



CARROLL COUNTY EMERGENCY OPERATIONS PLAN

2017

CARROLL COUNTY EMERGENCY MANAGEMENT

CARROLL COUNTY
DEPARTMENT OF PUBLIC SAFETY
225 NORTH CENTER ST.
WESTMINSTER, MD 21157

This Page Intentionally Left Blank

**CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
TABLE OF CONTENTS**

PROMULGATION STATEMENT4

INTRODUCTION.....5

FOREWARD.....6

HOW TO USE THE PLAN7

NATIONAL INCIDENT MANAGEMENT SYSTEM8

DISTRIBUTION LIST.....9

RECORD OF CHANGES.....10

BASIC PLAN11

I. Purpose.....12

II. Scope12

III. Situation And Assumptions.....12

A. Situation12

B. Assumptions13

C. County Profile Summary14

IV. Concept Of Operations.....17

A. General17

B. Preparedness20

C. Response20

D. Recovery22

E. Whole Community Considerations.....23

F. Direction And Control24

G. Continuity Of Government.....25

V. Organization And Assignment Of Responsibilities26

A. General Operations26

B. County Government Emergency Task Assignments26

VI. Administration And Logistics.....27

A. Financial Administration.....27

B. Reports and Records28

C. Agreements and Understanding.....28

D. Administrative Policies28

E. Logistics28

F. Use of County Employees During Emergencies29

VII. Plan Development And Maintenance.....29

VIII. Training and Exercising30

A. Responsibilities30

B. Training Requirements30

C. Exercise Requirements.....30

D. After Action Reporting	31
IX. Authorities And References	31
X. Acronyms And Definitions	33
TAB A COUNTY ORGANIZATIONAL CHART	43
TAB B NIMS TRAINING GRID	44
TAB C EOP TRAINING RECORD MATRIX.....	47
TAB D COORDINATING FUNCTION MATRIX.....	48
EOP COORDINATING FUNCTIONS*	50
A. Transportation Function	51
B. Communications Function.....	54
C. Public Works And Engineering Function	57
D. Firefighting Function	59
E. Emergency Management Function	62
F. Mass Care, Housing, And Human Services Function	66
G. Resource Support Function	69
H. Public Health And Medical Services Function	71
I. Search And Rescue Function.....	73
J. Hazardous Materials Response Function.....	75
K. Energy Function	77
L. Public Safety And Security Function.....	79
M. Long-Term Community Recovery Function	82
N. Volunteer and Donations Management Function	85
O. Animal Protection Function	89

*Maintained by Carroll County Emergency Management

**CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
PROMULGATION STATEMENT**

We, the undersigned Commissioners of Carroll County, endorse and promulgate this document as the single and official emergency operations plan for this County, superseding all previous emergency and disaster plans.

We hereby direct all departments, agencies, offices, and employees of the Carroll County Government affected by this plan to review this document and identify their responsibilities prior to, and during times of major emergencies and disasters.

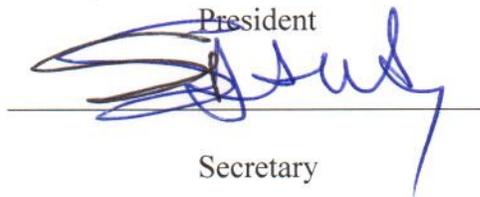
Furthermore, we direct the above named entities to carry out their responsibilities during times of major emergencies and disasters and to cooperate with and coordinate their activities with Federal, State, municipal, volunteer, and private forces who are engaged in emergency assistance in this County.

This document, known as the Carroll County Emergency Operations Plan, shall become effective on the date it is signed.

This document is promulgated this 24 day of Aug, 2017



President



Secretary



Vice-President



Commissioner



Commissioner

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
INTRODUCTION

The *Carroll County Emergency Operations Plan* (EOP) contained in these pages is a carefully revised update to the previous 2007 version. It follows a similar model as the preceding plan, but includes more current information for the consideration of modern threats, as well as resources, that exist throughout the County and the surrounding areas.

This Emergency Operations Plan takes into consideration the history of the County, but also builds upon it to maintain a current state of readiness as different hazards emerge. The plan utilizes a supporting annex break-down of the various capabilities typically depended upon within emergency response, just as in the previous version.

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
FOREWORD

Carroll County is confronted with a number of various natural and technological hazards which threaten those who reside, work, and travel throughout the County, as well as the environment that makes up the County's landscape.

In preparation for the potential effects of such hazards, the County must be proactive in the production of plans and procedures for marshalling as many of its own resources as possible, and to coordinate them with other mutual aid resources in a concerted response to all emergency conditions.

The Carroll County Emergency Operations Plan contains procedures and responsibilities pertaining to the organizations which will be involved in the response and recovery phases of major emergencies and disasters. It is an overall plan which requires the participation and cooperation of a great number of groups and individuals representing various organizations and agencies that all play a crucial role in emergency and disaster response.

For this plan to be utilized as effectively as possible when a real-world emergency or disaster takes place, it is imperative that it be reviewed by all essential personnel to maintain an awareness of their organization's role in the scope of the response. Each agency/organization identified as having a role or responsibility in an emergency situation will generally perform a similar function that mirrors its normal day-to-day activities.

This plan utilizes the all-hazards approach, thereby making it sufficiently flexible for combating any type of emergency/disaster which could occur.

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
HOW TO USE THE PLAN

The Basic Plan is intended for use by elected officials, emergency essential County personnel, and certain private organizations.

The supporting annexes (known as Coordinating Functions*) to the Basic Plan are for use of departments, organizations, and individuals with operational responsibilities. Annexes are supported as necessary by department or organization Standard Operating Procedures/Standard Operating Guidelines (SOPs/SOGs). Each department or organization named in the Emergency Operations Plan should have its own plan which includes SOPs/SOGs covering its own task assignments.

Plans referenced in the supporting annexes of the Basic Plan contain detailed information on operational/response procedures as specified by the lead agency for that plan.

*Maintained by Carroll County Emergency Management

**CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
NATIONAL INCIDENT MANAGEMENT SYSTEM**

Policy

To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the Carroll County Government shall establish a single, comprehensive approach to incident management. The objective of the Carroll County Government is to ensure that all levels of government across the County have the capability to work efficiently and effectively together, using a national approach to incident management.

Tasking

The heads of all County departments and agencies are to provide full and prompt cooperation, resources, and support as appropriate and consistent with their own responsibilities, to protect the County.

The County shall follow and implement the National Incident Management System (NIMS), and maintain compliance with the system in emergency preparedness, response, and recovery. This system provides a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide interoperability and compatibility among Federal, State, and local capabilities, NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

The heads of all County departments and agencies shall adopt NIMS within their departments and agencies and shall provide support and assistance to the Department of Public Safety in the implementation and maintenance of NIMS. All County departments and agencies will use NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of Federal, State and local entities.

DISTRIBUTION LIST

Board of County Commissioners
Carroll County Administrator
Carroll County Department of Public Safety
Carroll County Sheriff's Office
Maryland Emergency Management Agency
Maryland State Police – Westminster Barracks
Westminster City Police Department
Hampstead Town Police Department
Manchester Town Police Department
Taneytown Police Department
Sykesville Town Police Department
Mount Airy Police Department
Carroll County Department of the County Attorney
Carroll County Department of Management and Budget
Carroll County Department of the Comptroller
Carroll County Department of Human Resources
Carroll County Department of Technology Services
Carroll County Department of Land and Resource Management
Carroll County Department of Comprehensive Planning
Carroll County Department of Public Works
Carroll County Department of Citizen Services
Carroll County Department of Economic Development
Carroll County Department of Recreation and Parks
Carroll County Health Department
Carroll County Department of Social Services
Carroll County Public Schools
Carroll Composite Squadron Civil Air Patrol
Carroll County Radio Amateur Civil Emergency Services
Carroll County Volunteer Emergency Services Association/Fire Companies
Carroll Hospital
Springfield Hospital Center
Human Services Program of Carroll County
American Red Cross
Salvation Army
Humane Society of Carroll County
Carroll Community College
McDaniel College

EMERGENCY OPERATIONS PLAN
BASIC PLAN

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
BASIC PLAN

I. PURPOSE

- A. To identify the roles and responsibilities of County government and local agencies during emergencies or major disasters, either natural or man-made.
- B. To describe the policies and procedures for the response and recovery phases of all emergency activities.
- C. To assign functional responsibilities to County and local agencies.
- D. To facilitate coordination between various emergency-essential agencies in their response to emergency and disaster situations within the County.

II. SCOPE

- A. This plan applies to all participating departments and agencies located within the geographic boundary of Carroll County, Maryland.

III. SITUATION AND ASSUMPTIONS

A. SITUATION

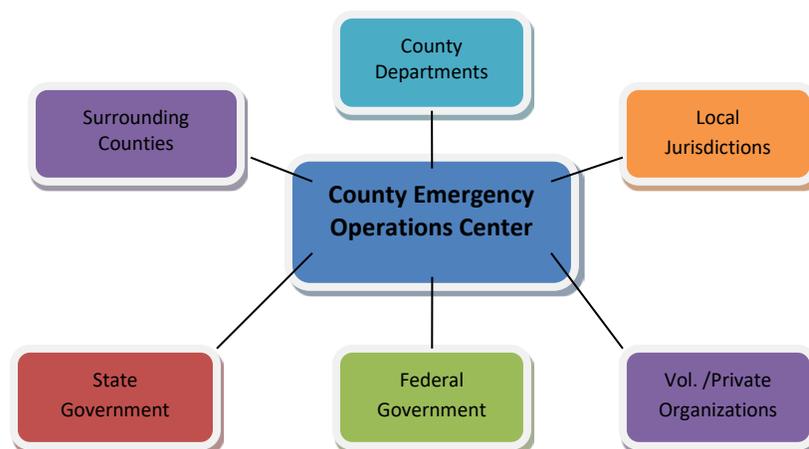
- 1. Carroll County is exposed to many hazards that are of natural origin, including, but not limited to, snow/ice storms, hurricanes, flooding, tornadoes and damaging thunderstorms, all of which have the potential for disrupting the community, causing damage, and creating casualties.
- 2. The County is exposed to a number of human-caused/technological hazards that threaten the County's population. Technological hazards include acts of terrorism (including those involving weapons of mass destruction (WMDs) and biological or chemical agent disbursement), riots and civil disorder, accidental hazardous material spills, fire, and transportation accidents.
- 3. The County has considerable transportation infrastructure which sustains air, rail, and road traffic and is vulnerable to disastrous events.
- 4. Government and private organizations and agencies in Carroll County host sports, entertainment, cultural, political, and business events that involve

large numbers of participants, and are vulnerable to emergency incidents.

5. Emergency Management operations in Carroll County are performed by a partnership of local, County, State and private agencies which can be supplemented by other States and the Federal government.
6. The Carroll County Emergency Operations Plan reflects a broad organizational approach to all hazards that affect the County and applies to most response scenarios. Hazard specific guidance may be developed and implemented under the direction of the County Emergency Manager.
7. This document supersedes all previous versions or editions of the Carroll County Emergency Operations Plan. However, this plan does not supplant existing plans or authorities developed for response to specific incidents under statutory authority, although it may be used to supplement such plans.

B. ASSUMPTIONS

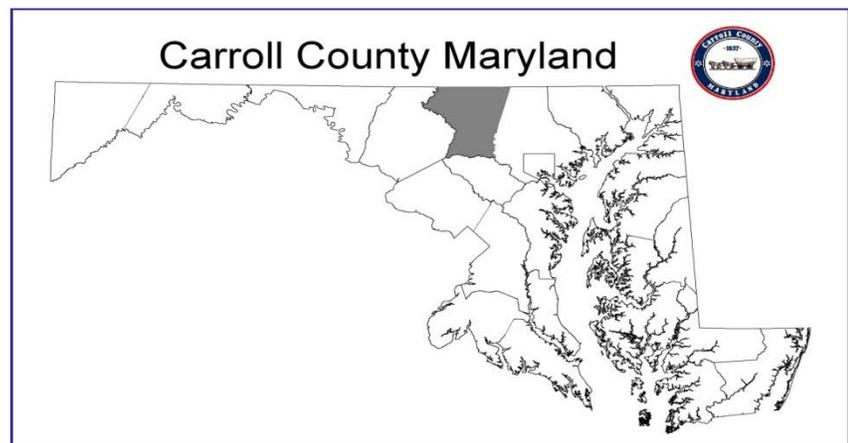
1. An emergency or disaster may occur in the County at any time and with no warning.
2. In typical/low or minimal-impact emergencies, local response agencies will be capable of effective action to protect lives and property. To carry out response actions that require more than local resources, mutual aid agreements have been established. Additional technical and financial assistance may be sought out from the State and Federal governments if local response capabilities are not sufficient to effectively respond to an incident.



C. COUNTY PROFILE SUMMARY

1. Geography:

- a. Carroll County covers 456 square miles, or approximately 289,000 acres.
- b. Eight incorporated towns are located within the County, including Hampstead, Manchester, Mount Airy (partly located in Frederick County, as well), New Windsor, Sykesville, and Union Bridge. There are also two cities in the county, including Westminster and Taneytown.
- c. Parr's Ridge diagonally divides the County into two major drainage basins. Streams to the north and west drain into the Monocacy River and eventually the Potomac River.
- d. Streams and creeks in the south eastern and central portions of the County will typically feed into either Liberty Reservoir or Piney Run Lake. Each of these bodies of water then drains into the Patapsco River which runs through Baltimore County, and then eventually feeds into the Chesapeake Bay.
- e. The streams within the north east portion of the County drain into Prettyboy Reservoir of Baltimore County, which then feeds Loch Raven Reservoir, and eventually drains into the Chesapeake Bay.



2. Demographics:

- a. Carroll County is mainly an agricultural and residential County, with many people commuting to work outside of the County.
- b. The U.S. Census Bureau estimates that Carroll County's

population was 167,830 in 2014.

- c. The number of households within the County is estimated to be about 62,500 as of 2013 census data.
- d. In the five year span from 2009 to 2013, the percent of the population of Carroll County living below the poverty line was at 5.6% according to the U.S. census Bureau.

3. Infrastructure:

- a. Carroll County is a heavily agricultural-based community, making it a valuable source of farmed products such as corn, soybeans, wheat, and barley, but also a source of livestock such as cattle, hogs, and sheep.
- b. As of 2014, there were just over 4,200 total employer establishments within the County with just under 49,800 employed by these workplaces.
- c. Several agencies share law enforcement responsibilities in Carroll County. Maryland State Police have a regional barracks in Westminster and are responsible for all state roads; however the Carroll County Sheriff's Office is the primary police force. In addition to the State Police and County Sheriff, the following municipalities have police forces: Hampstead, Manchester, Westminster, Sykesville, Taneytown, and Mount Airy.
- d. Fourteen independent fire companies exist within Carroll County: Mount Airy, Hampstead, Westminster, Manchester, Taneytown, Pleasant Valley, Lineboro, Union Bridge, Reese, New Windsor, Harney, Sykesville/Freedom, Gamber and Winfield. [REDACTED]
- e. The Carroll County Public School System is responsible for the operation of thirty-seven (37) public grade schools, along with four additional schools for alternative programs, [REDACTED]
[REDACTED] The public school system is governed by the Board of Education, which is comprised of five (5) elected officials and a student representative.

f. Only two higher education institutions exist in Carroll County, Carroll Community College and McDaniel College. Carroll Community College is a two-year and adult-education school, while McDaniel is a four-year school.

[REDACTED]

g.

[REDACTED]

h.

[REDACTED]

i. Carroll County contains fifteen (15) registered air facilities, but Carroll County Regional Airport serves as the primary air park.

[REDACTED]

Carroll County Regional Airport is located directly to the north of Westminster, and is situated to the west of State Route 97.

j. Four rail lines run through the County in different areas. Two of the lines running are CSX rail lines while the other two are Maryland Midland lines.

[REDACTED]

4.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



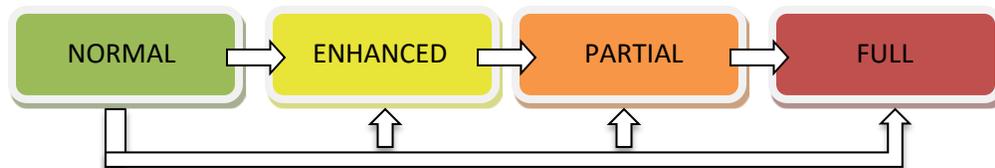
IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The Carroll County Department of Public Safety shall maintain open, reliable, and redundant communication systems to implement alert and warning procedures, transmit information, and issue direction to the public and agencies/departments involved in emergency response when an incident takes place.
2. In an instance when this plan is implemented, the call-down list of individuals to contact from the necessary agencies/departments will be located within the EOC Standard Operating Guideline (SOG).
3. Emergency Management personnel shall monitor national reporting systems that indicate and forecast weather conditions, and assure warnings of potential weather emergencies are disseminated to appropriate emergency response personnel (e.g.: fire/EMS, law enforcement, public works, health department, etc.), as well as the public that will most likely be directly affected.
4. Municipal jurisdictions have the primary responsibility for response and recovery operations up to their capability during emergency situations.
5. The senior elected official of an affected municipal jurisdiction may request assistance from the County when an incident exceeds their jurisdiction's capabilities. Organizational units rendering this assistance will come under the operational control of the Emergency Services Authorities of the requesting jurisdiction. Operational units rendering assistance to Carroll County will come under the authority of the Carroll County Department of Public Safety. This cooperative effort results from existing mutual aid agreements and the Maryland Emergency Management Assistance Compact (MEMAC)/Emergency Management Assistance Compact (EMAC).
6. The County will contact the Maryland Emergency Management Agency

(MEMA) for appropriate State assistance when the County's resources are exhausted or an incident's scope is beyond the capability of the County to respond effectively.

7. The County Emergency Operations Center (EOC) will be activated as necessary and serve as the command center for coordinating emergency activities at the County level. An alternate EOC shall be available if the primary EOC is degraded or rendered not functional.
8. Agencies/departments may provide EOC representation on either an in-person (EOC physical attendance) or virtual (WebEOC attendance from agency operations center or other location) basis.
9. The EOC shall operate in one of four levels, dependent upon the County's current state:



- a. **NORMAL** – This level includes daily monitoring activities performed by personnel in the Emergency Management and Emergency Communications offices. This level does not typically require personnel to staff positions within the EOC.
- b. **ENHANCED** – Activation of Emergency Management personnel only (Incidents requiring minimal monitoring, personnel, or direction).
- c. **PARTIAL** – Activation of Emergency Management personnel and a few selected department heads, as well as representatives from pertinent selected organizations, dependent upon incident needs (Incidents requiring upgrade in personnel, equipment, and direction).
- d. **FULL** – Activation of Emergency Management personnel, County personnel including department heads, and representatives from several selected organizations, as the incident requires for short and long-term needs (Highest level – Incidents requiring maximum resources, direction, and personnel from County).

10. EOC Activation Triggers:

The EOC will increase in staffing requirements according to the following general principles of incident response needs:

NORMAL Operations – At this level, there is no extensive incident requiring activation of the EOC. This will serve as the “steady-state” operational monitoring level.

ENHANCED Operations – To increase EOC operations to enhanced operations, the incident commander on scene will request additional resource support or advise the Emergency Communications Center that the event is beyond typical operations. The Emergency Manager, or designee, will have the authority to activate the EOC based on his/her own judgement of the scale and/or support necessary to respond and recover from the event.

PARTIAL Activation – Increasing the EOC to a partial activation requires specific direction and authorization from the Emergency Manager (or designee) and will typically require resources from within the county, such as designated department heads or liaisons to report physically or virtually to the EOC.

FULL Activation – Full activation is the highest EOC activation level and will require specific direction and authority from the Emergency Manager (or designee). At this level, local resources from the County will be expended, and surrounding jurisdiction and/or State resources will most likely be required. Support from MEMA may be requested if necessary.

11. County departments and agencies will work cooperatively with Federal and State personnel in instances where such resources are necessary for emergency operations.
12. County officials will cooperate fully in efforts to keep the public informed regarding the nature of an emergency, relevant protective actions, and appropriate locations for seeking assistance.
13. All County departments and agencies will maintain accurate and comprehensive records of their use of resources through the response and recovery period.
14. Emergency response and recovery operations will be conducted or performed in a manner that protects the environment and preserves the County’s historical, cultural, and architectural heritage, as well as similarly significant structures, to the fullest extent possible without jeopardizing public safety.

B. PREPAREDNESS (PREVENTION/PROTECTION)

1. County departments and agencies regularly cooperate with local jurisdictions and private entities to develop and update comprehensive emergency management plans, programs, and capabilities.
2. County departments and agencies regularly cooperate with local jurisdictions and private entities to maintain a record of resources available to support an emergency response.
3. County departments and agencies active in emergency response operations maintain standard operating procedures (SOPs/SOGs) for response functions and update their procedures regularly.
4. County departments and agencies participate with local jurisdictions and private entities in exercises and training.
5. Public Information Officers from various County response agencies and departments, through coordination with the County Public Information Officer, participate in ongoing awareness and education campaigns to alert and inform the public about potential hazards and to publicize actions recommended to protect people and property.

C. RESPONSE

1. Emergency functions of the various groups involved in emergency response will generally parallel their normal daily activities. The same personnel, equipment, and materials will be employed to combat major disasters. Augmentation of these resources may be required because of the increased scope and additional demands of the disaster.
2. When the need arises for coordinated interagency emergency response and recovery operations in Carroll County, such actions will be organized and managed by the processes included in the sixteen supporting Coordinating Functions* through which tasks will be assigned and assistance provided. Each annex represents a separate domain of operational capability and resources. Although some incidents may only require a few, some may require all annexes to be activated.

EOP COORDINATING FUNCTIONS

COORDINATING FUNCTION	PRINCIPAL DUTY
Transportation	Provide mass transportation services
Communications	Provide telecommunications resources
Public Works and Engineering	Restore critical infrastructure and public facilities
Firefighting	Fire suppression operations
Emergency Management	Collect and share incident information, coordinate response resource allocation
Mass Care, Housing, and Human Services	Coordinate shelter operations and distribution of food and water to victims
Resource Support	Provide equipment and supplies
Public Health and Medical Services	Coordinate medical care
Search and Rescue	Coordinate search missions
Oil and Hazardous Materials Response	Coordinate response to hazardous materials spill/releases
Agriculture and Natural Resources	Coordinate bulk food supplies and the protection of natural resources
Energy	Facilitate restoration of services
Public Safety and Security	Maintain standard of public safety
Long-Term Community Recovery	Coordinate damage assessment and recovery needs, including debris management
Volunteer and Donations Management	Coordinate the management of spontaneous volunteers and the receipt and distribution of donations
Animal Protection	Coordinate animal safety/sheltering

3. If necessary, the Board of Carroll County Commissioners, in coordination with the Emergency Manager, may declare a Local State of Emergency.
4. If necessary, the Carroll County Emergency Operations Center will be activated and response activities coordinated from that facility.
5. An incident command system (ICS) will be established as soon as possible at the incident site, and County responders providing support will operate under the direction of the on-scene Incident Commander.
6. The Emergency Operations Center will support the on-scene Incident Command Post(s) (ICP) and provide area command if the designated area(s) of impact is widespread.
7. County and local public information staff will cooperate to ensure a unified message is broadcast to the public, informing them of up-to-date information, as well as any recommended actions to be taken.
8. The Emergency Alert System (via television, radio, and smart phone mediums), in conjunction with the Everbridge mass notification system, as well as social media websites, and other redundant systems will be used to alert and inform the public of events occurring in the immediate or nearby

areas.

9. Evacuation and/or shelter-in-place orders will be initiated when necessary. Shelters will be opened as appropriate.
10. If necessary, a liaison will be designated to coordinate information and resources between Federal and State agencies involved in investigating the incident, and efforts will be made to involve deployed State and Federal representatives in the ongoing incident command operation.
11. If the emergency is of such magnitude that all needs cannot be met at once, operations shall be directed to protect the largest population of citizens.
12. It may be necessary to suspend routine functions during an emergency. The efforts normally required for these functions will be re-directed to the accomplishment of emergency tasks by the agency concerned.
13. Local governments have the primary responsibility for emergency management activities. When the emergency exceeds the capability of local government to respond adequately, assistance will be requested from other jurisdictions and also the State government. The Federal government will provide assistance to the State and local jurisdictions, when appropriate and requested.
14. Private sector and volunteer organizations will be utilized as appropriate to augment response capability. These organizations will be asked to provide services that parallel their day-to-day operations, or to utilize their designated set of emergency response capabilities.

D. RECOVERY

1. Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the residents. Long-term recovery focuses on restoring the community to its normal or an improved state of affairs. Examples of recovery actions include provision of temporary housing, restoration of government actions, and reconstruction of infrastructure, residences, and commercial buildings.
2. Recovery involves the restoration of all systems to a “normal” status that should mirror or exceed the level of function performed prior to the emergency/disaster. Immediate actions must be taken to assess damage and determine what assistance is necessary to repair damage and return vital life-support systems to at least minimally acceptable standards.
3. The local government has the primary responsibility for determining the

extent of the damage and the impact of that damage. Initial damage assessment will be made by a damage assessment team during the first daylight period following the disaster and reported as soon as possible to the Maryland Emergency Management Agency.

4. Local resources will be employed initially to restore the affected areas to an operational and habitable state. When necessary, requests for further assistance will be forwarded to higher levels of government only when these local resources are depleted or their capabilities are exceeded.
5. Effective liaison will be established with the local business community to facilitate re-entry by owners or designated staff into commercial districts within the incident area and subsequent resumption of marketplace activity as soon as possible.

E. WHOLE COMMUNITY CONSIDERATIONS

1. Access and functional needs populations:
 - a. The Carroll County Emergency Communications Center has the capability to communicate with the hearing impaired through TTY and can, by request, add information into the Computer Aided Dispatch (CAD) system to identify locations where persons having access and functional needs reside.
 - b. There are several major nursing homes disbursed throughout the County. [REDACTED]
[REDACTED] In the event of an emergency at one of the mentioned nursing homes, the residents could be evacuated and moved with existing resources. These facilities are required for licensure to have their own individual emergency plan.
 - c. A Special Populations Emergency Planning Committee exists within the County Health Department; this group's mission is to provide the support and information needed by the community to more effectively prepare for, and recover from, an emergency. The group assists in building, strengthening and maintaining relationships between the emergency response and the special population communities within the County in order to facilitate emergency preparedness.
2. Higher education institutions:
 - a. McDaniel College maintains its own Critical Incident Management Plan. In the event of a widespread evacuation of the college, the County would support emergency operations in coordination with

the college plan.

- b. Carroll Community College maintains an Emergency Management Plan in which it outlines the preparedness and response measures for an incident within the campus. The County would support emergency operations in coordination with the college response plan.

3. Criminal holding facilities:

- a. The population of the County Detention Center is under constant supervision for security purposes. Any incident requiring evacuation of the population would conform to the Detention Center's emergency plan.

F. DIRECTION AND CONTROL

1. The ultimate responsibility for the County's approach to the management of any disaster rests with the Carroll County Commissioners. That body is responsible for all policy-level decisions, which normally will be implemented through the County Administrator. As such, the Commissioners may exercise direct control and coordination of emergency response and recovery operations of the County.
2. The Carroll County Commissioners have the authority to declare a local State of Emergency for up to thirty (30) days. The declaration activates the response and recovery aspects of the Carroll County Emergency Operations Plan and authorizes the provision of aid and assistance under the plan. This authority comes from the Public Safety Article, Title 14, Subtitle 1, and Section §14-111 of the Annotated Code of Maryland.
3. The Carroll County Emergency Manager has the responsibility for coordinating the overall emergency management program. The Manager makes all routine decisions and advises the Commissioners on courses of action available on major decisions. During emergency operations the Manager is responsible for the proper functioning of the Emergency Operations Center. The Manager also acts as the liaison with other local, State, and Federal agencies as well as private and volunteer organizations.
4. In response to an event, the Emergency Manager will establish a unified command structure with centralized management of response and recovery operations. EOC representatives from each of the activated agencies will comprise the unified command staff and will lead personnel and deploy resources from their own organizations in support of the local Incident Commander and County EM efforts. The Emergency Manager and support staff will coordinate the overall activity and ensure communication among County, State, and Federal agencies.

5. An Incident Commander, typically a local public safety official, will direct tactical operations on scene. If more than one incident is occurring at the same time, the EOC can support the various incidents with an Area Command perspective.
6. Persons in specified positions and agencies are responsible for fulfilling their obligations as presented in the basic plan and individual annexes. Department heads will retain control over their respective employees and equipment. Each agency will be responsible for developing and keeping current its own standard operating procedures to be followed during emergency operations.

G. CONTINUITY OF GOVERNMENT

1. Continuity operations
 - a. In the event of a loss of County government buildings and/or personnel, the actions to be taken to maintain continuity within the County shall be outlined within the County's Continuity of Operations Plan.
2. Succession of command
 - a. The line of succession of the Carroll County Commissioners is from the President to the Vice-President to the Secretary.
 - b. The line of succession for Emergency Management is from the Emergency Manager, to the Assistant Emergency Manager, to the Emergency Management Fiscal/Planning Associate.
 - c. The line of succession for each County agency or department will be established in the SOPs developed by each agency or department.
3. Preservation of records
 - a. The preservation of essential records and documents and the safeguarding of County resources, facilities and personnel must be considered key factors in providing for the continuation of local government processes following catastrophic disasters or national security emergencies. It shall be the responsibility of each department or agency head to provide for the safekeeping of important documents and the safeguarding of such resources, facilities, and personnel.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL OPERATIONS

1. Many departments within the local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. A general overview of individual agency responsibilities is outlined under C, "Task Assignments," as well as in individual annexes; responsibilities for non-government organizations are also presented.
2. Carroll County's emergency organization consists of various departments within the Carroll County Government charged with assigned responsibilities during emergency situations, departments of those municipalities which do not have full-scale emergency management organizations, support services such as fire companies, as well as resources available through private sector organizations which have assumed emergency management responsibilities.

B. COUNTY GOVERNMENT EMERGENCY TASK ASSIGNMENTS

1. Department of Public Safety - Emergency Management
 - a. Coordinate all phases of the County's emergency management program.
 - b. Identify and analyze the effects of hazards which may threaten Carroll County or its residents.
 - c. Provide the County Commissioners and the County Administrator with situational updates during an emergency situation, and advise them of any additional needs based on County capabilities.
 - d. Establish and maintain a system to alert key officials, and provide public information to residents and visitors of the County in an emergency or disaster.
 - e. Support on-scene operations; establish a timeline of events; record time; appropriately process requests and coordinate resources from surrounding jurisdictions and/or state and/or federal agencies.
 - f. Activate the Emergency Operations Center (EOC) in anticipation of, or in response to, an incident with significant impact to the county's population, establish means of cooperation with county and other partner agencies for an orchestrated response to the event.

2. Department of Public Safety - Emergency Communications
 - a. Receive the initial report of any emergency either from the National Warning System, a resident/visitor, or agency of the County.
 - b. Alert appropriate initial response personnel and activate additional agency response as requested by the Incident Commander or as standard operating procedures dictate.
 - c. Notify Emergency Management and County officials as appropriate and required by department SOPs.
 - d. Maintain communications with responding fire, police and EMS units throughout the incident and notify the appropriate officials of any significant changes in the status of the situation.
3. Board of County Commissioners
 - a. Receive notifications and updates of anticipated or occurring events that have a significant impact to the county from Emergency Management.
 - b. If necessary, and in coordination with the Emergency Manager or designee, declare a Local State of Emergency, enabling designated funds and resources to be employed in ongoing response efforts.

VI. ADMINISTRATION AND LOGISTICS

A. FINANCIAL ADMINISTRATION

1. Expenditures necessitated by emergencies will first be made by the use of funds regularly appropriated to local agencies. If the Board of County Commissioners finds these funds are inadequate to cope with a particular emergency, the County Commissioners may make contingency funds available, as authorized by the budget.
2. All agencies participating in response and recovery operations shall maintain records of time, supplies and other resources, personnel, and supplies or resources that have been broken or destroyed during the operations in an emergency. The agencies will forward such records to the County Emergency Manager when requested.
3. If any private property is used by the County under an officially-declared State of Emergency, the owner shall be compensated for its use and any damage sustained.

B. REPORTS AND RECORDS

1. All required reports will be submitted to appropriate authorities in accordance with individual annexes.
2. Records of expenditures and obligations in the event of an emergency must be maintained by each agency participating, employing their own bookkeeping procedures.
3. All agencies will make reports to the County Emergency Operations Center by the most practical means. This will be performed through the use of telephone communication, radio, or through the WebEOC system.
4. Generally, financial records and reports shall be retained for a minimum period of three years following audit. Retention times for certain other records and reports, if different, will be identified in individual annexes.

C. AGREEMENTS AND UNDERSTANDING

1. Should the magnitude of an incident exceed the capabilities of local resources during emergency operations, requests will be made for assistance from other local jurisdictions, higher levels of government, private sector volunteer organizations, and other organizations in accordance with existing or emergency negotiated mutual aid agreements and understandings.
2. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be entered into writing whenever possible.

D. ADMINISTRATIVE POLICIES

1. All emergency assistance available shall be provided without regard to race, religion, sex, color, age, economic status, or national origin.
2. All emergency operations will be conducted utilizing all practical means to protect the environment.

E. LOGISTICS

1. The County Emergency Management office shall develop and maintain resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery.
2. The resource information will indicate the procedure and contact information necessary to quickly obtain the resources needed to meet the

needs of an emergency.

3. If necessary, emergency resources will be allocated by priority need.

F. USE OF COUNTY EMPLOYEES DURING EMERGENCIES

1. The use of County employees not typically assigned to emergency duties on a daily basis will follow County Government regulations and procedures to accommodate appropriate overtime or compensatory time.
2. Assignment of such personnel to emergency duties shall be performed with the appropriate direction under County Government regulations and procedures.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Although the primary responsibility for the development of the Carroll County Emergency Operations Plan and the overall coordination of the implementation of the plan will be carried out at the local level by Carroll County Emergency Management, many governmental and public sector agencies have the responsibility of assisting with the development and maintenance of their respective segments of the plan.
- B. Revisions and/or changes to the plan will be made as necessary by the Carroll County Emergency Manager. It is expected that responsible officials in local agencies or organizations affected by this plan will suggest or recommend changes at any time and provide information periodically as to changes of personnel and available resources. Any changes made to the Emergency Operations Plan after implementation, but before the next scheduled update to the plan, will be recorded in the Record of Changes table on page 10 of this document.
- C. The Carroll County Emergency Manager will ensure that a review of this plan is conducted by all officials involved and will coordinate all review and revision plans.
- D. For training purposes and exercises, the Carroll County Emergency Manager may activate this plan as necessary to ensure the readiness of all agencies covered by the plan and will update the plan based on any deficiencies identified by the exercises.
- E. This plan will be updated on a biannual basis to ensure its included practices and procedures are adequately represented for the present time of the update.
- F. Copies of this plan, both electronic and in paper format, will be distributed to the appropriate agencies designated in the Distribution List on page 9 of this

document.

- G. This plan shall be effective upon approval and promulgation by the Carroll County Commissioners.

VIII. TRAINING AND EXERCISING

A. RESPONSIBILITIES

1. It shall be the responsibility of the individual agency heads for meeting training requirements set forth by the Emergency Manager, and for ensuring that the personnel that they oversee are trained to that established standard.
2. The individual agency leads shall be responsible for maintaining a record of training performed within their organization, as it relates to emergency management procedures, and shall provide a copy of such training records to the Emergency Management office upon request.
3. Tab C of this plan contains a training table to be completed and maintained when training on this plan occurs. Agency/department heads utilizing this plan shall maintain a record of their training by documenting drills, exercises, or reviews of this plan in the Tab C section of their copy of the plan.

B. TRAINING REQUIREMENTS

1. All personnel working within the Carroll County Government shall be trained to the standard of the National Incident Management System (NIMS), as required for Federal funding, referenced in Homeland Security Presidential Directive 5 (HSPD-5). To determine the courses required and recommended by FEMA for employees and management personnel, refer to Tab B of this plan.
2. Such personnel mentioned above will be required to complete, at a minimum, two online training courses (IS-100: Introduction to ICS and IS-700: NIMS, An Introduction) offered by the Federal Emergency Management Agency (FEMA) through the Emergency Management Institute, but dependent upon their position, may be required to take additional online courses.

C. EXERCISE REQUIREMENTS

1. All exercises performed in relation to emergency response shall be compliant with the Homeland Security Exercise and Evaluation Program (HSEEP).

2. In accordance with HSEEP, all exercises shall be documented, and a designated group of individuals shall produce a comprehensive After Action Report (AAR) and an improvement plan (IP) in order to identify the strengths and areas needing improvement, and correct them as needed.

D. AFTER ACTION REPORTING

1. An after action report shall be produced following each activation of the Emergency Operations Center, as well as after each exercise of this plan.
2. The AAR shall consist of data and information compiled from feedback provided by the response or exercise participants.
3. Following the production of an AAR, an Improvement Plan or Corrective Action Program (IP/CAP) shall be produced, identifying the areas needing improvement and determining what actions can be taken by individual organizations to implement these changes.
4. The mentioned changes shall be documented and tracked to carry out the corrective actions program and ensure that improvements are being implemented by each agency outlined in the improvement plan.

IX. AUTHORITIES AND REFERENCES

A. AUTHORITY

This plan is developed under the provisions of the following authority:

1. Public Safety Article, Title 14, Subtitle 1, Section §14 111 Annotated Code of Maryland.
2. Federal Civil Defense Act of 1974, Public Law #93-288 as amended; Emergency Management and Assistance, 44 U.S. Code 2.1, October 1, 1980.
3. Homeland Security Presidential Directive (HSPD-5), NIMS training requirements for Federal funding and reimbursement, updated February 2012.

B. REFERENCES

1. FEMA CPG 1-8/October 1985 Guide for Development of State and Local Emergency Operations Plans.
2. DHS National Response Framework, Second Edition, May 2013

3. FEMA CPG 1-5/July 1984 Objectives for Local Emergency Management.
4. Homeland Security Exercise and Evaluation Program (HSEEP), April 2013
5. FEMA Basic Emergency Operations Planning, Emergency Operations Basic Plan Template, September 2009

X. ACRONYMS AND DEFINITIONS

Term	Acronym	Definition
Advanced Technical Rescue	ATR	Advanced Technical Rescue Team: Emergency responders with technical equipment and training required for incidents of highly advanced rescue techniques.
After Action Report	AAR	Reports that summarize and analyze performance in both exercises and actual events.
American Red Cross	ARC	A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster.
Annex		An element of the Emergency Operations Plan devoted to a component part of emergency operations describing the jurisdiction's approach to functioning in that area of activity during emergencies and disasters.
Basic Plan		The first and major element of an emergency operations plan which provides a broad overview of the County's approach to emergency management.
Carroll County Department of Public Works	CC DPW	The primary County department focusing its efforts on various infrastructure operations such as: airport, facilities, utilities, roads operations, and permits and inspections.
Carroll County Health Department	CCHD	A component of the MDH that serves Carroll County through assessing health needs and advocating public health. It also provides information on public health and delivers medical and environmental health services.
Carroll County Public Schools	CCPS	The public school system for Carroll County, providing kindergarten through 12 th grade education to its residents.
Carroll County Sheriff's Office	CCSO	The primary County law enforcement agency which operates within its jurisdiction of the Carroll County area.
Carroll County Volunteer Emergency Services Association	CCVESA	The association representing the volunteer emergency services (EMS and fire operations) within Carroll County. CCVESA is comprised of representatives from all fourteen fire stations within the County.

Centers for Disease Control and Prevention	CDC	CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.
Carroll Transit System	CTS	Cadre of County public transportation vehicles.
Civil Air Patrol	CAP	An auxiliary service to the US Air Force that serves in emergency services through search and rescue, disaster relief, humanitarian services, Air Force support, and counterdrug operations.
Comprehensive Preparedness Guide	CPG	Provide guidance on various focuses on preparedness. CPG 101 provides guidance on planning and development of EOPs; CPG 201 focuses on guidance for conducting THIRAs; CPG 502 provides guidance on the information exchange between fusion centers and EOCs.
Command Staff		The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.
Coordinating Function	CF	Grouping of various emergency response functions that are frequently used in providing support to the public in an incident. This system enables efficient coordination of interagency relationships throughout the response to an incident, and can be scaled to match the size/impact of the emergency/disaster, activating the different annexes according to the needs of the jurisdiction(s) affected.
Corrective Action		Improved procedures that are based on lessons learned from actual incidents or from training and exercises.
Corrective Action Program	CAP	A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.
Damage Assessment		An appraisal of the nature and extent of the damage sustained by the County during an emergency or disaster.

Maryland Department of Health	MDH	The State organization whose primary goal is to advocate and help maintain public health throughout the state through various programs/departments, such as the Office of Health Care Quality, Office of the Chief Medical Examiner, Alcohol and Drug Abuse Administration, and the Prevention and Health Promotion Administration. Emergency services may be requested of certain offices/personnel, such as the Chief Medical Examiner in large-scale/mass-fatality incidents.
Department of Homeland Security	DHS	The Federal organization with the primary responsibilities of preventing and protecting against terrorism, securing and managing the U.S. borders, enforcing and administering immigration laws, safeguarding and securing cyberspace, and ensuring resilience to disasters. FEMA is a branch of the DHS.
Department of Public Safety	DPS	Responsible for operation of the Emergency Communications Center (911 services), Emergency Operations Center, Emergency Management, Fire Protection Engineering, and providing liaison with fire and police organizations in Carroll County.
Department of Social Services	DSS	State agency department assigned with mass sheltering of population and victims.
Disaster		Any natural (hurricane, tornado, storm, flood, tidal wave, landslide, etc.) or technological/human-based (terrorist, fire, large-scale hazardous materials spill, etc.) incident that results in widespread damage of property, hardship, suffering, or possible loss of life that overwhelms the capabilities of local resources, requiring greater outside sources of support, typically from government agencies.
Emergency		An incident, natural or technological, in which the response can typically be carried out successfully by local and mutual aid resources (small hazardous materials spill, building fire, vehicle accident, etc.)
Emergency Alert System	EAS	Commercial and cable radio and television stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of peril or disaster, or other natural emergency; used to warn the public and inform citizens of recommended protective actions.

Emergency Communications Center	ECC	911 dispatch center for Carroll County, receiving emergency calls from the public and dispatching emergency response personnel accordingly.
Emergency Management	EM	Organization overseeing the broad emergency operations for a given area. This function will typically be responsible for providing large-scale objectives through the incident cycle and has the ability to obtain, request, or assign resources necessary.
Emergency Management Assistance Compact	EMAC	A national interstate mutual aid agreement that enables states to share resources during times of disaster.
Emergency Manager		The Emergency Manager is responsible for planning, training, response, resource coordination, and other emergency management activities, both within the County government and in coordination with other local and State agencies.
Emergency Medical Services	EMS	The medical services provided by trained pre-hospital emergency medical professionals to aid in stabilization and transportation of a patient, or patients, to the hospital for further treatment.
Emergency Operations Center / Primary EOC / Alternate EOC	EOC / PEOC / AEOC	The protected site from which civil government officials, in coordination with partner agencies, exercise direction and control during an emergency. The Primary EOC will be the main location for coordination activities unless it is deemed unable to be utilized, in which case the Alternate EOC will be occupied by emergency essential government officials and partner agency liaisons for such persons to conduct their operations for the duration of the event.
Emergency Operations Plan	EOP	A document which identifies the available personnel, equipment, facilities, supplies and other resources in the County and states the method or scheme for coordinated actions to be taken by individuals and government services in the event of a natural, manmade or attack related disaster.
Evacuation		A protective action whereby citizens are moved from a place of danger to a place of relative safety.
Federal Emergency Management Agency	FEMA	The organization which coordinates the Federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or man-made, including acts of terror.

General Staff		A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. If the incident requires extensive response capabilities in response to an intentional impact, such as an act of terrorism, an Intelligence/Investigations Section (requiring an Intelligence/Investigations Section Chief), may be implemented.
Geographic Information System	GIS	Computer-based mapping of a location with the integration of various factors that may be used in emergency/disaster incidents, such as hazardous material releases or natural disasters.
Hazardous Material	HAZMAT	A substance which, if released in an uncontrolled manner, can be harmful to people, animals, property, or the environment.
Hazardous Materials Response Team		A group of personnel trained to perform work to handle and control actual or potential leaks or spills of hazardous substances requiring close approach to the substance. The team members perform responses to releases or potential releases of hazardous substances for the purpose of control or stabilization of the incident.
Homeland Security Exercise and Evaluation Program	HSEEP	A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises.
Improvement Plan	IP	The portion of an After Action Report that converts lessons learned from the exercise or incident response into concrete, measurable steps that result in improved response capabilities.
Incident Action Plan	IAP	A plan created upon arrival to the scene of an incident. The IAP includes tactical and strategic objectives for bringing the incident under control.
Incident Commander	IC	Person on-scene who is directly in charge of all operations on the ground. This person will be working with other Command and General Staff to create goals and objectives for the overall management of the scene to bring it under control.

Incident Command Post	ICP	Facility located at a safe distance upwind from an accident site where the on-scene coordinator, responders, and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with the media, and handle communications.
Incident Command System	ICS	The combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
Joint Information Center	JIC	A facility established to coordinate all incident-related public information activities.
Local State of Emergency Declaration		A State of Emergency declared by the Board of County Commissioners, enabling State and Federal resources to be utilized within the County. At this stage in an event, County resources have been, or are expected to be, overwhelmed, and outside resources from regional, State, and Federal partners are most likely to be necessary for response and recovery efforts.
Maryland Department of Natural Resources	DNR	State agency whose purpose is for the preservation, protection, and restoration of the State's environment and natural resources.
Maryland Department of the Environment	MDE	Works to protect and restore the quality of Maryland's air, water and land resources, while fostering smart growth, a thriving and sustainable economy and healthy communities.
Maryland Emergency Management Agency	MEMA	The Maryland Emergency Management Agency (MEMA) is the agency of State government with primary responsibility and authority for emergency preparedness policy, and for coordinating hazard mitigation, incident response, and disaster recovery.
Maryland Emergency Management Assistance Compact	MEMAC	A state-wide mutual aid system within Maryland that allows any jurisdiction in Maryland to request and receive assets from another Maryland jurisdiction.

Maryland Institute for Emergency Medical Services Systems	MIEMSS	Consistent with Maryland law and guided by the EMS Plan, to provide the resources (communications, infrastructure, grants, and training), leadership (vision, expertise, and coordination), and oversight (medical, regulatory, and administrative) necessary for Maryland's statewide emergency medical services (EMS) system to function optimally and to provide effective care to patients by reducing preventable deaths, disability, and discomfort.
Maryland Joint Operations Center	MJOC	Operated 24/7 by National Guard and emergency management professionals, it is a joint civilian-military watch center. In addition to serving as a communications hub for emergency responders statewide and supporting local emergency management, the MJOC monitors local, state, national and international events, and alerts decision-makers in Maryland when a situation warrants.
Maryland State Police	MSP	Overarching law enforcement entity for the entire state of Maryland. Carroll County houses one of the Maryland State Police Barracks within the City of Westminster.
Memorandum of Understanding	MOU	A formal agreement in which two or more parties agree to mutual terms. In an emergency/disaster event, this is an agreement of mutual operational support.
Mitigation		Any measure taken to prevent or reduce the probability of an occurrence of hazard and to avoid or reduce the adverse impacts of an occurrence.
Carroll County Mobile Communications Vehicle	MC-1/ MC-2	The mobile communications vehicles utilized for overall command support on-scene for emergency response operations. MC-1 is a component of the Carroll County Sheriff's Office, and MC-2 is utilized by the Department of Public Safety.
Mutual Aid Agreement	MAA	Agreement between two or more organizations or jurisdictions to provide reciprocal assistance to one another in time of an emergency.
National Warning System	NAWAS	National Warning System. Located at MEMA and the Carroll County ECC.

National Weather Service	NWS	A component of the National Oceanic and Atmospheric Administration (NOAA), this organization provides weather, water, and climate data, but will also issue warnings and forecasts to aid in the safety/protection of life and property. The NWS also has emergency capabilities in the form of tabletop exercise support, as well as deployable forecasters to enhance on-scene weather data information.
National Response Center	NRC	The National Response Center (NRC) is the federal government's national communications center, which is staffed 24 hours a day by U.S. Coast Guard officers and marine science technicians. The NRC is the sole federal point of contact for reporting all hazardous substances releases and oil spills. The NRC receives all reports of releases involving hazardous substances and oil that trigger federal notification requirements under several laws.
National Response Framework	NRF	The National Response Framework is a guide to how the Nation responds to all types of disasters and emergencies. This Framework describes specific authorities and best practices for managing incidents that range from the serious but purely local to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework describes the principles, roles and responsibilities, and coordinating structures for delivering the core capabilities required to respond to an incident and further describes how response efforts integrate with those of the other mission areas.
Office of the Chief Medical Examiner	OCME	Assigned task of body identification, cause of death, and removal.
Presidential Declaration of Emergency		A proclamation by the President of the United States that a locality has sustained destruction and privation with which it cannot cope and for which reason the locality has become eligible for certain types of Federal aid and assistance.
Protective Action		Any actions recommended by competent authority to the population at risk to prevent or reduce the possibility of injury resulting from the efforts of a hazard.
Public Information Officer	PIO	Person designated by IC or County to disseminate information on an incident directly to the media.

Radio Amateur Civil Emergency Services	RACES	Group that provides contingency emergency radio communications when the possibility for failure of primary communication methods is present.
Recovery		The phase of emergency management activities during which actions, both short and long, are taken to return conditions to normal or an improved level.
Response		The phase of emergency management activities involving the provision of emergency assistance for casualties and actions to reduce further damage or expedite recovery operations.
Search and Rescue	SAR	Any actions taken to find, assist, and remove persons injured or placed at risk by emergency events.
Shelter		A site designated by Emergency Management officials to receive persons displaced by emergency events and where these persons will obtain emergency assistance, advice, or instructions.
Shelter-in-Place		Preferred method of sheltering. Responding to an emergency by remaining indoors and monitoring the situation with available resources used primarily when there is little time to react and it would be more dangerous to move outdoors to try to evacuate.
Standard Operating Procedure/Guideline	SOP/SOG	A body of instructions having the force of a directive, covering those features of an operation which lend themselves to a definite or standardized procedure without the loss of effectiveness
State Emergency Operations Center	SEOC	The State government level center for coordinating response and recovery operations for large-scale incidents that cross multiple jurisdictions and/or State lines, or involve several resources from different locations. The activation of the State Emergency Operations Center will allow local jurisdictions to have more accessible means of obtaining State resources in the event of an emergency or disaster.
State Highway Administration (MD)	MD SHA	State organization responsible for the safe, reliable, and maintained highway system throughout the state of Maryland. Their duties may include such activities as snow plowing/removal and road repair.
State of Emergency		A formal declaration by an executive head of government that a situation exists which requires extraordinary effort or procedures to counteract or overcome. It may suspend or modify local law or procedures to the extent local law permits. It has the force and effect of law.

Threat		An indication of possible violence, harm, or danger.
Unified Command	UC	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.
Voluntary Organizations Active in Disaster (Maryland)	MDVOAD	An umbrella organization of diverse disaster relief agencies that include faith-based groups, non-profits, governmental departments and agencies, and other non-governmental organizations.
Weapon of Mass Destruction	WMD	Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact.
Web-Based Emergency Operations Center	WebEOC	An internet-based program designed for communication between multiple agencies, providing a virtual space for the collection of documents and situational updates while operations are being conducted in response to an incident.

Sources:

Source 1: http://www.fema.gov/media-library-data/1382093786350-411d33add2602da9c867a4fbcc7ff20e/NIMS_Intel_Invest_Function_Guidance_FINAL.pdf

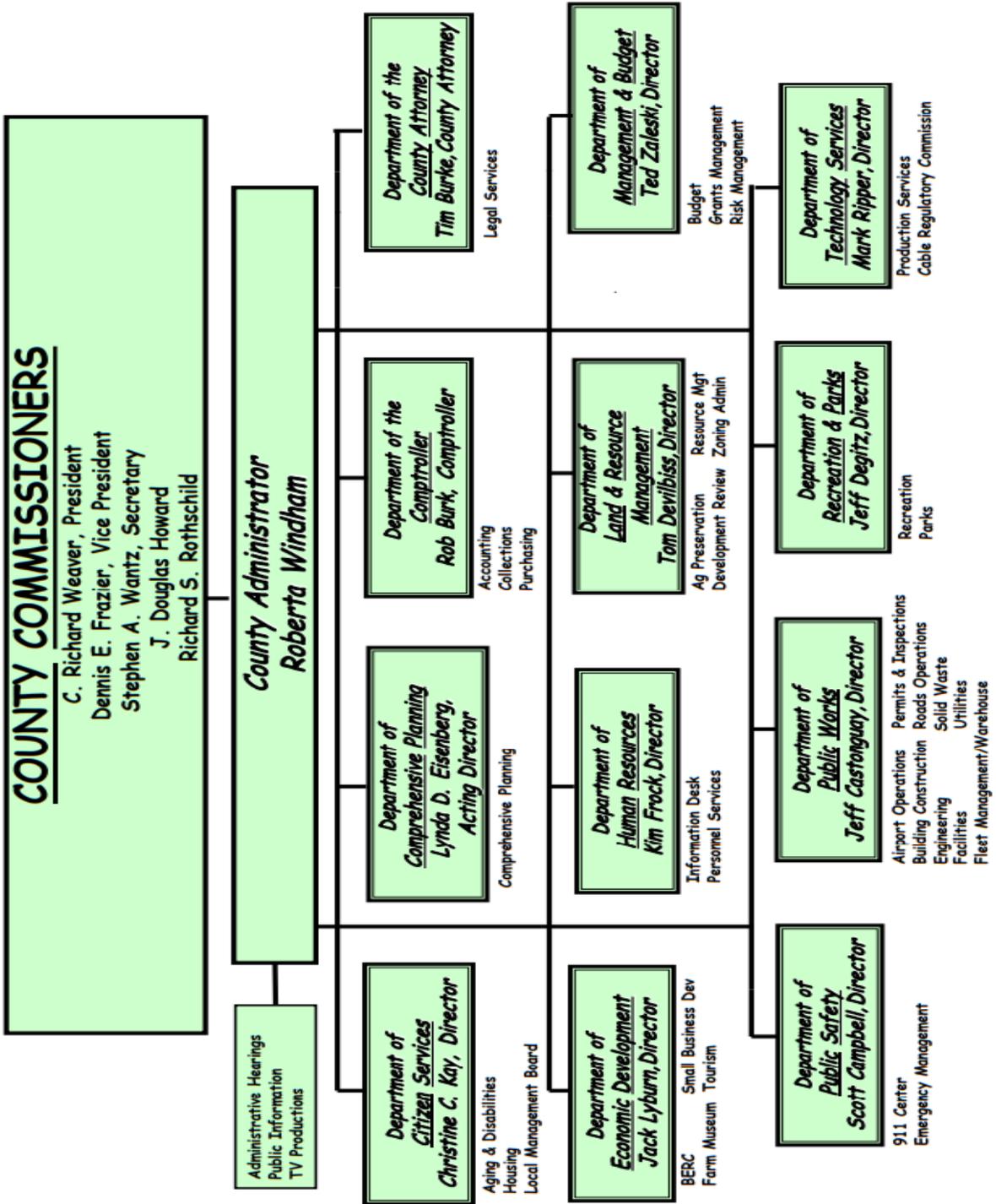
Source: NIMS Compliance Metrics Terms of Reference – 2007 http://www.fema.gov/media-library-data/20130726-1824-25045-4395/nims_compliance_metrics_terms_of_reference_2007.pdf

Source 3: FEMA EMAC - <http://www.fema.gov/pdf/emergency/nrf/EMACoverviewForNRF.pdf>

Source 4: MEMA MEMAC - http://mema.maryland.gov/community/Documents/15_0330_local_officials%20guide-final.pdf

August 3, 2017

CARROLL COUNTY GOVERNMENT





FEMA

TAB B - National Incident Management System Training Grid of Required/Recommended Courses

NIMS training is required under Homeland Security Presidential Directive (HSPD-5) to receive federal funding, contracts, grants, training, and reimbursement of disaster recovery costs. Under the NIMS Training Program, personnel must attend training based on their ICS role and the Incident Complexity (Type 1, 2, 3, 4, or 5) those personnel will likely face. For details, visit: http://fema.gov/pdf/emergency/nims/nims_training_program.pdf

FEMA’s Emergency Management Institute offers free on-line NIMS-compliant training ranging from 1 to 3 hours in length. For a course list, visit: <http://training.fema.gov/IS/crslist.asp>
The ICS-300 and ICS-400 courses must be taught in classroom by certified NIMS Instructors.

FEDERAL/STATE/LOCAL/PRIVATE SECTOR & NON-GOVERNMENTAL ORGANIZATION PERSONNEL:	REQUIRED TRAINING: (listed in order to be completed)	ADDITIONAL TRAINING: (as appropriate to assigned role)
<p>Entry-level first responders and field (ICS) personnel who respond to Type 5 or higher incidents:</p> <ul style="list-style-type: none"> • Emergency Medical Services • Firefighting • Healthcare/Hospitals • Law Enforcement • Public Health • Public Information (JIC) • Public Works/Utilities • Schools • Other emergency management, response, support, and volunteer personnel at all levels 	<ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-100b: Introduction to ICS <p>Customized versions of IS-100b are available for personnel from:</p> <ul style="list-style-type: none"> • Federal Workers (FW) • Healthcare/Hospitals (HC) • Higher Education (HE) • Law Enforcement (LE) • Public Works (PW) • Schools (SC) 	



FEMA

TAB B - National Incident Management System Training Grid of Required/Recommended Courses

<p>First-line supervisors including Single Resource Leaders, Field Supervisors, and other emergency management/response personnel who supervise planning, response or recovery operations for Type 4 or higher incidents.</p>	<ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-100b: Introduction to ICS • IS-200b: ICS for Single Resources & Initial Action Incidents 	
<p>Mid-level management including Unit Leaders, Division/Group Supervisors, Branch Directors, Strike Team Leaders, and Task Force Leaders who manage supervisors and/or staff during planning, response or recovery operations for Type 3 or higher incidents.</p>	<ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-100b: Introduction to ICS • IS-200b: ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • IS-800b: Intro to the National Response Framework 	<ul style="list-style-type: none"> • IS-701a: Multi-Agency Coordination Systems • IS-702a: Public Information Systems • IS-703a: Resource Management • IS-704: Communications and Information Mgmt • IS-706: Intrastate Mutual Aid

FEDERAL/STATE/LOCAL/PRIVATE SECTOR & NON-GOVERNMENTAL ORGANIZATION PERSONNEL:	REQUIRED TRAINING: (listed in order to be completed)	ADDITIONAL TRAINING: (as appropriate to assigned role)
<p><u>Required:</u> Incident, Unified, and Area Command Staff including Incident Commander, Safety Officer, Liaison Officer, Public Information Officer, Intelligence Officer, their Deputies and Assistants; Operations, Planning, Logistics, and Finance/Administration Section Chiefs for Type 3 or higher incidents</p>	<ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-100b: Introduction to ICS • IS-200b: ICS for Single Resources & Initial Action Incidents • ICS-300: (classroom only) Intermediate ICS • ICS-400: (classroom only) Advanced ICS • IS-800b: Intro to the National Response Framework 	<ul style="list-style-type: none"> • G-191: ICS/EOC Interface • IS-201: Forms for Development of Incident Action Plan • IS-701a: Multi-Agency Coordination Systems • IS-702a: Public Information Systems • IS-703a: Resource Management • IS-704: Communications and Information Mgmt • IS-706: Intrastate Mutual Aid
<p>Emergency management and response personnel in an Emergency Operations Center (EOC) or Multi-Agency Coordination System (MACS)</p>	<ul style="list-style-type: none"> • IS-700a: NIMS, An Introduction • IS-100b: Introduction to ICS • IS-800b: Intro to the National Response Framework • IS-701a: Multi-Agency Coordination Systems • IS-706: Intrastate Mutual Aid • G-191: ICS/EOC Interface • G-775: EOC Management and Operations 	
<p>Governors, County Executives, Mayors, City Managers, Agency Administrators, and other elected or appointed Senior Officials who have jurisdictional authority, responsibilities, or oversight over response and support operations during an emergency</p>		<p>Recommended but not required:</p> <ul style="list-style-type: none"> • G-402: ICS Overview for Executives and Senior Officials • G-191: ICS/EOC Interface • Additional training based on jurisdictional risk and/or specific interest

TAB C EOP TRAINING RECORD

- A. Training/exercising and/or review of this plan shall be performed on an annual basis by all essential personnel within agencies which hold a copy of this plan.
- B. Those responsible for agency training/documentation shall use the following tables to track the training or review performed.

TRAINING CONDUCTED (drill, exercise, review, etc.)	DATE	SIGNATURE OF TRAINING LEAD

NAME OF TRAINED PERSONNEL	DATE	SIGNATURE

TAB D COORDINATING FUNCTION MATRIX

Organization/Department	Transportation	Communications	Public Works and Engineering	Freighting	Emergency Management	Mass Care, Housing, Human Services	Resource Support	Public Health and Medical Services	Search and Rescue	Hazardous Materials Response	Energy	Public Safety and Security	Long-Term Community Recovery	Volunteer and Donations Management	Animal Protection
CC Department of Public Safety	Primary Agency														
DPS Emergency Management															
DPS Emergency Communications															
CC Sheriff's Office															
CC Municipal Law Enforcement															
CC Volunteer Em. Services Assoc.															
CC Public Information Officer															
CC Health Department															
CC Department of Citizens Services															
CC Public Schools															
Carroll Transit System															
CC Department of Public Works															
Radio Amateur Civil Em. Services															
CC Department of Social Services															
CC Department of Tech Services															
CC Dept of Land and Resource Mgt.															
CC Dept of Mgmt and Budget															
CC Dept of Economic Development															
CC Dept of the Comptroller															
CC Dept of Recreation and Parks															
Civil Air Patrol															
Carroll Hospital															
Springfield Hospital Center															
Humane Society of Carroll County															
Human Services Program															
CC State's Attorney's Office															
Dept. of Comprehensive Planning															
Municipal Public Works Depts															

Primary Agency
Support Agency

STATE/FEDERAL/REGIONAL RESOURCES														
Organization/Department	Transport	Comms	Pub Work	Fire	Em Mgmt/Mass Care	Rsc-Supp	Pub Hlth	Search	Hazmat	Energy	Pub Safe	Recovery	Vol/Don	Animal
MEMA														
MD State Police														
MD State Highway Administration														
MD Office of Chief Med Examiner														
MD Dept of the Environment														
MD Dept of Natural Resources														
MD Dept of Health														
MD Office of State Fire Marshal														
MIEMSS														
MD National Guard														
MD Funeral Directors Assoc.														
MD Dept of Agriculture														
Office of Healthcare Quality														
MD VOAD														
Humane Soc. Of the U.S.														
PRIVATE/VOLUNTARY RESOURCES														
Organization/Department	Transport	Comms	Pub Work	Fire	Em Mgmt/Mass Care	Rsc-Supp	Pub Hlth	Search	Hazmat	Energy	Pub Safe	Recovery	Vol/Don	Animal
American Red Cross														
Salvation Army														
BGE														
Potomac Edison														
Verizon/AT&T/Sprint/T-Mobile														
Local Funeral Homes														
Private Health (Urgent Care, etc.)														
CSX														
Maryland Midland Railway														
Hazmat Transporter/Manufacturer														
Community Foundation of Carroll														
Private Kennels														

Primary Agency
Support Agency

EOP COORDINATING FUNCTIONS

This section maintained by Carroll
County Emergency Management.