collection, processing, and disposition of fatalities. In non-OCME jurisdiction cases, the Police Department is the lead agency for human remains recovery/retrieval, with assistance from Fire/EMS if available;
- In the event of an aviation transportation incident, PGPD will coordinate with the National Transportation Safety Board (NTSB) as the lead agency for investigating the cause of the incident and facilitating support to the victims' families. The airline is primarily responsible for family notification of the incident (they may give death notification if it is known all have died but airlines will not notify the families of positive identification) and all aspects of victim and family logistical support. The airline will establish a Joint Family Support Operations Center (JFSOC) to coordinate providing support to the families. Prince George's County will provide a liaison to the JFSOC to facilitate coordination with the EOC and the on-scene IC. PGPD and the NTSB will collect postmortem data and provide the families updates on morgue operations and victim identification;
- The Federal Bureau of Investigation (FBI) is the lead agency for the criminal investigation of acts of terrorism or suspected terrorism. Prince George's County will manage all aspects of the incident and will coordinate with the FBI when they assume the lead for the investigation. The FBI Victim Assistance Team may be deployed to assist victim's families;
- In the event of a recognized communicable disease, PGHD, in coordination with the Office of Central Services (OCS), and all Support agencies under this CCF, will assist in identifying an appropriate location and facility for the establishment of an incident morgue or other temporary facility as determined necessary by the MD OCME;
 - An incident morgue is defined as the location where the medical examiner and law enforcement conducts medico-legal death investigations, identifies the remains, documents injuries, determines the cause of death, and collects forensic evidence for criminal and/or civil courts and law enforcement;
- The PGHD will coordinate with State and Federal public health agencies to assess the health and medical needs arising from the incident.

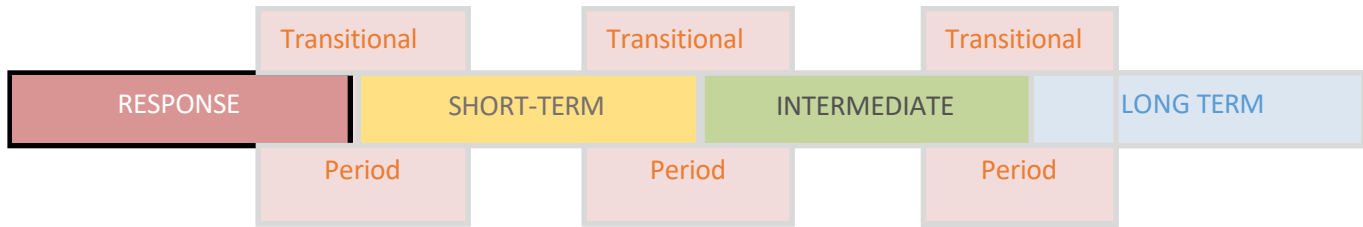
Biological Incidents

- Prince George's County, in collaboration with other NCR jurisdictions, State and Federal health and public safety agencies, are actively engaged in bioterrorism surveillance, detection, and others on a 24-hour, seven days a week basis. A syndrome surveillance system has been established by Maryland, Virginia, and the District of Columbia to collect information from all local hospitals to help identify any unusual disease occurrences. Data is analyzed daily by public health experts so they can spot any deviation from the normal patterns. The system provides health directors with information necessary to initiate control measures to protect the public. Notification of an incident may originate from a variety of sources depending upon the nature of the event;
- Due to its proximity to Washington, D.C., Prince George's County is a participant in BioWatch. BioWatch is a nationally networked early warning system for urban areas that can rapidly detect trace amounts of targeted biological materials in the air whether due to intentional release or a natural occurrence;
- Prince George's County hospitals hold primary responsibility for triaging, admitting, and providing definitive medical care for patients affected by an incident including decontamination. Fire/EMS may assist with decontamination;
- The response to a single point/suspicious powder/hazardous materials (HAZMAT) investigation will require multiagency coordination. Fire/EMS will normally be the initial primary agency, in these instances. During investigations, first responders will follow departmental guidelines and procedures. If a multi-agency public health response would be necessary, PGHD will participate in the Unified Command (UC) as circumstances indicate;
- In the event of a public health emergency, the PGHD will activate IC or UC at its department operations center (DOC) to coordinate the response efforts of health and medical professionals and to ensure coordination with the MDH, County hospitals, and other County health care providers;
- Depending upon the scope and magnitude of the incident, the County EOC will be activated to provide support to the IC/UC at the DOC in conducting the response operations and to ensure the full mobilization of resources among the County departments and offices. The EOC will serve as a multi-agency support and coordination facility to coordinate requests for outside resources from neighboring

jurisdictions, the State and if necessary, the Federal government. The EOC will also coordinate support to the IC/UC at the DOC through CCF-Public Health;

- The County Health Officer and Director of OHS will determine the need to activate the Joint Information Center (JIC) to disseminate critical public health information to the public;
- As appropriate, the County Health Officer will activate and implement plans (See *Medical Countermeasures Plan, CRI Plan, and SNS Plan*) for mass prophylaxis and/or vaccinations as appropriate to the incident. Support for implementing the plans from other County departments and offices will be coordinated through the EOC. POD sites will be opened as needed to provide Medical Countermeasures (MCMs);
- The County Health Officer will direct the use and distribution of assets deployed in response to the incident. If needed, the County Health Officer may request the Strategic National Stockpile (SNS) to augment the local capacity to respond. Requests for the SNS, managed by the Centers for Disease Control and Prevention (CDC), will be coordinated with the EOC, MDH, Maryland Department of Emergency Management (MDEM), and the Office of the Governor;
- At the State level, the MDH's Office of Preparedness and Response is responsible for staffing the MDH Command Center during a significant public health event such as a pandemic, natural disaster, an act of terrorism, or any incident that requires the coordination of State-level health department resources. The MDH Command Center coordinates the State health department's response to an incident in collaboration with MDEM's SEOC and other State agencies. The PGHD DOC will coordinate directly with MDH's Command Center as necessary to address public health issues;
- The County Health Officer, or their designee, will direct PGHD well as serve as the subject matter expert to the EOC Manager when the EOC is activated. The County Health Officer has the authority to take actions to control and prevent the spread of any dangerous, contagious, or infectious diseases that may occur within the jurisdiction.

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGHD	<ul style="list-style-type: none"> • Conduct public health assessment of impacted area including: <ul style="list-style-type: none"> ○ Environmental health conditions, including laboratory water and soil testing ○ Food safety and food establishments ○ Behavioral health interventions ○ Healthcare needs that can no longer be met by community resources ○ Functional and/or operational impacts to healthcare facilities • Provide information and updates regarding public health and healthcare services impact(s) to OHS; • Provide representative(s) to the EOC, if activated; • Coordinate situational awareness with CCF-Public Health Supporting agencies; • Conduct disease epidemiological surveillance and outbreak investigation with follow-up, and provide technical assistance during suspected or actual outbreaks at specific locations or County facilities; • Issue drinking water and food restriction advisories; • Establish and operate mass medical countermeasure POD sites; • Manage credentialed volunteers to staff jobs at mass and mobile medication dispensing or distribution; • Activate the Prince George's County Medical Reserve Corps; • Order testing of diseased animals; • Establish and liaison with County health care facilities and MDH to determine resource needs for resource requests for health and medical resources, including the SNS; • Coordinate with OHS, the County Executive's Office of Communications, and MDH to ensure the public is appropriately informed of health and medical threats, protective

	<p>guidance, and public health directives and that the information is provided in an accessible manner to ensure effective communication with those with disabilities;</p> <ul style="list-style-type: none"> • Assist the public on general sanitation concerns and issues; • Review and implement non-pharmaceutical intervention measures (i.e., isolation, quarantine, social distancing, etc.); • Coordinate with DSS to provide medical support to emergency shelter operations; • Provide information on health and medical services and programs for individuals and people with disabilities and access and functional needs during an emergency in conjunction with the Department of Family Services (DFS); • In coordination with DFS, connect individuals with disabilities with resources for disability-related assistance (DRA), durable medical equipment (DME), and consumable medical supplies (CMS); • Coordinate resources for the storage, disposition, identification, and handling of human fatalities due to communicable disease, in conjunction with PGPD, Fire/EMS, and MD OCME; • Coordinate with MDH, hospital Infectious Control Practitioners (ICPs), and other County partners to identify the causative agent in a disease outbreak; • Assess and coordinate public health concerns regarding mass fatality efforts to identify and address public health needs and resources; • Process death certificates for communicable disease-related deaths; • Coordinate personal protective equipment (PPE) guidance for biological threats in coordination with guidance from CDC and MDH; • Coordinate behavioral health support services to victims and families; • Inform hospitals and other medical treatment facilities of potentially contaminated patients arriving at their facilities.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Assist with implementation of isolation and quarantine orders and other court orders as needed; • Prepare waivers and legal clearances;

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	<ul style="list-style-type: none"> • Provide advice concerning legal responsibilities, powers, and liabilities regarding emergency operations; • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local public health emergency declarations; • Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency operations.
County Executive's Office of Communications	<ul style="list-style-type: none"> • Disseminate information to the public about the situation, including but not limited to, life-safety and public health concerns; • Monitor public attitudes and revise public information strategies, as needed.
Fire/EMS	<ul style="list-style-type: none"> • Provide emergency medical services, triage, and transportation to hospitals per standard operating policies and procedures; • Provide ambulances and personnel to assist with the evacuation of hospitals and nursing homes, after facilities have exhausted their private transportation resources; • Establish on-scene incident command, as appropriate; • Respond to suspected HAZMAT; • Provide decontamination services, as needed; • Coordinate search and rescue with PGPD for the location of victims; • Advise MD OCME on adequate PPE for MD OCME staff to protect against exposure to HAZMAT; • Provide limited sampling services to identify causative agents.
OHS	<ul style="list-style-type: none"> • Activate and manage the EOC; • Maintain countywide situational awareness of hazard impacts; • Release public information and warning with CCF partners, as appropriate; • As necessary, coordinate requests for State and Federal assistance; • Assist in the development and dissemination of protective guidance information; • Coordinate County support to MD OCME and other State agencies, as appropriate; • Coordinate and activate the Community Emergency Response Team (CERT);
PGPD	<ul style="list-style-type: none"> • Provide security, as needed, for the SNS receiving, staging, and storing site, POD sites, hospitals, and medical treatment facilities; • During mass fatality incidents under the guidance of the MD OCME, in-process evidence (fingerprinting, DNA sampling,

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	<p>collection of personal effects, documentation of injuries, and identification and notification of next of kin);</p> <ul style="list-style-type: none"> • Serve as County's primary agency for coordination with MD OCME for incidents resulting from violent, suspicious, unnatural, homicidal, suicidal, or unexplained circumstances; • In conjunction with Fire/EMS, MD OCME, and other law enforcement agencies, coordinate resources for the storage, disposition, identification, and handling of remains of human fatalities; • Establish and maintain chain of custody of the decedents; • Conduct death investigations and coordinate and provide support to agencies that have primary investigative jurisdiction; • Depending on the scope and size of the incident, assist in the enforcement of isolation and quarantine orders; • Provide for access control and protection; • Establish on-scene incident command and/or participate in Unified Command structure; • Maintain security and traffic control in and around the scene, incident morgues, and/or mortuary affairs collection points; • Assist in conducting evacuations; • Serve as liaison to the FBI and other Federal investigative agencies for terrorist incidents; • Conduct criminal investigations; • Determine usage rates for expendable PPE used during prolonged incidents and manage enough stocks for use during the incident.
DPW&T	<ul style="list-style-type: none"> • Provide support to evacuations by providing transportation, assistance in traffic control operations, and providing barricades, signs, and other devices to assist the PGPD in establishing a secure perimeter and manage vehicle and pedestrian traffic access/egress; • Provide and coordinate transportation support to PODs; • Coordinate transportation services as needed to support incident facilities such as the mortuary affairs collection point and/or incident morgue.
OCS	<ul style="list-style-type: none"> • Identify and manage warehouse buildings, appropriate sites for food and water storage areas, reception areas; • Assist PGHD with staging and distribution assets for medical countermeasures, as appropriate; • Provide available and appropriate space to serve as temporary morgues, mass mortuary collection points, and/or POD sites.
OMB	<ul style="list-style-type: none"> • Provide the project code number(s) for supporting response operations;

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	<ul style="list-style-type: none"> • Provide financial management including maintaining vendor files and payment of bills; • For expenditures requiring centralized OMB approval, maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water.
DPIE	<ul style="list-style-type: none"> • Coordinate structural inspections for damage assessment; • Review and issue permits.
PGCPS	<ul style="list-style-type: none"> • Provide available staging and as appropriate necessary; • Provide transportation assistance to PGHD, as appropriate; • Provide available warehouse and storage space to support the distribution of relief commodities; • Provide facilities to serve as POD sites for the public.

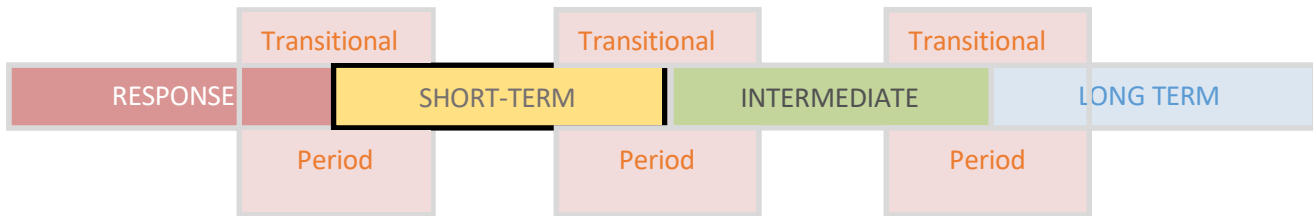
Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
311	<ul style="list-style-type: none"> • Provide appropriate information coming through the call center to appropriate CCF-Public Health representatives; • Relay necessary health information to those contacting the call center; • Provide available staff, resources, and facilities to support emergency operations.
Sheriff	<ul style="list-style-type: none"> • Provide security, as needed, for the SNS receiving, staging, and storing site, dispensing sites, and medical treatment facilities; • Assist in the services of isolation and quarantine orders; • Assist community hospitals with security; • Provide available staff, resources, and facilities to support emergency operations; • Provide uniformed personnel, vehicles, and K-9 assistance to the PGHD and/or PGPD, as requested; • Provide deputy sheriffs to ensure orderly the distribution of food, water, and/or medicine at County identified distribution centers.
Prince George's Medical Reserve Corps	<ul style="list-style-type: none"> • Support PGHD as needed in mass dispensing operations, staffing shelters.
ARC-NCR	<ul style="list-style-type: none"> • Supplement County medical and mental health services efforts; • Staff and operate County emergency shelters.
County hospitals	<ul style="list-style-type: none"> • Accept and provide care for patients in an all-hazards emergency and/or disaster.
MIEMSS	<ul style="list-style-type: none"> • Ensure impacted areas have access to EMS response services;

	<ul style="list-style-type: none"> • Notify MIEMSS regional medical directors, jurisdictional and commercial EMS operational programs of the status of public health response; • Coordinate resources for local ambulance providers.
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Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGHD	<ul style="list-style-type: none"> • Conduct public health assessment of impacted area; • Provide information and updates regarding public health and healthcare services impact(s) to OHS; • Connect and ensure appropriate post-disaster assistance, including medical and mental health services, are available to disaster victims, responders, and their families; • Facilitate the use of volunteers with appropriate training via Prince George's Medical Reserve Corps to fulfill healthcare staffing needs; • Prioritize the restoration of and begin the implementation of all other public health and medical services necessary to meet the demand of the population; • Maintain protective actions, as appropriate; • Coordinate and track resources and document costs; • Provide people with disabilities and access and functional needs information to connect with State and Federal agencies about available resources through the Deficit Reduction Act and Centers for Medicare and Medicaid Services; • Participate in the development of environmental clean-up plans in coordination with CCF partners, State, and Federal government agencies; • Facilitate necessary logistical support to both temporary and permanent healthcare facilities, such as utilities and public works, as appropriate; • Issue permits (air quality and temporary food) as necessary;

	<ul style="list-style-type: none"> • Continue all public health operations of clinical need and ongoing disease surveillance; • Conduct CCF-Public Health AAR.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Prepare documents to extend, modify, or end local declarations; • Advise County officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance; • Assist with the preparation of applications, legal interpretations, or opinions, and County Council packages regarding recovery reimbursement; • Participate in CCF-Public Health AAR.
County Executive's Office of Communications	<ul style="list-style-type: none"> • Disseminate information to the public about the situation, including but not limited to, life-safety and public health concerns and where to access recovery resources; • Schedule public meetings/town halls to elicit comments from the public about their needs, priorities, concerns, and goals for recovery; • Monitor public attitudes and revise public information strategies, as needed; • Establish consistent channels of communication to disseminate information to the community about recovery efforts and opportunities for resident input.
Fire/EMS	<ul style="list-style-type: none"> • Continue to provide emergency medical services, triage, and transportation per standard operating policies and procedures; • As resources permit, provide ambulances and personnel to assist with the evacuation of hospitals and nursing homes, after facilities have exhausted their private transportation resources; • Provide technical assistance in decontamination as needed; • Coordinate search and rescue with PGPD for the location of victims; • Advise MD OCME on adequate PPE for MD OCME staff to protect against exposure to HAZMAT; • Provide limited sampling services to identify causative agents; • Participate in CCF-Public Health AAR.

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DFS	<ul style="list-style-type: none"> • Provide people with disabilities and access and functional needs information to connect with State and Federal agencies about available resources through the Deficit Reduction Act and Centers for Medicare and Medicaid Services; • Assist with FAC.
OHS	<ul style="list-style-type: none"> • Maintain countywide situational awareness of hazard impacts; • Release public information and warning with CCF partners, as appropriate; • As necessary, coordinate requests for State and Federal assistance; • Assist in the development and dissemination of protective guidance information; • Coordinate County support to MD OCME and other State agencies, as appropriate; • Participate in CCF-Public Health AAR.
PGPD	<ul style="list-style-type: none"> • Provide site security at PODs; • Participate in CCF-Public Health AAR.
OMB	<ul style="list-style-type: none"> • Provide financial management including maintaining vendor files and payment of bills; • Participate in CCF-Government Facilities AAR.
DPIE	<ul style="list-style-type: none"> • Facilitate expedited permitting and repair of facilities as needed and appropriate; • Participate in CCF-Public Health AAR.
PGCPS	<ul style="list-style-type: none"> • Provide available staging and as appropriate necessary; • Provide transportation assistance to PGHD, as appropriate; • Provide available warehouse and storage space to support the distribution of relief commodities; • Provide facilities to serve as POD sites for the public.

Cooperating Agencies/Department

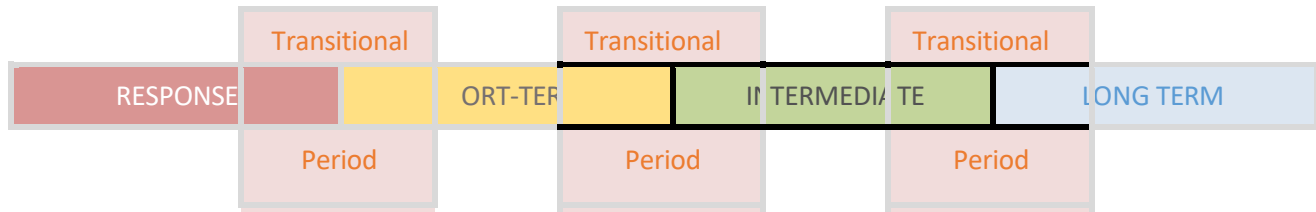
Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
311	<ul style="list-style-type: none"> • Continue to relay necessary public safety and health information to those contacting the call center.

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Sheriff	<ul style="list-style-type: none"> • Provide security, as needed, for the SNS receiving, staging, and storing site, dispensing sites, and medical treatment facilities; • Assist in the services of isolation and quarantine orders; • Assist community hospitals with security; • Provide available staff, resources, and facilities to support emergency operations; • Provide uniformed personnel, vehicles, and K-9 assistance to the PGHD and/or PGPD, as requested; • Provide deputy sheriffs to ensure the orderly distribution of food, water, and/or medicine at County identified distribution centers.
PGCPS	<ul style="list-style-type: none"> • Provide available staging and distribution assets for medical countermeasures, as appropriate; • Provide transportation assistance to PGHD, as appropriate; • Provide available warehouse and storage space to support the distribution of relief commodities.
Prince George's Medical Reserve Corps	<ul style="list-style-type: none"> • Support PGHD as needed in mass dispensing operations, staffing shelters.
ARC-NCR	<ul style="list-style-type: none"> • Supplement County medical and mental health services efforts; • Staff and operate County emergency shelters.
County hospitals	<ul style="list-style-type: none"> • Ensure displaced patients evacuated to other facilities are transferred to appropriate permanent facilities; • Accept and provide care for patients in any all-hazards emergency and/or disaster.
MIEMSS	<ul style="list-style-type: none"> • Ensure impacted areas have access to EMS response services; • Notify MIEMSS regional medical directors, jurisdictional and commercial EMS operational programs of the status of public health recovery; • Coordinate resources for local ambulance providers.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGHD	<ul style="list-style-type: none"> • Provide impact assessment data and strategies to the CCF-Community Recovery Strategy to inform the development of the master recovery plan, if applicable; • Continue the restorations of public health and medical services necessary to meet the demand of the population; • Ensure impacted residents have access to public health and healthcare services; • Continue to provide subject matter expertise, technical assistance, and recommendations, as appropriate; • Issue permits as necessary; • Collaborate with the LDRM to establish and accomplish milestones.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Advise County officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance; • Assist with the preparation of applications, legal interpretations or opinions, and County Council packages regarding recovery.
OHS	<ul style="list-style-type: none"> • Maintain Countywide situational awareness of hazard impacts; • Release public information and warning with CCF partners, as appropriate; • As necessary, coordinate requests for State and Federal assistance;

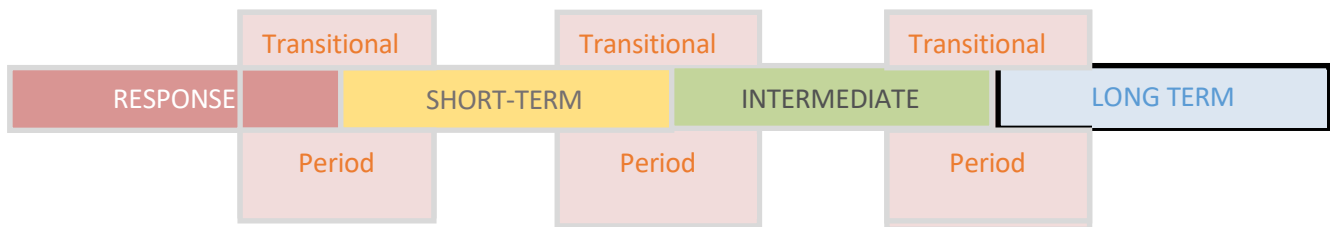
	<ul style="list-style-type: none"> Coordinate County support to MD OCME and other State agencies, as appropriate.
OMB	<ul style="list-style-type: none"> Provide financial management including maintaining vendor files and payment of bills.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
ARC-NCR	<ul style="list-style-type: none"> Supplement County medical and mental health services efforts; Staff and operate County emergency shelters.
County hospitals	<ul style="list-style-type: none"> Ensure displaced patients evacuated to other facilities are transferred to appropriate permanent facilities; Accept and provide care for patients in an all-hazards emergency and/or disaster.
MIEMSS	<ul style="list-style-type: none"> Ensure impacted areas have access to EMS response services; Notify MIEMSS regional medical directors, jurisdictional and commercial EMS operational programs of the status of the public health recovery; Coordinate resources for local ambulance providers.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGHD	<ul style="list-style-type: none"> Coordinate with LDRM to establish and accomplish milestones; Continue to provide subject matter expertise and recommendations to achieve milestones Document lessons learned.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Advise County officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance; • Assist with the preparation of applications, legal interpretations, or opinions, and County Council packages regarding recovery.
OHS	<ul style="list-style-type: none"> • Maintain countywide situational awareness of hazard impacts; • Release public information and warning with CCF partners, as appropriate; • As necessary, coordinate requests for State and Federal assistance; • Coordinate County support to MD OCME and other State agencies, as appropriate.
OMB	<ul style="list-style-type: none"> • Provide financial management including maintaining vendor files and payment of bills.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
MDVOAD	<ul style="list-style-type: none"> • Coordinate volunteer organizations to provide health-related recovery services for residents in impacted areas, such as medical and behavioral health interventions.

County Coordinating Function: Mass Care, Human Services, Volunteer Management

CCF Primary	<ul style="list-style-type: none"> • Department of Social Services (DSS)
CCF Support	<ul style="list-style-type: none"> • Fire and Emergency Medical Services Department (Fire/EMS) • Prince George's Police Department (PGPD) • Office of Central Services (OCS) • Department of Housing and Community Development (HCD) • Department of Family Services (DFS) • Office of Homeland Security (OHS) • Department of the Environment – Animal Management Division (DoE) • Department of Public Works and Transportation (DPW&T) • Health Department (PGHD) • Prince George's County Public Schools (PGCPS) • Department of Permitting, Inspections and Enforcement (DPIE) • Office of Community Relations (OCR) <ul style="list-style-type: none"> ◦ County Click 311 (311)
CCF Cooperating	<ul style="list-style-type: none"> • Prince George's County Community Emergency Response Team (CERT) • University of Maryland – College Park • Maryland Voluntary Organizations Active in Disaster (MD VOAD) • American Red Cross – National Capital Region (ARC-NCR) • Prince George's County Advisory Boards, Committees, and Commissions • Maryland Department of Human Services (DHS) • Maryland Department of Aging (MDoA)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Mass Care, Human Services, and Volunteer Management (CCF-MCHSVM) are tasked with managing mass care, human services, and volunteer management activities following a significant incident and/or disaster. This CCF's mission is to coordinate the provision of basic immediate needs and emergency assistance, family assistance center management as well as volunteer operations such as, but not limited to, shelters, and reception/distribution sites.

Purpose

The purpose of this functional annex is to outline specific roles and responsibilities of Primary, Supporting, and Cooperating agencies and organizations in mass care, sheltering, and volunteer management following a disaster or emergency and to provide a concept of

operations for conducting these services and support during operations (For more detailed information, see the *Prince George's County Shelter Operations Guide*).

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County Emergency Operations Plan (EOP) in support of CCF-Mass Care, Human Services, and Volunteer Management. This CCF supplements the County EOP;
- Several County agencies, departments, and offices involved in human services activities have existing plans and procedures. This annex is not intended to take the place of these plans, rather, it is intended to complement, support, and reference existing plans and procedures.

Definitions

Americans with Disabilities Act (ADA) Best Practices Tool Kit for State and Local Government – Identifies key ADA obligations that apply to all aspects of emergency management.

American Red Cross (ARC) Shelter – A shelter facility operated by the American Red Cross in agreement with Prince George's County.

Co-located Shelter – A shelter where pet owners and their pets are housed or sheltered in the same building, or an adjacent building. Prince George's County has a strong preference for establishing a co-located shelter whenever an emergency shelter is needed.

Disaster Relief Centers – Temporary locations established post-disaster where a wide range of services may be offered to residents impacted by a larger scale emergency.

Emergency Shelter – A facility operated by Prince George's County, or ARC-NCR in agreement with Prince George's County, where residents displaced by a significant incident and/or disaster can seek temporary housing and other basic immediate needs.

Evacuation Center – A facility where potentially impacted residents can seek refuge from an impending disaster, such as a hurricane or slow-rise flood. Evacuation Centers are intended for short-term protection from the direct impacts of an emergency and, as such, may not provide the same housing amenities (showering, sleeping, and meals) as an emergency shelter.

Family Assistance/Reunification Center (FAC/FRC) – Temporary locations established post-disaster where family reunification or identification may occur as well as connecting affected families to post-disaster recovery services.

Functional Needs Support Services (FNSS) – Services that enable individuals to maintain their independence in general population shelters and can include modifications to policies, practices, and procedures to support independence, the use/provision of durable medical

equipment, consumable medical supplies, and personal support services. This may include service animals, which will not be separated from their owners.

Heating/Cooling Center (H/C Centers) – Temporary location intended to provide refuge from extreme atmospheric temperature events. These H/C Centers will often be public facilities with appropriate climate control used during prolonged periods of dangerous temperatures. H/C Centers may occupy the same locations as other full sheltering operations, but not all H/C Centers will provide the dormitory, feeding, or other core functions of a full shelter.

Mass Care – To provide basic immediate needs including shelter and food to disaster survivors in Prince George’s County.

Reception Center – A temporary location intended to provide a place of refuge for temporarily displaced workers or residents as might be required immediately after a spontaneous incident and/or event and prior to opening a full shelter. A reception center is intended to provide limited assistance for a short period of time.

Volunteer Reception Center (VRC) – A temporary location where spontaneous volunteers may convene. The intent of a VRC is to receive volunteers, process volunteers, interview volunteers, place volunteers on appropriate assignments, and just-in-time training.

Concept of Operations

General

- For purposes of this CCF, mass care and human services encompass the provision of basic immediate needs care for disaster survivors, including those with access and functional needs. Basic immediate needs include food, water, and shelter;
- Basic dormitory supplies (regular and special needs cots, blankets, and comfort kits) are maintained by ARC-NCR for deployment to sheltering locations. If conditions (such as weather or road obstructions) impede operations, the EOC will provide support in coordinating transportation of ARC-NCR resources;
- DSS as the Primary agency for mass care and human services operations is responsible for the coordination of the overall response operations. DSS will collect, organize, analyze, summarize, and disseminate operational information to CCF partners provided by a range of sources;
- Upon activation of this CCF, DSS will notify all relevant Supporting agencies and organizations, as appropriate;
- CCF-MCHSVM operations will continue at the Emergency Operations Center (EOC) until the local emergency declaration is terminated or as otherwise directed. This CCF’s activities may continue into the short-term or intermediate recovery phases;

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- DSS will ensure that all CCF-related costs and expenditures are documented per internal County policies and procedures;
- DSS will ensure any open actions or issues are closed upon the demobilization of the EOC. If actions or issues are still open, they should be transferred, as appropriate, to OHS for completion or resolution;
- DSS, in coordination with OHS (if applicable), will facilitate and an after-action review (AAR) of CCF-MCHSVM operations within thirty (30) days of deactivation of the EOC. Issues identified will be assigned to appropriate CCF Supporting agencies for action or submitted to OHS for resolution through the County's Correction Action Program (CAP).

Mass Care and Sheltering

- Prince George's County maintains a Statement of Understanding (SOU) with ARC-NCR. ARC-NCR is a voluntary organization that serves as a primary servicer provider within the County for mass care activities including sheltering and feeding;
- DSS will notify CCF Support agencies and Cooperating organizations of anticipated mass care and sheltering operations;
- DSS will provide representation to the EOC to coordinate mass care and sheltering representations and issues. DSS will request representatives from the other departments, offices, and organizations as needed;
- Upon request, ARC-NCR will partner in the operation of shelter facilities and arrange for mass feeding and other appropriate support in cooperation with the other departments, offices, and organizations assigned to this CCF;
- CCF-MCHSVM will coordinate staffing and services of reception centers and County sheltering to meet immediate needs. The determination to open shelters and/or reception centers will be made by DSS in coordination with the EOC Manager or the Director of Office of Homeland Security;
- CCF-MCHSVM will establish and operate feeding sites as determined by need through DSS and ARC-NCR;
- DSS will coordinate with the Department of the Environment's (DoE) Animal Management Division to identify and/or establish co-located shelters and/or pet-friendly shelters as needed;
- DSS may establish and operate a Family Reunification Center (FRC) and/or Family Assistance Center (FAC) to provide reunification and short-term disaster recovery assistance to disaster survivors and/or the families of disaster survivors in Prince George's.

DSS will coordinate with OHS to announce the opening, location, and hours of operation of the center;

- Whenever it is determined to demobilize a FAC/FRC, DSS will transition from providing short-term recovery assistance to providing intermediate and long-term recovery assistance including long-term housing and social support services. DSS will coordinate with the County Executive's Office of Communications to communicate the transition to long-term recovery;
- DSS will coordinate with the County Executive's Office of Communications and/or the Lead Public Information Officer (PIO) for the disaster to advise the public information on the availability of emergency food and water supplies, food rationing (if necessary), food distribution locations, and procedures;
- DSS will track, and document expenditures, costs, and charges related to identifying and distributing emergency food and water, and submit records to OHS for compilation in support of reimbursement claims;
- DSS will identify in coordination with the EOC Manager (if the EOC is activated) or OHS when mass care and shelter operations should demobilize;
- Requests for State or Federal assistance will be coordinated by the EOC Manager to the SEOC in response to needs identified by the CCF-MCHSVM. Once it is determined that the State will be assisting, CCF-MCHSVM will coordinate directly as needed with the corresponding relevant State Coordinating Functions (SCF) on mass care, human services actions, and issues. The Primary State agency for SCF Human Services is the Maryland Department of Human Services (DHS).

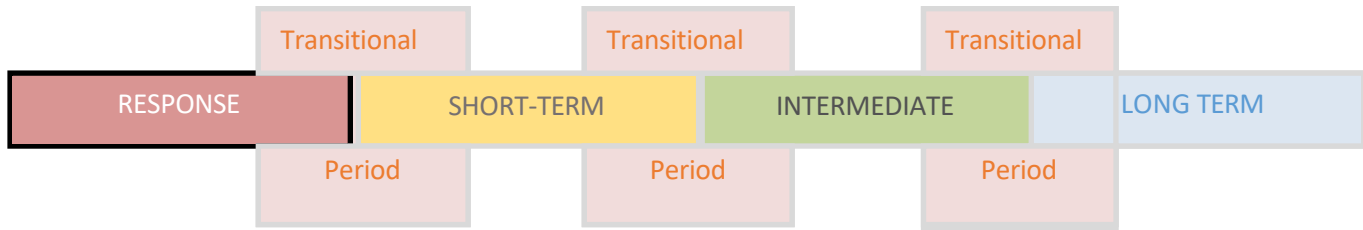
Volunteer Management

- As an incident or threat escalates, OHS and DSS will issue notifications and alerts to Supporting agencies and Cooperating partners per established protocols and checklists;
- Depending on the needs of the situation, a Volunteer Management Group may be formed;
- The need for the Volunteer Management Group will be based upon:
 - The size and magnitude of the incident is such that the public will want to show their support by volunteering;
 - Non-governmental organizations (NGOs) have requested assistance with managing volunteers;
 - Other requests for similar assistance have been received by the EOC;

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- The Volunteer Management Group will determine needed coordination and staffing levels. There are four levels of activation (levels of activation may overlap):
 1. No volunteers needed;
 2. Activate the Community Emergency Response Team (CERT) to assist;
 3. Activate Maryland VOAD through Maryland Department of Emergency Management (MDEM) through another inter-jurisdictional MOU's;
 4. Open a Volunteer Reception Center (VRC);
- As determined by DSS, a VRC may be established to serve as a marshaling point for spontaneous volunteers. At the VRC, volunteers will be registered, provided expedient training, and deployed to the support relief efforts;
- The Volunteer Management Group will monitor needs requested versus assistance provided and match volunteer resources needed with the appropriate organizations;
- Upon depletion of local resources, OHS will coordinate with DSS to submit a resource request to MDEM for any volunteer services that may be needed. Additionally, OHS may request volunteer management resources from neighboring jurisdictions through pre-signed MOUs;
- If the County's emergency sheltering facilities can manage the population's needs, this CCF will coordinate with Maryland DHS as the lead of SCF-Human Services to ensure the needs of the County population are met. CCF-MCHSVM will coordinate with the Maryland DHS to activate and manage additional County and/or activate State-managed shelters.

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DSS	<ul style="list-style-type: none"> • Conduct a human services impact assessment for <ul style="list-style-type: none"> ◦ Behavioral health interventions; ◦ Family and social services needs that can no longer be met by community resources; • Provide a representative to the EOC Mass Care Group; • Submit requests for available emergency food, medicine, medical and water supplies; • In coordination with CCF supporting agencies and cooperating partners, activate emergency shelters, FACs, and VRCs, as appropriate. • Provide for authorized issuance of food and/or money grants at DSS offices; • Ensure a County lead representative is designated at each shelter location and that they communicate with the EOC Mass Care Group to provide shelter status (i.e., population changes, access, and functional needs accommodations, needed interpreters, food availability, major staffing changes, site security issues) each operational period; • In consultation with OHS, determine need to establish a FAC; • Provide for service animals that may accompany individuals to shelters; • Coordinate with DoE to establish co-located shelters and/or pet-friendly shelters as needed; • Develop and maintain information in coordination with OHS and the County Executive's Office of Communications to be disseminated to the public concerning volunteering opportunities and resources; • Upon a Declaration of Emergency by the Governor, arrange money grants for food to eligible disaster survivors per DSS procedures;

	<ul style="list-style-type: none"> Upon declaration of a 'temporary emergency' by the United State Department of Agriculture (USDA) Food and Nutrition Service, issue food benefits (i.e., food stamps) to disaster survivors per DSS procedures;
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Fire/EMS	<ul style="list-style-type: none"> Enforce fire codes at emergency shelters; Support evacuation of mobility impaired residents from multiple story buildings; Provide assistance with family reunification efforts.
OCS	<ul style="list-style-type: none"> Conduct maintenance and facilities management at all emergency shelter locations, as appropriate; Provide fuel for emergency vehicles, portable equipment, and emergency generators; Provide custodial supplies and services at designated shelters.
DHCD	<ul style="list-style-type: none"> Provide staff to assist with mass care operations.
DFS	<ul style="list-style-type: none"> Assist in the establishment of FAC, as needed Establish communications with shelters to support reunification efforts; Consider staffing mass care shelters to provide emergency family services on site.
OHS	<ul style="list-style-type: none"> Activate and manage the EOC; Maintain countywide situational awareness of hazard impacts; Assist DSS in the determination of the need for opening shelters, reception centers, and other short-term mass care facilities; Provide technical assistance and support for mass care needs and operations; As necessary, coordinate requests for State and Federal assistance.
PGPD	<ul style="list-style-type: none"> Provide available staff, resources, and facilities to support mass care operations, as appropriate; Provide security for all emergency shelters for the duration of the emergency shelter established by the County in coordination with ARC-NCR and DSS, contingent upon available resources; If needed, provide law enforcement support to ensure the orderly distribution of food, water, and/or medicine at County identified distribution centers.
DoE – Animal Management Division	<ul style="list-style-type: none"> Manage pet evacuations and sheltering operations; Provide a pet shelter liaison to coordinate with the emergency shelter liaison.

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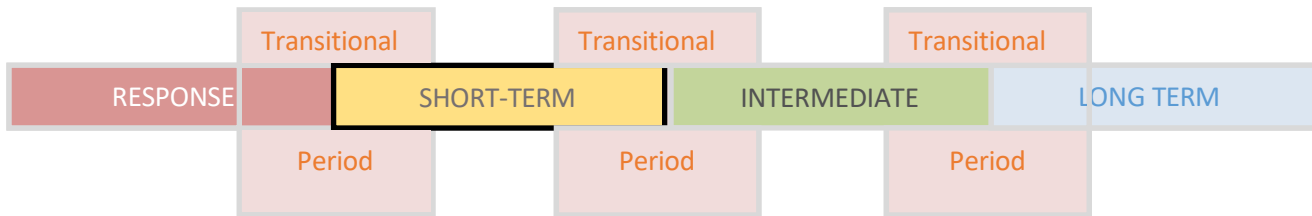
DPW&T	<ul style="list-style-type: none"> • Provide support to evacuations by assisting in traffic control operations and providing barricades, signs, and other devices to assist in establishing a secure perimeter and managing vehicular traffic access/egress; • Provide and coordinate transportation support to assist in evacuations; • Coordinate all County transportation resources planned for use in the evacuation; • If requested, provide available accessible transportation assets (buses and personnel) to help transport shelters.
PGHD	<ul style="list-style-type: none"> • Provide subject matter expertise regarding public health concerns that might impact shelters.
PGCPS	<ul style="list-style-type: none"> • Provide facilities for shelters, reception centers, and heating/cooling centers; • Provide support for feeding operations.
CERT	<ul style="list-style-type: none"> • Provide available staff, resources, and support for CCF-MCHSVM operations.
311	<ul style="list-style-type: none"> • Refer residents seeking to volunteer to the appropriate resources.

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
University of Maryland – College Park	<ul style="list-style-type: none"> • Activate Ritchie Coliseum shelter if requested by County and/or State; • Report shelter status regularly to DSS, including population, staffing, and supply counts.
MD VOAD	<ul style="list-style-type: none"> • Coordinate and provide a variety of services to individuals (i.e., life-sustaining assistance, volunteer management, pet care, functional and access needs assistance, immediate needs assistance, training, and advocacy).
ARC-NCR	<ul style="list-style-type: none"> • Provide shelter, food, and clothing to address the basic immediate needs of disaster survivors and FNSS for people with disabilities; • Upon request, open and operate mass care shelters and reception centers; • Provide staff support to a FAC; • In coordination with DSS, provide mental health services for disaster survivors; • Provide fixed and mobile feeding sites for evacuees, survivors, and emergency workers; • Upon request, provide food for staff at a pet shelter.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DSS	<ul style="list-style-type: none"> • Prioritize the restoration of social services necessary to meet the demand of the population; • Continue to operate County shelters for displaced population; • Continue on-going food programs, and adapt to include survivors who become eligible because of a disaster; • Report shelter status to OHS regularly, including population, staffing, and supply counts; • Initiate post-disaster planning for temporary housing of shelter residents as needed, and include providing equivalent opportunities for accessible temporary housing to people with disabilities; • Collaborate with the Volunteer Management Group to support ongoing community recovery effort; • Activate additional emergency shelters to meet County population needs; • Provide crisis counseling resource referrals for people impacted by the disaster, including County emergency personnel and disaster survivors; • Connect disaster survivors with State and/or Federal programs and resources to best meet their needs; • Assign DSS personnel to provide post-disaster recovery resource information at emergency shelters; • Lead CCF-MCHSVM AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Continue to provide custodial supplies to shelters; • Continue to provide custodial and repair services at shelters; • Support the demobilization of shelters;

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	<ul style="list-style-type: none"> • Participate in CCF-MCHSVM AAR.
DHCD	<ul style="list-style-type: none"> • Provide information on housing resources for use as emergency and or short-term temporary housing;
DFS	<ul style="list-style-type: none"> • Provide staff to assist with mass care operations; • Maintain communications with shelters to support reunification efforts; • Participate in CCF-MCHSVM AAR.
OHS	<ul style="list-style-type: none"> • Coordinate requests for State and Federal assistance, as needed • Continue to assist DSS in managing volunteers; • Participate in CCF-MCHSVM AAR.
PGHD	<ul style="list-style-type: none"> • Provide subject matter expertise regarding public health concerns that might impact shelters; • Participate in CCF-MCHSVM AAR.
DoE – Animal Management Division	<ul style="list-style-type: none"> • Manage pet evacuations and sheltering operations; • Provide a pet shelter liaison to coordinate with the emergency shelter liaison. • Participate in CCF-MCHSVM AAR.
PGCPS	<ul style="list-style-type: none"> • Open additional shelters if deemed necessary by DSS and/or LDRM; • Report shelter status regularly to OHS, including population, staffing, and supply counts; • Begin demobilization of shelters if requested by DSS or Recovery Manager. • Participate in CCF-MCHSVM AAR.
311	<ul style="list-style-type: none"> • Refer those interested in volunteering, as well as those inquiring about recovery resources to the appropriate resource based on information provided by DSS; • Provide available staff and resources to support emergency operations; • Participate in CCF-MCHSVM AAR.
CERT	<ul style="list-style-type: none"> • Provide available staff, resources, and support CCF-MCHSVM operations.

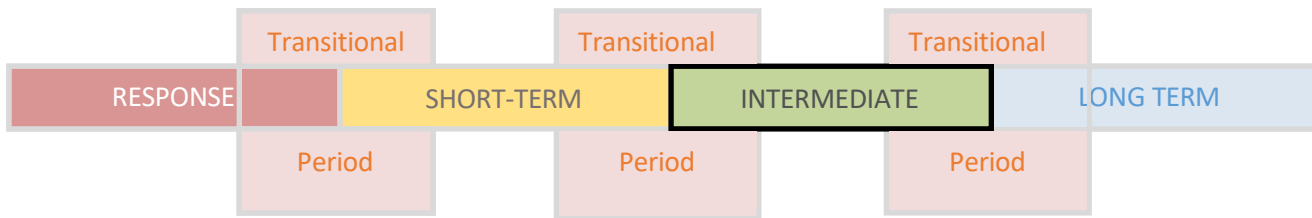
Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

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Agency/Department	Roles and Responsibilities
University of Maryland-College Park	<ul style="list-style-type: none"> • Activate and/or continue to maintain Ritchie Coliseum as a shelter if requested by County and/or State; • Report shelter status regularly to DSS, including population, staffing, and supply counts.
ARC-NCR	<ul style="list-style-type: none"> • Provide shelter, food, and clothing to address the basic human immediate needs of disaster survivors and functional needs support services for people with disabilities; • Provide recovery case management; • Participate in CCF-MCHSVM AAR.
Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> • Work with the community to advise DSS, DFS, and other County social service agencies and NGOs on how to best meet the recovery needs of the community.
MD VOAD	<ul style="list-style-type: none"> • Continue to coordinate and provide a variety of services to individuals (i.e., life-sustaining assistance, volunteer management, pet care, functional and access needs assistance, immediate needs assistance, training, and advocacy).

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DSS	<ul style="list-style-type: none"> • Work with the LDRM to establish and accomplish applicable milestones; • Provide impact assessment data and strategies to CCF-Emergency Management and CCF-Community Recovery Strategy; • Continue to operate County shelters for displaced people, as needed; • Begin demobilization of shelters and assist displaced people returning to their temporary housing, permanent dwellings, or to long-term housing; • Continue providing emergency social services throughout the affected areas; • Continue to provide post-disaster recovery resource information at emergency shelters; • Assign staff to provide emergency social services at shelters; • Disperse goods as appropriate to shelters, CCF Supporting agencies, and Cooperating partners; • Lead CCF-MCHSVM AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Continue to provide custodial and repair services at shelters to support their operation; • Support the deactivation of shelters with custodial supplies, custodial services, and repair services; • Participate in CCF-MCHSVM AAR.

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DHCD	<ul style="list-style-type: none"> • Provide information on housing resources for use as intermediate and long-term temporary to permanent housing; • Participate in CCF-MCHSVM AAR.
DFS	<ul style="list-style-type: none"> • Continue family reunification process; • Implement interim services until they can be restored to pre-disaster conditions; • Continue providing emergency family services to those affected by the disaster; • Continue providing emergency family services in shelters until they are deactivated; • Participate in CCF-MCHSVM AAR.
PGHD	<ul style="list-style-type: none"> • Provide subject matter expertise regarding public health concerns that might impact shelters and people returning to their homes or entering long-term shelters; • Participate in CCF-MCHSVM AAR.
PGCPS	<ul style="list-style-type: none"> • Demobilize emergency shelters at school facilities, as needed; • Participate in CCF-MCHSVM AAR.
OHS	<ul style="list-style-type: none"> • Coordinate requests for State and Federal assistance, as needed • Continue to assist DSS in managing and volunteers; • Participate in CCF-MCHSVM AAR.

Cooperating Agencies/Department

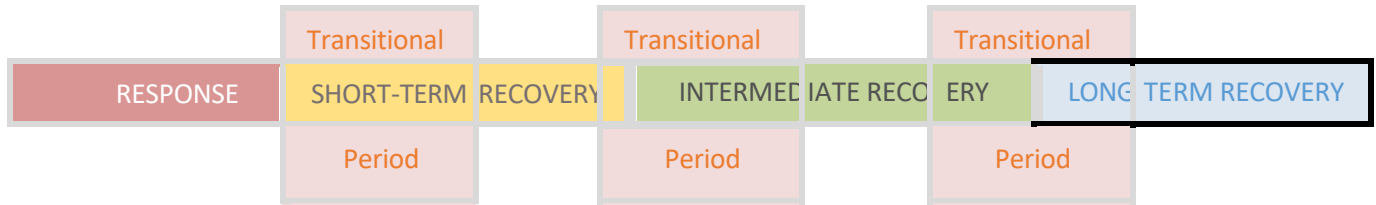
Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
University of Maryland – College Park	<ul style="list-style-type: none"> • Demobilize Ritchie Coliseum shelter, as appropriate.
Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> • Work with the community to advise DSS, DFS, and other County social service agencies and NGOs on how to best meet the recovery needs of the community.
MDVOAD	<ul style="list-style-type: none"> • Continue to coordinate and provide a variety of services to individuals (i.e., life-sustaining assistance, volunteer management, pet care, functional and access needs assistance, immediate needs assistance, training, and advocacy).

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ARC-NCR	<ul style="list-style-type: none"> • Provide recovery case management; • Participate in CCF-MCHSVM AAR.
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Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DSS	<ul style="list-style-type: none"> • Coordinate with long-term recovery group or committee (LTRG/LTRC) to establish and evaluate applicable recovery milestones; • Provide assessment data and strategies to CCF-Community Recovery Strategy; • Continue to provide subject matter expertise and recommendations to achieve milestones; • Transfer mass care needs to NGOs; • Document lessons learned; • Lead CCF-MCHSVM AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Participate in CCF-MCHSVM AAR.
DHCD	<ul style="list-style-type: none"> • Advise on neighborhood revitalization projects relevant to the recovery effort; • Participate in CCF-MCHSVM AAR.
DFS	<ul style="list-style-type: none"> • Continue providing emergency family services in shelters until they are deactivated;

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	<ul style="list-style-type: none"> • Participate in CCF-MCHSVM AAR.
PGCPS	<ul style="list-style-type: none"> • Demobilize emergency shelters at school facilities, as needed; • Participate in CCF-MCHSVM AAR.
OHS	<ul style="list-style-type: none"> • Coordinate requests for State and Federal assistance, as needed; • Participate in CCF-MCHSVM AAR.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
University of Maryland-College Park	<ul style="list-style-type: none"> • Maintain Ritchie Coliseum as a shelter if requested by County and/or State; • Report shelter status regularly to DSS, including population, staffing, and supply counts.
ARC-NCR	<ul style="list-style-type: none"> • Provide recovery case management; • Participate in CCF-MCHSVM AAR.
Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> • Work with the community to advise DSS, DFS, and other County social service agencies and NGOs on how to best meet the recovery needs of the community.
MD VOAD	<ul style="list-style-type: none"> • Continue to coordinate and provide a variety of services to individuals (i.e., life-sustaining assistance, volunteer management, pet care, functional and access needs assistance, immediate needs assistance, training, and advocacy).

County Coordinating Function: Environmental and Animal Services

CCF Primary	<ul style="list-style-type: none"> • Department of the Environment (DoE)
CCF Support	<ul style="list-style-type: none"> • Office of Law • Department of Permitting, Inspections and Enforcement (DPIE) • Fire and Emergency Medical Services Department (Fire/EMS) • Department of Social Services (DSS) • Health Department (PGHD) • Department of Public Works and Transportation (DPW&T) • Office of Central Services (OCS) • Office of Homeland Security (OHS) • The Maryland-National Capital Park and Planning Commission (M-NCPPC) • Prince George's County Clean Water Partnership (CWP) • Prince George's Soil Conservation District (PGSCD)
CCF Cooperating	<ul style="list-style-type: none"> • Local veterinarians • Local animal shelters • Community Animal Response Team (CART) • Humane Society of the United States (HSUS) • Prince George's County Farm Bureau • Prince George's County University of Maryland Extension • Maryland Department of the Environment (MDE) • Maryland Department of Agriculture (MDA) • Maryland Department of Natural Resources (DNR) • Maryland Department of Transportation (MDOT) • Maryland Environmental Services (MES) • Maryland Public Service Commission • Washington Suburban Sanitary Commission (WSSC Water) • Potomac Electric Power Company (PEPCO) • Baltimore Gas & Electric (BGE) • Northeast Maryland Waste Disposal Authority (NMWDA) • American Red Cross (ARC-NCR) • Salvation Army • United States Department of Agriculture (USDA) • United States Environmental Protection Agency (EPA)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Environmental and Animal Services are tasked with coordinating and managing agricultural, natural, waste/debris management, and animal-related services during and following a significant incident and/or disaster. CCF-Environmental and Animal Services manage response

and recovery efforts related to a range of environmental and animal services, resources, and related infrastructure.

Purpose

The purpose of this functional annex is to outline the operational concepts, responsibilities, and procedures of Primary, Support, and Cooperating County agencies and organizations under CCF- Environmental and Animal Services to coordinate the County's public, private, and non-profit sector efforts to address the response and recovery needs of environmental and animal-related services and resources after a significant incident or disaster.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County EOP in support of CCF-Environmental and Animal Services operations. This CCF supplements the County EOP;
- This CCF is not intended to take the place of these plans, rather, it is intended to complement, support, and reference existing plans and procedures;
- The primary function of CCF-Environmental and Animal Services is to collect, analyze, and provide information on the status of, natural, resource recovery/debris management and animal resources and services within the County, in addition to performing functions that support flood management, and dam safety;
- CCF-Environmental and Animal Services includes implementing an integrated local response to an outbreak of a highly contagious or economically devastating animal/zoonotic/plant disease or an economically devastating plant-pest infestation;
- This CCF will coordinate response and recovery activities with the needs of County farmers, vineyards, agriculturalists, breeders, and other professionals;
- CCF-Environmental and Animal Services major functions include:
 - Managing waste of residential and commercial origin during and following emergencies in accordance with laws and regulations;
 - Coordinating the response and recovery to animal and plant diseases and pests;
 - Assessing of agricultural needs of affected areas;
 - Protecting natural, culturally, and historically significant properties and resources;
 - Coordinating flood prevention and mitigation for buildings and structures;
 - Providing animal management before, during, and after disasters;
 - Maintaining the County's Clean Water Program;
 - Coordinating safety of County-owned and maintained dams and levees.

Policy

- The DoE Resource Recovery Division employees that are considered ‘essential’ employees follow established guidelines for emergency response during pre, post, and ongoing man-made or natural disasters;
- CCF-Environmental and Animal Services agencies will develop internal operational plans and procedures necessary to accomplish their CCF roles and responsibilities;
- First responders and volunteers without qualification and credentials for animal-handling should contact Animal Management rather than attempt to manage the situation themselves, and contact the Safety Officer for guidance and to report incidents;
- CCF-Environmental and Animal Services will evaluate all response and recovery efforts for their impact on the environment and advise if and/or when damages will be severe and irreversible, or a more environmentally sustainable alternative is available.

Concept of Operations

General

- The Prince George’s County Department of the Environment (DoE), as the primary agency for CCF-Environmental and Animal Services, is responsible for coordinating countywide environmental, resource recovery/debris management, and animal-related resources and services during and following a disaster;
- In the event of man-made or natural disasters that result in disruptions of routine and established waste collections, recycling, and disposal, the Resource Recovery Division (RRD) will activate internal emergency responses according to established procedures per the following: 1) Brown Station Road Sanitary Landfill (BSRSL) Facility Emergency Response Plan; 2) Prince George’s County Debris Management Plan; 3) BSRSL Operations and Maintenance Manual; 4) RRD Safety and Health Manual; 5) Sandy Hill Landfill Operations and Maintenance Manual; 6) National Pollution Discharge Elimination System (NPDES) Manuals for all ancillary sites; 7) Public Service Commission Pipeline Safety Manual; 8) Materials Recycling Facility Operations and Maintenance Plan, Health and Safety Manual; 9) Organics Composting Facility Operations and Maintenance Plan, Health and Safety Manual;
- In the event of a local declaration of emergency, the RRD will enact detailed accounting of all expenses for eventual funding recovery processes;

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- Emergency operations conducted under CCF-Environmental, and Animal Services will be in accordance with NIMS. CCF-Environmental and Animal Services operates under the Animals, Agriculture, Natural Resources Group at the Emergency Operations Center (EOC);
- In the event of an outbreak of a highly contagious or economically devastating animal/zoonotic/plant disease, DoE will coordinate with the Prince George's Soil Conservation District (PGSCD), the Health Department (PGHD), and the Office of Homeland Security to coordinate the response to the incident. The Animals, Agriculture, Natural Resources Group will coordinate with the Health and Medical Group, as needed and appropriate;
- In the event of a hazardous material (HAZMAT) incident with potential impacts to the environment, DoE will coordinate with the Fire/EMS, as the lead for CCF – Fire, Emergency Services, HAZMAT, to coordinate the response to the incident. DoE may provide subject matter expertise and technical assistance to address HAZMAT-related environmental issues. The Animals, Agriculture, Natural Resources Group will coordinate with the Health and Medical Group, as needed and appropriate;
- For shelters that do not permit pets, DoE's Animal Management Division will operate household pet shelters per department procedures. DoE will coordinate with DSS to determine the need to establish a co-located shelter;
- Requests for State or Federal assistance will be coordinated by the EOC Manager to the SEOC in response to needs identified by CCF-Environmental and Animal Services. Once it is determined that the State will be providing assistance, CCF-Environmental and Animal Services will coordinate directly as needed with the corresponding State Coordinating Functions (SCF) on CCF-EAS-related actions and issues. The Primary State agency for SCF Natural Resources is the Maryland Department of Natural Resources (DNR) and the Primary State agency for SCF Environmental Protection is the Maryland Department of the Environment (MDE);
- In the event of a Federal emergency or major disaster declaration in which a pest or disease of livestock threatens any segment of agricultural production, the United States Department of Agriculture (USDA) may make funds available as necessary for the arrest, control, eradication, or prevention of the spread of the pest or disease of livestock, and related expenses including indemnity for producers;
- DoE will ensure that all CCF-related costs and expenditures are documented in accordance with guidance provided by OHS and internal County policies and procedures;

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- CCF-Environmental and Animal Services operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed. DoE will ensure any open actions or issues are closed upon the demobilization of the EOC. If actions or issues are still open, they should be transferred, as appropriate, to OHS for completion or resolution;
- DoE, in coordination with OHS (if applicable), will facilitate an after-action review (AAR) of CCF-Environmental and Animal Services operations within thirty (30) days of the deactivation of the EOC. Issues identified will be assigned to the appropriate CCF-Environmental and Animal Services Supporting agency for action or submitted to OHS for resolution through the County Correction Action Program (CAP).

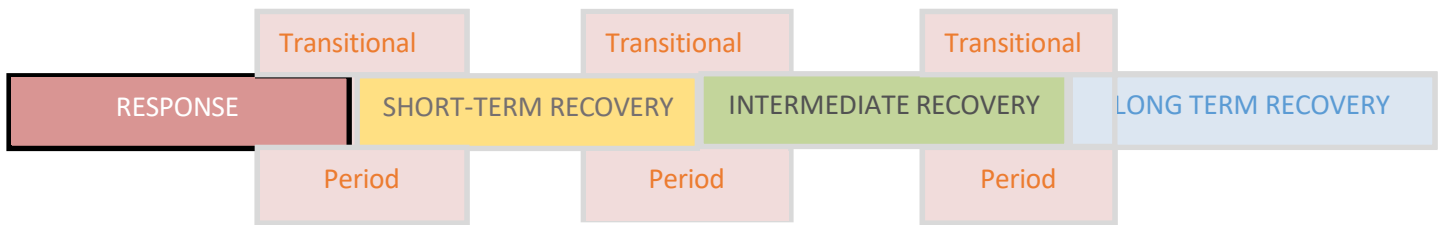
Dams

- The MDE Dam Safety Division requires emergency action plans (EAPs) for high-hazard dams. MDE approves all EAPs and requires that they be updated on an annual basis. Additionally, dams are required to conduct an exercise at least once every five (5) years;
- Dam owners are liable for damages resulting from a dam's improper operation or a failure that results in a sudden release of water downstream. It is also the owner's responsibility to inspect and maintain the dam to ensure public safety;
- The owner of each dam is responsible for its safe and proper design, construction, operation, and maintenance;
- Dam owners will develop EAPs per provisions of the Maryland Dam Safety Manual;
- Plans will be submitted to DoE and OHS for review and concurrence. DoE and OHS will coordinate with the appropriate Supporting agencies and Cooperating partners for technical assistance in reviewing and approving the EAPs;
- In the event of a significant issue or imminent problem at a dam in the County, the owner will make a notification per the notification protocols included in the site-specific EAP. Public Safety Communications (PSC) may conduct additional notifications within the County per the established protocols and procedures. The OHS will notify the Maryland Department of Emergency Management (MDEM) through the SEOC, as appropriate;
- Dam owners will continue to monitor conditions at the dam per the intervals identified in the EAP and provide updated information to the EOC;
- Dam operators may recommend evacuation of the public within the inundation zone if it is determined to be necessary in accordance with the EAP. Recommendations will be conveyed to OHS. The County Executive, Director of Office of Homeland Security, Chief

Administrative Officer (CAO), or designee is generally responsible for making decisions to order an evacuation;

- Dam owners and operators will continue to monitor conditions and will recommend to the County when it is safe for evacuees to return. The dam owner's licensed engineer, as required by the EAP, will provide technical assistance as needed to evaluate the dam and supporting structures to determine if the situation allows for the safe return of evacuees.

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DoE	<ul style="list-style-type: none"> • Provide waste collection and disposal services to level suiting caliber of events (by district, county-wide, or region); • Activate accounting processes for potential fiscal recovery; • Evaluate availability of forces for possible mutual aid; • Conduct environmental and natural resources assessment of impacted areas; • Provide representative(s) to the EOC, if activated; • Advise OHS of response efforts that may have significant or irreversible harm to the environment; • Identify alternative response practices that are less detrimental to the environment, as appropriate; • Provide animal management services, as appropriate; • Provide for service animals that may accompany individuals to emergency shelters; • Assess the initial risk of pollutants and/or toxins entering bodies of water or the water supply; • Coordinate efforts to mitigate environmental damage caused by the disaster or by response efforts; • Maintain the County's flood control program;

	<ul style="list-style-type: none"> Establish and liaison with the Maryland Department of the Environment (MDE) to determine resource needs for resource requests for environmental resources.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

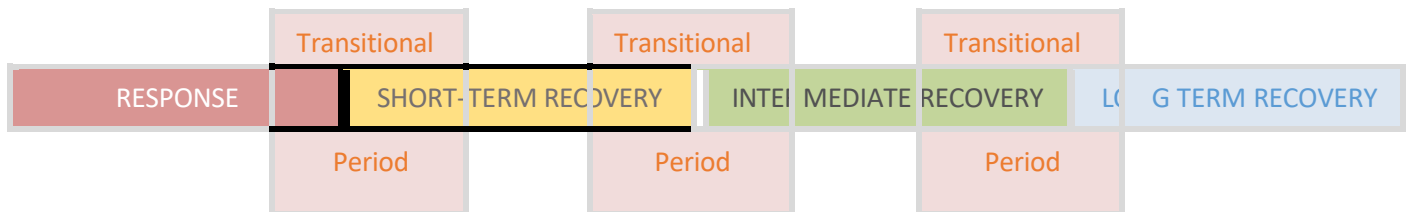
Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> Assess response efforts regarding environmental impacts and County parks; Identify and offer to DoE potential County areas and space for staging of resources; Provide guidance for proper procedures for response efforts that involve M-NCPPC jurisdiction.
Law	<ul style="list-style-type: none"> Advise DoE of environmental laws and liabilities relevant to response efforts; Prepare waivers and legal clearances.
DPW&T	<ul style="list-style-type: none"> Conduct damage assessment on County stormwater management facilities, storm drain systems, and levee systems; Conduct County road debris removal.
DPIE	<ul style="list-style-type: none"> Assist with damage assessment of stormwater management facilities, storm drain systems, and levee systems; Ensure that all response efforts comply with County and State environmental protection codes; Conduct structural damage assessments.
Fire/EMS	<ul style="list-style-type: none"> Provide HAZMAT response for incidents with potential impacts to the environment.
PGHD	<ul style="list-style-type: none"> Monitor environmental health hazards; Develop interventions with DoE to protect people in the areas potentially impacted by any environmental health hazards; Coordinate response to events of an outbreak of highly contagious or economically devastating zoonotic/plant disease with PGSCD.
DSS	<ul style="list-style-type: none"> Coordinate with DoE to determine the need to establish a co-located shelter, if needed.
OHS	<ul style="list-style-type: none"> Maintain Countywide situational awareness; Determine if hydrological weather events may post a substantial threat of flooding or other storm-related issues; Coordinate operational data collection and critical information dissemination.
OCS	<ul style="list-style-type: none"> Arrange emergency-based procurement for matters of regulatory non-compliance and debris management for all waste-related functions.

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
CART	<ul style="list-style-type: none"> Provide personnel, equipment, and resources for animal issues.
Local veterinarians	<ul style="list-style-type: none"> Assist in livestock surveillance of affected areas; Assist with animals that have been injured in the incident or disaster.
Local animal shelters, HSUS	<ul style="list-style-type: none"> Provide personnel, equipment, and resources for animal issues.
WSSC Water	<ul style="list-style-type: none"> Conduct damage assessment of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide pertinent assessment information to DoE; Establish the need for Landfill's Discharge Permit emergency modifications to suit operational needs; Provide for the restoration of water services.
BGE, PEPCO	<ul style="list-style-type: none"> Make emergency notification regarding on-site power productions at BSRSL/DOC regarding exporting/importing electrical power; Provide for the restoration of utility services.
MDEM	<ul style="list-style-type: none"> Beyond normal operating hours, contact MDE via MDEM for reporting impacts that jeopardize site safety/regulatory compliance of all waste operations.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DoE	<ul style="list-style-type: none"> Compile recovery-related data, documentation, and expenses for possible funding recovery associated with all waste functions; Coordinate environmental and animal service restoration to the affected area; Coordinate efforts to prevent or mitigate environmental damage caused by the disaster and/or by recovery efforts;

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	<ul style="list-style-type: none"> • Collaborate with CCF partners to develop an inventory of natural resources within the County that might be adversely impacted by recovery efforts; • Identify State and Federal agencies and programs that can support the recovery of environmental, agricultural, animal, and natural resources; • Identify opportunities for better building that result in more environmentally sustainable structures and systems; • Manage owner-animal reunification, as appropriate; • Maintain the County's flood control program; • Identify and contract technical needs assistance, as appropriate; • Advise LDRM on environmental concerns, including the concerns of agriculture and environment-dependent businesses.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> • Assess recovery efforts regarding environmental impacts and County parks; • Identify practical, alternative response practices that are less detrimental to the environment; • Assist for proper procedures for recovery efforts that involve M-NCPPC jurisdiction; • Assist DoE with creating an inventory of natural resources within the County that might be impacted by recovery plans.
Law	<ul style="list-style-type: none"> • Advise DoE and LDRM about environmental protection laws and regulations that will impact recovery plans.
DPW&T	<ul style="list-style-type: none"> • Conduct damage assessment on County stormwater management facilities, storm drain systems, and levee systems; • Conduct County road debris removal.
DPIE	<ul style="list-style-type: none"> • Assist with damage assessment of stormwater management facilities, storm drain systems, and levee systems; • Ensure that all response efforts comply with County and State environmental protection codes; • Conduct structural damage assessments.
PGHD	<ul style="list-style-type: none"> • Monitor environmental health hazards; • Develop interventions with DoE to protect people in the areas potentially impacted by any environmental health hazards.
OHS	<ul style="list-style-type: none"> • Maintain Countywide situational awareness of hazard impacts(s) to the environment and animal resources and services;

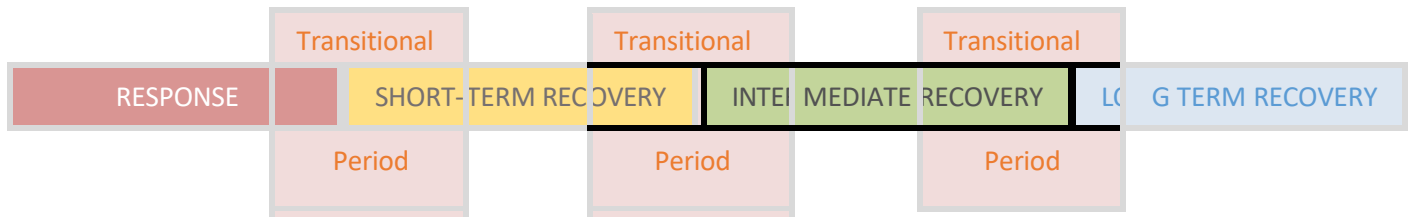
	<ul style="list-style-type: none"> • Coordinate operational data collection and critical information dissemination.
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Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
CART	<ul style="list-style-type: none"> • Provide personnel, equipment, and resources for animal issues.
Local veterinarians	<ul style="list-style-type: none"> • Assist in livestock surveillance of affected areas; • Assist with animals that have been injured in the incident or disaster.
Local animal shelters, HSUS	<ul style="list-style-type: none"> • Provide personnel, equipment, and resources for animal issues.
Advisory Boards, Commissions, and Committees	<ul style="list-style-type: none"> • Assist with developing the inventory of County natural resources; • Coordinate with DoE to ensure specific concerns are addressed by LDRM; • Review mitigation and recovery plan implementation for environmentally beneficial practices.
WSSC Water	<ul style="list-style-type: none"> • Conduct damage assessment of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide pertinent assessment information to DoE; • Establish the need for Landfill's Discharge Permit emergency modifications to suit operational needs; • Provide for the restoration of water services.
BGE, PEPCO	<ul style="list-style-type: none"> • Make emergency notification regarding on-site power productions at BSRSL/DOC regarding exporting/importing electrical power; • Provide for the restoration of utility services.
MDEM	<ul style="list-style-type: none"> • Beyond normal operating hours, contact MDE via MDEM for reporting impacts that jeopardize site safety/regulatory compliance of all waste operations.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DoE	<ul style="list-style-type: none"> Coordinate efforts to mitigate environmental damage caused by the disaster or by recovery efforts; Direct environment-dependent private entities (ex. farms and vineyards) to emergency relief services provided by the local, State, and Federal programs; Identify environment-focused recovery funding opportunities from State, Federal, and private partners; Endorse recovery plans that will preserve and restore environmental resources; Decompress the surge of animals in the Animal Management Division's custody by promoting foster and adoption drives; Identify opportunities for better building that result in more environmentally sustainable structures and systems; Review the master recovery plan for environmental impact and effective restoration of natural and agricultural resources; Continue to advise the LDRM on environmental concerns.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> Review the master recovery plan for environmental impact and effective restoration of natural and agricultural resources; Continue to advise the Local Recovery Disaster Manager on environmental concerns, particularly those of parks and natural resources within M-NCPPC's jurisdiction.
Law	<ul style="list-style-type: none"> Advise DoE, LDRM, and other decision-makers about environmental protection laws and regulations that will impact recovery plans;

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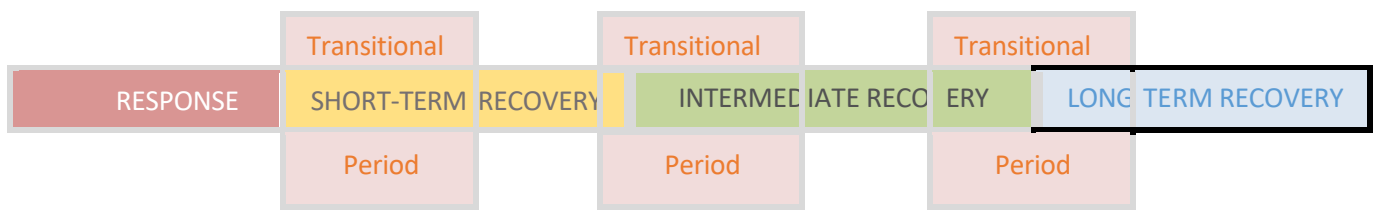
	<ul style="list-style-type: none"> Review the master recovery plan to ensure it complies with current environmental law.
DPW&T	<ul style="list-style-type: none"> Address road clearance and transportation service restoration requests by DoE to facilitate their environmental assessments; Coordinate the removal of debris from the road right-of-way.
DPIE	<ul style="list-style-type: none"> Ensure that all recovery efforts comply with County and State environmental protection codes; Continue expedited permit review and selectively suspend enforcement actions as reasonable to support more efficient recovery projects.
SCD	<ul style="list-style-type: none"> Direct environment-dependent private entities (ex. farms and vineyards) to emergency relief services provided by the local, State, and Federal programs.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Advisory Boards, Commissions, and Committees	<ul style="list-style-type: none"> Coordinate with DoE to ensure specific concerns are addressed by LDRM; Review mitigation and recovery plan implementation for environmentally beneficial practices.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
DoE	<ul style="list-style-type: none"> Continue efforts to restore environmental resources and services, waste functions, environmental-dependent businesses, and animal services to pre-disaster conditions or better; Further decompress the surge of animals in the Animal Services Division's custody by promoting foster and adoption drives; Review the master recovery plan for environmental impact and effective restoration of natural and agricultural resources;

	<ul style="list-style-type: none"> Continue to advise the Local Recovery Disaster Manager on environmental concerns, including the concerns of agriculture and environment-dependent businesses.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> Review the master recovery plan for environmental impact and effective restoration of natural and agricultural resources; Continue to advise the Local Recovery Disaster Manager on environmental concerns, particularly those of parks and natural resources within M-NCPPC's jurisdiction.
Law	<ul style="list-style-type: none"> Advise DoE, LDRM, and other decision-makers about environmental protection laws and regulations that will impact recovery plans; Ensure the master recovery plan complies with current environmental law.
DPW&T	<ul style="list-style-type: none"> Address road clearance and transportation service restoration requests by DoE to facilitate their environmental assessments.
DPIE	<ul style="list-style-type: none"> Terminate expedited review and adjusted enforcement that was in place to facilitate recovery; Ensure that all recovery efforts comply with County and State environmental protection codes; Inspect completed recovery projects, including mitigation building, to ensure compliance with the proper codes and regulations.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Environmental Advisory Boards, Commissions, and Committees	<ul style="list-style-type: none"> Coordinate with DoE to ensure specific concerns are addressed by LDRM; Review mitigation and recovery plan implementation for environmentally beneficial practices.

County Coordinating Function: Economic Impact

CCF Primary	<ul style="list-style-type: none"> Prince George's County Economic Development Corporation (EDC)
CCF Support	<ul style="list-style-type: none"> County Executive's Office of Communications Office of Finance (Finance) Prince George's Revenue Authority Department of Permitting, Inspections and Enforcement (DPIE) Department of Housing and Community Development (DHCD) Office of Homeland Security (OHS) Office of Community Relations (OCR) Department of Public Works and Transportation (DPW&T) Redevelopment Authority
CCF Cooperating	<ul style="list-style-type: none"> Conference and Visitors Bureau Employ Prince George's Maryland Department of Commerce Maryland Department of Housing and Community Development (Business Lending Program) Maryland Office of Tourism (Visit Maryland) Maryland Insurance Administration (MIA) Maryland Department of Emergency Management (MDEM) U.S. Small Business Administration (SBA)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function – Economic Impact are tasked with connecting the needs of the County business and private sector community with available resources to return economic and business activities to a State of health as well as developing new economic opportunities to foster a more resilient and economically viable community. Following a significant incident or disaster, this CCF's mission is to provide access to available resources, seek out additional local, State, and Federal business recovery resources, and provide this information to the business community.

Purpose

The purpose of this functional annex is to outline the operational concepts, responsibilities, and procedures of Primary, Supporting, and Cooperating County agencies and organizations under CCF-Economic Impact following a significant incident or disaster.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County Emergency Operations Plan (EOP) in support of CCF-Economic Impact. This CCF supplements the County (EOP);

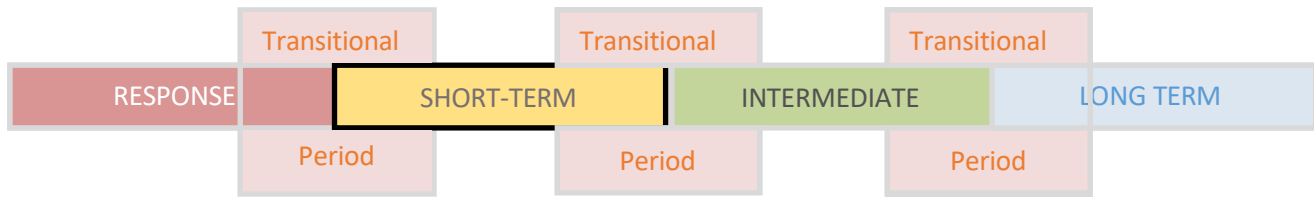
- This CCF is not designed to take the place of existing plans rather it is designed to complement, support, and reference existing plans and procedures;
- This CCF revitalizes the business community in the aftermath of an emergency or disaster that impacts the County, including coordinating with State and Federal agencies and the private sector community.
- The scope of this CCF will differ depending on the geography and severity of the triggering disaster, this CCF is a crucial aspect of ensuring the recovery of the community;
- This CCF does not address economic hardship due to community stressors outside of an emergency or disaster event;
- CCF-Economic Impact major functions include:
 - Identifying needs of the business community;
 - Connecting business community to local, State, and Federal resources;
 - Expediting County permitting processes, where possible to support the reopening of impacted businesses;
 - Maintaining and enhancing the County's economic base and economic opportunities;
 - Promoting business and economic opportunities;
 - Advocating for resources that benefit workers displaced by the disaster;
 - Ensuring the private sector community is involved in the County's recovery strategy;
 - Identifying areas that require policy-level decisions for the SPG;
 - Engaging private sector infrastructure providers through all phases of planning and execution.

Concept of Operations

- While CCF-Economic Impact does not have a direct response role, the Economic Development Corporation (EDC) may be used as subject matter experts for business coordination and economic questions that arise during the response phase;
- This CCF will follow the National Disaster Recovery Framework (NDRF) to guide recovery processes. The NDRF divides recovery activities into three phases—short-term, intermediate, 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;
- CCF-Economic Impact activities and operations will continue until directed by the LDRM, termination of the local emergency declaration, or as otherwise directed;

- The EDC will serve as a liaison to the County's business community during emergencies and facilitate information-sharing between County operations and private sector operations.
- The deactivation of CCF-Economic Impact may be a long-term process, extending deep into the long-term recovery phase since economic, redevelopment, and business development projects may require many months of activity.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
EDC	<ul style="list-style-type: none"> • Assess recovery needs of the private sector and small business community; • Develop short-term, intermediate, and long-term economic recovery goals; • Coordinate with the County partners to establish a resource center to provide local, State, and Federal recovery business resources; • Identify additional resources in the non-governmental and private sectors for impacted businesses; • Track the status of businesses opened, working to reopen, committed to return as a new business; • Conduct an economic impact study; • Consider converting commercial, retail, or light industrial spaces around the County to provide interim business solutions; • Provide critical needs information and status of the business community to the LDRM.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
County Executive's Office of Communications	<ul style="list-style-type: none"> Schedule appropriate forums to share information about the recovery process with the business community, and to elicit comments from the private sector community about their needs, priorities, hopes, and goals for the recovery; Distribute information on resources, events, milestones, etc. in coordination with the EDC.
Finance	<ul style="list-style-type: none"> Evaluate financial, managerial, and systems issues facing the County; Identify County finance policies that may impede recovery efforts and develop temporary measures to expedite recovery.
Revenue Authority	<ul style="list-style-type: none"> Support the redevelopment of real estate for impacted businesses; Provide subject matter expertise, as required.
DPIE	<ul style="list-style-type: none"> Ensure damaged buildings have documented damages (pictures and inspection report) before any repairs are conducted. If a Presidential Disaster Declaration is anticipated, ensure repairs are not completed before the assessment process; Expedite and waive fees for emergency permitting for property repairs; Provide subject matter expertise as required.
DHCD	<ul style="list-style-type: none"> Seek out funding sources for impacted businesses.
OHS	<ul style="list-style-type: none"> Coordinate with EDC to establish a business recovery resource center; Connect recovery objectives and needs with applicable State and Federal programs; Serve as liaison with MIA; Assist in acquiring private sector resources, such as submitting information to the MDEM for an SBA Declaration.

Cooperating Agencies/Department

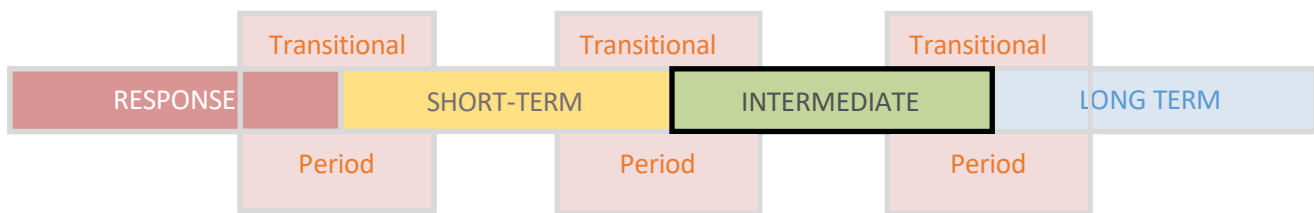
Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
County Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> Provide a voice for residents to influence the development of the Master Recovery Plan; Establish accessible communication channels to invite comments from residents in the region; Assess needs and identify priorities for their respective constituencies.

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Employ Prince George's	<ul style="list-style-type: none"> • Provide resources to displaced workers; • Connect displaced workers with employment opportunities; • Provide subject matter expertise as required.
Conference and Visitors Bureau	<ul style="list-style-type: none"> • Assist with the private sector recovery resource center; • Disseminate information to sources on the availability of recovery resources and programs.
MIA	<ul style="list-style-type: none"> • Waive time restrictions on prescription refills and access to durable medical equipment, supplies, and eyeglasses;
Maryland Office of Tourism	<ul style="list-style-type: none"> • Disseminate information to sources on the availability of recovery resources and programs; • Provide subject matter expertise, as required.
Maryland Department of Commerce	<ul style="list-style-type: none"> • Identify State programs to support private sector recovery efforts; • Provide subject matter expertise as required.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
EDC	<ul style="list-style-type: none"> • Continue to connect the business community with access to local, State, and Federal resources; • Develop a strategy for retaining and recruiting businesses to the County, and possibly to impacted areas; • Seek out, apply for, and manage funding sources for business/economic solutions; • Coordinate and conduct educational workshops for displaced business owners on the information needed for the process to undergo building repairs, handle tax information, re-entry, etc.; • Regularly report recovery status of the private sector to OHS; • Develop a long-term redevelopment strategy; • Support applications for SBA if a declaration is received;

	<ul style="list-style-type: none"> • Coordinate and conduct educational workshops for displaced business owners on the information needed for the process to undergo building repairs, handle tax information, re-entry, etc.; • Engage with real estate agencies to connect displaced businesses with new options.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
County Executive's Office of Communications	<ul style="list-style-type: none"> • Schedule appropriate forums to share information about the recovery process with the public, and to elicit comments from the private sector community about their needs, priorities, hopes, and goals for the recovery process; • Promote mitigation strategies for businesses for repairs and rebuilding efforts; • Distribute information on resources, events, milestones, etc. in coordination with the EDC.
Finance	<ul style="list-style-type: none"> • Identify County finance policies that may impede recovery efforts and develop temporary measures to expedite recovery; • Evaluate financial, managerial, and systems issues facing the County.
Revenue Authority	<ul style="list-style-type: none"> • Support the redevelopment of real estate for impacted businesses; • Provide subject matter expertise, as required.
DPIE	<ul style="list-style-type: none"> • Conduct inspections on buildings, when requested; • Expedite the permitting process; • Provide subject matter expertise as required.
DHCD	<ul style="list-style-type: none"> • Seek out funding sources for impacted businesses and property owners.
OHS	<ul style="list-style-type: none"> • Provide support in establishing a resource center for the private sector community; • Assist in acquiring private sector resources, such as submitting information to the MDEM for an SBA Declaration.

Cooperating Agencies/Department

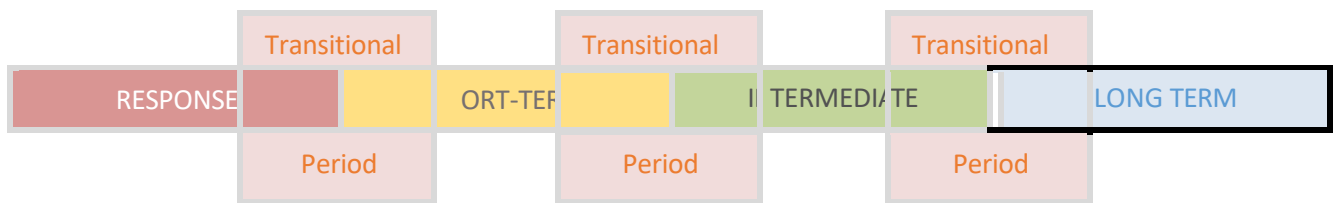
Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
County Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> • Provide a voice for residents to influence the development of the Master Recovery Plan; • Establish accessible communication channels to invite comments from residents in the region;

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	<ul style="list-style-type: none"> Assess needs and identify priorities for their respective constituencies.
Employ Prince George's	<ul style="list-style-type: none"> Provide resources to displaced workers; Connect displaced workers with employment opportunities; Provide subject matter expertise as required.
Conference and Visitors Bureau	<ul style="list-style-type: none"> Assist with the private sector recovery resource center; Disseminate information to sources on the availability of recovery resources and programs.
Visit Maryland	<ul style="list-style-type: none"> Disseminate information to sources on the availability of recovery resources and programs; Provide subject matter expertise as required.
Maryland Department of Commerce	<ul style="list-style-type: none"> Identify State programs to support private sector recovery efforts; Provide subject matter expertise as required.
Maryland Department of Housing and Community Development	<ul style="list-style-type: none"> Implement the MD business lending program; Implement the MD Disaster Housing Assistance Program; Implement the MD Disaster Relief Housing Program; Provide subject matter expertise as required.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
EDC	<ul style="list-style-type: none"> Participate in the master plan process or redevelopment strategy; Ensure the private sector community is involved in the Master Recovery Plan; Assess the long-term recovery needs of the private sector community; Market and promote economic activity through a campaign or rebranding; Track the completion of the reconstruction, restoration, and mitigation projects of the private sector community;

	<ul style="list-style-type: none"> Coordinate with the LTRC/LTRG on handling unmet needs for rebuilding or fixing damaged properties to meet more resilient standards.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
County Executive's Office of Communications	<ul style="list-style-type: none"> Continue to provide communication and information to the community about recovery efforts and opportunities for private sector input; Distribute information on resources, events, milestones, etc. in coordination with the EDC.
Finance	<ul style="list-style-type: none"> Operationalize properly approved tax incentive programs for rebuilding in a resilient manner.
DPIE	<ul style="list-style-type: none"> Provide inspection and permitting services for the reopening of businesses; Provide subject matter expertise, as required.
DPW&T	<ul style="list-style-type: none"> Provide flood-proofing grant opportunities to business owners.
OCR	<ul style="list-style-type: none"> Provide consumer affair services during recovery operations; Provide a resource list of approved licensed contractors for building repairs.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
County Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> Provide a voice for residents to influence the development of the Master Recovery Plan; Establish accessible communication channels to invite comments from residents in the region; Assess needs and identify priorities for their respective constituencies.
Employ Prince George's	<ul style="list-style-type: none"> Continue to provide resources to displaced workers; Provide subject matter expertise as required.
Revenue Authority	<ul style="list-style-type: none"> Provide subject matter expertise, as required.
Visit Maryland	<ul style="list-style-type: none"> Promote the reopening of businesses; Promote tourism to previously impacted businesses; Provide subject matter expertise as required.
Maryland Department of Commerce	<ul style="list-style-type: none"> Identify State programs to support private sector recovery efforts; Provide subject matter expertise as required.
Maryland Department of	<ul style="list-style-type: none"> Implement the MD business lending program; Implement the MD Disaster Housing Assistance Program;

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Housing and Community Development	<ul style="list-style-type: none">• Implement the MD Disaster Relief Housing Program;• Provide subject matter expertise as required.
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County Coordinating Function: Government Facilities

CCF Primary	<ul style="list-style-type: none"> Office of Central Services (OCS)
CCF Support	<ul style="list-style-type: none"> Office of Finance (Finance) Prince George's County Public Schools (PGCPS) Office of Homeland Security (OHS) Office of Law (Law) Police Department (PGPD) Department of Public Works and Transportation (DPW&T) Department of Corrections (DoC) Department of the Environment (DoE) Office of Information Technology (OIT) Department of Social Services (DSS) Department of Family Services (DFS)
CCF Cooperating	<ul style="list-style-type: none"> Prince George's County Memorial Library System (Library) Maryland Department of General Services (MGS) The Maryland-National Capital Park and Planning Commission (M-NCPPC)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Government Facilities are tasked with providing logistical support and resource management for County-owned and leased facilities and equipment. The mission of CCF-Governmental Facilities is to mobilize and maintain County facilities and resources by coordinating with other County, State, regional, and Federal partners to obtain additional resources or assistance following a significant incident and/or disaster.

Purpose

The purpose of this functional annex is to assign responsibilities and provide a framework for Prince George's County Office of Central Services (OCS) and agencies, departments, and offices to effectively mobilize CCF-Government Facilities' resources in the event of an emergency or major disaster.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County EOP in support of CCF-Government Facilities' operations. This CCF supplements the County EOP;
- This CCF is not intended to replace or supplant the purchasing authorities of the individual County departments and offices. Rather, this CCF will assist other County CCFs in

identifying and procuring critical resources, supplies, and services in support of emergency response and recovery operations;

- This CCF includes supporting the establishment of staging areas, storage facilities, points of distribution, and other facilities that may be needed to support response and recovery operations;
- CCF-Government Facilities will maintain an inventory of essential material resources and a list of County contractors and potential suppliers (in close coordination with other CCFs) to obtain resources more expeditiously during a major disaster or emergency;
- The OCS, as the primary agency, will engage the CCF-Government Facilities Supporting and Cooperating agencies, departments, and offices to ensure an effective logistical support operation upon activation.

Concept of Operations

General

- Resource lists will be developed and maintained by each department that details the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical, including critical resources needed to support people with disabilities. In incidents with multi-agency and/or multi-jurisdictional involvement, a Unified Command (UC) will be established;
- Potential sites for local resource collection, storage, and distribution sites will be identified and strategically located to facilitate recovery efforts. Standard operating procedures will be developed to manage the processing, use, inspection, and return of resources coming into the area. These sites will be considered in the event the County determines the need to establish Points of Distribution (PODs);
- Upon activation of the Emergency Operations Center (EOC), OCS will provide representation to the EOC to serve as the CCF-Government Facilities lead to coordinate resource and logistics management requirements and issues;
- The Contract Administration and Procurement Division within OCS will provide emergency procurement, as necessary;
- The County's Purchasing Agent will authorize necessary emergency procurements to support emergency operations and delegate contracting authority to CCF-Government Facilities;

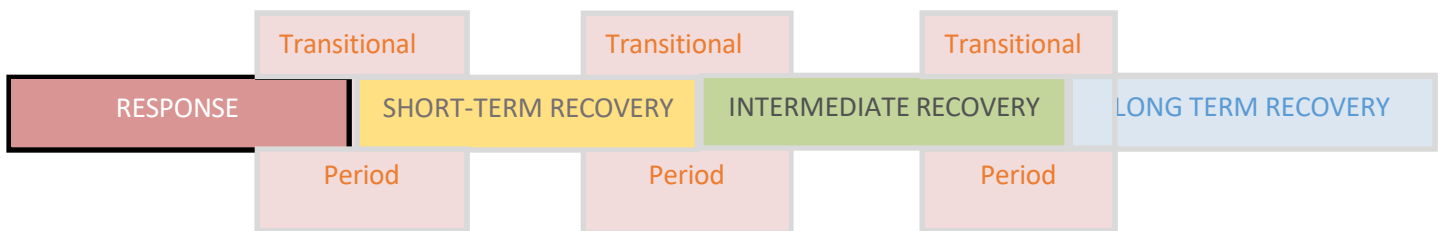
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- Requests for resource and logistical support from on-scene incident commanders and/or other CCF representatives will be assigned to CCF-Government Facilities. CCF-Government Facilities will manage all assigned requests for resources and logistical support and the appropriate agency will coordinate directly with the requester as necessary;
- CCF-Government Facilities will coordinate with the Department of Public Works and Transportation (DPW&T) as the primary agency for CCF-Transportation and Public Infrastructure for transportation support for delivering and distributing government facility resources as needed;
- CCF-Government Facilities will coordinate with Prince George's County Police Department (PGPD) as the primary agency for CCF-Law Enforcement and Security, to provide support for traffic management and security at PODs and other logistical support facilities established by CCF-Government Facilities;
- The Department of Social Services (DSS) as the primary agency for CCF-Mass Care, Human Services, Volunteer Management will identify the need to establish a POD to distribute emergency relief commodities such as potable water and food. CCF-Government Facilities will provide logistical assistance in establishing and supporting the PODs;
- The OCS will task CCF Supporting agencies as needed to provide assets to meet operational requirements. If necessary, private sector sources will be acquired to augment the County's resources with the assistance of the Office of Contract Administration and Procurement. The OCS will advise the EOC of any resource limitations that may require State or Federal assistance or to obtain guidance in prioritizing requests. CCF-Emergency Management will provide technical assistance in identifying resources that may be available through mutual aid agreements such as MEMAC, EMAC, and NCR mutual aid agreement;
- Requests for State or Federal assistance will be coordinated by the EOC Manager to the SEOC in response to needs identified by the EOC and/or IC. Once it is determined that the State will assist, CCF-Government Facilities will coordinate directly as needed with the State coordinating function (SCF) counterpart in fulfilling the requests;
- In the event of a Federal emergency or major disaster declaration that includes Prince George's County, critical resources and logistical support may be available from Federal sources. The EOC Manager will initiate requests for assistance through the SEOC. Once it is determined that the Federal government is providing the resources (i.e., potable water, food, and ice) the OCS will coordinate directly with the designated federal point-of-contact to fulfill the County's requests and to address any issues as to delivery timelines and locations;

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- The OCS will ensure that all CCF-related costs and expenditures are documented per guidance provided through OHS at the EOC and internal County policies and procedures;
- CCF-Government Facilities' operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed;
- The OCS representative at the EOC will ensure any open actions or issues are transferred to the Office of Central Services for completion or resolution upon the de-activation of the EOC;
- The OCS will facilitate an After-Action Review (AAR) of CCF-Government Facilities' operations within 30 days of the deactivation of the EOC. Issues identified will be assigned for a resolution to the appropriate CCF-Government Facilities' agency or submitted to OHS for resolution through the County Corrective Action Program (CAP).

Response



Roles and Responsibilities: Response Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as the lead for CCF-Government Facilities; • Provide emergency repair and maintenance support during emergency operations for County-owned or leased buildings; • Provide fuel for emergency vehicles, portable equipment, and emergency generators for County-owned or leased buildings; • As needed, lease facilities needed to support County agency or department operations; • As necessary, procure and provide materials, supplies, services, and equipment needed to support emergency operations; • Provide available staff, resources, and facilities to support emergency operations; • In coordination with DPW&T, assist with the relocation of material donations, if necessary;

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	<ul style="list-style-type: none"> • Collect, analyze, and provide information on the status of energy resources and related infrastructure within the County, including fuel and electrical supply distribution; • Identify County facilities that may be made available to meet operational requirements.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Provide legal opinions and interpretations; • Draft ordinances as appropriate; • Provide legal counsel, as needed; • Review contracts and agreements.
PGCPS	<ul style="list-style-type: none"> • Provide transportation support to logistics operations; • Provide available warehouse and storage space to support the distribution of relief commodities.
Finance	<ul style="list-style-type: none"> • Provide project code number(s) for supporting response operations; • Provide staff to support CCF-Government Facilities in the EOC, when requested by OCS; • Provide financial management including maintaining vendor files and payment of bills; • For expenditures requiring centralized Finance approval, maintain records of expenditures, charges, and costs incurred by the CCF.
OHS	<ul style="list-style-type: none"> • Activate and manage the EOC; • Manage and track requests for resources submitted to the SEOC; • Provide technical assistance in identifying sources for emergency relief commodities; • Coordinate COOP plans through BOLD Planning software program; • Coordinate the implementation of resource requests through CCFs upon declaration of an emergency by the County Executive and subsequent declarations of an emergency by the Governor of Maryland and the President of the United States.
PGPD	<ul style="list-style-type: none"> • Provide traffic management and control at PODs; • Provide site security at PODs.
DPW&T	<ul style="list-style-type: none"> • Coordinate and fill requests for available equipment, trucks, and operators; • Assist in traffic management and control; • Provide support for evacuations by assisting in traffic control operations and providing barricades, signs, and other devices to

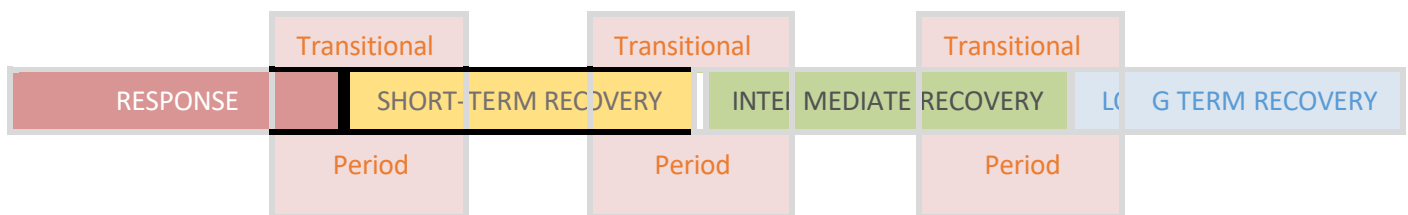
	assist PGPD in establishing a secure perimeter and manage vehicle and pedestrian traffic access/egress.
OIT	<ul style="list-style-type: none"> • Provide technical assistance to the EOC and maintain communications and information system capabilities to support emergency operations; • Assess County communications sites and facilities and report disruptions to EOC;

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGCPS	<ul style="list-style-type: none"> • Provide transportation support to logistics operations; • Provide available warehouse and storage space to support the distribution of relief commodities.
Library	<ul style="list-style-type: none"> • Provide personnel and other resource support to response operations;
M-NCPPC	<ul style="list-style-type: none"> • Provide alternate facilities for County offices, agencies, and departments for relocation.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Provide logistical coordination in establishing recovery-related facilities; • Provide fuel for emergency vehicles, portable equipment, and emergency generators; • Conduct CCF-Government Facilities AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> • Review contracts and agreements; • Provide legal counsel, as needed.
PGCPS	<ul style="list-style-type: none"> • Provide transportation support to logistics operations; • Provide available warehouse and storage space to support the distribution of relief commodities.
Finance	<ul style="list-style-type: none"> • Provide financial management including maintaining vendor files and payment of bills; • Participate in CCF-Government Facilities AAR.
OHS	<ul style="list-style-type: none"> • Manage and track requests for resources submitted to SEOC; • Participate in CCF-Government Facilities AAR.
PGPD	<ul style="list-style-type: none"> • Participate in CCF-Government Facilities AAR; • Provide site security of recovery facilities including resource warehouses, storage sites, and staging areas.
DPW&T	<ul style="list-style-type: none"> • Coordinate and fill requests for available equipment, trucks, and operators; • Participate in CCF-Government Facilities AAR.
OIT	<ul style="list-style-type: none"> • Provide technical assistance to the EOC, if activated, and maintain communications and information system capabilities to support emergency operations; • Assess County communications sites and facilities and report disruptions to EOC.

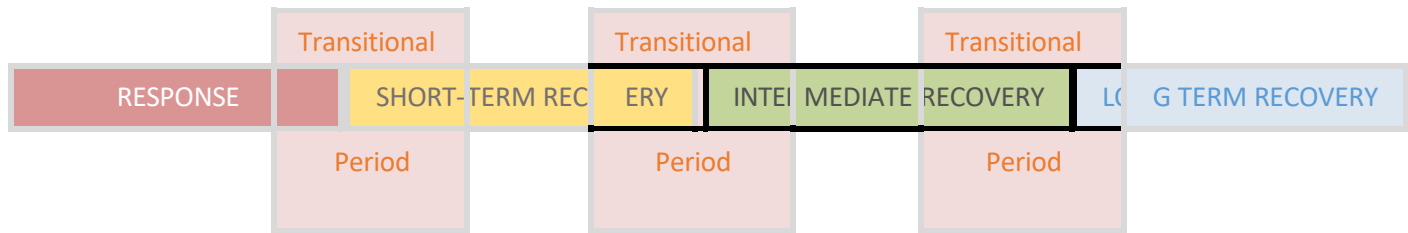
Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PGCPS	<ul style="list-style-type: none"> • Provide transportation support to logistics operations; • Participate in CCF-Government Facilities AAR.
Library	<ul style="list-style-type: none"> • Provide personnel and other resource support to recovery operations.
M-NCPPC	<ul style="list-style-type: none"> • Provide alternate facilities for County offices, agencies, and departments for relocation.

Intermediate Recovery

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Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> Continue to provide logistical coordination in establishing recovery-related facilities; Continue to provide fuel for emergency vehicles, portable equipment, and emergency generators; As needed, lease facilities needed to support recovery operations. Establish long-term leases, if necessary; Conduct CCF-Government Facilities AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

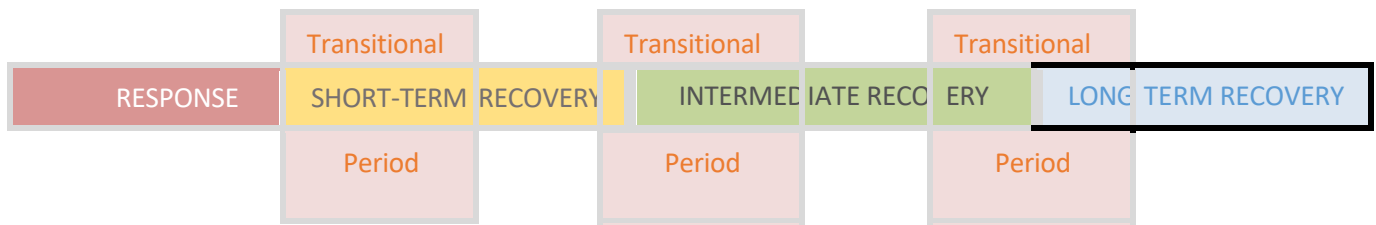
Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> Review contracts and agreements; Provide legal counsel, as needed.
PGCPS	<ul style="list-style-type: none"> Provide transportation support to logistics operations; Provide available warehouse and storage space to support the distribution of relief commodities.
Finance	<ul style="list-style-type: none"> Provide financial management including maintaining vendor files and payment of bills; Participate in CCF-Government Facilities AAR.
OHS	<ul style="list-style-type: none"> Manage and track requests for resources submitted to SEOC; Participate in CCF-Government Facilities AAR.
PGPD	<ul style="list-style-type: none"> Participate in CCF-Government Facilities AAR; Provide site security of recovery facilities including resource warehouses, storage sites, and staging areas; Participate CCF-Government Facilities AAR.
DPW&T	<ul style="list-style-type: none"> Coordinate and fill requests for available equipment, trucks, and operators; Participate in CCF-Government Facilities AAR.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Library	<ul style="list-style-type: none"> Provide personnel and other resource support to recovery operations.
MGS	<ul style="list-style-type: none"> Waive the competitive process for procuring architects and engineers; Activate emergency corporate purchasing cards.
M-NCPPC	<ul style="list-style-type: none"> Provide alternate facilities for County offices, agencies, and departments for relocation.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> Continue to provide logistical coordination in establishing recovery-related facilities; Provide needed repairs and contractor resources to restore full building function.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Law	<ul style="list-style-type: none"> Review contracts and agreements; Provide legal counsel, as needed.
Finance	<ul style="list-style-type: none"> Provide financial management including maintaining vendor files and payment of bills;

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> Provide alternate facilities for County offices, agencies, and departments for relocation.

County Coordinating Function: Utilities Infrastructure

CCF Primary	<ul style="list-style-type: none"> • Office of Homeland Security (OHS)
CCF Support	<ul style="list-style-type: none"> • Office of Central Services (OCS) • Office of Law (Law) • Department of Public Works and Transportation (DPW&T) • Department of the Environment (DoE) • Office of Information Technology (OIT) • Department of Permitting, Inspections and Enforcement (DPIE)
CCF Cooperating	<ul style="list-style-type: none"> • Baltimore Gas & Electric (BGE) • Potomac Electric Power Company (PEPCO) • Southern Maryland Electric Cooperative (SMECO) • Washington Gas • Washington Suburban Sanitary Commission (WSSC Water) • Cable Television Commission • Sprint • T-Mobile • Verizon • Comcast • AT&T • Motorola • Maryland Public Service Commission • Maryland Department of Emergency Management (MDEM) • Federal Emergency Management Agency (FEMA) • Office of the National Capital Regional Coordination (ONCRC)

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function-Utilities Infrastructure are tasked with managing and coordinating County energy and utility operations throughout Prince George's County. Their mission is to coordinate the maintenance, restoration, and rebuilding of the County utility infrastructure following a significant incident and/or disaster.

Purpose

The purpose of this functional annex is to outline the operational concepts, responsibilities, and procedures of Primary, Support, and Cooperating County agencies and organizations under CCF-Utilities Infrastructure to collect information on the status of energy services and infrastructure as well as facilitate service restoration following a significant emergency or disaster. This CCF also provides a concept of operations for conducting response and recovery utility operations.

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County Emergency Operations Plan (EOP) in support of CCF-Utilities Infrastructure operations. This CCF supplements the County's EOP;
- For this CCF, Utilities Infrastructure includes the human-made physical systems, assets, projects, and structures, publicly and/or privately-owned, that are used to provide to the public the benefit of utilities related to fuel, water, wastewater, stormwater, electricity, natural gas, and telecommunications;
- Privately-owned utility service providers in the County develop their internal operational plans and procedures necessary to accomplish their objectives and goals. This CCF is not designed to take the place of these plans rather it is designed to complement, support, and reference existing plans and procedures;
- This CCF monitors the energy restoration process such as percentage of restoration, projected schedules for restoration, and issues impacting the restoration operations;
- CCF-Utilities Infrastructure major functions include:
 - Planning and coordination of County utility infrastructure systems to minimize and/or prevent utility interruptions from occurring;
 - Detecting and characterizing utility incidents;
 - Providing restorative services to those affected;
 - Assessing any potential cascading effects of utility interruptions on life, safety, and property in the County;
 - Coordinating the restoration and resilience of utilities infrastructure to meet ongoing and emerging community needs in recovery.

Concept of Operations

General

- CCF-Utilities Infrastructure will develop and maintain a power restoration list based upon the facilities required to maintain emergency services, provide sheltering, sanitation, water, and other basic needs. OHS will recommend the priorities of facilities to be restored;
- General utility service provider response operations may include the coordination of restoration plans, implementation of rationing measures, allocation of fuel resources, coordination of delivery schedules with wholesale providers, and locating supplemental resources;

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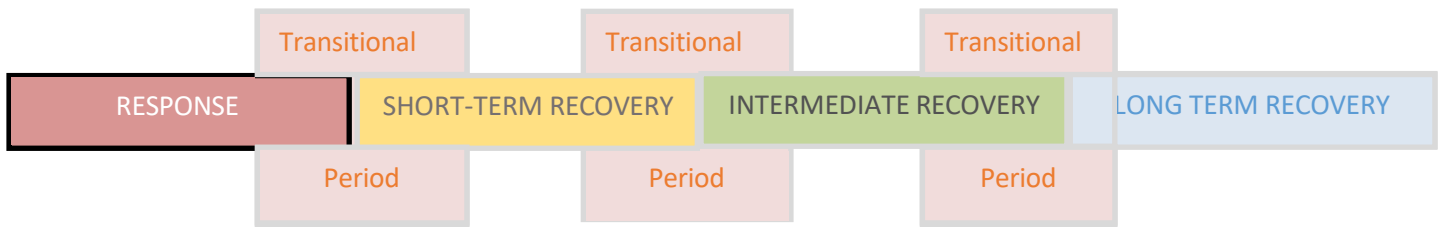
- The OHS will establish and maintain liaison with utility service providers and request, as needed, representation at the Emergency Operations Center (EOC);
- Upon activation of the EOC, the Office of Central Services (OCS) will provide representation to the EOC. The OHS will collect information on the status of the energy facilities and distribution systems. OCS monitors the energy status of County facilities and reports outages to utility companies on an as-needed basis;
- CCF-Utilities Infrastructure representatives at the EOC will coordinate with Supporting agencies and other utility service representatives for the establishment of priorities for the restoration of utilities. CCF-Utilities Infrastructure will attempt to coordinate with utilities and provide them situational awareness and damage reports to facilitate the return to service of utilities as soon as possible;
- The OHS will coordinate response and recovery operations with electric utilities including BGE, PEPCO, and SMECO for the restoration and maintenance of electrical services;
- The OHS will coordinate response and recovery operations with gas utilities including BGE, Washington Gas, and other gas utilities for the restoration and maintenance of natural gas service;
- The OHS will coordinate its response and recovery operations with water utilities including Washington Suburban Sanitary Commission (WSSC Water), and other water utilities for the restoration and maintenance of water services;
- Utility service providers restore services based on their emergency and operational plans. In some situations, OHS will coordinate with utility service providers to provide strategic-level planning and prioritization to certain service areas. The OHS will coordinate with utility service providers to ensure County staff, including OCS, are fully aware of restoration plans and their impact(s) on the community and County Government. The OCS will determine critical County government facilities for service restoration priority;
- CCF-Utilities Infrastructure will monitor and provide information on the status of electric, gas, water utility systems, infrastructure, and restoration efforts to CCF-Emergency Management until services are restored;
- In a significant disruption of utility/energy services, it may be necessary to develop and implement a public information campaign to communicate to the public regarding the magnitude of the emergency, actions being taken, and protective actions the public may need to take. The OHS will coordinate with utility service providers and the County

Executive's Office of Communications to develop and disseminate information to the public concerning the situation;

- CCF-Utilities Infrastructure will monitor restoration operations and, when appropriate, coordinate assistance from other County departments and offices to expedite the restoration process (i.e., emergency debris removal to provide access);
- As necessary, the OCS will identify alternate supply sources of fuel to meet emergency needs. CCF-Utilities Infrastructure will provide support as needed in identifying additional sources;
- As needed, CCF-Utilities Infrastructure will coordinate with utilities to develop measures to curtail and ration energy services, for review and approval of the County Administrative Officer (CAO). Upon approval of such measures, CCF-Utilities Infrastructure will be responsible for implementation. In some instances, rationing measures are determined to be necessary by the service provider and must be taken instantaneously to not risk the operations of the entire regional power grid;
- CCF-Utilities Infrastructure will coordinate the relocation, hookup, and maintenance of County-owned portable generators as directed by the EOC Manager. CCF-Utilities Infrastructure will coordinate with CCF-Government Facilities, to lease or purchase additional generators as needed to support critical operations;
- Requests for State or Federal assistance will be coordinated by the EOC Manager to the SEOC in response to needs identified by the CCF-Utilities Infrastructure. Once it is determined that the State will be providing assistance, CCF-Utilities Infrastructure will coordinate directly as needed with the corresponding relevant State Coordinating Functions (SCF) on utility-related actions and issues. The Primary State agency for SCF Electronic Infrastructure is the Maryland Department of Information Technology and the Primary State agency for SCF Power Infrastructure is the Maryland Public Service Commission;
- In the event of a Federal emergency or major disaster declaration, critical resources such as generators and technical assistance may be available through the Federal ESF #12 – Energy. The EOC Manager will initiate requests for assistance through the SEOC. Once it is determined that the Federal assistance is authorized, OHS will coordinate directly with the designated Federal point-of-contact to fulfill the County's requests and address any issues as to delivery timelines and locations;
- The OHS will ensure that all CCF-Utilities Infrastructure-related costs and expenditures are documented in accordance with internal County policies and procedures;

- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed;
- CCF-Utilities Infrastructure at the EOC will ensure any open actions or issues are closed upon the demobilization of the EOC. If actions or issues are still open, they should be transferred, as appropriate, to OHS for completion or resolution;
- OHS will lead an AAR to provide CCF-Utilities Infrastructure comments and feedback. Issues identified will be assigned for resolution to the appropriate agency or submitted to OHS for resolution through the County Correction Action Program (CAP).

Response



Roles and Responsibilities: Response

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Coordinate County effort to assess and restore utility services to the affected area; • Contact utility service providers in the area to obtain information about damage and/or assistance needed in their areas of operation; • Coordinate OHS staffing to support response operations and EOC activities; • Support the Joint Information Center (JIC) in the release of general utility infrastructure response information to the public; • Coordinate the collection and distribution of information related to energy supply, outages, infrastructure, and restoration; • Establish and maintain liaison with utility service providers; • As needed, coordinate with utility service providers to develop preemptive measures to curtail energy services; • Coordinate with utility service providers to maintain situational awareness and assess public utility needs: <ul style="list-style-type: none"> ○ Status of electrical power generation and distribution facilities;

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	<ul style="list-style-type: none"> ○ Estimated time to restore power (or water/gas/telecommunications); ○ Number of electrically dependent persons affected (i.e., individuals requiring medical equipment); ○ Status of natural gas and fuel pipelines; ○ Status of critical facilities for backup power; ○ Availability of temporary power resources; ○ Status of commercial fuel stations; ○ Status of water and wastewater treatment facilities; ○ Status of water, sewer, and stormwater pipelines; ○ Availability of backup potable water; ○ Status of telecommunication facilities and relays; ○ Status of nuclear power plants in NCR within ingestion pathway; • Collect and process information concerning recovery activities while the response phase of the disaster is ongoing. This information will be provided for the Recovery Transition Unit.
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Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Provide a representative to the EOC; • Identify alternative sources of fuel for fleet operations, County facilities, and equipment; • Deploy resources as appropriate, such as flashlights and generators in the event of a power failure, and personnel to repair damaged infrastructure; • Coordinate information on the status of fuel supplies and distribution for transportation fuel, fuel oil, propane, and other non-utility building fuels; including maintaining fuel stocks, tracking availability, and securing supplies; • Provide site access, fuel, and maintenance support for emergency transportation and staging areas.
Law	<ul style="list-style-type: none"> • Interface between the County and the Maryland Public Service Commission during investigations; • Provide legal counsel, as needed.
DPW&T	<ul style="list-style-type: none"> • Provide a representative to the EOC; • Coordinate and prioritize transportation services as needed to support incident facilities; • Provide support for heavy equipment, snow and debris removal, and traffic management.

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DoE	<ul style="list-style-type: none"> • Develop situational awareness of clean water utility services (in collaboration with DPW&T), including the risk of flooding in buildings and structures; • Communicate situational awareness information to OHS.
OIT	<ul style="list-style-type: none"> • Provide a representative to the EOC; • Provide technical assistance to the EOC, if activated, and maintain communications and information system capabilities to support emergency operations; • Assess County communication sites and facilities and report disruptions to EOC; • Provide liaison to telecommunications service providers to determine the status of services and provide support as appropriate for repair and restoration; • Assist with geographical information systems (GIS) technology services in supporting response.
DPIE	<ul style="list-style-type: none"> • Provide a representative to the EOC; • Assist with damage assessment of privately-owned utility infrastructure.

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

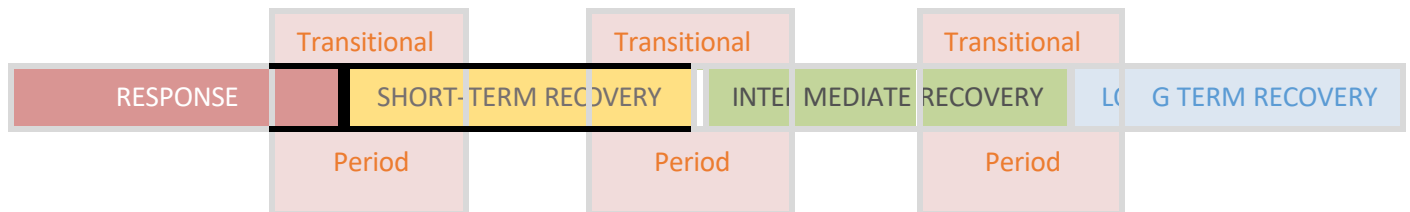
Agency/Department	Roles and Responsibilities
BGE	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as the liaison for Utilities Infrastructure Group; • Provide information to OHS on the status of electric and natural gas systems and facilities; • Restore and operate the electrical and natural gas systems with consideration given to County priorities with established utility methodology and procedures; • Conduct assessments of electrical/gas lines, power poles, power stations, and other electrical/gas producing and transmitting infrastructure; • Maintain security of the power/gas distribution system; • Adjust system operations to minimize damage in the area of impact; • Support the Joint Information Center (JIC) in the release of general utility infrastructure response information to the public.
PEPCO	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as the liaison for Utilities Infrastructure Group; • Provide information to OHS on the status of the electric system and facilities; • Restore and operate the electrical system with consideration given to County priorities;

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	<ul style="list-style-type: none"> • Identify assistance needed from the County in restoring electrical services; • Conduct assessments of electrical lines, power poles, power stations, and other electrical producing and transmitting infrastructure; • Maintain security of the power distribution; • Adjust system operations to minimize damage in the area of impact; • Support the JIC in the release of general utility infrastructure response information to the public.
SMECO	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as the liaison for Utilities Infrastructure Group; • Provide information to OHS on the status of the electric system and facilities; • Restore and operate the electrical system with consideration given to County priorities; • Identify assistance needed from the County in restoring electrical services; • Conduct assessments of electrical lines, power poles, power stations, and other electrical producing and transmitting infrastructure; • Maintain security of the power distribution; • Adjust system operations to minimize damage in the area of impact; • Support the JIC in the release of general utility infrastructure response information to the public.
Washington Gas	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as the liaison for Utilities Infrastructure Group; • Provide information to OHS on the status of the natural gas services, supplies, and facilities; • Restore and operate natural gas service with consideration given to County priorities; • Identify assistance needed from the County in restoring natural gas services; • Conduct assessments of gas lines and other natural gas transmitting infrastructure; • Maintain security of the gas distribution system; • Adjust system operations to minimize damage in the area of impact; • Support the JIC in the release of general utility infrastructure response information to the public.
WSSC Water	<ul style="list-style-type: none"> • Provide a representative to the EOC to serve as the liaison for Utilities Infrastructure Group;

	<ul style="list-style-type: none"> • Provide information to OHS on the status of drinking water and wastewater collection services; • Maintain security of the water distribution system; • Restore and operate water service with consideration given to County priorities; • Conduct an assessment of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide information to OHS; • Support the JIC in the release of general utility infrastructure response information to the public.
Cable Television Commission	<ul style="list-style-type: none"> • Ensure operation of the local emergency message system necessary to disseminate emergency information; • Provide the EOC capability to transmit video over appropriate networks. • Upon request, record media briefings; • Provide technical assistance for video-teleconferencing and broadcasting; • Provide consumer affairs services; • Assist the Office of Communications and OHS with providing emergency preparedness information to the public.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Maintain liaison with utility service providers; • Monitor the status of utility infrastructure and service restoration; • Review and update the County's power restoration list; • Contact utility service providers in the emergency area to obtain information about damage and/or assistance needed in their areas of operation; • Support the Joint Information Center (JIC) in the release of general utility infrastructure response information to the public.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Monitor the status of primary and backup energy sources for County Government facilities; • Provide site access, fuel, and maintenance support for emergency transportation; • Coordinate continuity of operations plans (COOP) for County facilities and operations in coordination with OHS.
Law	<ul style="list-style-type: none"> • Interface between the County and the Maryland Public Service Commission during investigations; • Provide legal counsel, as needed.
DPW&T	<ul style="list-style-type: none"> • Coordinate transportation services as needed to support recovery facilities; • Provide support for heavy equipment, snow and debris removal, and traffic management.
DoE	<ul style="list-style-type: none"> • Develop situational awareness of clean water utility infrastructure (in collaboration with DPW&T), including the risk of flooding in buildings and structures; • Communicate situational awareness information to OHS.
OIT	<ul style="list-style-type: none"> • Assess County communication sites and facilities and report disruptions to EOC; • Assist with the recovery of electronic records and invoke recovery procedures in accordance with COOP; • Provide maintenance and repair of communication equipment and restoration of essential County communication facilities; • Provide liaison to telecommunication service providers to determine the status of services and provide support as appropriate for repair and restoration; • Assist with geographical information systems (GIS) technology services in supporting recovery.
DPIE	<ul style="list-style-type: none"> • Assist with damage assessment of privately-owned utility infrastructure, as appropriate.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
BGE	<ul style="list-style-type: none"> • Provide information to OHS on the status of electric and natural gas systems and facilities; • Restore and operate the electrical and natural gas systems with consideration given to County priorities per established utility methodology and procedures;

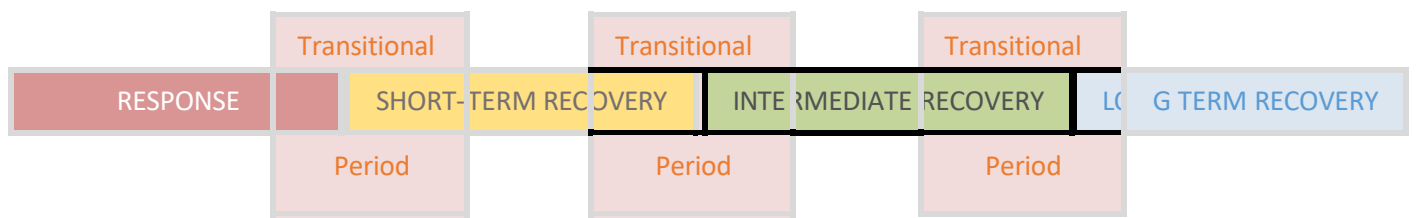
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	<ul style="list-style-type: none"> • Conduct assessments of electrical/gas lines, power poles, power stations, and other electrical/gas producing and transmitting infrastructure; • Maintain security of the power/gas distribution system; • Adjust system operations to minimize damage in the area of impact; • Support the JIC in the release of general utility infrastructure response information to the public.
PEPCO	<ul style="list-style-type: none"> • Provide information to OHS on the status of the electric system and facilities; • Restore and operate the electrical system with consideration given to County priorities; • Identify assistance needed from the County in restoring electrical services; • Conduct assessments of electrical lines, power poles, power stations, and other electrical producing and transmitting infrastructure; • Maintain security of the power distribution; • Adjust system operations to minimize damage in the area of impact; • Support the JIC in the release of general utility infrastructure response information to the public.
SMECO	<ul style="list-style-type: none"> • Provide information to OHS on the status of the electric system and facilities; • Restore and operate the electrical system with consideration given to County priorities; • Identify assistance needed from the County in restoring electrical services; • Conduct assessments of electrical lines, power poles, power stations, and other electrical producing and transmitting infrastructure; • Maintain security of the power distribution; • Adjust system operations to minimize damage in the area of impact; • Support the JIC in the release of general utility infrastructure response information to the public.
Washington Gas	<ul style="list-style-type: none"> • Provide information to OHS on the status of the natural gas services, supplies, and facilities; • Restore and operate natural gas service with consideration given to County priorities; • Identify assistance needed from the County in restoring natural gas services;

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	<ul style="list-style-type: none"> • Conduct assessments of gas lines and other natural gas transmitting infrastructure; • Maintain security of the gas distribution system; • Adjust system operations to minimize damage in the area of impact; • Support the JIC in the release of general utility infrastructure response information to the public.
WSSC Water	<ul style="list-style-type: none"> • Maintain security of WSSC Water facilities; • Provide information to OHS on the status of drinking water on wastewater collection services; • Conduct assessments of water supply, distribution and control facilities, sanitary sewer systems, and related facilities and provide information to OHS; • Support the JIC in the release of general utility infrastructure response information to the public.
Cable Television Commission	<ul style="list-style-type: none"> • Upon request, record media briefings; • Provide technical assistance for video-teleconferencing and broadcasting; • Provide consumer affairs services; • Assist the Office of Communications and OHS with providing emergency preparedness information to the public.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Maintain liaison with utility service providers; • Monitor the status of utility infrastructure and service restoration; • Review and update the County's power restoration list; • Conduct CCF-Utilities Infrastructure AAR.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OCS	<ul style="list-style-type: none"> • Monitor the status of primary and backup energy sources for County Government facilities; • Provide vehicles, site access, fuel, and maintenance support for emergency transportation; • Coordinate continuity of operations plans (COOP) for County facilities and operations in coordination with OHS; • Participate in CCF-Government Facilities AAR.
Law	<ul style="list-style-type: none"> • Interface between the County and the Maryland Public Service Commission during investigations; • Provide legal counsel, as needed; • Participate in CCF-Government Facilities AAR.
DPW&T	<ul style="list-style-type: none"> • Coordinate transportation services as needed to support recovery facilities; • Provide support for heavy equipment, snow and debris removal, and traffic management; • Participate in CCF-Government Facilities AAR.
DoE	<ul style="list-style-type: none"> • Develop situational awareness of clean water utility infrastructure (in collaboration with DWP&T), including the risk of flooding in buildings and structures; • Communicate situational awareness information to OHS; • Participate in CCF-Government Facilities AAR.
OIT	<ul style="list-style-type: none"> • Assist with the recovery of electronic records and invoke recovery procedures in accordance with COOP; • Provide maintenance and restoration of essential County communication facilities. • Provide liaison to telecommunication service providers to determine the status of services and provide support as appropriate for repair and restoration; • Assist with geographical information systems (GIS) technology services in supporting recovery; • Participate in CCF-Utilities Infrastructure AAR.

Cooperating Agencies/Department

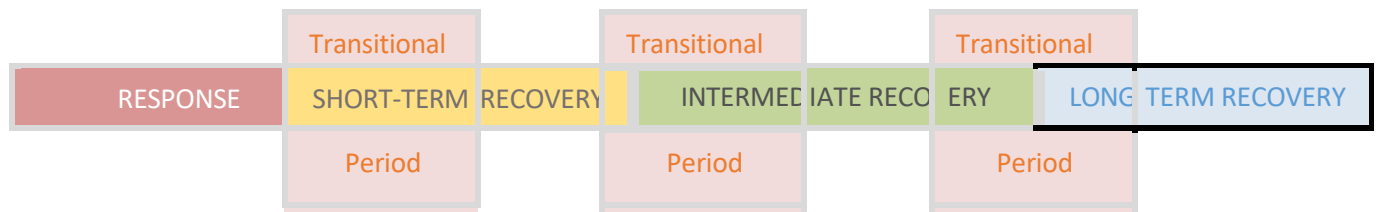
Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
BGE	<ul style="list-style-type: none"> • Provide information to OHS on the status of electric and natural gas systems and facilities;

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	<ul style="list-style-type: none"> • Restore and operate the electrical and natural gas systems with consideration given to County priorities with established utility methodology and procedures; • Participate in CCF-Government Facilities AAR.
PEPCO	<ul style="list-style-type: none"> • Provide information to OHS on the status of the electric system and facilities; • Restore and operate the electrical system with consideration given to County priorities; • Participate in CCF-Government Facilities AAR.
SMECO	<ul style="list-style-type: none"> • Provide information to OHS on the status of the electric system and facilities; • Restore and operate the electrical system with consideration given to County priorities; • Participate in CCF-Government Facilities AAR.
Washington Gas	<ul style="list-style-type: none"> • Provide information to OHS on the status of the natural gas services, supplies, and facilities; • Restore and operate natural gas service with consideration given to County priorities; • Participate in CCF-Government Facilities AAR.
WSSC Water	<ul style="list-style-type: none"> • Provide information to OHS on the status of drinking water on wastewater collection services; • Restore and operate water service with consideration given to County priorities; • Participate in CCF-Government Facilities AAR.
DC WASA	<ul style="list-style-type: none"> • Provide information to OHS on the status of drinking water on wastewater collection services; • Restore and operate water service with consideration given to County priorities; • Participate in CCF-Government Facilities AAR.
Cable Television Commission	<ul style="list-style-type: none"> • Upon request, record media briefings; • Provide technical assistance for video-teleconferencing and broadcasting; • Provide consumer affairs services.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Maintain liaison with utility service providers; • Monitor the status of utility infrastructure and service restoration; • Perform in-depth risk analysis for utility infrastructure and identify projects to reduce utility infrastructure risk; • Seek out funding opportunities for mitigation planning.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
BGE	<ul style="list-style-type: none"> • Provide information to OHS on the status of electric and natural gas systems and facilities; • Perform in-depth risk analysis for utility infrastructure and identify projects to reduce utility infrastructure risk.
PEPCO	<ul style="list-style-type: none"> • Provide information to OHS on the status of the electric system and facilities; • Perform in-depth risk analysis for utility infrastructure and identify projects to reduce utility infrastructure risk.
SMECO	<ul style="list-style-type: none"> • Provide information to OHS on the status of the electric system and facilities; • Perform in-depth risk analysis for utility infrastructure and identify projects to reduce utility infrastructure risk.
Washington Gas	<ul style="list-style-type: none"> • Provide information to OHS on the status of the natural gas services, supplies, and facilities; • Perform in-depth risk analysis for utility infrastructure and identify projects to reduce utility infrastructure risk.

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WSSC Water	<ul style="list-style-type: none">• Provide information to OHS on the status of drinking water on wastewater collection services;• Perform in-depth risk analysis for utility infrastructure and identify projects to reduce utility infrastructure risk.
DC WASA	<ul style="list-style-type: none">• Provide information to OHS on the status of drinking water on wastewater collection services;• Perform in-depth risk analysis for utility infrastructure and identify projects to reduce utility infrastructure risk.

County Coordinating Function: Community Recovery Strategy

CCF Primary	<ul style="list-style-type: none"> • The Maryland-National Capital Park and Planning Commission, Department of Planning (M-NCPPC)
CCF Support	<ul style="list-style-type: none"> • Office of Homeland Security (OHS) • County Executive's Office of Communications • Office of Law (Law) • Office of Community Relations (OCR) • Office of Management and Budget (OMB) • Office of Finance (Finance) • Department of the Environment (DoE) • Department of Public Works and Transportation (DPW&T) • Department of Housing and Community Development (DHCD) • Office of Central Services (OCS) • Department of Social Services (DSS) • Department of Permitting, Inspections and Enforcement (DPIE) • Office of Information Technology (OIT) • Prince George's Economic Development Corporation (EDC)
CCF Cooperating	<ul style="list-style-type: none"> • Prince George's County Municipalities • Prince George's County Advisory Boards, Committees, and Commissions • MD Voluntary Organizations Active in Disaster (MD VOAD) • Non-governmental Organizations (NGOs) • Washington Metropolitan Area Transit Authority (WMATA) • Utility Service Providers <ul style="list-style-type: none"> ○ Baltimore Gas & Electric (BGE) ○ Potomac Electric Power Company (PEPCO) ○ Southern Maryland Electric Cooperative (SMECO) ○ Washington Gas ○ Washington Suburban Sanitary Commission (WSSC Water) ○ Verizon ○ AT&T ○ Motorola <p>A list of active, official County boards, commissions, and committees can change. At the time of this writing, the full list can be found at: https://www.princegeorgescountymd.gov/456/Boards-Commissions</p>

CCF Mission

The Primary, Support, and Cooperating agencies of County Coordinating Function - Community Recovery Strategy are tasked with coordinating and managing the engagement of public, private, and non-profit perspectives as well as facilitating efforts for a community-wide and inclusive recovery strategy. This CCF will be responsible for long-term recovery planning and ensure consistent engagement from the community through the development of a Community Recovery Plan (CRP). The CRP will outline goals, objectives, tactics, authorities, and programs that can be leveraged to execute strategies that meet the community's recovery vision.

Purpose

The purpose of this functional annex is to outline the general roles and responsibilities of Primary, Support, and Cooperating County agencies and organizations in community recovery operations following a significant incident or disaster. This annex provides a local framework for the recovery of government, businesses, and residents impacted by the consequences of a County emergency or disaster. Detailed information on the County agency, department, and office roles and responsibilities can be found within the Prince George's County Basic Recovery Plan. The CCF Primary/Lead Agency will collaborate with the LDRM to determine the SPG priorities and track the accomplishment(s) of objectives

Scope

- This CCF applies to all agencies that have assigned roles and responsibilities in the Prince George's County Emergency Operations Plan (EOP) in support of CCF-Community Recovery Strategy operations. This CCF supplements the County EOP;
- The scope of the CCF-Community Recovery Strategy may vary depending on the magnitude and type of incident. This CCF is intended to activate for large-scale or catastrophic incidents that may require State and Federal assistance to address significant community impacts in areas such as housing, business and employment, infrastructure, and social services;
- Several decisions and responsibilities are out-of-scope for this CCF and include policy decisions that lie with the SPG. This CCF should attempt to work closely with the above private sector Cooperating Partners, however, they may make their own decisions regarding the prioritization of internal recovery efforts. Some examples and notes are found below:
 - The permanent movement of a business's storefront or management unit to a location out of the County;

- Situations where there is no clear jurisdictional boundary for private sector providers if the effects extend beyond the County (Note: This is a common issue in recovery efforts).
- CCF-Community Recovery Strategy will follow the National Disaster Recovery Framework (NDRF) to guide recovery processes. The NDRF divides recovery activities into three phases (short-term, intermediate, and long-term) ranging from restoration of essential utilities (i.e., water and electricity) to long-term mitigation of structural and non-structural measures for future occurrences of a given hazard or threat. Furthermore, the Federal RSFs to the NDRF provide additional information on potential Federal assistance;
- Consistent with the Prince George's County Basic Recovery Plan, the goal of the CCF-Community Recovery Strategy is to conduct a countywide systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and tactical-level approaches to meet defined recovery objectives. Recovery includes activities designed to return life to a 'new normal' or an improved State such as local business resumption/continuity, employment, and rebuilding efforts;
- CCF-Community Recovery Strategy major functions include:
 - Developing a community vision with input from key stakeholders, subject matter experts, and the community;
 - Making recommendations of actions for the Prince George's Recovery Organization based upon the following factors:
 - The size, scope, and scale of a disaster that impacts the County and the review of the damage assessment data suggests that the recovery and reconstruction from the event is likely to exceed locally controlled assets;
 - The disaster is likely to require long-term multi-agency (or organizational) coordination; or the cumulative community burden is likely to require significant government support and involvement, including relief of statutes, economic stimulus, or re-assignment of significant segments of the community to tasks related to recovery;
 - Ensuring there is public engagement and feedback on the County's recovery strategy;
 - Identifying solutions to provide displaced disaster survivors in intermediate to long-term temporary housing;
 - Establishing recovery-related task forces (i.e., Community Recovery and Restoration Task Force or County Unmet Needs Task Force) to address the long-term recovery planning and the needs of disaster survivors not addressed by programs available from local, State, or Federal government assistance programs;

- Facilitating the development and implementation of the CRP if warranted by the scope and complexity of the recovery process;
- Ensure the following criteria are evaluated when determining recovery projects:
 - Fill a post-disaster community need;
 - Provide leveraging for, or linkages to, other projects and funding;
 - Be related to the physical damage from the disaster;
 - Encourage private investment;
 - Have strong community support;
 - Have access to resources necessary to carry out the project;
 - Be realistic and provide for an achievable outcome;
 - Avert future losses;
 - Use resources efficiently;
 - Have community-wide impact.

Basic Recovery Plan Activation

- If the Prince George's Recovery Organization is activated:
 - CCF-Community Recovery Strategy will remain responsible for all the activities described herein until the Prince George's Recovery Organization is mobilized and recovery operations have been formally transferred by the EOC Manager;
 - If the EOC remains activated following implementation of the Basic Recovery Plan, CCF-Community Recovery Strategy may continue to serve as a liaison between the EOC and the Prince George's Recovery Organization;
 - i. CCF-Community Recovery Strategy will remain activated until the LDRM agrees to deactivate the CCF.

Concept of Operations

General

- The OHS manages small-scale community recovery operations within Prince George's County that do not require the activation of the EOP and/or the Prince George's Recovery Organization as detailed in the Basic Recovery Plan. Close liaison is maintained by the County Executive's Office of Communications with voluntary agencies supporting individual and family recovery needs to share information and to coordinate efforts when appropriate;
- Incident command will transition to the Prince George's Recovery Organization as response and short-term recovery operations are completed. The OHS and/or the Prince George's Recovery Organization will designate the LDRM for recovery operations and establish command at an appropriate location depending upon the scope and magnitude of the

incident. All CCFs with roles and responsibilities under the Basic Recovery Plan will be notified and provided relevant contact information;

- As the Primary agency, The Maryland-National Capital Park and Planning Commission (M-NCPPC) will manage the County's comprehensive recovery planning process by establishing an integrated post-strategy that identifies the Countywide vision, goals, initiatives, programs, strategies, and/or projects that communicates the desired outcomes of recovery operations. Specific recovery planning consideration is given to transportation, historic resources, green infrastructure and preservation, parks and recreation, schools, public safety, and water and other natural resources;
- Agencies, departments, and offices with significant recovery roles have been designated as Support agencies for this CCF. Other agencies may be added based upon the needs of the disaster and the long-term recovery process to include support of community activities (i.e., memorial services, town hall meetings, etc.);
- Planning for recovery may begin concurrently with response operations. The CCF-Community Recovery Strategy may be activated to coordinate initial planning for recovery and, as necessary, planning for the activation of the Basic Recovery Plan and the Prince George's Recovery Organization;
- The initial focus of the CCF-Community Recovery Strategy will depend on the extent and outcomes of the damage assessment process as well as determinations of the SPG and the Director of the Office of Homeland Security. The OHS and the Department of Permitting, Inspections, and Enforcement (DPIE) are responsible for assessing the extent of the damage and whether the County will request State and/or Federal assistance if such declarations are not already requested and/or issued;
- In the event of a Federal declaration, OHS will serve as the primary point of contact with the MDEM in implementing State and/or Federal disaster relief programs and assistance until the Prince George's Recovery Organization has assumed responsibility per the Basic Recovery Plan. Per CFR § 206.41: Appointment of disaster officials, the Governor will designate a Governor's Authorized Representative (GAR) to serve as the State primary point-of-contact with FEMA regarding Federal emergency assistance and relief;

- There are three major categories of disaster aid available under a major disaster declaration:

Type of Assistance	Description
Individual Assistance (IA): Funds for individuals and households	<ul style="list-style-type: none"> ➤ <i>Disaster Housing</i> provides up to 18 months of temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement. ➤ <i>Disaster Grants</i> 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 the replacement of personal property, transportation, medical, dental, and funeral expenses. ➤ <i>Low-Interest Disaster Loans</i> 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 provided for the repair or replacement of homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury. ➤ <i>Other Needs Assistance (ONA)</i> include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits.
Public Assistance (PA): Funds for the repair, restoration, reconstruction, or replacement of public facilities and damaged infrastructure	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 the repair of damaged public and private nonprofit schools and educational facilities.
Hazard Mitigation (HMGP)	Funds for communities to implement measures designed to reduce the impact of future losses to public and private property.

- Recovery programs authorized under a Federal disaster declaration are administered by MDEM as outlined in the Maryland Consequence Management Operations Plan (CMOP) and supporting plans and procedures. Depending upon the program, the County may need to provide logistical, administrative support, technical assistance, and/or to serve as a sub-grantee for grants management (public assistance and hazard mitigation). Support to

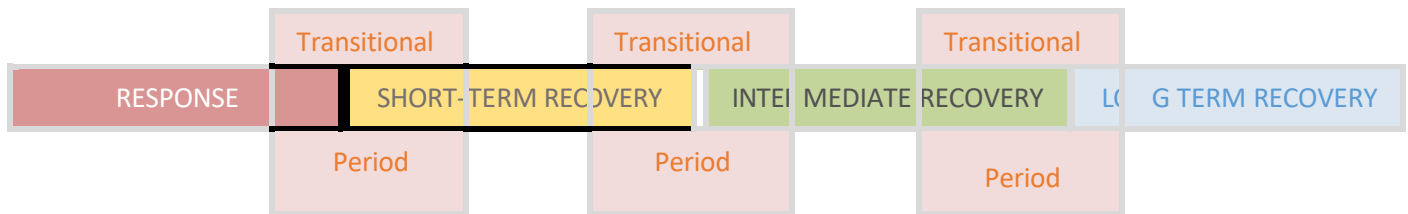
MDEM will be coordinated through CCF-Community Recovery Strategy and/or the Prince George's Recovery Organization;

- In the event of a major disaster or emergency declaration, Federal and State officials will establish and co-locate at a JFO that will serve as the hub for the coordination of disaster assistance and recovery programs throughout the State for all declared jurisdictions. OHS and/or the Prince George's Recovery Organization will serve as the primary point-of-contact for the County with the JFO and may designate a County representative to the JFO to ensure effective coordination on recovery programs and assistance;
- Command and control will transition to the Prince George's Recovery Organization as response and short-term recovery operations are completed. OHS and/or the Prince George's Recovery Organization will designate the LDRM for recovery operations and establish command at an appropriate location depending upon the scope and magnitude of the incident. All CCFs with roles and responsibilities under the Basic Recovery Plan will be notified and provided relevant contact information;
- Unmet needs are any disaster-related losses experienced by the survivor that cannot be provided for by the programs available from the County due to the survivor's ineligibility for such services or the goods or services. During the recovery phase, a collaborative effort is established between the Prince George's County Government and the private sector as well as the non-governmental organization (NGO) community to address the issue of unmet needs. At any time during recovery, CCF-Community Recovery Strategy may establish an Unmet Needs Coordination Task Force to identify and resolve emergency and/or long-term disaster-related unmet needs that cannot be met through CCF-Mass Care, Human Services, Volunteer Management (CCF-MCHSVM). If the Prince George's Recovery Organization is activated, the work of the Unmet Needs Coordination Task Force will be transferred to CCF-Community Recovery Strategy;
- FEMA and MDEM may establish one or more disaster recovery centers (DRCs) in the County following a Federal disaster declaration. A DRC is a facility within or near the disaster area at which disaster victims (individuals, families, or businesses) learn about forms of assistance available, meet with local, State, and Federal representatives, and apply for disaster aid;
- Recovery operations include the restoration of County facilities and services. Prince George's County agencies, departments, and offices are responsible for restoring essential services as outlined in their individual Continuity of Operations Plan (COOP);

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- The County 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 after a major disaster declaration. Hazard mitigation funding may also be available through the PA program under Section 406 of the Robert T. Stafford Act. CCFs engaged in repair and restoration work will consider mitigation methods that will prevent or reduce damage in future incidents for potential funding as part of this program;
- Mitigation efforts include activities, policies, or programs taken by County officials that will prevent and/or reduce the impact caused by disasters or emergencies on a property, population, and the environment. Mitigation efforts include minimizing or eliminating the impact of hazards that exist within the County, such as:
 - Amending zoning and building codes and ordinances;
 - Providing public education and awareness;
 - Retrofitting buildings to make them more hazard resistant;
- Prince George's County master plans developed and maintained by the M-NCPPC are vital resources to inform the development of community long-term recovery plans and hazard mitigation strategies;
- At the discretion of the Chief Administrative Officer (CAO), CCF-Community Recovery Strategy may form a Community Recovery and Restoration Task Force to provide guidance to the County Executive and oversee the development of a long-term recovery plan and strategies to implement it. The Community Recovery and Restoration Task Force will:
 - Provide information to the public on available services and assistance programs in coordination with the County Executive's Office of Communications;
 - Assist other organizations in identifying recovery and restoration actions;
 - Develop, prioritize, and recommend County wide activities for disaster recovery and mitigation;
- Additional technical assistance for recovery may be available from the Federal government. The Federal RSFs to the NDRF provide additional information on potential Federal assistance. The OHS will coordinate with the LDRM for requests for Federal recovery support through MDEM.

Short-term Recovery



Roles and Responsibilities: Short-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> • In coordination with OHS, assess immediate and unmet recovery needs of the public and affected areas; • Provide guidance to core areas to ensure compliance with appropriate land use ordinances and master plans; • In coordination with the County Executive's Office of Communications, develop a communication strategy and engagement plan to convey and compile information from stakeholders and the community; • Explore, identify, and prepare financial resources for the recovery planning process; • Coordinate with the LDRM to implement the Basic Recovery Plan and begin planning of CRP; • Coordinate with DPIE on wells, M-NCPPC septic tanks; • Identify needs area; • Compile information from GIS resources and CCF-Emergency Management.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Coordinate with MDEM and FEMA on State and Federal disaster relief and recovery programs; • Coordinate support with MDEM and FEMA in establishing and operating DRC(s); • Coordinate documentation of costs and requests for reimbursement; • Provide technical assistance to County departments and offices on recovery programs administered by MDEM and FEMA; • Support the community recovery planning facilitation;

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	<ul style="list-style-type: none"> • Identify appropriate State and Federal programs and agencies to support the implementation of community recovery; • Serve as liaison and sub-grantee for recovery program agencies and grants; • In collaboration with M-NCPPC and CCF Support agencies, facilitate the development of key performance recovery measures and metrics; • Support the formation of Unmet Needs Coordination Task Force and Community Recovery and Restoration Task Force, as needed.
County Executive's Office of Communications	<ul style="list-style-type: none"> • Disseminate information to the public about the situation, including but not limited to life-safety and public health concerns, where to access recovery resources, and utility service status; • Develop procedures to provide public information concerning instructions to the public, the progress of recovery, availability of programs, and addressing unmet needs; • Schedule public meetings/town halls to elicit comments from the public about their needs, priorities, concerns, and goals for recovery; • Monitor public attitudes and revise public information strategies accordingly.
Law	<ul style="list-style-type: none"> • Identify County laws and regulations that may impede recovery operations; • Prepare documents to extend, modify, or end local declarations; • Advise County officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance; • Assist with the preparation of applications, legal interpretations, or opinions, and County Council packages regarding recovery reimbursement; • Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster.
OCR	<ul style="list-style-type: none"> • Provide consumer affairs services during recovery operations; • Provide information to single-family and multi-family homeowners on appropriate licenses to be applied for in the event their property is destroyed or damaged and needs to be rebuilt or repaired; • Staff 311 Call Center as necessary to manage the influx of citizen calls, as needed; • Prepare a community recovery engagement strategy.

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OMB	<ul style="list-style-type: none"> • Provide appropriate project codes so that the CCF will be able to track expenses directly related to the disaster or emergency; • For expenditures requiring centralized OMB approval, maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water supplies to support reimbursement claims; • Coordinate with OHS the role of any commercial insurance company that provides coverage for County/office facilities and other owned property; • Assist and/or give financial guidance to CCF in the preparation and review of Federal reimbursement forms, financial reports, and applications; • Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support reimbursement claims or for management reporting; • Identify County finance policies that may impede recovery efforts and develop temporary measures to expedite recovery.
Finance	<ul style="list-style-type: none"> • Identify County finance policies that may impede recovery efforts and develop temporary measures to expedite recovery; • Assist the MNCCPC in preparing a community recovery funding strategy.
DoE	<ul style="list-style-type: none"> • Provide subject matter expertise support for managing storm water; • Determine suitable sites and provide guidelines for the disposal of hazardous materials, in cooperation with local, State, and Federal agencies; • Facilitate coordination of repair and restoration of clean water services; • Assist with coordination of repair and restoration of County-owned dams and levees; • Provide information to the public on debris and hazardous materials disposal; • Participate in the community recovery planning process, as requested; • Identify areas in the County for mitigation; • Advise on environmental concerns that might arise during the intermediate and long-term recovery; • Cite responsible parties for violations of County Code following hazardous material incidents; • Coordinate with MDE, WSSC Water, M-NCPPC, BGE, and contractors for environmental impact and water quality studies.
DPW&T	<ul style="list-style-type: none"> • Assist in traffic management and control, as requested;

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	<ul style="list-style-type: none"> • Provide information on traffic conditions and issues through the Traffic Response and Information Partnership (TRIP) Center; • Provide support to evacuations by assisting in traffic control operations and providing barricades, signs, and other devices to assist PGPD in establishing a secure perimeter and managing vehicular and pedestrian traffic access/egress; • Manage the repair and restoration of County transportation systems and services; • Manage the repair and restoration to County maintained roads and bridges; • Identify areas for County mitigation; • Participate in the community recovery planning process, as requested; • Advise on transportation and public infrastructure concerns that might arise during intermediate and long-term recovery.
DHCD	<ul style="list-style-type: none"> • Listen to and gauge the need for assistance via mini-town halls or community recovery meetings; • Coordinate with OCS to plan for items the DHCD can assist with; • Identify resources in redeveloping, revitalizing, and preserving established County communities; • Provide subject matter expertise, as needed.
OCS	<ul style="list-style-type: none"> • Acquire, store, and distribute resources in support of recovery operations; • Provide support to damage assessments by reporting on the damages to County vehicles and equipment; • Coordinate logistical support for establishing and operating recovery facilities; • Manage the repair and restoration of department facilities, resources, and services; • Participate in the community recovery planning process, as requested; • Identify County procurement laws and regulations that may impede recovery operations and develop temporary measures to expedite recovery;

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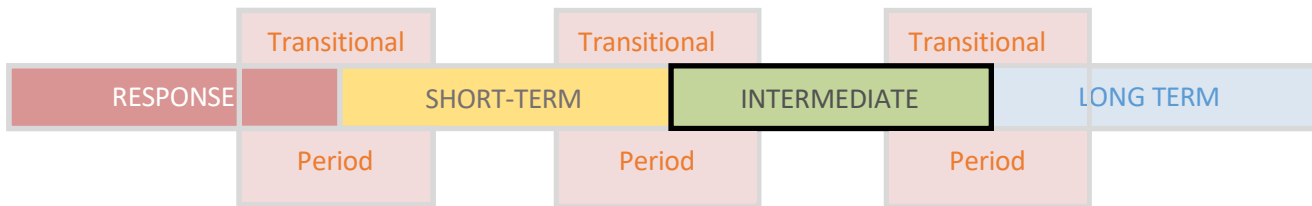
	<ul style="list-style-type: none"> • Develop and maintain contracts for emergency equipment, supplies, and contractors.
DSS	<ul style="list-style-type: none"> • Manage distribution of food and supplement program allotments; • Provide limited short-term temporary housing solutions for disaster victims; • Provide referrals to State and Federal agencies and recovery programs; • Provide human services to assist individuals and families impacted by disasters; • Coordinate and connect health and mental health services to disaster survivors with appropriate NGO service providers; • Recommend, as needed, the formation of Unmet Needs Task Force to address the needs of disaster victims not addressed by programs available from local, State, or Federal government assistance; • Participate in the community recovery planning process, as requested; • Provide staff support to the DRC(s).
DPIE	<ul style="list-style-type: none"> • Expedite, as prudent, the building permit issuance process as well as the review and approval of site-related and construction plans submitted for the demolition, rebuilding, or restoration of residential and commercial buildings; • Participate in the community recovery planning process, as requested.
PGPD	<ul style="list-style-type: none"> • Provide security for recovery facilities such as DRCs; • Participate in the community recovery planning process, as requested.
OIT	<ul style="list-style-type: none"> • Manage repair and restoration of County communication facilities and equipment; • Provide support in establishing recovery facilities such as DRC(s); • Assist with the recovery of electronic records and invoke recovery procedures in accordance with OIT Disaster Recovery and COOP; • Participate in the community recovery planning process, as requested.
EDC	<ul style="list-style-type: none"> • Serve as a liaison with the business community.

Cooperating Agencies/Departments

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Prince George's County Municipalities	<ul style="list-style-type: none"> • Provide available staff and resources to support recovery operations, as needed and requested; • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans; • Participate in the community recovery planning process, as requested.
County Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> • Provide a voice for residents to influence the development of the CRP; • Establish accessible communication channels to invite comments from residents in the region; • Assess needs and identify priorities for respective citizens.
NGOs	<ul style="list-style-type: none"> • Provide recovery case management; • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans; • Participate in the community recovery planning process, as requested.
Utility Service Providers	<ul style="list-style-type: none"> • Provide available staff and resources to support recovery operations, as needed; • Manage the restoration of services related to utility infrastructure; • Participate in the community recovery planning process, as requested.

Intermediate Recovery



Roles and Responsibilities: Intermediate Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> Review plan proposals that would impact the M-NCPPC jurisdiction; Manage and evaluate the implementation of intermediate and long-term recovery objectives in the CRP. Identify additional long-term objectives, as needed; Evaluate key performance recovery measures and metrics, revise as needed; Provide guidance to recovery operations to ensure compliance with appropriate land use ordinances and master plans; Identify potential long-term recovery partnership opportunities; In collaboration with the County Executive's Office of Communications, maintain a community communication strategy; Explore, identify, and prepare financial resources for the recovery planning process; Regularly report recovery status to the LDRM; Triage projects that are feasible for the CRP.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> Provide representation at the public meetings to understand the recovery needs of the community; Continue to coordinate with MDEM and FEMA on State and Federal disaster recovery programs; Coordinate documentation of costs and requests for reimbursement; Provide technical assistance to County departments and offices on recovery programs administered by MDEM and FEMA;

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	<ul style="list-style-type: none"> • Support the community recovery planning facilitation; • Serve as liaison and sub-grantee for recovery program agencies and grants; • Prepare and process requests for reimbursement for disaster-related costs; • Manage grants in coordination with MDEM for the Federal public assistance and hazard mitigation programs, if authorized for Prince George's County; • Convene with Local Emergency Planning Committee (LEPC) to establish recovery committees or groups; • Coordinate with Unmet Needs Coordination Task Force and Community Recovery and Restoration Task Force, as needed.
County Executive's Office of Communications	<ul style="list-style-type: none"> • Continue to disseminate information to the public about the situation, including but not limited to, life-safety and public health concerns, where to access recovery resources, and utility service status; • Develop procedures to provide public information concerning instructions to the public, the progress of recovery, availability of programs, and addressing unmet needs; • Schedule public meetings/town halls to elicit comments from the public about their needs, priorities, concerns, and goals for recovery; • Monitor public attitudes and revise public information strategies accordingly; • Maintain channels of communication to disseminate and gather information.
OCR	<ul style="list-style-type: none"> • Provide consumer affairs services during recovery operations; • Provide information to single-family and multi-family homeowners on appropriate licenses to be applied for in the event their property is destroyed or damaged and needs to be rebuilt or repaired; • Schedule appropriate community events to share information about the recovery process with the public, and to elicit comments from the public about its needs, priorities, hopes, and goals for the recovery process; • Monitor the implementation of the CRP.
DoE	<ul style="list-style-type: none"> • Analyze adequate infrastructure needs for population growth impacts; • Facilitate coordination of repair and restoration of clean water services; • Provide subject matter expertise support for minimizing greenhouse gases for existing and new buildings;

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	<ul style="list-style-type: none"> • Assist with coordination of repair and restoration of County-owned dams and levees; • Participate in the community recovery planning process, as requested; • Continue identifying areas for long-term mitigation; • Advise on environmental concerns that might arise during the recovery plan's implementation; • Manage DoE recovery projects.
DPW&T	<ul style="list-style-type: none"> • Continue identifying areas for mitigation and better building for the recovery plan; • Manage the repair and restoration of County transportation systems (including roads and bridges) and services; • Continue identifying areas for long-term mitigation; • Participate in the community recovery planning process, as requested; • Advise on transportation and public infrastructure concerns that might arise during long-term recovery; • Manage DPW&T recovery projects.
OMB	<ul style="list-style-type: none"> • Provide appropriate project codes so that the CCF will be able to track expenses directly related to the disaster or emergency; • For expenditures requiring centralized OMB approval, maintain records of expenditures, charges, and costs incurred by the County in identifying and distributing emergency food and water supplies to support reimbursement claims; • Coordinate with OHS the role of any commercial insurance company that provides coverage for County/office facilities and other owned property; • Assist and/or give financial guidance to OHS in the preparation and review of Federal reimbursement forms, financial reports, and applications; • Ensure appropriate accounting reports are available to facilitate the compilation of countywide costs to support reimbursement claims or for management reporting; • Evaluate and update the recovery funding strategy; • Continue updating the M-NCPPC on the financial status.
Finance	<ul style="list-style-type: none"> • Identify County finance laws and regulations that may impede recovery operations and develop temporary measures to expedite recovery
DHCD	<ul style="list-style-type: none"> • Provide subject matter expertise to review and provide input on plan proposals; • Continue identifying areas for mitigation and better building for the CRP recovery plan;

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	<ul style="list-style-type: none"> • Participate in the community recovery planning process, as requested.
Law	<ul style="list-style-type: none"> • Prepare documents to extend, modify, or end local declarations; • Continue to advise County officials concerning legal responsibilities, powers, and liabilities regarding post-disaster and recovery assistance; • Assist with the preparation of applications, legal interpretations, or opinions, and County Council packages regarding recovery reimbursement; • Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster; • Review relevant contracts and agreements; • Provide subject matter expertise, as required.
DSS	<ul style="list-style-type: none"> • Continue to manage the distribution of food and supplement program allotments; • Provide limited intermediate housing solutions for disaster victims; • Provide referrals to State and Federal agencies and recovery programs; • Provide human services to assist individuals and families impacted by disasters; • Coordinate and connect health and mental health services to disaster survivors with appropriate NGO service providers; • Participate in the community recovery planning process, as requested; • Provide staff support to the DRC(s).
DPIE	<ul style="list-style-type: none"> • Expedite, as prudent, the building permit issuance process and the review and approval of site-related and construction plans submitted for the demolition, rebuilding, or restoration of residential and commercial buildings; • Participate in the community recovery planning process, as requested.
PGPD	<ul style="list-style-type: none"> • Provide security for recovery facilities such as DRCs; • Participate in the community recovery planning process, as requested.
OIT	<ul style="list-style-type: none"> • Manage restoration of County communication facilities and equipment; • Provide support in establishing recovery facilities such as DRC(s); • Assist with the recovery of electronic records and invoke recovery procedures in accordance with OIT Disaster Recovery and COOP;

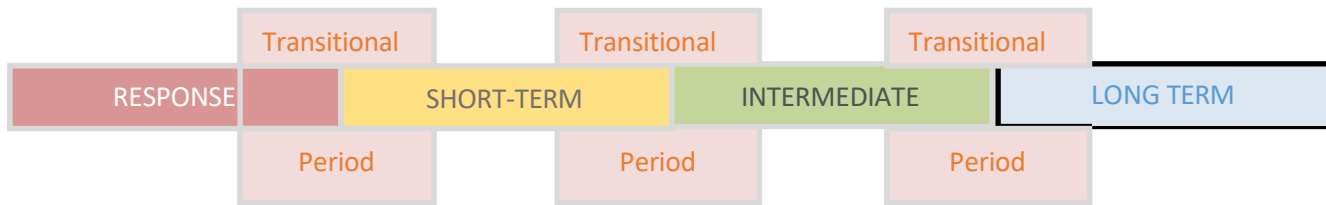
	<ul style="list-style-type: none"> • Participate in the community recovery planning process, as requested.
EDC	<ul style="list-style-type: none"> • Participate in recovery planning and strategy meetings; • Provide subject matter expertise, as required.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Prince George's County Municipalities	<ul style="list-style-type: none"> • Provide available staff and resources to support recovery operations, as needed and requested; • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans; • Participate in the community recovery planning process, as requested.
County Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> • Provide a voice for residents to influence the development of the CRP; • Establish accessible communication channels to invite comments from residents in the region; • Assess needs and identify priorities for respective citizens.
NGOs	<ul style="list-style-type: none"> • Provide recovery case management; • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans; • Participate in the community recovery planning process, as requested.
Utility Service Providers	<ul style="list-style-type: none"> • Provide available staff and resources to support recovery operations, as needed; • Manage the restoration of services related to utility infrastructure; • Participate in the community recovery planning process, as requested.

Long-Term Recovery



Roles and Responsibilities: Long-Term Recovery

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
M-NCPPC	<ul style="list-style-type: none"> Continue monitoring the progress of the CRP, including the long-term objectives and any intermediate objectives that were not yet achieved; Assess and review completion of any permanent reconstruction, restoration, and mitigation projects; Monitor long term funding and land-use project implementation/completion; Continue engagement with stakeholders; Implement and adopt the master community recovery plan.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> Coordinate resources as needed; Provide subject matter expertise to the planning process.
County Executive's Office of Communications	<ul style="list-style-type: none"> Continue updating County residents and stakeholders about the recovery process through completion.
Law	<ul style="list-style-type: none"> Provide legal counsel, as requested.
OCR	<ul style="list-style-type: none"> Continue monitoring the CRP; Review the completion of any permanent reconstruction, restoration, and mitigation projects; Monitor long-term funding.
OMB	<ul style="list-style-type: none"> Provide subject matter expertise.
Finance	<ul style="list-style-type: none"> Report updated and finalized financial conditions to the M-NCPPC.
DHCD	<ul style="list-style-type: none"> Identify and advise on mitigation opportunities; Provide subject matter expertise to review and provide input on plan proposals;

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	<ul style="list-style-type: none"> • Continue to educate the community on tenant rights.
DoE	<ul style="list-style-type: none"> • Provide subject matter expertise to ensure that the community's recovery needs are being met in an environmentally friendly way.
EDC	<ul style="list-style-type: none"> • Participate in recovery planning and strategy meetings; • Provide subject matter expertise, as required.

Cooperating Agencies/Department

Table 3: Cooperating Roles and Responsibilities

Agency/Department	Roles and Responsibilities
Prince George's County Municipalities	<ul style="list-style-type: none"> • Provide available staff and resources to support recovery operations, as needed and requested; • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans; • Participate in the community recovery planning process, as requested.
County Advisory Boards, Committees, and Commissions	<ul style="list-style-type: none"> • Provide a voice for residents to influence the development of the CRP; • Establish accessible communication channels to invite comments from residents in the region; • Assess needs and identify priorities for respective citizens.
NGOs	<ul style="list-style-type: none"> • Provide recovery case management; • Provide guidance to community recovery operations to ensure compliance with appropriate land use ordinances and master plans; • Participate in the community recovery planning process, as requested.
Utility Service Providers	<ul style="list-style-type: none"> • Provide available staff and resources to support recovery operations, as needed; • Manage the restoration of services related to utility infrastructure; • Participate in the community recovery planning process, as requested.

A list of active, official County boards, commissions, and committees can change. At the time of this writing, the full list can be found at:

<https://www.princegeorgescountymd.gov/456/Boards-Commissions>

Section V – Appendices and Additional Resources

County Profile

Geography & Climate

The County is in the Atlantic coastal plain in the south-central portion of the State of Maryland. The Patuxent River and Anne Arundel County form the north and east boundaries of the county, Howard County is to the northern-most boundary, while Washington, D.C., the Potomac River, and Montgomery County form the western boundary. Calvert County borders to the east. Charles County borders to the south. The County has a total area of 498.45 square miles, of which 485.43 square miles (or 97.39%) is land and 13.01 square miles (or 2.61%) is water. Terrain differs significantly by location within the County. There are five key regions to Prince George's County: North County, Central County, the Rural Tier, the Inner Beltway, and South County. These regions are not formally defined, however, the terms used to describe each area can vary greatly. The County is generally divided into North County and South County with MD-214 (Central Avenue) as the dividing line. Although the Patuxent, Potomac, and Anacostia rivers form the major waterways within the County, there are many smaller streams and creeks throughout. Many of these streams and minor rivers are characterized as normally sluggish with broad valleys and many have accumulated large deposits of silt. The County lies within the northern portion of the humid subtropical climate zone, which is characterized by hot, humid summers and cool winters. Annual precipitation throughout the County is an average of 43.6 inches. The average annual snowfall within the County is an average of 13.7 inches. The elevation of the County ranges from -144 feet below sea level to 390 feet above sea level.

Education

The County's public schools are managed by Prince George's County Public Schools (PGCPS). PGCPS is one of the nation's 20 largest school districts with over 200 schools and education facilities, more than 131,657 students, and employs nearly 22,000 employees⁶. The most prominent higher education institutions in Prince George's County include the University of Maryland-College Park, University of Maryland-Global Campus, Bowie State University, and Prince George's Community College.

Economy

The total civilian labor force is 513,953 (494,665 employed and 19,288 unemployed⁷. The County's top private-sector employers are: 1) United Parcel Service (UPS), 2) MGM National Harbor, 3) Marriott International, 4) Verizon, and 5) Melwood. The County's top public sector employers are: 1) University System of Maryland, 2) Joint Base Andrews Naval Air Facility Washington, 3) U.S. Internal Revenue Service, 4) U.S. Census Bureau, and 5) NASA Godard Space Flight Center. 398% of employment occupation is management/business/science/arts and

⁶ Prince George's County Public Schools. 2018. *Facts and Figures*. Retrieved from <https://www.pgcps.org/facts-and-figures/>.

⁷ Maryland Department of Commerce. 2018. *Brief Economic Facts- Prince George's County*. Retrieved from <http://commerce.maryland.gov/documents/researchdocument/prgeorgesbef.pdf>.

19.9% of employment occupation is sale/office. The quasi-public Prince George's County Economic Development Corporation (EDC) provides business services that help attract, retain, and expand businesses, create high-quality jobs, and expand Prince George's County's commercial tax base.

Demographics

With an estimated population of 967,201 and 311,343 households, Prince George's County is the 2nd most populated County in the State of Maryland and one of the most populous in the Nation with an average of approximately 1,890 persons per sq. mi. (2020 U.S. Census Data estimates). This represents an average 7.4% increase in population since 2010. The median income for a household in the County between 2015 and 2020 was \$84,920 (2020 U.S. Census Data estimates). The County's residents include individuals and families from diverse backgrounds, languages, and cultures that need to be considered when preparing for, responding to, and recovering from emergencies and disasters. More than 28.9% of the County's population speaks a language other than English (U.S. Census estimates). **Table 4** illustrates the diversity of Prince George's County.

Table 4: Prince George's County Population by Ethnicity

Population Characteristic	Percentage
Black or African American (2020 estimate)	64.4%
White (2020 estimate)	27.1%
Hispanic or Latino (2020 estimate)	19.5%
Asian (2020 estimate)	4.4%
Two or more races (2020 estimate)	2.7%
Foreign Born (2015-2019)	22.7%

The Americans with Disabilities Act of 1990 (ADA) defines an individual with a disability as "a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment."⁸ The Federal Emergency Management Agency's (FEMA) Office of Disability Integration and Coordination expand the ADA definition as follows: "The term 'access and functional needs' refers to those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting, in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and

⁸ U.S. Department of Justice. 2009. *A guide to disability rights law*. Retrieved from <https://www.ada.gov/cguide.htm>.

prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them.”⁹ **Table 5** demonstrates County demographics of people with disabilities and others with access and functional needs populations within the County.

Table 5: Persons with Access and Functional Needs in Prince George’s County ¹⁰

Population Characteristic	Percentage
Persons under 5 years old (2020 estimate)	6.5%
Persons at least 65 years old (2020 estimate)	13.9%
Persons below the poverty level (2020 estimate)	9.5%
Homeless population (2018 estimate)	0.05%
Persons without health insurance, under age 65 (2020 measured)	10.2%
Person with a disability, under age 65 (2020 estimate)	6.4%

Government

Prince George’s County is one of the twenty-four (24) Metropolitan Washington Council of Government (MWCOG) member jurisdictions. MWCOG is an independent, non-profit association that brings area leaders together to address major regional issues. Furthermore, Prince George’s County is also a member jurisdiction of the NCR. The NCR is not an operational entity because emergency response is a local function, however, the NCR provides a regional basis and platform for information sharing, planning, collaboration, coordination, and training and exercises among the independent member jurisdictions.

Prince George’s County government is composed of Executive and Legislative branches. The Executive Branch implements and enforces County laws and provides executive direction to the government. The chief executive officer is the County Executive. The Legislative Branch is comprised of the County Council and associated legislative offices. The County is divided into nine (9) Council districts. The County Council includes eleven (11) members, with one elected to represent each district and two (2) members elected at-large.

Within the County Council districts, there are twenty-seven (27) local municipalities. These towns and cities are covered under this EOP; however, some towns and cities maintain their law enforcement, emergency management programs, and plans to provide further detail for operations within their boundaries:

⁹ Federal Emergency Management Agency. 2011. *Planning for the whole community: Integrating and coordinating the access and functional needs of children and adults with disabilities in preparedness, response recovery and mitigation*. Retrieved from https://www.fema.gov/pdf/about/odc/all_hands_0411.pdf.

¹⁰ U.S. Census Bureau. 2018. *Prince George’s County QuickFacts*. Retrieved from <https://www.census.gov/quickfacts/fact/table/princegeorgescountymaryland/PST040218>

- *Towns:* Berwyn Heights, Bladensburg, Brentwood, Capitol Heights, Cheverly, Colmar Manor, Cottage City, Eagle Harbor, Edmonston, Fairmont Heights, Forest Heights, Landover Hills, Morningside, North Brentwood, Riverdale Park, University Park, and Upper Marlboro;
- *Cities:* Bowie, College Park, District Heights, Glenarden, Greenbelt, Hyattsville, Laurel, Mount Rainer, New Carrollton, and Seat Pleasant.

Figures 1 and 2 illustrates Prince George's County's position within the NCR and the County's respective Council districts:



Figure 1: Map of NCR jurisdictions

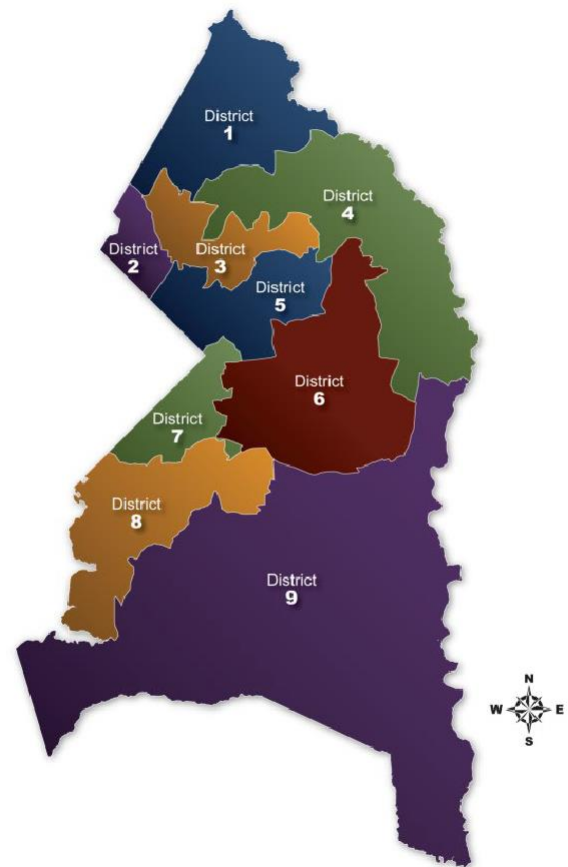


Figure 2: Map of Prince George's County Council Districts

Rapid Needs Assessment Support Annex

Coordinating	<ul style="list-style-type: none"> • Office of Homeland Security (OHS)
Supporting Agencies	<ul style="list-style-type: none"> • Public Safety Communications (PSC) • Department of Permitting, Inspections, and Enforcement (DPIE) • Fire and Emergency Medical Services Department (Fire/EMS) • Police Department (PGPD) • Health Department (PGHD) • Department of Public Works and Transportation (DPW&T) • Department of the Environment (DoE) • Office of Information Technology (OIT)
Cooperating Agencies	<ul style="list-style-type: none"> • American Red Cross – National Capital Region (ARC-NCR) • Baltimore Gas & Electric (BGE) • Potomac Electric Power Company (PEPCO) • Southern Maryland Electric Cooperative (SMECO) • Washington Suburban Sanitary Commission (WSSC Water) • Maryland Department of Emergency Management (MDEM)

Purpose

The purpose of this annex is to provide the steps for conducting a rapid needs assessment (RNA) to determine response and recovery needs to safely deploy resources and other supplementary information.

Objective

The primary objective of RNA is to collect and provide information to determine requirements for critical resources needed to support emergency response activities.

Scope

- This support annex applies to all agencies that have assigned roles and responsibilities in the Prince George's County EOP and/or may receive State or Federal disaster assistance or emergency/disaster relief funding. This annex supplements the Prince George's County EOP;
- General procedures for conducting an RNA for response and recovery are provided in this annex; and
- This annex applies to conducting an RNA as determined by the Office of Homeland Security.

Policies

- Prince George's County agencies, departments, and offices are responsible for tracking, compiling, and submitting accurate damage assessment information to OHS at regular intervals throughout the response and recovery operations, or when requested. Costs and damage estimates are to be submitted on the appropriate forms to the Finance Section Chief; and
- County departments and agencies with RNA roles will develop and document appropriate internal procedures to accomplish their assigned tasks.

Essential Tasks

- Determine the immediate needs and priorities of disaster victims;
- Identify obstacles or interruptions to emergency operations or impediments to response efforts;
- Identify secondary threats such as unsafe buildings still occupied or areas at risk due to cascading impacts;
- Mitigate threats to public health;
- Determine the resources needed to respond to the disaster and identify gaps that need to be filled from external sources;
- Take immediate action to mitigate any life-threatening situations encountered during the assessment.

Concept of Operations

This annex and associated processes will be used to gather information as part of the County's overall assessment of a community following a disaster event. Fire/EMS personnel will be deployed to conduct an initial assessment for the RNA which will provide a preliminary indication of the scope and extent of the impact. Once completed, the information collected will be provided to OHS for dissemination to other Supporting departments and agencies.

Pre-Event Planning

Certain severe weather, such as hurricanes, are predictable and come with a long forecasting period. In these situations, the RNA process can be pre-planned, RNA teams mobilized, and positioned once the storm has passed. On the other hand, the RNA will have to be conducted immediately and teams organized without the benefit of a pre-planning period.

Rapid Assessment Routes

Rapid assessment routes are pre-designated routes that response personnel may be required to travel and provide assessment information about when deployed.

Rapid assessment routes are organized along fire battalion and police districts. The routes are designed to have emergency response personnel evaluate the status of sites that are critical to the response and recovery mission. At a minimum, these sites are hospitals, nursing homes, and Tier II HAZMAT sites.

In addition to these pre-designated routes, adjacent areas should be surveyed in the impact area(s), especially those that are historically prone to flash flooding or are known tidal flooding areas. Areas of heavy damage reported by citizens or other means also can be assessed and reported as well.

Rapid Reporting Procedures

The FEMA RNA Report form provides a mechanism for evaluating and recording the following information:

- **Access:** are streets passable or closed due to flooding, down tree limbs, or other debris or power/utility lines?
- **Flooding:** Is there flooding and to what extent?
- **Structural Damage:** Are structures damaged and if so to what extent? What types of structures are damaged? Are they residential, commercial, County-owned?
- **Utilities:** Are power lines down or damaged? Is electricity, water services, or other utilities out in the area?
- **Infrastructure:** Are wastewater and stormwater systems functioning properly? Are there any significant releases of HAZMAT?

Like a primary search, the RNA is a quick “triage” of the impact area. Response personnel should drive the area, survey the damage, and report conditions as they continue their route. Units assigned to perform rapid assessments should concentrate on completing their assessment as quickly as possible and not stop unless there is an obvious need for life safety.

As teams complete the survey route(s) or areas, the information should be reported to OHS and recorded in WebEOC or documented on paper. When the route has been completed, the unit should return to a designated location or station for reassignment.

Rapid Needs Assessment Checklist

See the next couple of pages for specific details on completing these steps.

- ☐ Activate Rapid Needs Assessment Annex;
- ☐ Convene a meeting with primary and supporting agencies/rapid assessment team(s);
- ☐ Deploy rapid assessment team(s);
- ☐ The OHS will track, and compile data submitted by the rapid assessment team(s);
- ☐ Provide RNA to the Operations Section;
- ☐ Supporting departments and agencies assist OHS with damage cost estimates and Impact Statement, as needed;
- ☐ Conduct debriefs with the RNA team(s) to enhance future operations; and
- ☐ Clean up records and files for future reference.

Step 1: Activate Rapid Needs Assessment Annex

Step 2: Convene a meeting with Primary and Supporting Agencies

- Review roles and responsibilities of all primary agencies.
- Determine the immediate needs and priorities of disaster victims.
- Identify obstacles or interruptions to emergency operations or impediments to response efforts.
- Identify secondary threats such as unsafe buildings still occupied or areas at risk due to potential cascading impacts.
- Address areas of public health concerns for the public and personnel.
- Determine the resources needed to respond to the disaster and identify the gaps that need to be filled from cooperating partners or the private sector.
- Establish a consistent meeting, data management, and documentation strategy.

- Establish Rapid Assessment Team zones and routes.
- Determine if other supporting or cooperating agencies should be included in future meetings.

Step 3: Deploy rapid assessment teams

Step 4: Track and compile data submitted by the rapid assessment team(s)

Step 5: Provide rapid needs assessment data to Operations Section

Step 6: Assist the Finance/Administration Section Coordination and OHS with damage cost estimates and Impact Statement, as needed

Step 7: Conduct de-brief with the Rapid Needs Assessment teams to enhance future operations

Step 8: Clean up records and files for future reference

Forms

FEMA Rapid Needs Assessment Form

Health Care Facility Report		Incident:		Reporting Unit: Planning		Form: 003/Rev 07	
Operational Period:			Date/Time of Report:			Prepared by:	
Task/Assignment Number/Name:				<input type="checkbox"/> Assigned		<input type="checkbox"/> Opportunistic	
RNA Team ID:				Team Contact Method and Number:			
1. Report Type:	<input type="checkbox"/> A. Initial	<input type="checkbox"/> B. Follow-up	<input type="checkbox"/> C. Final				
2. Survey Method:	<input type="checkbox"/> A. Aircraft	<input type="checkbox"/> B. Windshield	<input type="checkbox"/> C. Onsite	<input type="checkbox"/> D. Phone/Radio	<input type="checkbox"/> E. Fax		
3. Location:	A. Latitude:			B. Longitude			
4. Contact Name:				Title:			
5. Street Address:				City:			
6. Facility Type:	<input type="checkbox"/> A. Hospital - General		<input type="checkbox"/> B. Hospital – Specialty Only		<input type="checkbox"/> C. Hospital – Veteran’s		
	<input type="checkbox"/> D. Hospital – Mental Only		<input type="checkbox"/> E. Hospital - Other		<input type="checkbox"/> F. Day Surgery Center		
	<input type="checkbox"/> G. Hospice		<input type="checkbox"/> H. Dialysis Unit		<input type="checkbox"/> I. Extended Care Facility		
	<input type="checkbox"/> J. Medical Clinic		<input type="checkbox"/> K. Other		<input type="checkbox"/> L. Unknown		
7. Bed Capacity	<input type="checkbox"/> A. <50		<input type="checkbox"/> B. 51-100		<input type="checkbox"/> C. 101-200		
	<input type="checkbox"/> D. 201-400		<input type="checkbox"/> E. 401-600		<input type="checkbox"/> F. >601		
	<input type="checkbox"/> G. Not Applicable		<input type="checkbox"/> H. Unknown				
8. Operational Status	<input type="checkbox"/> A. Fully Operational		<input type="checkbox"/> B. Degraded Major Surgical Capability		<input type="checkbox"/> C. Degraded Minor Surgical Capability		
	<input type="checkbox"/> D. Degraded Medical Imaging Capability		<input type="checkbox"/> E. Degraded Radiology Capability		<input type="checkbox"/> F. Degraded Emergency Room Capability		
	<input type="checkbox"/> G. Degraded Pharmacy Capability		<input type="checkbox"/> H. Degraded Intensive Care Capability		<input type="checkbox"/> I. Degraded Food Service Capability		
	<input type="checkbox"/> J. Degraded General Patient Care Capability		<input type="checkbox"/> K. Unknown				
	<input type="checkbox"/> A. None		<input type="checkbox"/> B. 1-3 Undamaged		<input type="checkbox"/> C. 4-10+ Undamaged		
	<input type="checkbox"/> D. 1-3 Damaged		<input type="checkbox"/> E. 4-10+ Damaged		<input type="checkbox"/> F. 1-3 Status Unknown		

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9. Other like Facilities in Jurisdiction	<input type="checkbox"/> G. 4-10+ Status Unknown	<input type="checkbox"/> H. All Info Unknown	
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10. Service/Area Community Population:	<input type="checkbox"/> A. <2,500	<input type="checkbox"/> B. 2,501-5,000	<input type="checkbox"/> C. 5,001-10,000
	<input type="checkbox"/> D. 10,001-25,000	<input type="checkbox"/> E. 25,001-50,000	<input type="checkbox"/> F. 50,001-100,000
	<input type="checkbox"/> G. 100,001-150,000	<input type="checkbox"/> H. 150,001-200,000	<input type="checkbox"/> I. 200,001-500,000
	<input type="checkbox"/> J. 500,001-1,000,000	<input type="checkbox"/> K. >1,000,001	<input type="checkbox"/> L. Unknown
11. Community Impacts:	<input type="checkbox"/> A. No Impact on Community	<input type="checkbox"/> B. Minor Impact	<input type="checkbox"/> C. Moderate Impact
	<input type="checkbox"/> D. Major Impact	<input type="checkbox"/> E. Unknown	
12. Current External Hazards:	<input type="checkbox"/> A. None	<input type="checkbox"/> B. Urban/Structural Fire	<input type="checkbox"/> C. Wildfire
	<input type="checkbox"/> D. Flash Flooding	<input type="checkbox"/> E. Riverine Flooding	<input type="checkbox"/> F. Coastal/Tidal/Surge Flood
	<input type="checkbox"/> G. Landslides	<input type="checkbox"/> H. Sinkhole/Subsidence	<input type="checkbox"/> I. Tsunami
	<input type="checkbox"/> J. Hazardous Materials	<input type="checkbox"/> K. Volcanic Ash	<input type="checkbox"/> L. Pyroclastic Flows
	<input type="checkbox"/> M. Aftershocks	<input type="checkbox"/> N. Civil Disturbance	<input type="checkbox"/> O. Adjacent Structure Collapse
	<input type="checkbox"/> P. Snow/Ice	<input type="checkbox"/> Q. High winds/Hail	<input type="checkbox"/> R. Unknown
13. Physical Condition:	<input type="checkbox"/> A. No Damage Visible	<input type="checkbox"/> B. < 30% Window Damage	<input type="checkbox"/> C. 30-60% Window Damage
	<input type="checkbox"/> D. 60%+ Window Damage	<input type="checkbox"/> E. Moderate Roof Damage	<input type="checkbox"/> F. Major Roof Damage
	<input type="checkbox"/> G. Roof Collapse	<input type="checkbox"/> H. Moderate Structural Damage	<input type="checkbox"/> I. Major Structural Damage
	<input type="checkbox"/> J. Destroyed	<input type="checkbox"/> K. Unknown	
14. Damage Source(s):	<input type="checkbox"/> A. Fire	<input type="checkbox"/> B. High winds/Hail/Rain	<input type="checkbox"/> C. Flood
	<input type="checkbox"/> D. Seismic	<input type="checkbox"/> E. Cold/Freezing	<input type="checkbox"/> F. Land Movement
	<input type="checkbox"/> G. Blast/Explosion/Hazmat	<input type="checkbox"/> H. Other	<input type="checkbox"/> I. Unknown
15. Electric Power Status:	<input type="checkbox"/> A. On Full Commercial Power	<input type="checkbox"/> B. On Full Generator Power	<input type="checkbox"/> C. On Partial Generator Power
	<input type="checkbox"/> D. No Power	<input type="checkbox"/> E. Unknown	
16. Generator Fuel Type:	<input type="checkbox"/> A. Gasoline	<input type="checkbox"/> B. Diesel	<input type="checkbox"/> C. JP-4
	<input type="checkbox"/> D. Natural Gas	<input type="checkbox"/> E. Propane	<input type="checkbox"/> F. Other
	<input type="checkbox"/> G. Unknown		
17. Generator Fuel Storage:	<input type="checkbox"/> A. < 24-Hours	<input type="checkbox"/> B. 24-48 Hours	<input type="checkbox"/> C. > 2 Days
	<input type="checkbox"/> A. Fully Operational	<input type="checkbox"/> B. EMS Radio Operational	<input type="checkbox"/> C. EMS Radio Inoperable
	<input type="checkbox"/> D. External Telephone Operational	<input type="checkbox"/> E. External Telephones Inoperable	<input type="checkbox"/> F. Internal Communication Systems Operational

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18. Communication Systems:	<input type="checkbox"/> G. Internal Communications Systems Inoperable	<input type="checkbox"/> H. Telemetry Systems Operational	<input type="checkbox"/> I. Telemetry Systems Inoperable
	<input type="checkbox"/> J. External Alert/Notification Systems Operational	<input type="checkbox"/> K. External Alert/Notification systems Inoperable	<input type="checkbox"/> L. Computer Connectivity to Internet Operable
	<input type="checkbox"/> M. Computer Connectivity to Internet Inoperable	<input type="checkbox"/> N. Internal LAN Operable	<input type="checkbox"/> O. Internal LAN Inoperable
19. Air Handling Systems:	<input type="checkbox"/> A. Fully Operational	<input type="checkbox"/> B. Air Movement Systems Functioning Only	<input type="checkbox"/> C. No Cooling Capacity
	<input type="checkbox"/> D. No Heating Capacity	<input type="checkbox"/> E. All Systems Out	<input type="checkbox"/> F. Unknown
20. Fire Suppression:	<input type="checkbox"/> A. All Operational	<input type="checkbox"/> B. Sprinklers Operational	<input type="checkbox"/> C. Sprinklers Inoperable
	<input type="checkbox"/> D. Fire Alarms Operable	<input type="checkbox"/> E. Fire Alarms Inoperable	<input type="checkbox"/> F. Unknown
21. Water:	<input type="checkbox"/> A. Normal Potable Water Supply Available	<input type="checkbox"/> B. Non-Potable Water Supply Available	<input type="checkbox"/> C. Bottled Water Available Only
	<input type="checkbox"/> D. No Water Available	<input type="checkbox"/> E. Unknown	
22. Elevators	<input type="checkbox"/> A. All Operational	<input type="checkbox"/> B. Partially Operational	<input type="checkbox"/> C. All Inoperable
	<input type="checkbox"/> D. Unknown		
23. Habitability:	<input type="checkbox"/> A. Habitable	<input type="checkbox"/> B. Partially Habitable	<input type="checkbox"/> C. Uninhabitable
	<input type="checkbox"/> D. Habitability is Improving	<input type="checkbox"/> E. Habitability is Degrading	<input type="checkbox"/> F. Habitability is Stable
	<input type="checkbox"/> G. Unknown		
	<input type="checkbox"/> A. Unimpeded	<input type="checkbox"/> B. Partial Blockage	<input type="checkbox"/> C. Inaccessible
	<input type="checkbox"/> D. Bridge(s) Damaged	<input type="checkbox"/> E. Bridge(s) Out	<input type="checkbox"/> F. Road/Culvert Damage
24. Road Access:	<input type="checkbox"/> G. Road/Culvert Out	<input type="checkbox"/> H. Partial Landslide Blockage	<input type="checkbox"/> I. Full Landslide Blockage
	<input type="checkbox"/> J. Wires Down	<input type="checkbox"/> K. Debris Covered	<input type="checkbox"/> L. Debris Blocked
	<input type="checkbox"/> M. Car/SUV Passable	<input type="checkbox"/> N. Semitrailer Truck Passable	<input type="checkbox"/> O. Unknown
25. Supply Requirements Next 72 hours:	<input type="checkbox"/> A. All Requirements Met	<input type="checkbox"/> B. Pharmaceuticals Needed	<input type="checkbox"/> C. Surgical Supplies Needed
	<input type="checkbox"/> D. Food Stocks Required	<input type="checkbox"/> E. Blood Products Required	<input type="checkbox"/> F. Laundry Required

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	<input type="checkbox"/> G. Laboratory Supplies Required	<input type="checkbox"/> H. Radiology Supplies Required	<input type="checkbox"/> I. Anesthesia Supplies Required
	<input type="checkbox"/> J. Bulk Oxygen Required	<input type="checkbox"/> K. Bottled Oxygen Required	<input type="checkbox"/> L. General Medical Supplies Required.
	<input type="checkbox"/> M. Cleaning Supplies Required	<input type="checkbox"/> N. General Patient Care Supplies Required	<input type="checkbox"/> O. Unknown

	<input type="checkbox"/> A. Physician Shortage	<input type="checkbox"/> B. LPN Shortage	<input type="checkbox"/> C. RN Shortage
	<input type="checkbox"/> D. Nursing Assist Shortage	<input type="checkbox"/> E. Pharmacist Shortage	<input type="checkbox"/> F. Pharmacy Tech Shortage
26. Personnel and Staffing Next 72 Hours:	<input type="checkbox"/> G. Radiology Tech Shortage	<input type="checkbox"/> H. Laboratory Staff Shortage	<input type="checkbox"/> I. Surgical Staff Shortage
	<input type="checkbox"/> J. Housekeeping Staff Shortage	<input type="checkbox"/> K. Maintenance Staff Shortage	<input type="checkbox"/> L. Administrative Staff Shortage
	<input type="checkbox"/> M. Other Staff Shortage	<input type="checkbox"/> N. Unknown	
27. Follow-up required	<input type="checkbox"/> A. Yes		<input type="checkbox"/> B. No

28. Comments and Notes:

29. Transmitted By:	Transmitted To:	Transmission Date/Time:
	Local: _____	By: _____ Date/Time: _____

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30. Report Forwarded to:	State	By:	Date/Time:
	IOF/JFO	By:	Date/Time:
	RRCC	By:	Date/Time:
	NRCC	By:	Date/Time:
	Other: _____	By:	Date/Time:

Damage Assessment Support Annex

Coordinating	<ul style="list-style-type: none"> • Office of Homeland Security (OHS) • Department of Permitting, Inspections and Enforcement (DPIE)
Supporting Agencies	<ul style="list-style-type: none"> • Public Safety Communications (PSC) • Fire and Emergency Medical Services Department (Fire/EMS) • Police Department (PGPD) • Health Department (PGHD) • Department of Public Works and Transportation (DPW&T) • Department of the Environment (DoE) • Office of Information Technology (OIT)
Cooperating Agencies	<ul style="list-style-type: none"> • American Red Cross – National Capital Region (ARC-NCR) • Baltimore Gas & Electric (BGE) • Potomac Electric Power Company (PEPCO) • Southern Maryland Electric Cooperative (SMECO) • Washington Suburban Sanitary Commission (WSSC Water) • Maryland Department of Emergency Management (MDEM) • Federal Emergency Management Agency (FEMA) • U.S. Small Business Administration (SBA)

Purpose

The Damage Assessment Support Annex describes procedures to be followed in the assessment of damages resulting from natural or man-made disasters, or other significant incidents. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to those needs. Furthermore, this annex provides procedures to estimate the nature and extent of damages and outlines details of the damage assessment process as required by MDEM for determination of the need to request a Major Disaster Declaration as outlined in the Stafford Act. Based on the County's Hazard Mitigation Plan, the greatest potential for the need for damage assessment would be because of riverine flooding, severe storms, and tornadoes.

Damage assessment in this annex encompasses an effort to collect three layers of information:

1. **Initial Damage Assessment** – a general situational awareness of damages, which may come from media reports, the public, and other sources, and be of varying detail and quality;
2. **Estimated monetary damages** – estimates of financial losses are needed to complete State and Federal forms when applying for a disaster declaration;

3. **Safety inspections** – Formal assessments of a facility’s safety for use and occupancy; they must be completed by a qualified, licensed, and vetted inspector using guidance from the Department of Permitting, Inspections, and Enforcement (DPIE).

Objective

The primary goal of this annex is to support the development of a countywide process for accurate and timely disaster damage information collection, compilation, analysis, and synthesis. Furthermore, the objectives of the Prince George’s County damage assessment process include:

- Ensure that information collected is adequate to complete a disaster declaration, inform decision-makers, prioritize response and recovery actions, and seek Federal reimbursement for short-term and long-term needs;
- Establish an organizational structure to coordinate damage assessment activities, uniting OHS, the Maryland Department of Emergency Management (MDEM), and the Federal Emergency Management Agency (FEMA);
- Coordinate damage assessment with other relevant County departments and agencies as well as utility service providers;

Scope

- Damage assessment activities are an evaluation of the estimated cost for damages or loss to agriculture, infrastructure, real property (County, State, private sector), and equipment. This annex covers a broad scope of responsibilities, assigns, and standard forms to be used in the overall process; it applies to all departments and agencies with roles in post-disaster damage assessment as coordinated by OHS and the Department of Permitting, Inspections, and Enforcement (DPIE). This annex addresses general situations with no consideration given for special incident scenarios.

Definitions

Rapid Needs Assessment (RNA) – Rapid assessment will be performed to obtain a preliminary indication as to the extent of impact following an incident or emergency. RNA is normally accomplished within 24 hours of the incident or emergency and should be implemented as soon as practical after a major disaster has occurred, and conditions are safe enough to allow assessments to be performed. RNA is used to determine overall impact, the need for external resources, and establish priorities and objectives for the current and future operational periods. The RNA process is conducted by County departments and agencies.

Initial Damage Assessment (IDA) – The IDA is an independent Prince George’s County review and documentation of the impact and magnitude of the disaster on individuals, families,

businesses, and public property. This report is due to the Maryland Department of Emergency Management at the SEOC in the required format within 72 hours of disaster or incident impact. The Governor may use this information to determine if a Joint Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Joint Preliminary Damage Assessment (PDA) – The PDA is a joint operation between local, State, and FEMA jurisdictions to document and validate the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance may be requested.

Policies

General

- Any damage that endangers life safety, the operation of a facility, and/or damage that may result in additional damage will be reported immediately to the County EOC;
- DPIE assumes overall authority in establishing habitability of structures, public and private;
- An IDA report will be submitted by OHS to the MDEM within seventy-two (72) hours after the disaster or incident occurs;
- An estimate of expenditure and obligated expenditures will be submitted to both the County Executive and County Council before a declaration is requested;
- Additional reports will be required when requested by the Director of OHS depending on the type and magnitude of the disaster;
- Supplies, equipment, and transportation organic to each department, agency, and/or office will be utilized by that department in the accomplishment of its assigned responsibility;
- Additional supplies, equipment, and transportation essential to damage assessment operations will be requested through CCF-Government Facilities;
- The approval to expend funds for damage assessment and short-term recovery operations will be given by the department head from the individual agency or department involved.

Concept of Operations

Situation

- Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the American Red Cross, insurance companies, utility service providers, and others. Outside of these assessments, a series of local assessment activities will be conducted;
- During the short-term recovery phase of a disaster, OHS will conduct a systematic analysis of the nature of the damage to public and private property, estimating the extent of damage based upon actual observation and inspection. A damage estimate of public and private property is required for Prince George's to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required;
- Based upon damage assessment reports, the Governor may request a Presidential declaration of a Major Disaster, Emergency, or a specific Federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment County/State/private sector disaster relief efforts. The President, under an Emergency declaration, may authorize the utilization of any Federal equipment, personnel, and other resources. The President under a Major Disaster declaration may authorize two basic types of disaster relief assistance:
 1. Individual Assistance (IA)
 - a. Housing Assistance (HA)
 - b. Other Needs Assistance (ONA)
 2. Public Assistance (PA)
 - a. Category A – Debris Removal
 - b. Category B – Emergency Protective Measures
 - c. Category C – Roads, Bridges, and associated features
 - d. Category D – Water Control Facilities
 - e. Category E – Buildings, Equipment, and Vehicles
 - f. Category F – Utilities
 - g. Category G – Public Parks, Recreational Facilities, and Other Facilities

Organization

- The ultimate responsibility of the damage assessment process lies with the local governing authority. The OHS and DPIE coordinate the County damage assessment process, collection of data, and preparation of necessary reports through the County Coordinating Function

(CCF) – Emergency Management. The EOC Damage Assessment Group coordinates all damage assessment activities within Prince George’s County;

- Damage assessment will be conducted by qualified and trained local teams under the supervision of DPIE. Damage assessment teams may be supported by multiple agencies and departments from Prince George’s County, as necessary. If the nature of the incident is such that local resources are incapable of assessing the damage, State assistance will be requested through normal resource request procedures to the SEOC.

General

Rapid Needs Assessment

- The RNA survey process may be developed from a range of assessments activities including self-reporting, vehicle-based (windshield) assessments, local news, monitoring social media, emergency response personnel surveys, and Public Safety Communications (PSC) dispatch data. The RNA will include address/zip code(s) of affected areas or dwellings including significant public and private property damages, description of incident or disaster, estimates of people affected (displaced, injuries, fatalities, etc.), and resources needed;
- The OHS will collect, analyze, and consolidate this information and provide it to the Director of the Office of Homeland Security.

Initial Damage Assessment

- Information will be collected, analyzed, and consolidated from all response agencies (i.e., Fire/EMS, law enforcement, and public health) involved in the affected area(s) and will be aggregated by the Damage Assessment Group. The IDA will include the following:
 1. Area – rural, urban, or combination
 2. Debris – estimated cost of removal; life safety and health hazards preventing access to private homes, businesses, or public works infrastructure (i.e., roads and bridges)
 3. Damage to roads, bridges, public buildings, parks, and recreational areas
 4. Damage to utilities
 5. Emergency work performed
 6. Number of fatalities and nature of injuries
 7. Budget information
 8. Businesses – estimate of losses and unemployment
 9. Estimate of insurance coverage
- The IDA report will be provided to the SEOC within 72 hours of the incident or disaster, serving as the primary instrument to the State and to request assistance from the State and subsequently, FEMA Region III, if the established criterion is met;

- MDEM will verify that the information submitted by OHS is complete and consistent with programmatic assessment criteria prior to requesting a joint PDA.

Joint Preliminary Damage Assessment

- If an incident or disaster is of a severity and magnitude that resources needed to recover are expected to exceed that of County and State capability, MDEM may request a joint PDA from the appropriate FEMA Regional Administrator to validate damage and evaluate impact;
- Joint PDA field teams are intended to validate – not find – damage and impact information. MDEM is responsible for coordinating with OHS to discuss damage and guide field teams to residences, businesses, and/or damaged infrastructure, and to conduct site visits.

Request for Federal Assistance

- Once the Joint PDA has been completed, the State will generally review the validated information and make a recommendation to the Governor on the need to request a Stafford Act declaration. Stafford Act declaration requests may be developed for both FEMA Recovery programs (PA and IA), as well as Hazard Mitigation;
- All requests to the President for Stafford Act declarations must be made by the Governor of the affected State. The Governor should submit the request to the President through the appropriate FEMA Regional Administrator to ensure prompt acknowledgment and processing;
- If the State determines that it will not request Stafford Act assistance, the data gathered during the Joint PDA may be used to request assistance from other Federal agencies (i.e., U.S. Small Business Administration), or to determine the need for State recovery programs.

Roles and Responsibilities

Lead Agencies/Departments

Table 1: Lead Roles and Responsibilities

Agency/Department	Roles and Responsibilities
OHS	<ul style="list-style-type: none"> • Maintain overall direction and control of damage assessment operations for Prince George's County; • Provide a representative to EOC Damage Assessment Group; • Establish a point of contact with municipalities and determine the extent and approximate area affected; • Conduct an RNA and coordinate IDA using appropriate forms;

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	<ul style="list-style-type: none"> • Solicit cooperation from Supporting agencies to serve as a member of damage assessment teams, as appropriate; • Collect and compile incoming IDA information and provide to SEOC within 72 hours of the incident in appropriate Initial Damage Assessment format, if applicable; • Provide public information and training regarding the damage assessment process; • Request a damage assessment team and/or the data from ARC-NCR.
DPIE	<ul style="list-style-type: none"> • Assemble appropriate damage assessment team(s); • Provide a representative to EOC Damage Assessment Group; • Coordinate disaster assessment team(s) conducting field surveys; • Collect and compile incoming IDA information from the team(s) in the field, from other County agencies and departments, utilities, and private sector on appropriate forms; • Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings, as appropriate.

Supporting Agencies/Departments

Table 2: Supporting Roles and Responsibilities

Agency/Department	Roles and Responsibilities
PSC	<ul style="list-style-type: none"> • Provide emergency communications, as appropriate; • Manage computer-aided dispatch (CAD) services for public safety agencies; • Provide relevant RNA and IDA data information to OHS.
Fire/EMS	<ul style="list-style-type: none"> • Utilize fire stations as staging/respice areas for damage assessment teams; • Determine immediate need for firefighting services with ongoing fires because of the disaster, if applicable; • Coordinate search and rescue, as necessary.
PGPD	<ul style="list-style-type: none"> • Verify that personnel attempting to enter restricted, condemned, or area/roads closed by incident or disaster are residents or response personnel who can display approved access prior to entry; • Assist in RNA and IDA process, as necessary.
PGHD	<ul style="list-style-type: none"> • Conduct public health needs assessment;

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	<ul style="list-style-type: none">• Conduct an immediate assessment of the availability and capability of area hospitals and medical facilities to provide patient care and maintain status conditions.
DPW&T	<ul style="list-style-type: none">• Provide transportation services, as requested.

Forms

Maryland Emergency Management Agency Public Assistance Program Damage Assessment Guidelines



Damage Assessment Process

Initial Damage Assessment

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

Joint Preliminary Damage Assessment (PDA)

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

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

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

Disaster Declaration Threshold

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

Initial Damage Assessment Forms

The following forms shall be completed and forwarded to the Representative coordinating damage assessments for the event:

- Initial Damage Assessment Form
- Impact Statement Form
 - Make every effort to gather estimates from all potential applicants
 - State Departments/Agencies' estimates will be collected by the MEMA Public Assistance Damage Assessment Team members – estimates are applied to the county/jurisdiction in which work and/or damages occurred/performed.

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

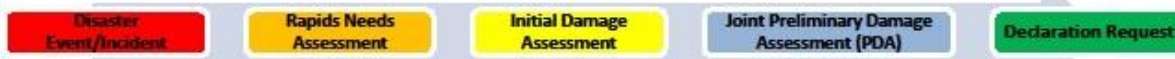
Declaration Process



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Maryland Emergency Management Agency
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Maryland Emergency Management Agency Damage Assessment Process & Disaster Assistance Programs



Damage Assessment Process

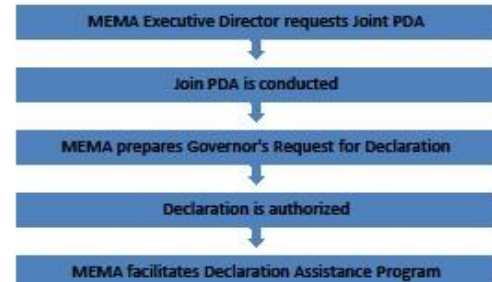
Rapid Needs Assessment & Initial Damage Assessment

- Coordinated by the Local Emergency Management Office and State Agencies
- Information is compiled to determine:
 - Rapid Needs Assessment – Life saving and immediate needs of disaster victims and survivors
 - Initial Damage Assessment – Overall impact, resources needed and costs of damages/work. Initial assessment to determine if declaration thresholds may be met.

Joint Preliminary Damage Assessment (PDA)

- Conducted by Federal agencies (FEMA/SBA), Maryland Emergency Management Agency (MEMA) and the Local Emergency Management Office (EM) and/or State Agency representative
- Listings/maps of damaged areas/sites (most affected to least affected)
- Verification that initial assessments are accurate and declaration thresholds are met/exceeded
- Findings are included in the Declaration Request

Declaration Process



Public Assistance Program (PA)

Administered by the Federal Emergency Management Agency (FEMA) following a presidential declaration. Federal share is 75% / Sub-recipient is responsible for remaining 25%

Eligible Applicants/Sub-Recipients:

- State government departments/agencies;
- Local/county government departments/agencies;
- Federally recognized tribal governments;
- Private, non-profit (PNP) organizations that provide essential services of a governmental nature (i.e., educational, utilities, emergency, medical, and custodial care facilities, homeless shelters and facilities that provide "critical services").

Eligible Work:

- Category A – Debris Removal
- Category B – Emergency Protective Measures
- Category C – Roads, Bridges, and associated features
- Category D – Water Control Facilities
- Category E – Buildings, Equipment, and Vehicles
- Category F – Utilities
- Category G – Public Parks, Recreational Facilities, and Other Facilities

Hazard Mitigation Grant Program (HMGP)

Administered by the Federal Emergency Management Agency (FEMA) following a presidential declaration. Mitigation reduces the impact of future disasters by creating a prepared and more resilient community.

Eligible Applicants/Sub-Recipients:

- State government departments/agencies;
- Local/county government departments/agencies;
- Federally recognized tribal governments;
- Private, non-profit (PNP) organizations that provide essential services of a governmental nature (i.e., educational, utilities, emergency, medical, and custodial care facilities, homeless shelters and facilities that provide "critical services").
- Individual homeowners and businesses may not apply directly to the program; however a community may apply on their behalf.*

Types of Projects:

Intended to reduce the loss of life and property due to future disasters. Examples include: property acquisition, structure elevation, localized food risk reduction projects, infrastructure retrofit, etc.

**Maryland Emergency Management Agency
Public Assistance (PA) Program
Eligible Work**



Emergency Work	Permanent Work
<ul style="list-style-type: none"> • Category A: Debris Removal • Category B: Emergency Protective Measures 	<ul style="list-style-type: none"> • Category C: Roads and Bridges • Category D: Water Control Facilities • Category E: Building and Equipment • Category F: Utilities • Category G: Parks, Recreational Facilities, and Other Facilities

Categories of Work

Category A: Debris Removal	
<p>Potentially eligible debris removal activities include the clearance of:</p> <ul style="list-style-type: none"> • trees and woody debris; • building components or contents; • sand, mud, silt, and gravel; • wreckage produced during conduct of emergency protective measures (e.g., drywall); and • Other disaster-related wreckage. <p>Examples of eligible debris removal activities include:</p> <ul style="list-style-type: none"> • Debris removal from a street or highway to allow the safe passage of emergency vehicles; • Debris removal from public property to eliminate health and safety hazards; <p>Examples of ineligible debris removal activities include:</p> <ul style="list-style-type: none"> • Removal of debris, such as tree limbs and trunks, from natural (unimproved) wilderness areas • Removal of pre-disaster sediment from engineered channels • Removal of debris from a natural channel unless the debris poses an immediate threat of flooding to improved property <p>Debris removal from private property is generally not eligible because it is the responsibility of the individual property owner. If property owners move the disaster-related debris to a public right-of-way, the local government may be reimbursed for curbside pickup and disposal for a limited period of time. If the debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, FEMA may fund debris removal from private property, but it must be approved in advance by FEMA.</p>	<p>For debris removal to be eligible, the work must be necessary to:</p> <ul style="list-style-type: none"> • Eliminate an immediate threat to lives, public health and safety; • Eliminate immediate threats of significant damage to improved public or private property; • Ensure the economic recovery of the affected community to the benefit of the community-at-large; or • Mitigate the risk of life and property by removing substantially damaged structures and associated appurtenances as needed to convert property acquired through a FEMA hazard mitigation program to uses compatible with open space, recreation, or wetlands management practices. <p>Documentation for Debris Removal Activities includes:</p> <ul style="list-style-type: none"> • Force account labor hours (regular and overtime/compensatory time); • Equipment use information; • Estimate of debris handled, removed, disposed of; • Location (GPS reading) of locations where debris was collected and disposed of (cradle to grave); • If contract services were utilized, copy of the contract and how the contract was bid/solicited <p>Eligible Costs include:</p> <ul style="list-style-type: none"> • Force account labor hours <ul style="list-style-type: none"> ▪ Regular hours (dependent upon FEMA pilot status) ▪ Overtime and/or compensatory time • Equipment costs • Contract costs
Category B: Emergency Protective Measures	
<p>Emergency protective measures are those activities undertaken by a community before, during, and following a disaster that are necessary to do one of the following:</p> <ul style="list-style-type: none"> ▪ Eliminate or reduce an immediate threat to life, public health, or safety; or ▪ Eliminate or reduce an immediate threat of significant damage to improved public or private property through cost-effective measures. <p>Generally, those prudent actions taken by a community to warn residents, reduce the disaster damage, ensure the continuation of essential public services, and protect lives and public health and safety are eligible for assistance.</p> <p>Examples of eligible emergency protective measures are:</p> <ul style="list-style-type: none"> • Warning of risks and hazards (barricades, signs, and announcements) • Search and rescue, including transportation of disaster victims • Emergency medical facilities. • Emergency evacuations of medical and custodial care facilities. • Facility costs (but not labor costs) for emergency mass care and shelter operations provided by volunteer agencies. 	<p>Examples of eligible emergency protective measures (cont.):</p> <ul style="list-style-type: none"> • Provision of temporary facilities for schools and essential community services (e.g., construction of temporary bridge, temporary hookup of utilities, essential temporary buildings for schools or government offices). • Activation of State or local emergency operations center to coordinate and direct the response to a disaster event. • Demolition and removal of damaged public and private buildings and structures that pose an immediate threat to the safety of the general public. • Removal of health and safety hazards (e.g., pumping of trapped floodwaters. • Construction of temporary levees, berms, dikes, and sandbagging (by itself or on top of levee). • Buttrussing, bracing, or shoring of a damaged structure to protect against further damage to the structure, or to protect the general public. • Emergency measures to prevent further damage to an eligible facility (e.g., boarding windows or doors, covering the roof, etc.). • Emergency communications. • Emergency public transportation.

Financial Management Support Annex

Joint Primary Agencies	<ul style="list-style-type: none"> • Office of Management and Budget (OMB) • Office of Central Services (OCS) <ul style="list-style-type: none"> ◦ Contract Administration and Procurement Division
Supporting Agencies	<ul style="list-style-type: none"> • Office of the County Executive • Office of Finance • Office of Information Technology (OIT) • Office of Homeland Security (OHS) • Prince George's County agencies and departments • Prince George's County Municipal City/Town Managers
Cooperating Agencies	<ul style="list-style-type: none"> • Maryland Department of Emergency Management (MDEM) • Maryland Department of General Services (DGS)

Purpose

The purpose of this annex is to provide the basic financial management guidance and direction to assist in incident management and coordination activities in response to and recovering from a significant incident or disaster.

The intent of this annex is to assist County finance/administration and emergency personnel to ensure that funds are provided expeditiously and that expenditures during response and recovery operations are managed in accordance with established laws and policies. This annex was developed in coordination with Prince George's County departments, agencies, and offices as well as guidance provided from the Maryland Department of Emergency Management (MDEM), the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and NIMS.

Scope

- This annex applies to all agencies that have assigned roles and responsibilities in the Prince George's County emergency operations plan (EOP) and/or may receive State or Federal disaster assistance or emergency/disaster relief funding. This annex supplements the Prince George's County EOP;
- Several County agencies and departments involved in countywide response and recovery operations activities have existing financial standard operating procedures, processes, and procedures. This annex is not designed to take the place of these plans, rather it is designed to complement these plans;
- General procedures for the reimbursement of costs associated with response and recovery are provided in this annex;

- This annex applies to response and recovery operations for both Stafford Act and non-Stafford Act incidents.

Policies

General

- Prince George's County agencies, departments, and offices are responsible for tracking, compiling, and submitting accurate and complete disaster-related expenditures to the EOC Finance/Administrative Coordination Section Chief at regular intervals throughout the response and recovery operations, or when requested. Costs and damage estimates are to be submitted on the appropriate forms;
- Prince George's County municipalities are responsible for the procurement of necessary supplies and equipment for its municipal agencies/departments during disaster events;
- The Contract Administration and Procurement Division of the Office of Central Services (OCS) provides overall management and guidance for the County's purchasing functions in accordance with the legal authority established by Section 603 of the Charter and Subtitle 10A of the Prince George's County Code, however, in exigent circumstances or if a local declaration of emergency is present, the purchasing agent authority is augmented in order to provide resources to meet the emergency needs.

Concept of Operations

Situation

- Sustaining a clear and accurate accounting of funds expended or anticipated to support consequence management operations is vital in driving County operations. Accurate financial management also ensures that departments and agencies may submit for Federal reimbursement for incidents meeting a defined threshold. This section describes the general processes State Departments/Agencies use to support incident management activities.
- If County resources are not sufficient to manage an incident effectively and efficiently, additional resources may be requested. Appropriate disaster declarations should be considered to support the request for additional resources;
- Supplemental Federal assistance for eligible response and recovery expenses incurred by Prince George's County and participating cooperating agencies and organizations may be available from FEMA through MDEM after a Presidential Disaster Declaration has been issued and a FEMA/State Agreement has been signed;
- The MDEM Public Assistance (PA) Program provides emergency assistance to save lives, protect property, and assists with permanently restoring community infrastructure affected

by a Federally declared incident. MDEM processes PA grant funding according to the type of work the applicant undertakes. Eligible work must be required because of the declared incident, be in the designated County, be the legal responsibility of the applicant, and be undertaken at a reasonable cost;

- State of Maryland departments and agencies may also receive emergency funding from Federal peer counterparts or from State funding sources. These agencies will provide the SEOC Finance/Administrative Section Chief with reports of their ongoing costs and emergency finance activities in accordance with MDEM procedures;
- During significant incidents and disasters, the SPG and OHS will be responsible for providing guidance and support to the EOC to expedite the procurement of goods and services essential to the response and recovery mission. The Director of OHS will convene with the SPG and/or Finance/Administrative Section Chief to establish spending limits, cost-tracking systems, and proper delegation of authority.

Procurement

- During an emergency as defined by this EOP, the EOC Finance/Administrative Coordination Section will be responsible for speeding up purchasing necessary capital resources. Verbal approval may replace the written budget change request process; however, the budget change requests must be documented later. The Director of OHS must request verbal approval of funding;
- The procurement of any necessary resource will be in accordance with individual agency policy, statutory, and regulatory requirements set forth by Prince George's County Code, in addition to State and Federal standards;
- For a disaster/emergency for which a Local Emergency Declaration is made:
 - A. Proper documentation will be needed to justify local expenditures for which reimbursement will be requested;
 - B. Work may be completed for disaster response and recovery through two methods:
 - i. Contracting with a private sector to perform specific work (contract work), ensuring that contractors have not been "debarred";
 - ii. Force account, which is utilizing County personnel, equipment, and supplies including extra hires (personnel hired to perform recovery work);
- Municipal Town and City Managers (or their designees) will ensure that the necessary record-keeping for the municipality during a disaster situation is maintained. Each agency/department involved in the disaster situation will document its expenditures as will private contractors involved in Contract Work.

Record Keeping

- It is virtually impossible to accurately and properly complete necessary record keeping after disaster emergency work has been completed. Therefore, the importance of record-keeping cannot be over-emphasized. Designated record keepers must know what records to keep, how to keep them, and be familiar enough with the overall process to start keeping these records immediately upon starting any type of work;
- If a situation develops into a Major Disaster Declaration, a record of service will be needed to justify County expenditures for which reimbursement will be requested. Without proper record keeping, the County may stand to lose a substantial degree of eligible monies because claims for reimbursement cannot be justified. Accurate documentation will also be needed to justify expenditures for which reimbursement will not be requested. These dollars may be needed as a soft match;
- The OMB and OIT are the two County lead agencies that establish and develop a policy for essential records preservation to ensure continuity of government (COG).

Record Keeping

- If work is completed on a lump sum contract, an invoice and copy of the contract are required. If a cost-type contract is used, the contractor must furnish, in addition to an invoice and copy of the contract, a record of service, including equipment used, dates used, location of work, hourly rates, and hours used. The requirement to furnish this detailed breakdown should be included in the contract. For either type of work, the County must include on each invoice the following:
 1. Date and amount paid;
 2. Check, warrant number, or evidence of cost payment;
- Evidence of the contract advertisement, bidders, and selection of the low-bid contractor should be retained. **Cost-plus-percentage of cost contracts is not reimbursable.**

Funding and Reimbursement Methods

- **Mission Assignments (Stafford Act Declared Incidents Only)**
 - Used by FEMA to issue a work order to another Federal agency directing the completion of a specific task;
 - Used for short-term lifesaving, life-sustaining, property-protecting, and incident-stabilizing needs of survivors and responders;

- **Contracts**
 - Established contracts with the private sector and voluntary organizations that may be activated following a Stafford Act declaration to supply essential incident-related supplies and services; and
 - Established contracts under the Economy Act for Non-Stafford related responses.
- **Mutual Aid Agreements (MAA)**
 - Used by any agency to utilize contracts;
 - Used for long-term assignments.
- Funding and reimbursement mechanisms designed for funding are dependent on the type of incident. As shown in the figure below, mission assignments, inter/intra agency agreements, contracts, FEMA inventory, GSA purchase, and memorandums of understanding (MOUs) may be used for incidents that are declared under the Stafford Act and funded by the Disaster Relief Fund (DRF). Non-Stafford Act incidents cannot be funded by the DRF, and may use all sourcing options except mission assignments;
- The OHS will coordinate with MDEM to determine the need/availability for and identify the source of the State funds in response to an incident and to determine the percent of the non-Federal match for the PA Program, the Hazard Mitigation Grant Program (HMGP), and FEMA's Individual Assistance (IA) Program and Other Needs Assistance (ONA) Program. In the event of an emergency executive order, OHS will coordinate with the Office of the Governor for the State of Maryland, MDEM on expediting the procurement of incident response resources;
- As the designated grantee for Federal disaster funds, MDEM will execute the FEMA/State Agreement with FEMA following a Presidential declaration. This is a grant agreement between FEMA and the State of Maryland that delegates authority to MDEM to obligate disaster funds to eligible recipients.

General Financial Management Emergency Management Actions

Routine/Normal Operations

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from the State and Federal level;
- Provide training to familiarize staff with Federal and State disaster assistance requirements and forms;
- Instruct all departments to maintain a continuous inventory of supplies on hand.

Increased Readiness/Enhanced Operations

- Review emergency budget and management procedures and update, as appropriate;
- Review State and Federal disaster assistance procedures, as necessary;
- Review resource inventories and prepare to make emergency purchases of goods and services;
- Inform agencies and departments of the procedures to be followed in documenting and reporting disaster-related expenditures;
- Pre-identify one or more project code numbers to the potential emergency/disaster incident to facilitate disaster cost accounting, and notify departments of code assignment, as necessary.

Response

- ☐ Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services;
- ☐ Track and compile accurate cost records from data submitted by departments;
- ☐ Assist in damage assessment cost estimation, as appropriate.

Recovery

- ☐ Prepare and submit disaster assistance applications to the appropriate State agencies for reimbursement of disaster-related expenditures;
- ☐ Assist in finalizing damage assessment cost estimates.

Relationships between Levels of Government

Federal

- FEMA RIII will coordinate with the SEOC regarding financial issues when Federal resources are activated in response to emergency response and ongoing recovery operations in Maryland.

State

- The SEOC Financial Management Group will maintain a working relationship throughout the emergency response and recovery operations to ensure that policies and procedures are followed.

Local

- The EOC Finance/Administrative Coordination Section is responsible for implementing the provisions of this Annex in response and recovery.

Comparison Table for Financial Support Agencies

Federal Agency	State Agency	Local Agency
Federal Emergency Management Agency	Maryland Department of Emergency Management	Office of Homeland Security
U.S. Government Accountability Office	Office of Legislative Audits	Office of Audits and Investigations
Office of Management and Budget	MD Department of Budget and Management	Office of Management and Budget
U.S. Department of Housing and Urban Development	MD Department of Housing and Community Development	Department of Housing and Community Development
U.S. Environmental Protection Agency	MD Department of the Environment	Department of the Environment
U.S. Department of Agriculture	MD Department of Agriculture	*
U.S. Department of Health and Human Services	MD Department of Health	Health Department
Federal Insurance and Mitigation Administration	Maryland Insurance Administration	*
U.S. Department of Health and Human Services	MD Department of Human Services	Department of Social Services/Family Services
Department of the Interior	MD Department of Natural Resources	Department of Permitting, Inspections Enforcement / M-NCPPC
Internal Revenue Service	State Department of Assessments and Taxation	Revenue Authority
Department of the Treasury	MD State Treasurer	Office of Finance

*No comparable agencies exist at this level of government

Annex A: Maryland CMOP Disaster Assistance Annex and Declaration Process Overview

Purpose

The State of Maryland's Consequence Management Operations Plan Disaster Assistance Annex outlines the important coordination between the County and State to receive recovery programs from the Federal Emergency Management Agency.

Use

This Annex can be used in the immediate aftermath of a disaster that will most likely receive a Presidential Disaster Declaration. This Annex explains the State's process for coordinating with local, State, and Federal entities.

Considerations

- The details in this Annex can change at any point and are contingent on MDEM's and FEMA's requirements and processes.
- This Annex should not replace the guidance of the State Disaster Recovery Coordinator, the Public Assistance Officer, or the Individual Assistance Officer.
- Special considerations at the local level will include how the public perceives the declaration process. For example, it may be a political decision to request certain assessments or programs based on public perception, and not based on eligibility requirements.
- The community may be sensitive to the timing of joint-damage assessments. It will be important to consider the appropriate timing and potential ramifications of assessments with the Director of the Office of Homeland Security.
- This Annex provides an overview of the process for receiving a Presidential Disaster Declaration, a Small Business Administration Declaration, and acquiring State Disaster Programs.
 - For more information on the SBA Process, refer to *Annex B: SBA Request Process*.

Lead

- Local Disaster Recovery Manager (LDRM)
 - If LDRM is not filled, the Recovery Transition Unit Lead or Mission Support Unit takes charge.

Initial Damage Assessment

Following incident stabilization and life safety operations, the County will coordinate damage assessment and compile the necessary information for the appropriate forms requested by the State.

1. State Requests Preliminary Damage Assessment

The State receives the data/information and verifies that it is complete and consistent with programmatic assessment criteria. It then makes a recommendation to the MDEM Executive Director, through the SEOC Commander/State Disaster Recovery Coordinator (SDRC) (if appointed) to request a joint preliminary damage assessment (PDA) with FEMA. The MDEM Executive Director then requests a Joint PDA with FEMA and provides a summary of the findings, by program (Individual Assistance and Public Assistance), to the FEMA Regional Recovery Division.

2. Joint Preliminary Damage Assessment

The MDEM Disaster Assistance Unit in the SEOC, in coordination with the SDRC (if appointed), will coordinate with FEMA to review initial/local damage assessment information, determine team requirements, establish a PDA briefing time and location, and develop an overall PDA coordination plan. Joint PDA Teams consist of FEMA, State, and local personnel familiar with damaged sites. Additional recovery partners may be included in the Joint PDA Team assessments depending upon the event and needs. At the conclusion of the Joint PDA, FEMA provides MDEM with a final summary of its findings.

Following the Joint PDA, MDEM reviews the validated information and makes a recommendation to the Governor's Executive Staff on the need to request a Stafford Act Declaration. Stafford Act declaration requests may be developed for one or both FEMA Recovery Programs (Individual Assistance [IA] and Public Assistance [PA]).

Presidential Declaration Process

The President can declare an emergency for any occasion or instance when the President determines federal assistance is needed. States must submit Requests for Presidential Disaster Declarations within 30 days of incident occurrence.

If the Joint PDA results warrant a Presidential Disaster Declaration Request for Prince George's County, MDEM, through the Executive Director, will submit a Disaster Declaration letter to the Governor for a declaration request on the County's behalf. Dependent upon the program and declaration factors, the recommendation to the Governor for a Disaster Declaration may include additional counties/jurisdictions.

1. Governor's Request for Declaration

MDEM, or the appointed SDRC (if applicable), will finalize the draft Request for Presidential Disaster Declaration Form and Cover Letter with the incident history and information gathered from the Joint PDA findings. The Form includes, but is not limited to, the following:

- Description of damages;
- Resources utilized during the response;
- Incident operation costs; and
- Programs and areas requested.

MDEM follows an established template for completing this Request Letter. Upon completion, the Presidential Disaster Declaration Form and Cover Letter are submitted to the Governor's Office of Legal Counsel for review and, upon approval, the Governor's signature.

2. FEMA Reviews Request

The final package, including the *Request for Presidential Disaster Declaration Form and Cover Letter*, is submitted to the FEMA Region III Administrator for review/recommendation through the MDEM Executive Director and forwarded to FEMA Headquarters for review/ recommendation. The request will ultimately be forwarded to the White House for the President's signature.

3. Presidential Decision

The President bases his/her decision for disaster declaration determination on a variety of information and factors covered under each type of disaster declaration. There are two types of disaster declarations provided for in the Robert T. Stafford Act: emergency declarations and major disaster declarations.ⁱ Both declaration types authorize the President to provide supplemental federal disaster assistance. Emergency declarations supplement State and local efforts to provide emergency services, whereas a major disaster declaration provides a wide range of federal assistance programs for individuals and public infrastructure, including funds for both emergency and permanent work.

U.S. Small Business Administration Disaster Loan Program Process

This section provides a general overview of the Small Business Administration (SBA) process from MDEM's perspective to provide the County with an understanding of the behind-the-scenes coordination between MDEM and other entities. For more

information on the County's role in submitting the requested information, refer to *Annex B: SBA Process*.

1. Request for SBA Damage Assessment

Following the initial damage assessment by the local jurisdiction, if it is believed that the level of damage is enough for potential disaster assistance programs, the jurisdiction submits a *Request for Preliminary Damage Assessment* form to MDEM. MDEM will coordinate a request for a Damage Assessment from the SBA and appropriate staff. Prior to the SBA's arrival in the impacted jurisdiction(s), information must be submitted to MDEM (refer to *Annex B: SBA Process Section F-Compiling SBA Report*) to demonstrate potential eligibility for an SBA declaration.

2. Joint SBA Damage Assessment

The joint SBA damage assessment is conducted with representatives from the SBA, MDEM, and the County. Following the assessments, the SBA representative(s) send their findings through the appropriate channels for approval. Once the decision has been made that there is a sufficient level of damage to justify granting an SBA Declaration, the jurisdiction(s) will submit a *Request for Disaster Declaration* form to MDEM. Following the receipt of this form, MDEM will draft a request letter for the impacted jurisdiction. This letter is sent to the Governor's Office of Legal Counsel for review and, upon approval, the Governor's signature. It will then be sent to the SBA for final approval.

3. SBA Decision

Once Maryland has received the SBA declaration, the local jurisdiction(s) will assist in setting up a Disaster Loan Outreach Center (DLOC), where homeowners, renters, and businesses can go to apply for SBA loans. This location needs to be ADA compliant (i.e., meet the accessibility requirements of the Americans with Disabilities Act), have electricity and wireless internet service. The local jurisdictions should coordinate with MDEM and the State Disaster Recovery Coordinator when establishing the DLOC (Refer to *Annex B: SBA Process* for more information).

State of Maryland Disaster Assistance Programs

If the Joint PDA results do not warrant a declaration for federal assistance, MDEM will work with State departments/agencies to determine if other funding sources and disaster assistance programs may be available to assist with the recovery operations needs of the county/ jurisdiction.

At the request of the local jurisdiction, other State departments/agencies/offices may join MDEM, FEMA, and others comprising the Joint PDA Team, to assess the

damage and scope of the disaster. Additional information and data can be ascertained from various State departments/agencies and their partners.

1. MDEM Requests State Disaster Program Assistance

Through the SDRC and the established recovery staff, MDEM coordinates with Prince George's County to identify areas for State department/agency support to meet the local objectives or unmet needs. The State Coordinating Functions (SCF) having recovery roles and responsibilities are coordinated by the SDRC and, if State programs and services are identified with funding sources or solutions to support the local jurisdiction's efforts, MDEM will coordinate with the appropriate SCF and Prince George's County.

2. Gubernatorial Decision

Through the SDRC and the established recovery staff, MDEM coordinates with Prince George's County to identify areas for State department/agency support to meet the local objectives or unmet needs. The State Coordinating Functions (SCF) having recovery roles and responsibilities are coordinated by the SDRC and, if State programs and services are identified with funding sources or solutions to support the local jurisdiction's efforts, MDEM will coordinate with the appropriate SCF and Prince George's County.

Impact Statement Form

Maryland Emergency Management Agency Public Assistance Program Impact Statement Form

This form shall be completed by the Public Entity or Potential Applicant/Subgrantee and accompany the Initial Damage Assessment Form.

Public Entity or Potential Applicant/Subgrantee Information	
Public Entity or Potential Applicant/Subgrantee Click here to enter text.	County Click here to enter text.
Contact Name Click here to enter text.	Address Click here to enter text.
Telephone Number Click here to enter text.	Email Click here to enter text.
Demographic Information	
Population Click here to enter text.	Date Fiscal Year Begins Click here to enter a date.
General Impact	
1.	Identify and describe damages which constitute a health and/or safety hazard to the general public. Click here to enter text.
2.	Population adversely affected directly or indirectly by the loss of public facilities or damages. Click here to enter text.
3.	List critical facilities and/or infrastructure that have been damaged. Click here to enter text.
4.	What economic activities are adversely affected by the loss of public facilities or damages? Click here to enter text.

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Response Capability	
1.	What resources have been deployed to respond to and recover from the damages? Click here to enter text.
2.	What impact will the event/disaster have on public services if a declaration is not made (e.g., deferral of permanent repairs)? Describe. Click here to enter text.
Hazard Mitigation	
1.	Did previous State or local hazard mitigation measures reduce damages and/or impact? If so, explain how. Click here to enter text.

August 2014

Annex B: Small Business Administration Request Process

Purpose

To address the specific process for compiling information at the local level for an SBA Declaration and provide guidance on establishing the Disaster Loan Outreach Center (DLOC).

Use

This document is helpful when Prince George's County is seeking an SBA Declaration independent of another County.

Considerations

- The SBA process may vary depending on the circumstances of the event, how surrounding jurisdictions are impacted, and the SBA assigned assessor.
- How the public perceives the County's pursuit of as many disaster recovery resources as available may be more important than the benefits of an SBA Declaration.
- It is important to establish the DLOC near the impacted community.
- Once the DLOC is open, it may bring media attention.
- If other disaster recovery resources are available, a consolidated summary of these resources should be disseminated in a unified manner.
- The community may not be interested in taking out any loans and may wait until other resources are available.
- Some State programs may have better interest rates than the SBA.

Lead

- Local Disaster Recovery Manager (LDRM) or delegated to the Recovery Mission Support Section.

Overview

The SBA disaster loan program is another resource an entire county, or counties adjacent to a declared county, can access when granted. However, the process can require extensive personnel hours to compile the necessary information for an SBA surveyor to conduct an onsite inspection, and ultimately verify that the minimum threshold for an SBA declaration has been met.

Compiling SBA Report

To meet the threshold for an SBA Physical Disaster agency declaration, a property, residence, or business must have suffered an uninsured loss of at least 40% of the fair market value of the structure, the land, and/or the personal property/contents. One of the most important factors is to determine if the loss was covered by insurance.

Here are the instructions on how to compile data from the following entities:

- The Office of Homeland Security (OHS) and the Department of Permitting, Inspections, and Enforcement (DPIE) compile damage assessment reports that indicate properties with damages, including parcel numbers. Note--reports are ONLY based on structural damages to the building, not to business contents.
- The Economic Development Corporation (EDC) will assist in compiling information on business and property contacts, estimated total business losses, insurance information, and insurance coverage. Their staff work closely with the business community and can assist with calling business and property owners to fill any gaps on the report.
- Citizen Services Unit (CSU) --This entity is responsible for assisting residents and assists with compiling information on damaged residences and rental contents.
- The Office of Finance -- This office assists with compiling information on the fair market value of the property.
- The Recovery Mission Support Section assists with contacting individual businesses, property owners, and residents to fill in any remaining gaps on the spreadsheet.

Once the spreadsheet is complete to the extent possible, it can be submitted to the State Individual Assistance (IA) Officer. The IA Officer coordinates the onsite assessment with the Small Business Administration and the County.

The table below may be used to complete the SBA damage assessment report:

Address	Type of Loss	Insurance? (yes or no)	Value of Property (fair market value) / Contents	Estimated Amount of Loss	Contact Name	Phone #
Properties						
Businesses						
Residents						

--	--	--	--	--	--	--

SBA Assessment

The SBA onsite assessment can take anywhere from a few hours to multiple days, depending on the areas that need to be assessed and the available information. To complete the SBA assessment, the responsible party at the local level should be prepared and consider the following:

- Ensure the right individuals are present for the survey:
 - One staff member from OHS (they should be familiar with the SBA Report);
 - One staff member from the EDC (should also be familiar with the SBA Report business loss); and
 - If needed, personnel from DPIE can assist with any additional information on property damages.
- Bring several paper copies of the compiled SBA Damage assessment report for all individuals partaking in the survey (including SBA and MDEM staff).
- Be prepared to walk in hazardous conditions:
 - Wear comfortable and appropriate shoes;
 - Bring water;
 - Bring paper and pens (enough for all individuals present); and
 - Dress appropriately for weather conditions (i.e., sun protection, rain gear, dress warm in cold conditions, etc.).
- Arrange for an accessible meeting location for all personnel partaking in the survey.
- Arrange for any transportation needs when conducting the survey.
- Bring business cards to provide the SBA surveyor with your contact information.

Disaster Loan Outreach Center (DLOC)

After the onsite assessment from SBA, the State IA Officer will reach out to the local jurisdictions with more information on whether an SBA Declaration is likely to be granted. If an SBA Declaration will likely be granted, a DLOC will need to be established for SBA staff to be onsite to assist individuals with completing loan applications.

1. DLOC Site Requirements

A location should be established that meets the following requirements:

- Publicly accessible building;
- No cost to SBA;
- Internet access;
- Electrical power and heat;
- Tables for computers;
- Printer;
- Chairs;
- Room to speak privately with survivors about financial information; and
- ADA Compliant.

2. Other DLOC/SBA Considerations

- In most cases, the DLOCs will be requested to be open within **72 hours** after SBA signs the declaration.
 - **Note--If the jurisdiction cannot open the DLOC within 72 hours of receiving the signed declaration, please provide to the IA Officer in writing the reason for delaying the DLOC opening; they will then contact the SBA and request the delay.**
- The SBA will request that the name, phone number, and email address of someone at the facility selected for the DLOC be provided.
 - Having a point of contact at the DLOC facility assists UPS with the delivery of supplies and equipment.
- The SBA cannot commit to deployment until the declaration is signed. All plans are tentative until there is a signed declaration, so plans should not be shared with the public until everything is official.
- Once the declaration is signed, MDEM will provide the SBA press information to the jurisdiction.
 - This press information can be shared with the public.

3. No Cost Agreement

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A “No Cost Agreement” blank form will be provided by MDEM and will need to be signed and submitted back to MDEM, in a relatively short timeframe. The process for getting this completed, once a location has been identified, includes the following:

1. Complete the blank form with the date, jurisdiction (Prince George’s County, MD), location address, and landlord contact (this can be someone from the Department of General Services Division of Facilities Management--check with Office of County Attorney),
 - a. Terms of Occupancy--this includes the start day and hour, and the end day and hours. **Note: ensure this information is accurate, or the form will need to be sent back from SBA.**
2. Declaration Number--This is the SBA-specific number. If one is not provided by MDEM, you will need to request the number to include on the form.
3. Landlord Signature--The State’s Attorney Office will help coordinate to acquire the appropriate signatures from the County government.

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Once these steps have been completed, the signed, scanned form will need to be submitted to the State IA Officer (or designee). A sample of a completed form can be found below:

Date form completed: July 25, 2018

U.S. Small Business Administration
Office of Disaster Assistance
No Cost Space Agreement

This Agreement is made by and between the Howard County, Maryland
(Enter County, City or Facility name, etc.)

("Landlord") and the United States Small Business Administration (SBA) ("Tenant").

This Agreement covers temporary usage of the property owned by the Landlord located at
B & O Museum, 3711 Maryland Ave., Ellicott City, MD 21043
(Enter location name and complete address)

Purpose of space: To issue disaster loan applications, help applicants complete applications, receive completed applications and close approved disaster loans for homeowners, renters and businesses affected by declared disasters.

Declaration #: 15610

Fee for Usage: \$0.00 (SBA will incur no rent cost to occupy Landlord's space.)

Term of Occupancy: (Enter day, date, and hours of operation)
Start: July 31, 2018 at 8:00 AM End: August 7, 2018 at 4:00 PM
(Example: Start: Wednesday, October 1, 2008 at 9:00 AM End: Wednesday, October 1, 2008 at 6:00 PM)

Landlord Contact: Howard County, 410-313-0707

SBA (Tenant) Contact: Sue Redd, FOC-E, (404) 331-0333
(Field Personnel or Center AO shall be listed here)

Comments:
SBA will maintain the Facility in a clean and orderly condition, and agrees to surrender the Facility in as good a state and condition as at the commencement of the term, reasonable wear and tear excluded.

SBA (AKA "Tenant") agrees to indemnify, defend and save harmless the Landlord, to the extent appropriated funds are available for this purpose.

The person executing this Agreement on behalf of the Landlord hereby covenants and warrants that he/she is duly authorized to execute this Agreement.

If applicable, the Landlord will provide recycling services and/or an energy efficient facility to the U.S. Small Business Administration.

____ Check here if this form has been modified. If so, it is subject to Office of General Counsel approval.

Landlord:	Tenant:
Signature: _____	Signature: _____
Title: <u>SIGNATURES ATTACHED</u>	Title: _____
Date: _____	Date: _____

ODA Form A-013 (09-12)

Annex C: Sample CCF Agenda

Purpose

To provide an example of the format and components of a CCF agenda during response and/or recovery.

Use

This sample CCF agenda template can be used to create all CCF meeting agendas for either response and/or recovery effort.

Considerations

- Meeting minutes can follow the sample agenda to ensure action items are captured and reviewed continuously.
- Recovery branding may be used (if available) on the agenda to again demonstrate the transition from response to recovery.

Lead

- CCF Coordinator, EOC Manager [in response], Local Disaster Recovery Manager (LDRM) [in recovery] or delegated to the Recovery Mission Support Section

Overview

The SBA disaster loan program is another resource an entire county, or counties adjacent to a declared county, can access when granted. However, the process can require extensive personnel hours to compile the necessary information for an SBA surveyor to conduct an onsite inspection, and ultimately verify that the minimum threshold for an SBA declaration has been met.

Example: Community Recovery Strategy

Example: November 25th, 2019 @ 1500 hours

Action Items Chart

Task	Responsible Party	Milestone
<i>Example: Develop an education video on the history of [incident]</i>	<i>Example: OPI</i>	<i>Example: Completed (few modifications to be made)</i>

Agenda

- General Updates
 - Reopen Date
- Review of Action Items and RSF Objectives
- Recovery Website
- Public Engagement Discussion
- Items for Senior Policy Group
- Roundtable

Annex D: Recovery Situation Report Template

Recovery Sit Rep #:	Operational Period:	Date:	Time:
Recovery Manager:			
Mission Support Chief:			
Operations Chief:			
Finance Chief:			
Logistics Chief:			
Incident Name/ WebEOC Event Name:			

Executive Summary:

Insert key overarching highlights of the recovery effort here.

Projected Weather-Related Hazards:

Include any anticipated weather or other hazardous events that may impact recovery efforts and who is monitoring these events.

Recovery Standing Objectives:

Include the standing recovery objectives (overarching) as determined by the SPG. Note, specific objectives should be included under the corresponding CCFs.

Safety Message:

Safety message from the Safety Officer.

Recovery Vision or Strategy:

This should be developed by the Public Information Officer if the Community Recovery Strategy CCF is activated. Ideally, this would include a graphic or high-level overview of the overall strategy or branding.

Executive Actions:

State of Emergency:

State of Emergency	Declaration	Date	Notes
Prince George's County			
Maryland State			

Recovery Site Operations:

Activated	Status/ Activation Level	Date/Time	Notes
Prince George's County			
JIC			
Disaster Assistance Centers or Disaster Recovery Centers			

County Status:

	Normal Ops	Delayed	Modified Schedule	Closed
County Government				
State Government				
Federal Government				
Prince George's County Public Schools				
<i>CountyClick 311</i>				
Prince George's County Courts				
Community Use of Public Facilities				
Recreation				
Library Branches				
<i>TheBus</i>				
Metro Bus				
Metro Rail				
Other				

Shelter Operations:

Shelters Open:	Location:	Manager:	Capacity:

CCFs Activated:

CCF	ACTIVATED	LEAD AGENCY
CCF – Emergency Management		Office of Homeland Security
CCF – Fire, Emergency Services, HAZMAT		Fire/EMS Department
CCF – Law Enforcement and Security		Police Department
CCF – Government Facilities		Office of Central Services
CCF – Transportation and Public Infrastructure		Department of Public Works and Transportation
CCF – Utilities Infrastructure		Office of Homeland Security
CCF – Mass Care, Human Services, Volunteer Mgmt.		Department of Social Services
CCF – Public Health		Health Department
CCF – Environmental and Animal Resources		Department of the Environment
CCF – Economic Impact		Economic Development Corporation
CCF – Community Recovery Strategy		Maryland National Capital Park and Planning Commission (Planning Department)

Section Reports:

Recovery Operations Section

Objectives:

Updates:

Recovery Logistics Section

Objectives:

Updates:

Recovery Mission Support Section

Objectives:

Updates:

Recovery Finance/Administration Section

Objectives:

Updates:

Recovery-focused CCF Reports:

For some of the CCF reports, create tables to demonstrate the status of certain activities. For infrastructure projects/closures, or businesses status, consider using GIS maps within the CCF report.

CCF – Community Recovery Strategy

Objectives:

Updates:

CCF – Government Facilities

Objectives:

Updates:

CCF – Mass Care, Human Services, Volunteer Mgmt.

Objectives:

Updates:

CCF – Environmental and Animal Resources

Objectives:

Updates:

CCF – Economic Impact

Objectives:

Updates:

CCF – Utilities Infrastructure

Objectives:

Updates:

CCF – Emergency Management

Objectives:

Updates:

Upcoming Briefings/Meetings/Conference Calls:

Prepared By:	Position:	Signature:	Date/Time
Approved By:	Position:	Signature:	Date/Time

State Disaster Recovery Operations:

It may be helpful to include a section specific to concurrent State and Federal operations. Another option may be to include State and Federal efforts under the corresponding CCF/SCF/RSF. This will all depend on the level of involvement of State and Federal entities.

Annex E: Recovery Transition Procedure Guide Template

Recovery Framework:

Insert the Recovery Framework here with the names of individuals for each position.

Recovery Standing Objectives:

Include the standing recovery objectives (the overarching ones) as determined by the SPG. Note, specific objectives should be included under the corresponding CCF. Create a potential list to assist the SPG with deciding on the standing objectives.

Recovery Vision and/or Engagement Strategy:

Work with the PIO and CCF-Community Recovery Strategy to develop this section.

Public Engagement

Include any community meetings or activation of a Community Advisory Group.

Communications Strategy

Work with the PIO on this section.

Press Conferences

List any scheduled press conferences planned or strategies for external communications.

Recovery Website

Can be found here:

Disaster Assistance Center

Include information about the activation of the DAC or DRC or Information Sessions for the public on how to gain access to resources.

Recovery SitRep

Work with the Mission Support Section to determine the date of the final Response SitRep and the date/time of the first Recovery SitRep. The first Recovery SitRep should include the approved Transition Procedures at the beginning (create a specific section).

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- *The first Recovery SitRep will be disseminated on X at X.*
- *The Recovery SitReps will be disseminated daily, weekly, and bi-weekly.*

Annex F: LDRM Qualifications Annex

Experience/Skills:

- Experience in operations management;
- Project Management skills;
- Solid understanding of key government functions (HR, finance, public safety, planning, etc.);
- Strong decision-making and problem-solving skills;
- Excellent leadership and organization skills during a complex incident;
- Understanding of Prince George's County government and community entities;
- General understanding of recovery operations and emergency management concepts; and
- General understanding of the Maryland political landscape.

Responsibilities:

- Implements the County's Recovery Organization to include coordination and facilitation among all stakeholders;
- Fills the positions in the Recovery frameworks or completes associated tasks with any unfilled positions;
- Converts directives from the County Executive's Office into actionable recovery tasks;
- Counsels with the Recovery Advisory Task Force to refine tasks and strategies;
- Identifies and resolves any policy issues with the County Executive's Office or the CAO;
- Oversees the coordination of the Recovery Sections (Logistics, Mission Support, Operations, and Finance);
- Sets the operational tempo for recovery;
- Manages the transition of recovery activities throughout all phases: short-term, intermediate, and long-term;
- Serves as a liaison to external organizations on behalf of the County on all recovery activities;
- Prepare periodic progress and fiscal reports to disseminate through the PIO;
- Communicates regularly with the Recovery Command staff to monitor the execution of responsibilities;
- In consultation with the CAO and/or the County Executive, holds closed meetings to preserve Executive privilege and discuss policies that may have implications for the recovery effort; and
- Periodically briefs the County Executive's Office and the County Council on Recovery progress.

Annex G: County Recovery Website Template

Situation Overview

- *What happened?*
- *Where? When?*

Resources Available

- *List of available resources and points-of-contact (this is best as a handout/1 pager)*
- *Manage expectation into the reality of a Presidential Disaster Declaration*

County's Recovery Strategy and Community Engagement

- *What is the County's "game plan"?*
- *How is the County working with the community?*

Frequently Asked Questions Page

- *Compile a list of questions in coordination with the Office of Community Relations*

Annex H: Recovery Plan Activation Checklist

Recovery Plan Activation Checklist

See the next couple of pages for specific details on completing these steps.

- ☐ Activate CCF-Community Recovery Strategy
- ☐ Work with CCF-Community Recovery Strategy on the Concept of Operations options and picking a short-term recovery structure
- ☐ Communicate with County Leadership on establishing a meeting to review the Recovery Transition Guide (once completed by CCF-Community Recovery Strategy)
 - ☐ Council
 - ☐ County Executive's Office
- ☐ Fill in the local recovery organization positions
- ☐ Fill the LDRM Position
 - ☐ Temporary
 - ☐ _____ (fill in name) Permanent
- ☐ Establish Recovery Objectives with select members of the SPG
- ☐ Work with MDEM on ensuring there is an FDRC position filled (not only FCO)

Step 1: Activate CCF-Community Recovery Strategy

CCF-Community Recovery Strategy will assess the need for activating short-term recovery efforts based on the following considerations:

Recovery Activation: Indicators and Questions

- Will there need to be coordination after the imminent threat to life and/or property has been resolved?
- Is a Presidential Disaster Declaration likely?
- Will someone need to oversee recovery efforts for at least several weeks?
- Will there be a need to engage with the community beyond typical government communications (i.e. situational awareness)?
- Are local resources insufficient to address the recovery needs of the community?

Step 2: Work with CCF-Community Recovery Strategy to determine recovery scope and scale

When do you need a large-scale Recovery organization?

- The County utilized an **Area Command** structure during the response phase because of the magnitude of the disaster.
- The disaster/event has affected two or more regions in the County (North County, Central, and South County).
- The disaster is of significant severity to warrant a large recovery effort regardless of the geographic area affected.

Step 3: Establish a meeting with County Leadership to review the Recovery Transition Guide

- Schedule an in-person meeting (if possible) with key County leadership
- Brief County leadership on the completed Recovery Transition Guide. Note – CCF-Community Recovery Strategy will complete the template in collaboration with Supporting agencies and departments
- Communicate with County Leadership on establishing a meeting to review the Recovery Transition Guide (once completed by CCF-Community Recovery Strategy)

Step 4: Fill in the Local Recovery Organization positions

Annex I: Sample Resolution Confirming Declaration of a Local Emergency

WHEREAS, the County Executive of the County of Prince George's does hereby find that:

Due to the _____, the County of Prince George's faces dangerous conditions of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby;

Due to the _____, a condition of extreme peril of life and property necessitated the declaration of the existence of an emergency; and circumstances did not permit the County Council to convene to consent to the declaration of a local emergency.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Declaration of a Local Emergency dated _____ by _____ be, and the same hereby is, confirmed; and

IT IS FURTHER RESOLVED that during the existence of said emergency the powers, functions, and duties of the Director of OHS organization of the County of Prince George's shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Prince George's to mitigate the effects of said emergency.

Date: _____

By: _____
Chair, County Council of Prince George's, State of Maryland

Attest: _____
Clerk, County Council of Prince George's, State of Maryland

Annex J: Sample Evacuation Order

Instructions

1. All persons residing within the _____ are advised to evacuate immediately.
The area covered runs _____
2. Persons leaving the area are asked to leave via: _____.
3. If you cannot stay with relatives or friends outside the evacuation area, go to one of these temporary shelters: _____
4. If you do not go to one of the temporary shelter(s) call _____ to inform officials of your whereabouts for the next few days.
5. Take only essential items - - medicine, special foods, valuable papers, baby supplies – but do not overload your car. Secure your home before you leave. Lock windows and doors turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers.
6. Tie a white cloth or towel on your front door knob to indicate the premises are vacant.
7. Be sure to check on any neighbors who may need assistance.
8. Pets will not be allowed in shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pets, Prince George's County Animal Control will provide temporary shelter for your pet(s).

Functional Needs

9. If you have no means of transportation, ask for help from a neighbor or friend, or walk to one of the following pickup points: _____ (list of locations) _____
10. If you are physically unable to go to one of the pickup points,
Call: _____ Telephone # _____

Annex K: MWCOG Regional First-Hour Checklist



First Hour Checklist for Regional Emergencies

Guide for Chief Administrative Officers, HSEC, Police Chiefs, Fire Chiefs, and Emergency Managers in the National Capital Region (NCR)

PURPOSE

This first hour checklist will assist the CAOs HSEC, Police Chiefs, Fire Chiefs, and Emergency Managers in the NCR to assess what has happened during a regional disaster (or the threat of a disaster).

This checklist can be used to guide multi-jurisdictional discussions and conference calls by helping to quickly review the status of initial actions that may already be in place and then determining additional protective actions and coordinated decisions that may be necessary.

IMMEDIATE ACTIONS FOR ANY INCIDENT

- ☐ 1. Gain Regional Situational Awareness
- ☐ 2. Determine Response Status
- ☐ 3. Review Status of Initial Protective Actions (Schools, Workforce, and Transportation)
- ☐ 4. Consider Additional Protective Actions
- ☐ 5. Evaluate Public Information Needs
- ☐ 6. Determine Next Steps
- ☐ 7. Initiation of Regional Incident Communication Coordination System (RICCS)

REGIONAL SITUATIONAL AWARENESS

- ☐ If an incident occurred, what happened, including where and when?
 - ☐ What is the incident (natural disaster, accident, terrorism)?
 - ☐ Estimated number of injuries/fatalities?
 - ☐ Estimated damage to or status of critical infrastructure (transportation, power, medical, water)?
- ☐ If incident has not occurred, what is latest information/intelligence about threats to the region? What are the potential impacts?

RESPONSE STATUS

- ☐ Who is leading the response or investigation?
- ☐ What assets/agencies are on scene, available, or needed?
- ☐ What is the threat status and/or emergency declarations status (federal, state, local)?

INITIAL PROTECTIVE ACTIONS (SCHOOLS, WORKFORCE, AND TRANSPORTATION)

- ☐ Has an initial protective action occurred for **schools** (e.g., lockdown)?
- ☐ Has an initial protective action occurred for **citizens and the workforce** (e.g., shelter in place)?
- ☐ What is the threat status and/or emergency declarations status (federal, state, local)?
- ☐ How have vulnerable populations been addressed?
- ☐ Has an initial protective action occurred for **transportation** (e.g., public transit operational, high occupancy vehicle (HOV) restrictions lifted)?
- ☐ What schools/workforce facilities are in the hazard area?
- ☐ What other protective actions (see section 4) should be considered, and who else should be involved in discussions (e.g., Office of Personnel Management (OPM) for workforce, Washington Metropolitan Area Transit Authority (WMATA) for transportation, superintendent for schools)?

ADDITIONAL PROTECTIVE ACTIONS

- ☐ What additional protective actions may be needed to protect the affected public, schools, workforce, etc.?
 - ☐ e.g., Evacuation, in-place protection, quarantine, school/work dismissal, cancellation
- ☐ How can you prepare for response?
 - ☐ Activate emergency operations centers (EOC), joint information centers, health services sector, mass care facilities, transportation assets, mutual aid agreements, public advisories
- ☐ What should be considered when making protective action decisions? *Many factors play a role in decisions and should be evaluated case-by-case. The following are general considerations.*
 - ☐ For a **threat or hazard involving regional impact** (e.g., hurricane or nuclear device), consider partial or full-scale evacuation of potentially impacted area.
 - ☐ For a **threat or hazard involving local impact**, consider partial local evacuation unless addressed below.
 - ☐ For a **short air release of toxic chemical** (e.g., brief plume), consider sheltering in place initially downwind of release.
 - ☐ For **long air release of toxic chemical** (e.g., continuously leaking), consider local evacuation of persons downwind of release.
 - ☐ For an **explosion**, consider evacuating the impacted area and consider secondary devices.
 - ☐ For **infectious contamination**, depending on type, consider quarantine, requesting strategic national stockpile, and/or mass prophylaxis.
 - ☐ For **dirty bomb**, consider sheltering initially and then evacuation of persons downwind.
 - ☐ For **flooding**, consider evacuation of impacted area.

EMERGENCY PUBLIC INFORMATION

- ☐ What should be communicated, when, how, and by whom?
- ☐ What information has been communicated to the public/schools/workforce, and is the message uniform and consistent across all jurisdictions involved?

NEXT STEPS

- ☐ What is the schedule for regional calls or discussions?
- ☐ Who should participate, and what communications systems should be used (RICCS, direct phone line, secure line)?
- ☐ What is the schedule for evaluating courses of action?

Annex L: Program Sustainment Template

Prince George's County OHS personnel will complete tasks for the following activities: planning, organization, equipment, training, and exercise. Responsible staff will ensure that tasks are completed accordingly.

Activity	Tasks	Responsible Staff	Frequency
Planning	<ul style="list-style-type: none"> Complete local and regional plans 		Quarterly review of these tasks. Anticipated start for these tasks to be determined by leadership.
	<ul style="list-style-type: none"> Prioritize COOP and COG into local Plans 		
	<ul style="list-style-type: none"> Review and update of EOP 		
	<ul style="list-style-type: none"> Review and update pre-disaster recovery plan 		
	<ul style="list-style-type: none"> Develop local Disaster Assistance Center Plan 		
	<ul style="list-style-type: none"> Examine best practices for recovery 		
	<ul style="list-style-type: none"> LEPC meetings 		
	Local coordination meetings/calls (possibly hold a meet and greet and develop phone tree)		
Organization	<ul style="list-style-type: none"> Revisit OHS Overall Goals 		Ongoing
	<ul style="list-style-type: none"> Sustainment of current processes, groups/committees, and special projects 		
	<ul style="list-style-type: none"> Continue meeting with partners in local plans 		

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	<ul style="list-style-type: none"> Engage with voluntary organizations 		
Equipment	<ul style="list-style-type: none"> Consider a LDRM EOC-technical Communications 		Anticipated start for this task needs to be determined by leadership.
Training	<ul style="list-style-type: none"> EOC-specific positions Local Recovery organization trainings CCF-focused partner trainings 		Quarterly review of these tasks. Anticipated start for these tasks needs to be determined by leadership.
	Train on local Plans		
	“Workshop” for emergency managers	MDEM	
	Guest Speakers		
Exercise	<ul style="list-style-type: none"> Summit, mini-conference for stakeholders 		Quarterly review of these tasks. Anticipated start for these tasks needs to be determined by leadership.
	HSEEP approach: <ul style="list-style-type: none"> TTX Plan Functional Ex of local plans 		

Annex M: Sample All-Hazard Situation Report

(Event Name/WebEOC Incident)

(Time/Date) – (Time/Date)

Hazard:

Operational Period:

Location:

EOC Objectives:

-
-

Summary:

- A. Current Weather (advisories, warnings, watches)
- B. Outlook and Forecast
- C. Current Road Closures
- D. Other Information

II. Operations Coordination Section

III. Logistics Coordination Section

IV. Planning Coordination Section

V. Finance and Administration Coordination

Glossary

Access and Functional Needs: Individuals with circumstances that are met for providing physical, programmatic, and effective communication access to the whole community by accommodating individual requirements through universal accessibility and/or specific actions or modifications.

Agency Representative: An agency representative is a person assigned by a primary, supporting, or cooperating local, tribal, State, or Federal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Available Resources: Available resources are those resources assigned to an incident, checked in, and available for use.

Awareness: This term refers to the continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Casualty: This term refers to any person who is declared dead, missing, ill, or injured.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander (IC) and the Public Information Officer, the Safety Officer, the Liaison Officer, and other positions as required who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: This term refers to a shared situational awareness that offers a standard overview of an incident that enables leadership and any supporting agencies and organizations to make effective, consistent, coordinated, and timely decisions.

Coordination: This term refers to the process of systematically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Critical Infrastructure: Critical infrastructure refers to those systems and assets, whether physical or virtual, so vital to the United States and/or local jurisdiction that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Declaration of Emergency: A declaration of emergency occurs when, in the opinion of a governing official, the safety and welfare of the people of a jurisdiction require exercise of extreme emergency measures due to a threatened or actual disaster.

Delegation of authority: The process of granting authority to carry out specific functions.

Deputy: A deputy is a fully qualified individual who, in the absence of a superior, may be delegated the authority to manage a functional operation or perform a specific task. In some

cases, a deputy may act as relief for a superior and therefore must be fully qualified in the superior's position.

Disaster Housing: Disaster housing provides up to 18 months temporary housing assistance (using local resources) for displaced persons whose residences have been heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement of damaged items to make homes habitable.

Disaster Grants: This term refers to funding made available to help meet serious disaster-related needs and necessary expenses not covered by insurance and other aid programs. This may include replacement of personal property and transportation, medical, dental and funeral expenses.

Disaster Recovery Center: A disaster recovery center is a facility established in a centralized location within or near a disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Emergency/Disaster: An emergency or a disaster is an event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System: This term refers to a network of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency.

Emergency Operations Center (EOC): An EOC is the physical location at which coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), jurisdiction (e.g., city, county, State, tribal, regional, Federal), or a combination of both.

Emergency Public Information: This term refers to information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

County Coordinating Function: This term refers to a function that tasks agencies to provide or to coordinate certain resources to respond to and recover from emergencies or disasters.

Evacuation: Evacuation refers to the movement of persons from a dangerous place due to the threat or occurrence of a disaster or emergency incident.

Geographic Information System (GIS): GIS is a computer-based system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e., data identified according to their locations.

Hazard Mitigation: This term refers to funding for measures designed to reduce future losses to public and private property.

Incident: This term refers to an occurrence or event—natural or human-caused—that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An IAP is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include identification of operational resources and assignments and attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): An ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): ICS is a model for emergency response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre-designated facilities, and comprehensive resource management. ICS consists of five functional elements: Command, Operations, Logistics, Planning, and Finance/Administration.

Incident Commander (IC): This is the individual responsible for management of all incident operations.

Individual Assistance: Individual assistance refers to aid to individuals and households under a Major Disaster Declaration.

Infrastructure: Infrastructure refers to human-made physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Damage Assessment Report: This is a report that provides information regarding overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance.

Initial Response: This term refers to resources initially committed to an incident.

Joint Field Office (JFO): The JFO is an administrative office established by FEMA and staffed by appropriate State or Federal personnel following a disaster declaration by the President. The JFO is the primary field location for the coordination of response and recovery operations.

Joint Information Center (JIC): The JIC is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of

the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): This term refers to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations

Jurisdiction: A jurisdiction is a range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: The Liaison Officer is a member of the Command Staff who is responsible for coordinating with representatives from cooperating and assisting agencies.

Local Emergency: A local emergency is the condition declared by a local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of a local governing body, when he or she deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Government: This term refers to county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity (as defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002)).

Low-interest Disaster Loans: These are loans 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.

Major Disaster Declaration: This term refers to any natural or human-caused disaster in any part of the United States that, in the determination of the President of the United States, is or thereafter determined to be of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the Federal government to supplement efforts and available resources of local and State governments and relief organizations in alleviating damage, loss, hardship, or suffering.

Memorandum of Understanding (MOU): This term refers to an agreement between agencies (internal and external) located within a jurisdiction on cooperative efforts and

services that would be provided during a disaster. The agencies involved usually maintain command of their personnel while providing specific services to the community at large and in conjunction with normal resources available in the community.

Mitigation: Mitigation is any activity taken to eliminate or reduce the degree of long-term risk to human life and property from natural, technological, and human-caused hazards.

Mobilization: This refers to the process and procedures used by all organizations—local, tribal, State, and Federal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: This term refers to a location at which response personnel and resources are received and positioned for deployment to a local staging area or directly to an incident site. A mobilization center can serve as both an incident facility and a tactical facility. It serves specific logistical (incident) functions, including receiving, documenting, and temporary warehousing of equipment when required and issuing disaster equipment and supplies. It also acts as a support center for responding tactical teams (accommodating team personnel, including food and lodging).

Mutual Aid Agreement (MAA): This term refers to a written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment in an emergency situation.

National Disaster Recovery Framework (NDRF): The National Disaster Recovery Framework is a guide published by the U.S. Department of Homeland Security establishes a common platform and forum for how the whole community builds, sustains, and coordinates the delivery of recovery capabilities.

National Incident Management System (NIMS): NIMS is a system mandated by Homeland Security Presidential Directive (HSPD) -5 that provides a consistent, nationwide approach for local, tribal, State, and Federal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among local, tribal, State, and Federal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and collecting, tracking, and reporting incident information and incident resources.

National Response Framework (NRF): The National Response Framework is a guide published by the U.S. Department of Homeland Security that describes how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in NIMS to align key roles and responsibilities across the nation.

National Weather Service (NWS): NWS is the Federal agency that provides localized weather information to the population and, during weather-related emergencies, to local and State emergency management officials.

Natural Disaster: A natural disaster is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

Non-governmental Organization (NGO): An NGO is a nonprofit entity that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose and not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Persons with Access and Functional Needs: Persons with access and functional needs are those individuals who may have additional needs before, during, and after an incident in functional areas, including the following:

- Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. This support may include supplies, durable medical equipment, and attendants or caregivers.
- Individuals who have limitations that interfere with receipt of and response to information who need that information provided in methods they can understand and use. These individuals may not be able to hear verbal announcements, see directional signs, or understand how to receive assistance due to hearing, vision, speech, cognitive, or intellectual limitations and/or limited English proficiency. Support for these individuals may include interpreters, translators, hearing aids, and message boards.
- Individuals who cannot drive or who do not have a vehicle and who require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.
- Individuals who may lose the support of caregivers, family, or friends or who may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's disease, or psychiatric conditions such as schizophrenia or intense anxiety). This includes young children who, if separated from caregivers, may be unable to identify themselves and, when in danger, may lack the cognitive ability to assess situations and react appropriately.
- Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends and who may need assistance with managing unstable, terminal or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power dependent equipment to sustain life. These individuals may require support from trained medical professionals.

Preparedness: Preparedness is any activity taken in advance of an emergency to develop, support, and enhance operational capabilities and to facilitate an effective and efficient response and recovery to an emergency situation.

Presidential Declaration: A Presidential Declaration frees up various sources of assistance from the Federal government based on the nature of the request from the Governor. There are two types of declarations.

- Emergency declarations can be declared for any occasion or instance when the President determines Federal assistance is needed. Emergency declarations supplement local and State efforts to provide emergency services or to lessen or avert the threat of a catastrophe in any part of the United States.
- Major declarations can be declared by the President for any natural event that the President believes has caused damage of such severity that it is beyond the combined capabilities of local and State governments to respond.

Prevention: This term refers to actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Public Assistance: Public assistance is aid available to local or State 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 public schools.

Public Information Officer (PIO): The PIO is a member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Works: This term refers to work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Resources: This term refers to personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: Response is any action taken immediately before, during, or after an emergency situation to reduce casualties, save lives, minimize damage to property, and enhance the effectiveness and speed of recovery.

Situation Assessment: This term refers to evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, and ground surveys) that, when

communicated to emergency managers and decision-makers, can provide a basis for incident management decision making.

Situational Awareness: Situational awareness is the ability to identify, process, and comprehend critical information about an emergency. It requires constant monitoring of relevant sources of information regarding the current situation and how things may change over time.

Standard Operating Procedure (SOP): An SOP is a guideline for operating procedures in an emergency and includes equipment, processes, and methods.

State of Emergency: This term refers to the condition declared by the Governor when, in his or her judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate the loss of life and property damage.

Primary/Supporting Agency: While several County departments may perform varied and critical tasks during a disaster, in most cases, only one agency will be considered the “supporting” or “primary” agency. The primary response agency is responsible for detailed planning, testing, and evaluation of its respective emergency support function(s) plans and activities. The Department Director of the primary agency serves as the principal advisor to the County Executive during response and recovery phases. In addition, the Department Director of the primary agency must ensure that essential operations of his or her agency will continue, unless otherwise directed by the County Executive or his or her designee.

Unaffiliated Volunteer: An unaffiliated volunteer is any individual who is not formally associated with a recognized voluntary disaster relief organization or assigned to an agency. This person is also known as a spontaneous or emergent volunteer.

Unified Command: This term refers to an application of the ICS used when more than one agency is engaged in an incident in a jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish designated Incident Commanders at a single Incident Command Post and to establish a common set of objectives and strategies and a single Incident Action Plan.

Volunteer: A volunteer is any individual accepted or assigned to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

Warning: This term refers to the alerting of public officials, emergency support services, and the general public to a threatened emergency or disaster situation.

Acronyms

AAR	After Action Report
AC	Area Command
ADA	Title II of the Americans with Disabilities Act
ARC-NCR	American Red Cross in the National Capital Region
ARES	Amateur Radio Emergency Service
BGE	Baltimore Gas and Electric
CAO	Chief Administrative Officer
CAP	Corrective Action Program
CART	Community Animal Response Team
CBERN	Chemical, biological, explosive, radiological, or nuclear
CCF	County Coordinating Functions
CCF-MCHSVM	County Coordinating Function Mass Care, Human Services, and Volunteer Management
CCTA	Complex Coordinated Terrorist Attack
CDC	Centers for Disease Control and Prevention
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CISM	Critical Incident Stress Management
CMA	Consumable Medical Supplies
CMOP	Consequence Management Operations Plan
COAD	Community Organizations Active in Disaster
COG	Continuity of Government
COMAR	Code of Maryland Regulations
COOP	Continuity of Operations
CSU	Citizen Services Unit
CWP	Prince George's County Clean Water Partnership
DAC	Disaster Assistance Center
DCAO	Deputy Chief Administrative Officer for Public Safety and Homeland Security

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DLOC	Disaster Loan Outreach Center
DCWASA	Water District of Columbia Water and Sewer Authority
DFS	Department of Family Services
DHHS	Department of Health and Human Services
DHR	Maryland Department of Human Resources
DHS	Department of Homeland Security
DHS/FEMA	Department of Homeland Security / Federal Emergency Management Agency
DMAT	Disaster Medical Assistance Team
DME	Durable Medical Supplies
DMORT	Disaster Mortuary Operational Response Team
DNR	Maryland Department of Natural Resources
DOC	Department Operations Center
DoC	Department of Corrections
DoD	Department of Defense
DOE	Department of Energy
DoE	Department of the Environment
DPIE	Department of Permitting, Inspections, Enforcement
DPW&T	Department of Public Works and Transportation
DRA	Disability Related Assistance
DRC	Disaster Recovery Center
DSS	Department of Social Services
EAP	Emergency Action Plan
EAS	Emergency Alert System
EDC	Prince George's County Economic Development Corporation
EEI	Essential Elements of Information
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency

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ESF	Emergency Support Functions
FAC/FRC	Family Assistance Center / Family Reunification Center
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FDRC	Federal Disaster Recovery Coordinator
FDRO	Federal Disaster Recovery Officer
FEMA	Federal Emergency Management Agency
Finance	Office of Finance
FIOP	Federal Interagency Operations Plan
Fire/EMS	Fire and Emergency Medical Services Department
GAR	Governor's Authorized Representative
GIS	Geographic Information Systems
H/C Centers	Heating/Cooling Center
HAZMAT	Hazardous material
DHCD	Department of Housing and Community Development
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSUS	Humane Society of the United States
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICP	Infection Control Practitioner
ICS	Incident Command System
IMT	Incident Management Team
IP	Improvement Plan
JFHQ-NCR	Joint Forces Headquarters-National Capital Region
JFO	Joint Field Office
JFSOC	Joint Family Support Operations Center

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JIC	Joint Information Center
JIS	Joint Information System
Law	Office of Law
LDE	Local Declaration of Emergency
LDRM	Local Disaster Recovery Manager
LEPC	Local Emergency Planning Committee
MACS	Multiagency Coordination System
Library	Prince George's County Memorial Library System
LTRC/LTRG	Long Term Recovery Committee / Long Term Recovery Group
MAA	Mutual Aid Agreements
MACC	Multiagency Coordination Center
MACP	Mortuary Affairs Collection Point
MCM	Medical Countermeasures
MDA	Maryland Department of Agriculture
MDE	Maryland Department of the Environment
MDERS	Maryland Emergency Response System
MDH	Maryland Department of Health
MDLLR	Maryland Department of Labor, Licensing, and Regulation
MDoA	Maryland Department of Aging
MDOCME	Maryland Office of the Chief Medical Examiner
MDOD	Maryland Department of Disabilities
MDOT	Maryland Department of Transportation
MDVOAD	Maryland Voluntary Organizations Active in Disaster
MDW	Military District of Washington
Medevac	Medical Evacuation
MDEM	Maryland Department of Emergency Management
MEMAC	Maryland Emergency Management Assistance Compact
MES	Maryland Environmental Services
MGS	Maryland Department of General Services

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MIA	Maryland Insurance Administration
MIEMSS	Maryland Institute for Emergency Medical Services Systems
M-NCPPC	Maryland-National Capital Park and Planning Commission
MOU	Memorandum of Understanding
MRC	Medical Reserves Corp
MSP	Maryland State Police
MWCOG	Metropolitan Washington Council of Governments
NAWAS	National Warning Alert System
NCR	National Capital Region
NCREPC	National Capital Region Emergency Preparedness Council
NDMS	National Disaster Medical System
NGO	Non-governmental Organization
NIMS	National Incident Management System
NMWDA	Northeast Maryland Waste Disposal Authority
NOAA	National Oceanic and Atmospheric Administration
NPI	Non-Pharmaceutical Interventions
NRC	National Response Center
NRF	National Response Framework
NDRF	National Disaster Recovery Framework
NTSB	National Transportation Safety Board
NWS	National Weather Service
OCME	Maryland Office of the Chief Medical Examiner
OCR	Office of Community Relations
OCS	Office of Central Services
ODIC	Office of Disability Integration and Coordination
OHRM	Office of Human Resources Management
OHS	Office of Homeland Security
OIT	Office of Information Technology
OMB	Office of Management and Budget

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ONCRC	Office of National Capital Region Coordination
PA	Public Assistance
PDA	Preliminary Damage Assessment
PEPCO	Potomac Electric Power Company
PGCAC	Prince George's County Auxiliary Communications
PGHAC	Prince George's Healthcare Action Coalition
PGHD	Prince George's Health Department
PGPD	Prince George's Police Department
PGCPS	Prince George's County Public Schools
PHCC	Public Health Command Center
PIO	Public Information Officer
POC	Point of Contact
POD	Points of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PSC	Public Safety Communications
RACES	Radio Amateur Civil Emergency Services
RECEP	Regional Emergency Coordination Plan
RICCS	Regional Incident Communication and Coordination System
RNA	Rapid Need Assessment
RSF	Recovery Support Functions
RSS	Recovery Support Strategy
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986
SBA	Small Business Administration
SCF	State Coordinating Functions
SCO	State Coordinating Officer
SDRC	State Disaster Recovery Coordinator
SEOC	State Emergency Operations Center

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SPG	Senior Policy Group
SHA	State Highway Administration
Sherriff	Office of the Sherriff
SMECO	Southern Maryland Electric Cooperative
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
SOU	Statement of Understanding
UC	Unified Command
US&R	Urban Search and Rescue
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
VRC	Volunteer Reception Center
WAWAS	Washington Area Warning Alert System
WMATA	Washington Metropolitan Area Transit Authority
WMD	Weapons of Mass Destruction
WSSC Water	Washington Suburban Sanitary Commission
