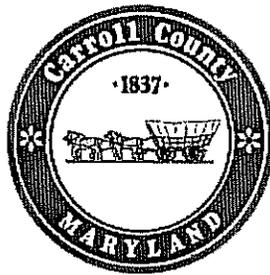


**CARROLL COUNTY
MARYLAND**

EMERGENCY OPERATIONS PLAN



**CARROLL COUNTY
EMERGENCY MANAGEMENT**

**CARROLL COUNTY OFFICE OF
PUBLIC SAFETY SUPPORT SERVICES
225 N. CENTER STREET
WESTMINSTER, MD 21157**

REDACTED: Certain information has been redacted from this document that relates to public security; specific tactics and emergency responses; medical facilities and laboratories; emergency response personnel; deployment; and maps of utilities and transportation infrastructure in accordance with State Government Article, Section 10-618(j) of the Maryland Public Information Act.

September 2007

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN

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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 during times of major emergencies and disasters.

Further, 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.

Dated: _____

President

Vice-President

Secretary

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN

INTRODUCTION

The revised *Carroll County Emergency Operations Plan* (EOP) contained in these pages is both very much like earlier versions and also completely different. In Carroll County we continue to emphasize the partnership among government departments and private organizations, but the new plan establishes support teams (Emergency Support Functions) to facilitate more effective and more efficient use of resources. Departments and agencies haven't been asked to do different tasks, but a new method for effectively accomplishing the tasks has been incorporated.

The function-oriented approach will enhance the cooperative effort that is a central aspect of emergency operations in Carroll County and enable coordinators to deploy resources and complete tasks more effectively than under previous plans. The improved organizational framework, the incorporation of emergency support functions, and the inclusion of donations and debris strategies should make this plan more useful than earlier versions. It is likely that these new features can be improved in later editions of the EOP as we explore and learn new planning theories, but they represent a tremendous step forward for the emergency management community in Carroll County today.

Clearly, no one emergency plan ever will prepare a population completely; there simply are too many possibilities and contingencies. But, communities benefit from well-conceived and thorough response and recovery strategies. This new EOP improves the ability of emergency responders to protect the residents of Carroll County. We certainly will not stop seeking more effective methods or plans, but this version of the Emergency Operations Plan ensures that more people will be better served when the next disaster occurs.

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN

FOREWORD

Carroll County is confronted with a wide range of natural and technological hazards which threaten its residents and government with personal injury, property destruction, economic hardship, and privation.

To minimize the effects such hazards can impose, the county must be prepared with plans and procedures for marshalling as many of its own resources as possible, and to coordinate these resources with those available elsewhere, in a concerted response to all emergency conditions.

The Carroll County Emergency Operations Plan contains procedures and responsibilities and 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.

Familiarization of the plan beforehand will ensure prompt and effective efforts when a major emergency actually strikes. Task assignments, which generally parallel normal daily activities, are based upon past performances and known capabilities.

This plan addresses the All-Hazards approach, thereby making it sufficiently flexible for combating any type of disaster which could occur.

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
HOW TO USE THE PLAN

The Basic Plan is intended for the executive use by elected officials, heads of county departments, and certain private organizations.

The Emergency Support Functions to the Basic Plan are for use of departments, organizations, and individuals with operational responsibilities. Emergency Support Functions are supported as necessary by department or organization Standard Operating Procedures **(SOP's)**. Each department or organization named in the Emergency Operations Plan should have its own plan which includes SOP's covering its own task assignments.

Appendixes to the Emergency Support Functions of the Basic Plan contain detailed information of various kinds intended for the response to certain, specified hazards and situations.

CARROLL COUNTY

EMERGENCY OPERATION 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 domestic 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 domestic incident management. In these efforts, with regard to domestic incidents, the Carroll County Government treats crisis management and consequence management as single, integrated functions, yet as two separate functions.

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, for protecting our county.

The county shall develop, submit for review to Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide 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, the 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 the NIMS within their departments and agencies and shall provide support and assistance to the Office of Public Safety Support Services in the development and maintenance of the NIMS. All county departments and agencies will use the 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.

Carroll County Emergency Operations Plan

DISTRIBUTION LIST

Maryland Emergency Management Agency	1
Carroll County Commissioners	3
Commissioners Administrative Assistant	1
Carroll County Emergency Management Division	3
Carroll County Sheriff's Office	1
Maryland State Police – Westminster Barracks	1
Westminster City Police	1
Hampstead Town Police	1
Manchester Town Police	1
Taneytown Town Police	1
Sykesville Town Police	1
Carroll County Attorney	1
Carroll County Office of Management and Budget	1
Carroll County Finance Office	1
Carroll County Office of Public Information	1
Carroll County Human Resources	1
Carroll County Office of Information and Technology	1
Carroll County Permits and Inspections Office	1
Carroll County Planning Department	1
Carroll County Department of General Services	1
Carroll County Public Works Department	1
Carroll County Bureau of Aging	2
Carroll County Economic Development Office	1
Carroll County Recreation and Parks	1
Carroll County Health Department	2
Carroll County Department of Social Services	1
Carroll County Board of Education	1
Carroll Composite Squadron Civil Air Patrol	1
Carroll County Amateur Radio Club	1
Carroll County Volunteer Emergency Services Association	1
Carroll County Volunteer Fire Companies	14
Carroll Hospital Center	1
Carroll Area Transit System	1
Agricultural Extension Office	1
American Red Cross	1
Salvation Army	1
Maryland National Guard	1
Maryland State Highway Administration	1
Humane Society of Carroll County	1
BGE	1
Allegheny Power Company	1
Comcast Cable Television	1
WTTR/WGRX Radio	1
Springfield Hospital Center	1
Total	63

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.

II. SITUATION AND ASSUMPTIONS

A. SITUATION

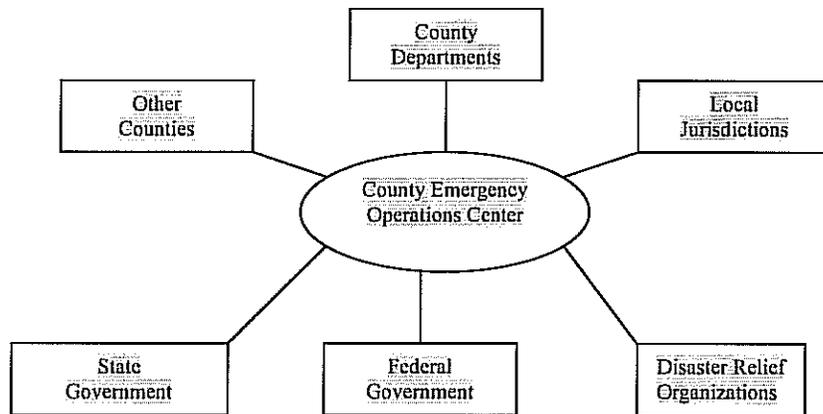
- 1. Carroll County is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Possible natural hazards include hurricanes, floods, tornadoes, winter storms, and even earthquakes. There is also the threat of weapons of mass destruction or biochemical attack.
- 2. The county has considerable transportation infrastructure which sustains air, rail, and road traffic and is vulnerable to disastrous events.
- 3. 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.
- 4. Several regions of Carroll County are at risk to natural and technological hazards.
- 5. The county is vulnerable to civil disorder, riots and terrorist acts.
- 6. 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.

Carroll County Emergency Operations Plan

7. The Carroll County Emergency Operations Plan reflects a broad organizational approach to all hazards that affect the County and for most response scenarios. Hazard specific guidance may be developed and implemented under the direction of the County Emergency Management Coordinator.
8. 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 to provide.

B. ASSUMPTIONS

1. An emergency or disaster may occur in the county at any time and with no warning.
2. In ordinary emergencies, local response agencies will be capable of effective action to protect lives and property. To carry out response actions mutual aid agreements have been established. Additional technical and financial assistance will be sought out from the state and federal governments.



3. An emergency incident primarily involving federal military personnel and equipment, such as an aircraft accident, generally will be managed by the military services. County and local departments and agencies may provide immediate response and rescue operations as necessary until military personnel gain control of the site.

Carroll County Emergency Operations Plan

III CONCEPT OF OPERATIONS

A. GENERAL

1. The Carroll County Office of Public Safety Support Services shall maintain open, reliable, and redundant communication systems to implement alert and warning procedures, transmit information, and issue directions in emergency situations.
2. Emergency Management Division personnel shall monitor national reporting systems that indicate and forecast weather conditions, and assure warnings of potential weather emergencies are disseminated to appropriate officials.
3. Local jurisdictions have the primary responsibility for response and recovery operations up to their capability during emergency situations.
4. The senior elected official of an affected jurisdiction may request assistance from the county when an incident exceeds their 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 Emergency Services of Carroll County. This cooperative effort results from existing mutual aid agreements and the Maryland Emergency Management Assistance Compact (MEMAC).
5. 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.
6. The County Emergency Operations Center (EOC) will be activated as necessary and serve as the command center for coordinating emergency activities. An alternate EOC shall be available if the primary EOC is degraded or rendered not functional.
7. The EOC shall be implemented in three phases:
 - a) LEVEL I – Activation of emergency management personnel only. (Incidents requiring minimal monitoring, personnel, or direction).
 - b) LEVEL II – Activation of emergency management personnel and county personnel, including department heads (Incidents requiring upgrade in personnel, equipment, and direction).
 - c) LEVEL III – Activation of emergency management personnel, county personnel including department heads, and tasked

Carroll County Emergency Operations Plan

organizations (Highest level – Incidents requiring maximum resources, direction, and personnel from county).

8. County departments and agencies will work cooperatively with federal and state personnel when federal and state agencies become involved in the response and recovery.
9. 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.
10. All county departments and agencies will maintain accurate and comprehensive records of their use of resources through the response and recovery period.
11. 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

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 (SOP's) 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 officials from various county departments and agencies, through coordination with the county Public Information Administrator, 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.
6. When the need arises for coordinated interagency emergency response and recovery operations in Carroll County, such actions will be organized and managed by sixteen "emergency support functions" teams (ESF's), through which tasks will be assigned and assistance provided. Each ESF

Carroll County Emergency Operations Plan

represents a separate domain of operational capability and resources. Although some incidents may only require a few ESF's, some may require all ESF's. Listed below is a summary of the ESF's:

EMERGENCY SUPPORT FUNCTIONS

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Provide transportation services
2	Communications	Provide telecommunications resources
3	Public Works and Engineering	Restore Public Facilities
4	Firefighting	Suppress fires
5	Emergency Management	Collect/Share information and data
6	Mass Care, Housing, and Human Services	Coordinate shelter operations
7	Resource Support	Provide equipment and supplies
8	Public Health and Medical Services	Coordinate medical care
9	Search and Rescue	Coordinate search missions
10	Oil and Hazardous Materials Response	Respond/Assist in release incidents
11	Agriculture and Natural Resources	Provide bulk food supplies
12	Energy	Facilitate restoration of services
13	Public Safety and Security	Maintain standard of public safety
14	Long-Term Community Recovery	Coordinate removal/disposal
15	Donations Management	Receive/Distribute goods
16	Animal Protection	Coordinate animal safety/sheltering

C. RESPONSE

1. Emergency functions of the various groups involved in emergency management 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. If necessary, the Board of Carroll County Commissioners may declare a Local State of Emergency, implementing the Carroll County Emergency Operations Plan, which will be coordinated with the county Emergency Management Coordinator.
3. If necessary, the Carroll County Emergency Operations Center will be activated and response activities directed from that facility. The Public Information Officer will prepare news releases and coordinate the release of information to the media and the public.
4. Where possible, an incident command system (ICS) will be implemented immediately at the incident site, and county responders providing supplemental support will cooperate under the direction of the incident

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commander. The Emergency Operations Center will serve as the Command Center if the event is not fixed at one location.

5. County and local public information staff will cooperate to ensure an appropriate and helpful explanation of the incident and the associated response activities is available to the community and interested media.
6. The Emergency Alert System and other redundant systems will be used to alert and inform the public.
7. Evacuation procedures will be initiated when necessary. Shelters will be opened as appropriate.
8. 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.
9. Effective liaison will be established 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.
10. If the emergency is of such magnitude that all needs cannot be met at once, operations shall be directed to protect the largest number of residents.
11. The coordination of a large number of organizations, public and private, will become of paramount importance.
12. It may be necessary to suspend routine functions during an emergency. The efforts, which would normally be 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.
14. Every attempt will be made to utilize available resources of the private sector and volunteer organizations when possible and appropriate.

D. RECOVERY

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1. Recovery involves the restoration of all systems to a normal status. Immediate actions must be taken to assess the damages and determine what assistance is necessary to repair damages and return vital life-support systems to at least minimally acceptable standards.
2. 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.
3. Local resources will be employed initially to return the affected areas to normal. When necessary, requests for further assistance will be forwarded to higher levels of government only when these local resources are depleted or become inadequate.
4. 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 improved state of affairs. Examples of recovery actions would be temporary housing, restoration of government actions, and any reconstruction of damaged homes.

E. DIRECTION AND CONTROL

1. The ultimate responsibility for the emergency 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 Chief of Staff. 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 seven (7) 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 Management Coordinator has the responsibility for coordinating the overall emergency management program. The Coordinator makes all routine decisions and advises the Commissioners on courses of action available on major decisions. During emergency operations the Coordinator is responsible for the proper functioning of the Emergency Operations Center. The Coordinator also acts as liaison with other local, state, and federal agencies as well as private and volunteer organizations.

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4. The Emergency Management Coordinator will coordinate a unified command structure with centralized management of response and recovery operations. Emergency coordinators from each county agency, located at the EOC, will comprise the unified command staff and will lead personnel and deploy resources from their own organizations in support of the local Incident Commander or Emergency Management Coordinator. The Coordinator 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 rescue, suppression, and law enforcement operations at the incident site if the event occurs at a fixed location.
6. Specific persons 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.
7. During some emergency situations, certain agencies may be required to relocate their center of control to the EOC. During large-scale emergencies, the EOC will, in fact, become the seat of government.

F. CONTINUITY OF GOVERNMENT

1. 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 Management Coordinator to the Emergency Management Planner to the Emergency Management Specialist.
 - c) The line of succession for each county agency or department will be established in the SOP's developed by each agency or department.

2. Preservation of Records

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

Carroll County Emergency Operations Plan

safekeeping of important documents and the safeguarding of such resources, facilities, and personnel.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

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. Specific responsibilities are outlined under C, "Task Assignments," as well as individual annexes. Responsibilities for non-government organizations are also presented.

B. EMERGENCY OPERATIONS

Carroll County's emergency organization consists of various departments with 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 adopted emergency management responsibilities.

C. TASK ASSIGNMENTS

1. Emergency Management Coordinator

- a) Coordinate all phases of emergency management.
- b) Identify and analyze the effects of hazards which may threaten Carroll County or its residents.
- c) Keep the County Commissioners and the Chief of Staff completely informed during any emergency situation.
- d) Establish and maintain a system to alert key officials, warn the public and provide public information to the public in any emergency or disaster.

2. Emergency Communications Center

- a) In most instances, receive the initial report of any emergency either from the National Warning System, a resident, or agency from the county.
- b) Alert appropriate response personnel.
- c) Notify emergency management and county officials as appropriate and required by department SOP's.

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- 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. Fire Service
- a) Respond for all fire suppression activities.
 - b) Provide scene incident command as appropriate.
 - c) Assist with search, rescue, and evacuation activities as required.
 - d) Assist with radiological monitoring as required.
 - e) Provide representation at the EOC.
4. EMS Services
- a) Provide medical care for the critically ill and injured as required.
 - b) In coordination with the Maryland Institute for Emergency Medical Services Systems (MIEMSS), coordinate the transport of critically ill or injured patients to local area hospitals and medical centers or to specialty referral centers operate within the Maryland EMS system.
 - c) Provide scene incident command as appropriate.
 - d) Assist with search, rescue and evacuation as necessary.
 - e) Assist with radiological monitoring as required.
5. Carroll County Sheriff's Office
- a) Provide law enforcement capabilities, coordinating with state and municipal police agencies as required.
 - b) Provide traffic control and security in all emergency areas as required.
 - c) Provide for control of restricted areas, protection of vital installations and security for critical resources and/or facilities as applicable.
 - d) Arrange for mutual police aid from neighboring jurisdictions as necessary.

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- e) Assist with search, rescue, and evacuation as necessary.
 - f) Provide damage assessment support as required.
 - g) Provide EOC representation.
6. Maryland State Police
- a) Coordinate state law enforcement actions in support of local law enforcement agencies.
 - b) Provide traffic control and security in emergency areas as applicable.
 - c) Provide air evacuation of casualties in support of the EMS Services.
 - d) Assist local jurisdictions in search, rescue and evacuation operations as applicable.
 - e) Provide for control of restricted areas, protection of vital installations, security for critical facilities, and/or facilities as applicable.
 - f) Provide EOC representation.
7. Carroll County Health Department
- a) The Health Officer is responsible for all emergency health services within the county.
 - b) The Health Officer and staff will supervise all environmental activities to assure the safety of the population and the protection of the environment.
 - c) The Carroll County Deputy State Medical Examiner in conjunction with the State Medical Examiner is responsible for supervising all county morgues and the identification and interment of the dead.
 - d) The Carroll Hospital Center will coordinate with the health department in directing all emergency health service activities pertaining to the medical care and treatment of the population of the county.
 - e) Provide EOC representation.
8. Social Services

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- a) Establish eligibility criteria for temporary housing, sheltering, or other assistance necessary.
 - b) Establish procedures for providing assistance and temporary housing to victims of emergencies or a major disaster.
 - c) Provide for the orderly and effective assistance to state and/or federal agencies in the event of the Governor's Declaration of an emergency or a Presidential Declaration.
 - d) Provide representation in EOC.
9. Board of Education
- a) Provide schools and board-operated facilities to be used as shelters.
 - b) Assist in providing buses and drivers for emergency mass transportation as necessary.
 - c) Provide EOC representation.
10. Red Cross
- a) Local Red Cross Representatives in cooperation with the Representatives of the Board of Education and Department of Social Services Department shall open and equip all shelters necessary for the protection of citizens.
 - b) Provide and train shelter officers to man such shelters in an emergency.
 - c) Provide meals for both victims and workers in the disaster area.
 - d) Provide representation in EOC.
11. Public Works Department
- a) Provide for, in conjunction with the Maryland State Highway Administration, the removal and disposal of debris from roadways as necessary following a disaster.
 - b) Monitor status of, and advise emergency services of all major road damage and all road closings.
 - c) Assist in the damage assessment of public property.
 - d) Provide EOC representation.

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12. Carroll County Office of Permits and Inspections
 - a) Provide trained personnel for damage assessment teams.
 - b) Provide support for Emergency Operations Center staff as applicable and available.
 - c) Provide EOC representation.
13. Utilities
 - a) Electric utilities, BGE, Allegheny Power Company will, as necessary, provide emergency power in disaster areas, work to restore normal conditions as quickly as possible and provide representation to the Emergency Operations Center as required.
 - b) The natural gas distributor, BGE, as well as LP gas distributors, will respond to any emergency involving their transmission facilities, assist in the public education concerning how to deal with emergency situations involving their product or equipment and provide representation to the Emergency Operations Center as required.
 - c) The Verizon Telephone Company of Maryland will provide temporary lines and services as required to support the Emergency Operations Center, emergency care facilities, and emergency service providers, and will provide representation to the Emergency Operations Center when necessary.
 - d) Provide listing of “special needs” customers to EOC.
14. Civil Air Patrol
 - a) Assist with search, rescue, and education activities as required.
 - b) Assist with radiological monitoring as required.
 - c) Provide monitoring of affected areas, radio communications, and damage assessment support as required.
 - d) Provide EOC representation.

V. CONSIDERATION OF SPECIAL NEEDS

- A. The Carroll County Emergency Communications Center has the capability to communicate with the hearing impaired through TTY and can, by request, add

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information into the Computer Aided Dispatch (CAD) system to identify locations where persons having “special medical needs” reside.

- B. BGE and Allegheny Power will, upon request, provide a listing of registered persons with special needs, medical hardships, or requiring electrically-operated medical equipment, through their Customer Medical Equipment Program (CMEP).
- C. There are several major nursing homes disbursed throughout the county. Any mass, simultaneous evacuation of them all is highly improbable and would require the use of mutual aid resources for safe and expeditious evacuation.
- D. In the event of an emergency at one of them, the residents could be evacuated and moved with existing resources.
- E. These facilities are required for licensure to have their own emergency operations plan.
- F. 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 Operations Plan.
- G. McDaniel College maintains its own Emergency Operations Plan. In the event of a wholesale evacuation of the college, the county would support emergency operations in conformance with the college plan.

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 expended in an emergency. The agencies will forward such records to the County Emergency Management Coordinator 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.
 - a) Reports and Records

Carroll County Emergency Operations Plan

- (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, normally by telephone unless written copies are required.
 - (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.
- b) Agreements and Understanding
- (1) Should local government resources prove to be inadequate 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 by writing whenever possible.
- c) 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.
- d) Logistics
- (1) The County Emergency Management Division shall develop and maintain resources information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery.

Carroll County Emergency Operations Plan

- (2) The resource information will indicate the procedure and contact information necessary to quickly obtain the resources needed to meet an emergency.
 - (3) If necessary, emergency resources will be allocated by priority need.
- e) Use of County Employees During Emergencies
- (1) An appointing authority may assign any employee to perform related work even though the assigned duties are not precisely within the scope of the normal employment.
 - (2) In appointing authority may assign any employee to perform an emergency work at any place in the county and for periods of time other than the usual employment time.
 - (3) Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate overtime or compensatory time in accordance with existing regulations and procedures.
 - (4) When the County Commissioners authorize aid to another jurisdiction in an emergency under the terms of a mutual aid agreement, restrictions on out-of-county vehicle use shall be suspended for those county employees providing the aid.

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 Division, many governmental and public sector agencies have the responsibility for developing and maintaining their respective segments of the plan.
- B. Revisions and/or changes to the plan will be made as necessary by the Carroll County Emergency Management Coordinator. 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 change of personnel and available resources.

Carroll County Emergency Operations Plan

- C. The Carroll County Emergency Management Coordinator will ensure that a review of the plan is conducted by all officials involved and the Coordinator will coordinate all review and revision plans.
- D. For training purposes and exercises, the Carroll County Emergency Management Coordinator 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 shall be effective upon approval and promulgation by the Carroll County Commissioners.

VIII. AUTHORITIES AND REFERENCES

A. AUTHORITY

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

- 1. Carroll County Disaster Assistance Plan dated September 23, 1976.
- 2. Public Safety Article, Title 14, Subtitle 1, Section §14 111 Annotated Code of Maryland.
- 3. 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.

B. REFERENCES

- 1. FEMA CPG 1-8/October 1985 Guide for Development of State and Local Emergency Operations Plans.
- 2. FEMA CPG 1-5/July 1984 Objectives for Local Emergency Management.

Carroll County Emergency Operations Plan

IX. ABBREVIATIONS AND DEFINITIONS

A. ABBREVIATIONS

ARC – American Red Cross

ATR – Advanced Tactical Rescue

CATS – Carroll Area Transit System

CCARC – Carroll County Amateur Radio Club

CCHD – Carroll County Health Department

CCHO - Carroll County Health Officer

CCPS – Carroll County Public Schools

CDC – Center for Disease Control

CERCLA – Comprehensive Environmental Response Compensation and Liability Act

CHC – Carroll Hospital Center

CHEMTREC – Chemical Transportation Emergency Center

CISM – Critical Incident Stress Management

CAP – Civil Air Patrol

CPG – Civil Preparedness Guide

CSA – Core Service Agency

DGS – Department of General Services

DHHS – Department of Health and Human Services

DHMH – Department of Health and Mental Hygiene

DHS – Department of Homeland Security

DOT – U.S. Department of Transportation

DSR – Damage Survey Report

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DSS – Department of Social Services

EAS – Emergency Alert System

EMA – Emergency Management Agency

EMC – Emergency Management Coordinator

EMS - Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPA – Environmental Protection Agency

ERG – Emergency Response Guidebook

FBI – Federal Bureau of Investigation

FEMA – Federal Emergency Management Agency

FRP – Federal Response Plan

HAZMAT – Hazardous Materials

HMRT – Hazardous Materials Response Team

IC – Incident Commander

ICP – Incident Command Post

IMS - Incident Management System

JIC – Joint Information Center

JOC – Joint Operations Center

LEPC – Local Emergency Planning Committee

MDE – Maryland Department of the Environment

MEMA – Maryland Emergency Management Agency

MIEMSS – Maryland Institute for Emergency Medical Services Systems

MSHA – Mine Safety and Health Administration

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MSP – Maryland State Police

MTS – Maryland Transit Administration

NBC – Nuclear, Biological, Chemical

NCS – Network Control Station

NIOSH – National Institute for Occupational Safety and Health

NRC – National Response Center

NTR – National Terrorism Hotline

OCME – Office of Chief Medical Examiner

OPSSS – Office of Public Safety Support Services

PAPR – Positive Air Pressure Respirator

PDA – Preliminary Damage Assessment

PIO – Public Information Officer

RACES – Radio Amateur Civil Emergency Service

REACT – Radio Emergency Associated Communications Teams

REP/SOP – Radiological Emergency Plan Standard Operating
Procedures

R.O. – Radio Officer (R.A.C.E.S.)

SARA – Superfund Amendments and Reauthorization Act of 1986

SCBA – Self-Contained Breathing Apparatus

SERC – State Emergency Response Commission

SHA – State Highway Administration

SNS – Strategic National Stockpile

SOP – Standard Operating Procedures

TIA – Terrorism Index Annex

TTY – Teletype

B. DEFINITIONS

Action Levels – The upper or lower limits of flammability levels of oxygen present. The levels of toxic products that will outline the actions of hazmat personnel as it pertains to protective clothing, monitoring procedures, zones, and any other actions that need to be taken. The actions to be taken as far as “go” or “not to go” or to continue to work in the area involved.

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.

Appendix – An element of the Emergency Operations Plan attached to the annex to provide information on special approaches or requirements for responding to the emergencies anticipated by the jurisdiction.

Advanced Tactical Rescue Team (ATR) - emergency responders with technical equipment required for incidents of highly advanced rescue techniques.

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 Area Transit System (CATS) – County public transportation vehicles.

Cold Zone – The control area from warm line to border of cold zone. This area is used as command and coordination area.

Consequence Management – Measures to protect public health and safety, restore government services, and provide emergency relief to government, businesses, and individuals affected by the consequences of terrorism.

Damage Assessment - An appraisal of the nature and extent of the damage sustained by the county during an emergency or disaster.

Declaration of Emergency - The formal announcement by the executive head of government that a situation exists which requires extraordinary efforts or procedures to counteract and overcome. It may apply to an entire jurisdiction or to any part thereof. It may suspend or modify local law or procedures to the extent local law permits.

Decon Area – (Contamination Reduction Zone) – Area designated and equipped for decontamination of personnel, equipment, and tools.

Carroll County Emergency Operations Plan

Decon Sector Officer – Responsible for overseeing safe and effective decontamination procedures are followed. Will make sure that all equipment and personnel are thoroughly decontaminated and proper disposal and/or isolation of equipment and area is secure.

Decontamination – The removal or neutralization of hazardous chemicals or biological substance from bodies, clothing, and equipment.

Department of Social Services – State agency department assigned with mass sheltering of population and victims.

Direction and Control – The use of a centralized management center, the Emergency Operations Center, to facilitate policymaking, coordination, and control of operating forces in a large scale emergency situation.

Disaster – Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, landslide, catastrophe such as a riot, civil disturbance, air or nuclear attack which results in damage of property, hardship, suffering, or possible loss of life.

Emergency – Any disaster which requires emergency governmental assistance to save lives and protect property, public health and safety to avert or lessen the threat of a major disaster.

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 – 911 dispatch center for Carroll County.

Emergency Medical Officer – Assigned responsibility of overseeing that all policies and procedures are followed pertaining to medical guidelines at a hazmat incident.

Emergency Operations Plan – 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, man-made, or attack related disaster.

Emergency Operations Center (EOC) – The protected site from which civil government officials exercise direction and control during an emergency.

Evacuation – A protective action whereby residents are moved from a place of danger to a place of relative safety.

Hazardous Material – A substance which, if released in an uncontrolled manner, can be harmful to people, animals, property, or the environment.

Hazmat Coordinator – Developed to assist fire departments with command and technical information at hazmat emergencies.

Hazmat Operations Officer – Assigned to oversee all hazmat operations and appoint other hazmat sector officers.

Hazmat 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.

Hazmat Tech – Personnel trained to perform offensive actions to control a hazmat emergency by plugging, patching, monitoring, wearing P.P.E., verifying, and identifying a hazmat.

Hot Zone – In a hazmat incident, the area closest and directly involved with a hazardous material.

Incident Commander – Person directly in overall charge of an incident.

Incident Command System – 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.

Information/Resource Sector – Gather, research, disseminate, and coordinate all the following information available on the hazardous products involved. Will use at least three references for information of chemicals involved.

Joint Information Center – Central point of contact for all news media near the scene of a large scale disaster.

Local Emergency Planning Committee – Established by the 1986 SARA legislation to plan local emergency response to hazmat emergencies.

Logistics Officer – Maintain records of all equipment needed and used. Will gather all information on equipment needed and assist with obtaining needed equipment.

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.

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Mutual Aid Agreement – Agreement between two or more organizations or jurisdictions to provide reciprocal assistance to one another in time of an emergency.

National Warning System (NAWAS) – Located at MEMA and the Carroll County ECC.

Office of the Chief Medical Examiner (OME) – Assigned task of body identification, cause of death, and removal.

Personal Protective Equipment (P.P.E.) – Includes items such as turnout gear, hazmat suits, SCBA, etc.

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.

Promulgation Statement – An executive order issued by a jurisdiction's chief executive officer, which, in case of an emergency operations plan, awards legal authority to the document.

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 provides emergency communications where needed during times when there are extraordinary threats to the safety of life and property.

Reception Center – Central location designated by local jurisdiction and/or incident commander, that are easily accessible and identifiable by evacuating persons, where evacuees can receive a variety of support services such as directions and/or transportation to shelters, registration for family reunification, and referral to other available social services.

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.

Carroll County Emergency Operations Plan

Radio Officer (R.O.) – The official who the Emergency Management Coordinator contacts to request activation of the R.A.C.E.S. group in an emergency.

Safety Officer – Oversee safety and welfare of all personnel on the incident scene. Will follow guidelines established in operating guidelines.

Search and Rescue – 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 Procedures (SOP's) – 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 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.

Strategic National Stockpile (SNS) – a cache of medications, vaccines, and medical supplies and equipment developed to assist states in responding to an event. It can usually be delivered within 12 hours.

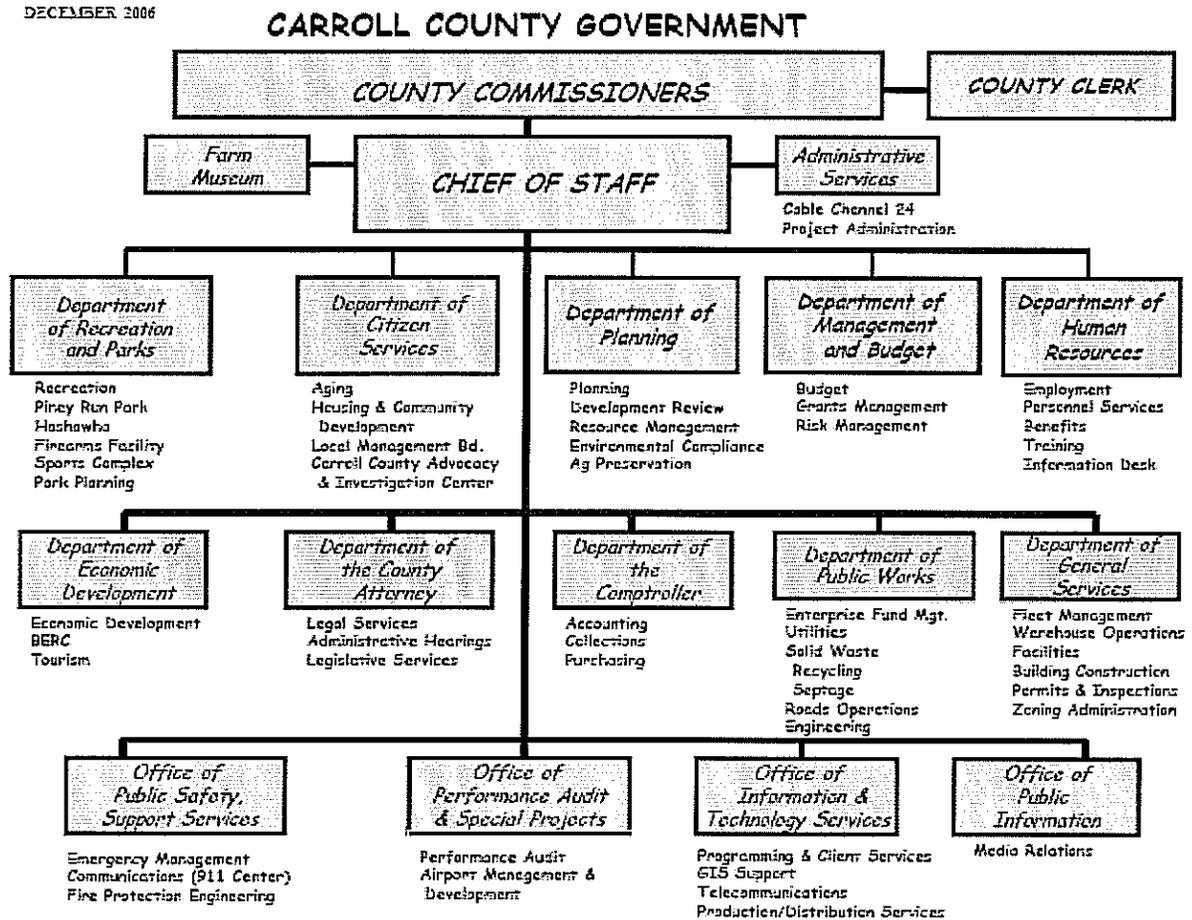
Support Personnel – Fire and EMS personnel as well as other personnel that provide support or special resources.

Warm Zone – Area between cold and hot zone. The area encompassing a hazardous material and that is restricted to hazmat personnel in appropriate level of protection.

“9-1-1” - A simplified dialing method for obtaining prompt emergency assistance by telephone and sometimes used to indicate an emergency communications center. The “9-1-1” system is now operative in all Maryland jurisdictions.

TAB A COUNTY ORGANIZATIONAL CHART

DECEMBER 2006



TAB B TELEPHONE CALL-DOWN LIST

**CARROLL COUNTY GOVERNMENT
TELEPHONE CALL DOWN LIST**

**CONTACT THE CARROLL COUNTY
OFFICE OF PUBLIC SAFETY SUPPORT SERVICES**

**THIS INFORMATION IS FOR
RESTRICTED USE ONLY**

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 1

Transportation

Primary Authority: Office of Public Safety Support Services
Supporting Agencies: Carroll County Public Schools
Carroll Area Transit System
Maryland State Police
Local Law Enforcement
Fire /EMS Departments
Public Information Office
Department of Public Works

I. Introduction

A. Purpose

To coordinate the use of transportation resources and services necessary to support emergency response or recovery operations for emergency transportation in the event of a catastrophic event occurring in Carroll County.

B. Scope of Operation

Emergency Transportation is provided on a county-wide basis for an incident that requires the mass transportation of residents to a safe location or emergency medical personal and supplies to the site of the incident. The incident may be:

1. A catastrophic event that may include weather related incidents (hurricane, tornado, etc...).
2. An accident involving hazardous materials, terrorist actions and/or nuclear disasters.

II. Operating Principals

A. Situation

1. The Carroll County Emergency Management Division is responsible for coordinating all emergency transportation resources within Carroll County. The Emergency Management Coordinator or his designated representative will coordinate emergency transportation operations from the Emergency Operations Center (EOC).

Carroll County Emergency Operations Plan

2. Plans for evacuating populations, maintaining essential services, and transporting critical workers depend on fuel resources, transportation fleet, and road and rail networks.
3. Congestion leads to panic, abandoned vehicles, and a disruption of the evacuation process.
4. Most residents will use private vehicles to evacuate.
5. Sufficient vehicles and fuel should be available to support evacuation efforts.
6. Transportation will be provided for those not having transportation of their own.
7. Specially equipped vehicles will be necessary to transport the disabled, infirmed or other populations having special needs.
8. Evacuees from smaller outlying risk areas will compete for highway space with evacuees from larger risk areas.
9. Evacuation across state lines may be required.
10. Freeway flow may break down completely if vehicles cause the capacity of the roadway to be exceeded for significant periods of time.

B. Concept of Operation

1. Contacts and Information
 - a) To provide emergency transportation consistent with the incident, the Incident Commander shall use staff contacts.
2. The Incident Commander will need to provide the contact with the following information:
 - a) The number of people to be transported.
 - b) The destination of the transport.
 - c) The control points and method of traffic control.
3. The Incident Commander and the Transport Contact will agree on:
 - a) Pickup points for persons without private automobiles or other means of transportation.
 - b) The approximate duration of the evacuation.

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- c) The control points and method of traffic control.
4. Logistics – The following emergency transportation routes provide for:
- a) Rest areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information and comfort facilities.
 - b) Fuel supplies along evacuation routes.
 - c) Position of personnel, equipment, and supplies along evacuation route and known traffic congestion areas to remove disabled vehicles.
 - d) Policies that will govern the use of vehicles during the evacuation period.
 - e) Instructional materials showing evacuation routes, reception areas, parking facilities, lodging, food services, campgrounds for families evacuating in recreational vehicles, and medical treatment facilities.
5. Public Information Officer
- a) The Incident Commander shall coordinate all evacuation information with the Public Information Officer to ensure the public is provided with accurate and up-to-date information.
6. Emergency Transportation Routes
- a) Due to the wide variety and scope of emergencies that can trigger an evacuation and the limited number of main routes available, the Incident Commander, in consultation with the transportation contact at the time of the emergency, will determine transportation routes. However, in situations that require moving vehicles through Carroll County, main roadways should be converted to one-way leading to the designated location. Police will monitor and enforce the evacuation through the routes to the designated location in or outside of Carroll County.

C. Organization

- 1. Primary Agency
 - a) Office of Public Safety Support Services

Carroll County Emergency Operations Plan

- (1) Coordinate with Law Enforcement, Bureau of Road Operations, Public Works and State Highway Administration to select evacuation routes and assembly points.
- b) Local Law Enforcement
- (1) Assist with the selection of evacuation routes and access and traffic control points.
 - (2) Implement access and traffic control.
 - (3) Provide land transportation for critical workers and equipment. The Maryland State Police Aviation Division will provide air transportation for critical workers and equipment, as required.
 - (4) Facilitate emergency repair and towing service, emergency fuel service, and information and assistance points.
- c) Carroll County Public Schools
- (1) Provide buses and drivers to transport evacuees to shelter and provide specially equipped vehicles to transport the disabled and elderly.
 - (2) If school is in session, provide transportation for students at schools in area to be evacuated.
- d) Department of Public Works
- (1) Provide advice on road conditions and recommend routes to be used for evacuation.
 - (2) Mark evacuation routes, position barricades and other traffic control devices along evacuation routes, and provide personnel to assist in staffing control points.
 - (3) Provide vehicles to transport evacuees, if necessary.
 - (4) Provide equipment and personnel to relocate essential resources as personnel, critical supplies and equipment to shelter/reception areas.
 - (5) Provide debris removal and disposal for locally maintained roads and bridges.
 - (6) Repair damage, as necessary.

Carroll County Emergency Operations Plan

- e) Volunteer Fire/Fire Police and EMS Services
 - (1) Provide ambulances and personnel to assist with the evacuation of hospitals and nursing homes, as necessary.
 - f) Carroll Area Transit System (CATS)
 - (1) Provide vehicles and drivers to transport evacuees to shelter and provide specially equipped vehicles to transport the disabled and elderly.
 - g) Public Information Officer (PIO)
 - (1) Prepare public information releases to advise residents of areas to be evacuated, evacuation routes to be used, and assembly points for persons without private transportation.
2. Supporting Departments or Agency
- a) State of Maryland
 - (1) Provide trucks for evacuation transportation from Maryland Department of Transportation State Highway Administration (SHA).
 - (2) Support the MSP in traffic and access control by providing road barricades, traffic cones, flashing arrow boards, special signs, and providing personnel to assist in staffing the control points.
 - (3) Assist local jurisdictions in obtaining petroleum products for distribution to selected supply points or other designated areas for emergency operations.
 - (4) Provide debris removal and disposal for state maintained roads, highways, and bridges.
 - (5) Assist local governments in the maintenance and restoration of highways, roads, and bridges upon receipt of an appropriate request and authorization.
 - (6) Provide buses and drivers from Maryland Department of Transportation. Mass Transit Administration (MTA) to assist in transporting residents and special facility residents as nursing homes out of the affected area and provide transportation for the return home.

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- (7) Provide evacuation transportation only after all state and local services have been utilized.
- (8) Provide personnel to staff access and traffic control points.

3. Administration

a) Reports and Records

- (1) All agencies, organizations or private individuals providing emergency transportation shall submit a statement of costs incurred to the Emergency Management Coordinator.
- (2) Estimates of damage to locally maintained roads, highways, and bridges will be submitted to the Emergency Management Coordinator.
- (3) Estimates of damage and costs incurred will be forwarded to MEMA by the Emergency Management Coordinator.

b) Resources

- (1) All agencies involved in emergency transportation shall develop and maintain lists of resources, to include vehicles, tow trucks, and equipment for debris removal.

For Directory

Name - Title	Type of Transportation Needed	Contact Numbers
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CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 2

Communications

Primary Agency: Office of Public Safety Support Services
Supporting Agencies: Department of Public Works
Radio Amateur Civil Emergency Service
Office of Information and Technology Services

I. Introduction

A. Purpose

To coordinate the use of communication resources during emergency situations when the Emergency Operations Center (EOC) has been activated.

B. Scope of Operation

1. Communications support includes providing land-line, modem, cellular, and radio assistance or resources for emergency response or assistance missions, as well as coordinating the use of resources to facilitate an effective, efficient, and appropriate result.
2. Potential operations include: receiving and transmitting messages, issuing alert and warning messages or notifications, ensuring that technical support and equipment exist to enable functional statewide communications systems, implementing lease agreements for commercial services or equipment, and identifying government or private sources that can render communications assistance from outside the affected area.

II. Operating Principals

A. Situation

1. Fire, ambulance, and the Sheriff's Office communications in conjunction with the "911" system are co-located in the Emergency Communications Center. All major emergency services are interfaced either through radio channels or leased telephone lines. TAB A details the various communications resources.
2. County departments and agencies, which have their own operational radio talk groups, can manage their nets from the EOC.

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3. The primary means of communication between agencies will be by telephone but radios must be available in the event of a major telephone outage.

B. Concept of Operations

1. The EOC must provide a rapid and reliable means of communications in support of emergency operations during a disaster. Within this general concept there are two functions. One is to provide the capability to direct and control the emergency response and support activities. The second is to provide necessary survival information to the public at risk, normally through the Emergency Alert System (EAS), TAB A.

C. Organization

1. Primary Agency

a) Emergency Operations Center

- (1) The organization for emergency communications is the same within the emergency response and support organizations during emergencies as it is during normal day-to-day operations. The EOC is equipped to permit access to those additional operating nets by their own representatives in the EOC.
- (2) EOC communications will be under the direction of the Administrator of the Office of Public Safety Support Services or his designee.
- (3) The Radio Amateur Civil Emergency Services (RACES) group will manage control from the EOC, and provide mobile and/or portable units in the field to support other emergency operations, upon request. TAB B

b) Office of Information and Technology Services

- (1) Assess status of county voice/data technology and infrastructure.
- (2) Maintain voice/data technology infrastructure to allow for communications via land lines and transmission of data across networks and the internet between county agencies.

2. Support Department or Agencies

a) Emergency Management

Carroll County Emergency Operations Plan

- (1) Maintain the communications equipment in the EOC in operational condition.
 - (2) Provide the necessary logs and message forms.
 - (3) Provide communications support to emergency response services upon request.
 - (4) Provide a communications capability between the EOC and the on-scene commander (Incident Commander), Maryland Emergency Management Agency, adjacent counties, and all operating forces represented in the EOC.
- b) County Departments with Communications Capabilities
- (1) Ensure operation of radios in the event of a power outage.
 - (2) Provide fixed or mobile back up to the emergency communications system in the EOC, on request.
- c) Radio Amateur Civil Emergency Services (RACES)
- (1) Provide personnel to operate the RACES net control in the EOC.
 - (2) Provide communications between the EOC and designated shelters.
 - (3) Provide emergency communications support wherever needed within capabilities, upon request.
3. Administration
- a) The emergency services dispatching, which is carried on day-to-day is located in the Emergency Communications Center and is administered by the Administrator of the Office of Public Safety Support Services. The EOC is maintained by the Emergency Management Coordinator.
 - b) Communications and supplies are maintained on a contract basis and others on a time and materials basis.

TAB A

EMERGENCY ALERT SYSTEM

The Emergency Alert System is composed of a combination of commercial AM and FM radio and television broadcast stations authorized by the Federal Communications Commission to remain on the air during a declared emergency.

██████████ and ██████████ are the authorized “Common Program Control Stations” for the Carroll County Area with the point of entry designated as the Carroll County Emergency Operations Center (EOC).

All statewide emergency broadcasts must be processed through the Maryland Emergency Management Agency (MEMA) to WBAL in Baltimore, the state “Common Program Control Station” and Carroll County Government Cable Channel 24.

Priorities for the Emergency Alert System are:

1. Presidential message.
2. State programming.
3. Local – County.
4. National and Regional.

Radio Amateur Civil Emergency Service (RACES)

Emergency communications for operational service other than departments and agencies with their own communications networks will be provided by the RACES. In Carroll County RACES services are provided by VOLUNTEER amateur radio operators who are licensed by the Federal Communications Commission (FCC), Carroll County residents registered in RACES, and under the direction of Carroll County Emergency Management Division. Primary radio resources are provided by the volunteer amateur radio operators’ personally owned radio equipment with communications range enhancement through a radio repeater located at the Gorsuch Road tower site.

Carroll County Emergency Service Radio Resources

Additional radio resources located in the radio room at the Carroll County Fire Training Center include: VHF FM radio link to the State Emergency Operations Center at Reisterstown and other County Operations Centers on ██████████ a High Frequency (HF) radio system and a VHF FM radio for RACES communications by Carroll County Amateur Radio operators; a Citizens Band base station radio for REACT communications; and a National Alert Warning Answering System (NAWAS) link providing direct voice contact to the State Emergency Operations Center, the National Warning Network and the National Weather Service.

TAB B

RACES SERVICE PLAN

I. Introduction

A. Scope

This plan provides guidance for the Carroll County Radio Amateur Civil Emergency Service (RACES) group to support local government officials during certain emergency conditions that may exist in Carroll County, Maryland from time to time.

B. Purpose

This plan is intended to provide coordinated operation between Carroll County Emergency Management Division, Carroll County Government Officials and the Carroll County Radio Amateur Civil Emergency Service (RACES), the local RACES organization, during times when there are extraordinary threats to the safety of life and/or property. Maximum benefits from a RACES organization can be obtained only through careful planning which identifies the organizations, agencies, and individuals concerned and assign a definitive role to each. This plan enables organizations and agencies having emergency responsibilities to include the RACES organization in local emergency plans and programs.

C. Operations

Under this plan, the Emergency Management Coordinator or designee is empowered to request the use of available volunteer communications facilities and personnel. Acceptance of or participation in this plan shall not be deemed as a relinquishment of license control, and shall not be deemed to prohibit an amateur radio service licensee or broadcast licensee from exercising independent discretion and responsibility in any given situation under the terms of its license.

II. Authority

Part 97 Subpart A, Federal Communications Commission Rules and Regulations.

III. Authentication

The form of authentication that will be used between the activating official and the RACES organization will be personal identification or knowledge of the individuals involved as described by the RACES radio officer.

Carroll County Emergency Operations Plan

IV. Identification

The methods used to identify a RACES member and key personnel during a communication support operation will be the following:

- A. Local personal photo identification either worn or carried by the individual.
- B. Personal acquaintance with the individual by the responsible admitting agent.

V. Implementation Procedures

A. Procedures for Government Officials

1. Upon notification or determination of an emergency condition or situation posing an extraordinary threat to life and/or property, the Emergency Management Coordinator or designee, will contact the Carroll County RACES Radio Officer or designee to request RACES activation.
2. The Emergency Management Coordinator or designee will use the following format when contacting the Carroll County RACES Radio Officer:
3. “This is (NAME), Emergency Management Coordinator for Carroll County. I request that the RACES organization be activated for Carroll County because of (EMERGENCY SITUATION...).”
4. In order to speed personnel activation during emergency conditions or provide other announcements, an authorized official may contact the Maryland Emergency Management (MEMA) RACES Officer and request assistance in activating the RACES organization.

B. Procedures for Amateur Radio Operators

1. Upon request by authorized authorities, RACES personnel will report to the Emergency Operations Center (EOC) and activate required emergency nets on local and state authorized RACES Amateur Radio frequencies.
2. Identified RACES personnel may report to the EOC either in person or by radio communication.
3. Identified RACES personnel not designated an assignment by the EOC Network Control Station (NCS) may maintain communication contact with the EOC NCS at their home station locations.
4. RACES personnel may be assigned to mobile, portable, or fixed positions for communications during the extraordinary event.

Carroll County Emergency Operations Plan

VI. De-Implementation Procedures

A. Procedures for Government Officials

1. At the cessation of the extraordinary event, authorized officials will initiate a roll call from the EOC and send a message by radio on the established network control frequencies ending activation of the Emergency Situation.
2. Confirm with the RACES Radio Officer that all activated RACES personnel have acknowledged receipt of the termination message.
3. Announce to MEMA that local RACES activities have ended.

B. Procedures for Amateur Radio Operators

1. The RACES Radio Officer or designee will confirm by roll call on the radio net that all activated RACES personnel acknowledge receipt of de-activation message.
2. All activated RACES personnel will secure their stations and report so to the Radio Officer. The Radio Officer will report to the Emergency Management Coordinator or designee that all stations have secured.

VII. Tests

The local RACES organization is invited to participate in the monthly communications exercises established by MEMA. It is suggested that the local RACES organization exercise their communication skills frequently. The local RACES organization will also be invited to participate in annually held county and statewide drills as they happen.

VIII. Unit Record System

The RACES Unit Record System has been established and is located in the Emergency Management Division, Emergency Operations Center. A copy of this plan, the Maryland State RACES Plan, as well as all records, manual, licenses and files that are necessary for the operation and documentation of the RACES program in Carroll County will be kept at this location.

IX. Plan Maintenance

It will be the responsibility of the Emergency Management Coordinator for Carroll County or designee and the Carroll County RACES Radio Officer to review this plan in accordance with federal, state, and local guidelines on an annual basis.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 3

Public Works and Engineering

Primary Authority: Department of Public Works
Supporting Agencies: Department of General Services
Department of Planning
Office of Public Safety Support Services
Maryland State Police

I. Introduction

A. Purpose

To coordinate public works activities necessary to support an emergency response or recovery effort.

B. Scope of Operation

1. Public Works and Engineering support includes providing engineering, construction management, and building inspection services, providing contracting services, and performing real estate services.
2. Potential operations include: DGS construction or restoration of public buildings, repair or restoration of public structures, repair or restoration of water supply systems and wastewater or solid waste treatment facilities, emergency demolition or stabilization of public facilities or structures, and damage assessment or inspection of damaged buildings and facilities.
3. The Public Works and Engineering ESF team or its individual members may participate in debris management activities when appropriate and as necessary.

II. Operating Principals

A. Situation

1. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.

B. Concept of Operation

Carroll County Emergency Operations Plan

1. An assessment of the condition of public infrastructure will be conducted and the information analyzed to determine the criticality of immediate repair, restoration, or demolition of any structure or facility.
2. The status of the public infrastructure will be disseminated among emergency response agencies, and the public information officer in particular the condition of water supply, wastewater, and solid waste treatment facilities.
3. Resource needs and requests will be obtained from Emergency Support Function Teams.
4. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
5. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
6. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

C. Organization

1. Primary Department or Agencies
 - a) Department of Public Works
 - (1) Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters.
 - (2) Develop team procedures and policies, as necessary, in cooperation with team members.
 - (3) Act as the coordinating agent for all related resources, develop operations assignments, and direct deployment, in cooperation with team members.
 - (4) Collect, compile, and report information and data, as appropriate.
2. Support Departments or Agencies

Carroll County Emergency Operations Plan

- a) Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for public works operations, as possible.
 - b) Provide supplemental staff to support the team, as necessary.
 - c) Track the use of resources from their respective organizations and share that information with the Team Leader.
-

CARROLL COUNTY
EMERGENCY OPERATIONS PLAN

Emergency Support Function # 4

Fire Fighting

Primary Authority:	Carroll County Fire Departments
Supporting Agencies:	Office of Public Safety Support Services Maryland Department of Environment Carroll County Health Department Carroll County Volunteer Emergency Services Association

I. Introduction

A. Purpose

To coordinate the responsibilities, procedures, and actions of fire departments in meeting the demands of an emergency situation. In addition to the EMS, Rescue, and Fire Suppression responsibilities of the individual departments, there also exists the responsibility to support Haz-Mat and Advanced Tactical Rescue operations.

B. Scope of Operation

1. Fire Department personnel and equipment will be able to mitigate most emergency situations. Fire departments within Carroll County will provide additional manpower and resources to each other as needed and to nearby jurisdictions as requested. When additional resources are needed to assist Carroll County fire departments, these resources can be obtained through local and regional mutual aid agreements and the Maryland Emergency Management Assistance Compact.

II. Operating Principles

A. Situation

1. Emergency Services personnel encounter many incidents where delivery of EMS, Rescue, Fire Suppression, Haz-Mat, and Advanced Tactical Rescue services are required. Significant problems are often encountered during delivery of service that threaten the safety and well being of the citizens. These problems include medical emergencies with multiple injuries, extrication of victims from vehicles, machinery, collapsed structures, confined spaces, etc., rescue of victims overcome by smoke or

Carroll County Emergency Operations Plan

trapped by fire, and hazardous material releases that extend beyond the incident site to threaten the nearby population.

B. Concept of Operation

1. General

- a) The responsibility for providing emergency services lies with the local fire departments. Each fire department in Carroll County is a separate entity, providing emergency services to a particular geographical area of the county. Collectively, these fire departments provide emergency services to the entire geographical area of the county, assisting each other as necessary to meet the demands of an emergency incident.
- b) The primary responsibilities of emergency services during an emergency incident will be the protection of life, property, and the environment.
- c) Emergency Services will support and assist Haz-Mat and Advanced Tactical Rescue operations.
- d) Emergency Services will assist during evacuation of county residents.
- e) Emergency Services personnel will assist in securing the evacuated area and will function in a support role for other departments or agencies with mitigation responsibility, e.g., Maryland Department of the Environment, Carroll County Health Department, etc.

2. Response

- a) Perform fire suppression and/or rescue operations as required and provide emergency medical assistance to the injured.
- b) Evaluate hazardous material releases and initiate action to protect the safety of the public.

3. Recovery

- a) Request response of responsible agency and assist in determining incident cause.
- b) Assist Haz-Mat Team with decontamination efforts.
- c) Identify potential hazards, such as a damaged gas line, power line down or unsafe structure, and refer to responsible agency for action.

Carroll County Emergency Operations Plan

- d) Establish a fire watch, if necessary, to prevent further damage or provide for occupant safety.
- e) Survey damage to fire apparatus and facilities.
- f) Complete required reports of event and submit to appropriate officials.

C. Organization

1. Primary Agency

a) Carroll County Volunteer Emergency Services Association

- (1) There are fourteen local fire departments within Carroll County. Each fire department is a separate entity. Collectively, the fire departments form the Carroll County Volunteer Emergency Services Association (CCVESA).
- (2) Request the additional resources needed to ensure operational success.
- (3) Request response of responsible agencies/departments needed to mitigate incident, i.e., Maryland Department of the Environment, Baltimore Gas and Electric, etc.
- (4) Extinguish all fires.
- (5) Assist and support decontamination efforts of Haz-Mat Team.
- (6) Assist and support Advanced Tactical Rescue team on rescue operations.
- (7) Provide appropriate level of training for response personnel.

b) Communications

- (1) The notification, response, and operational activities of Emergency Services are supported by the Emergency Communications Center (ECC) on a routine, day to day basis.
- (2) Disaster related emergency communications activity will require additional staffing at the ECC to process the increased 911 calls and Emergency Services. The

Carroll County Emergency Operations Plan

additional staffing needs will be addressed through existing policies and procedures currently in effect at the ECC.

- (3) Upon activation of the Emergency Operations Center, the EOC and ECC will coordinate the release of public protective action information and protective action information for Emergency Operations Plan.

c) Direction and Control

- (1) The Carroll County Volunteer Emergency Services Association (CCVESA) Liaison will serve as the association representative in the Emergency Operations Center until relieved by the President or designee.
- (2) The liaison/representative will be responsible for coordinating the delivery of emergency services.
- (3) The liaison/representative will coordinate service delivery based on information and instruction received from the Incident Commander(s).
- (4) The EOC will be responsible for resource acquisition in support of Emergency Services. Depending on incident severity, the Incident Commander's resource needs may be accommodated through use of county, state, or federal resources.
- (5) All mutual aid, department, or agency resources will be responsible to the Incident Commander in support of incident management.

III. Support Department or Agencies

A. Administration

1. The Carroll County Emergency Management Coordinator or designee has the overall responsibility for administration of this plan and the Emergency Operations Center.

B. Logistics

1. The Carroll County Emergency Management Coordinator, through the Office of Public Safety Support Services, will develop and coordinate all necessary procedures for organization, staffing, and physical requirements in order to provide the maximum support to Emergency Services from the Emergency Operations Center.

Carroll County Emergency Operations Plan

2. A list of available resources will be kept at the Emergency Communications Center and Emergency Operations Centers in support of Emergency Services.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 5

Emergency Management

Primary Authority: Office of Public Safety Support Services
Supporting Agencies: Carroll County Public Information
Sheriff's Office Mobile Command Vehicle
Department of Budget and Management
Department of Economic Development
Carroll County Health Department
Maryland State Police
Department of Planning
Maryland Institute for Emergency Medical Services System
American Red Cross

I. Introduction

A. Purpose

To coordinate the effort to collect, assemble, analyze and disseminate timely, accurate and easily understood information to the public before, during, and after an emergency situation; to facilitate evacuation and recovery efforts and control rumors.

B. Scope of Operation

1. In an emergency situation, the public will demand information about the emergency and the protective measures to be taken.
2. Information and planning support includes collecting, processing, and disseminating information to state, local, and private officials involved in emergency response and recovery operations.
3. Potential operations include: obtaining damage assessments from affected jurisdictions, gathering data and information and developing reports, collecting deployment information from ESF teams, producing status reports, and creating strategic operations plans.
4. The media will demand information about the emergency in order to perform an essential role in providing emergency instructions and status information to the public.

Carroll County Emergency Operations Plan

5. The county's Public Information Officer (PIO) will serve as the official spokesperson, coordinating with representatives from involved agencies.

II. Operating Principals

A. Situation

1. During an emergency situation, it is essential that the public be provided with timely, accurate and easily understood information on the protective measures to be taken to save lives and protect property.
2. An emergency situation may occur with little or no warning. Therefore, the public must be made aware, with as much advanced notice as practical, of the potential hazards affecting the jurisdiction and the protective actions to be taken.
3. The fundamental information the ESF team will seek to gather includes:
 - a) Geographic boundaries of the affected area.
 - b) Social, physical, economic, and political impacts of the disaster.
 - c) Status of transportation systems in the affected area.
 - d) Status of communications systems in the affected area.
 - e) Access/entry points to the affected area.
 - f) Hazard-specific data and information regarding the disaster.
 - g) Current and forecast weather conditions for the affected area.
 - h) Status of critical facilities in the affected area.
 - i) Scope of emergency activation by local governments in the affected area.
 - j) Decisions regarding emergency declarations by appropriate jurisdictions.
 - k) Political district boundaries in the affected area.
 - l) Major concerns, activities, and deployments of all ESF teams.
 - m) Resource needs and unmet "service" needs.
 - n) Response and recovery priorities in jurisdictions and of the state.

Carroll County Emergency Operations Plan

- o) Status of pending ESF operations.
 - p) Strategy for managing donations to the incident.
 - q) Relevant historical information regarding the affected jurisdictions.
4. Information releases must be coordinated with and verified by the appropriate agencies to avoid contradictory statements.
 5. News briefings will be announced in advance.
 6. Reasonable efforts will be made to assist news media personnel in their assignments. However, media representatives will not be permitted to interfere with disaster operations.
 7. Volunteer relief organizations will be given due recognition by name in releases and briefings.

B. Concept of Operation

1. Pre-Emergency
 - a) The county PIO will establish a system to disseminate emergency information and instructions to the public to include a twenty-four hour operation and rumor control.
2. Emergency Situation
 - a) Designate a facility where media representatives will be briefed.
 - b) Coordinate with the Carroll County Emergency Management Coordinator and other designated agency representatives as appropriate.
 - c) Coordinate the release of information with other appropriate agencies.
 - d) The county PIO may utilize the Sheriff's Office Mobile Command Vehicle and other mobile communication systems to support public information coordination.
 - e) Incident Commander may initiate Public Information Officer activation through Emergency Management Coordinator. Emergency Management Coordinator will make decision whether or not to activate the Public Information Officer.

Carroll County Emergency Operations Plan

- f) Emergency Management Coordinator may also call Public Information Officer without Incident Commander first making request.

3. Recovery

- a) Continue to coordinate the release of information with other appropriate agencies. Such information may include types and locations of assistance available, including contacts, telephone numbers and hours of operation.

C. Organization

1. Primary Department or Agencies

- a) The Carroll County Public Information Administrator will serve as the county PIO. This PIO will issue news releases in coordination with other appropriate agencies.
- b) The county PIO will designate an alternate PIO. When required, involved agencies will be informed that the alternate PIO will be serving as the spokesperson.

2. Support Departments or Agencies

- a) Provide assistance, as appropriate, and make resources of their respective organizations available.
- b) Track the use of resources from their respective organizations and share that information.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function #5 – ANNEX A

EVACUATION PLAN

Primary Authority: Carroll County Emergency Management Division

Supporting Agencies: Carroll County Public Schools

Carroll Area Transit System

Carroll County Sheriff's Office

Maryland State Police

Maryland Department of Natural Resources Police

Local Law Enforcement

Fire/EMS Departments

Public Information Office

Department of Public Works

Department of Social Services

Carroll County Health Department

Carroll Hospital Center

American Red Cross

Humane Society of Carroll County, Inc.

Maryland State Highway Administration

I. Introduction

A. Purpose

This plan provides for an orderly and coordinated evacuation of the population of Carroll County in the event of a natural or man-made disaster or emergency.

B. Scope of Operations

Emergency evacuation shall be provided on a county-wide basis for an incident that requires the mass evacuation or limited evacuation of citizens to a safe location outside the scope of danger.

II. Operating Principles

A. Situation

1. The Carroll County Emergency Management Division is responsible for coordinating evacuations in the County. The County Emergency Management Coordinator or designee shall coordinate all evacuation operations from the Emergency Operations Center (EOC).

Carroll County Emergency Operations Plan

2. Depending on the emergency, all or part of Carroll County may require evacuation. Flooding, a hazardous materials incident, a major fire or a transportation accident may require a localized evacuation. A large scale evacuation could be required in the event of a hurricane or other natural disaster.

B. Assumptions

1. The number of people initially affected is not a satisfactory criterion for deciding whether or not to activate the Emergency Operations Plan. The nature of the threat, the possibility of escalation, and the need for expert consultation must also be considered.
2. Most people will use private vehicles to evacuate.
3. Transportation will be provided for those without means of transport.
4. Infirm or other populations having special needs must be considered.
5. Evacuation across state lines may be required.
6. The highway transportation system may fail if roadway capacity is exceeded and/or vehicle mechanical failures or abandonment occur.
7. Sufficient vehicles, fuel, and emergency towing services should be available to support evacuation.
8. Plans for evacuation populations, maintaining essential services, and transporting critical workers depend on fuel resources, transportation fleet, and road and rail congestion.
9. Boats may be necessary in portions of the County.
10. People who refuse to follow evacuation instructions will be left on their own until all who are willing to leave have been provided for. Then, time permitting, further effort will be made to persuade those desiring to stay behind to evacuate. Next-of-kin and accurate contact information will be collected for those who refuse to evacuate.
11. Many people will refuse to evacuate if they cannot take their pets. Animal evacuation may slow down evacuation efforts.
12. Pre-Designated planned evacuation routes will be identified throughout the County.
13. American Red Cross vehicles will receive fueling priority status when initiating assistance to evacuees.

Carroll County Emergency Operations Plan

C. Concept of Operations

1. Pre-Emergency

- a) Develop specific evacuation plans.
- b) Carroll County Emergency Management Division will, through the Carroll County Public Information Office, establish a system to disseminate emergency evacuation information and instructions to the public to include a twenty-four hour operation and rumor control telephone number.
- c) Carroll County Emergency Management Division shall establish a phased-in timeline for anticipated evacuation events within Carroll County.
- d) Identify areas potentially in need of evacuation.
- e) Discourage development in previously identified hazard zones, particularly residential development.
- f) Identify and catalogue population groups such as senior citizens and disabled persons that require special assistance during an evacuation.
- g) While evacuation plans for known hazards have been developed, specific plans for unexpected emergencies will be determined by the EOC support staff at the time of the emergency based on the following elements:
 - (1) **Evacuation area:** The geographical and/or political area to be evacuated.
 - (2) **Assembly Points:** Specific points where persons without private transportation will report for public transport.
 - (3) **Evacuation Route:** Designated routes to be followed by all vehicles used in evacuation operations.
 - (4) **Traffic Control Points:** Locations of staffed police posts to provide both traffic control and emergency assistance.
 - (5) **Assembly Area:** Geographical areas or building complexes which will provide some measure of protection from the actual threatened disaster.
 - (6) **Mass Care Facility:** Buildings or other facilities designated for the provision of food and/or emergency shelter to evacuees.
 - (7) **Medical Aid Stations:** Location of medical aid stations on evacuation routes and in the assembly areas.
 - (8) **Time Limit:** Estimated time available for evacuation prior to an unreasonable risk to life and limb from a disaster.
 - (9) **Personnel Restrictions and Recommendations:** A recommendation for clothing to be worn or taken, the size and weight limits of baggage to be carried by evacuees using public transportation.

Carroll County Emergency Operations Plan

(10) **Embarkation & Debarkation Points:** Location of evacuee pickup and delivery points in waterborne and airborne evacuations.

- h) Stage emergency transportation and supplies in safe areas away from the projected path of the event.
 - i) Check status of County fueling facilities and airport fuel reserves to ensure quantities will be sufficient during emergency and recovery operations.
 - j) Initiate evacuation orders using a Time-Phased schedule as needed and at the direction of the Board of County Commissioners.
-

2. Emergency Situation

- a) Open the EOC
- b) Coordinate and conduct evacuation efforts.
- c) Designate a media briefing facility or area.
- d) Provide police protection in shelters, reception centers, and evacuation centers.
- e) Coordinate release of information with other appropriate agencies.
- f) During large scale events that involve multiple jurisdictions, Carroll County will cooperate with the Regional Protective Action Coordination Guidelines as proposed by the Baltimore Metropolitan Council (BMC).
- g) Control traffic flow.
- h) Establish shelter and feeding activities with appropriate agencies.
- i) Initiate record-keeping procedures.
- j) If required, coordinate relocation into other jurisdictions.

3. Recovery

- a) Continue to monitor evacuees' status.
- b) Control of traffic when residents return.
- c) Re-establish evacuees' in the county.
- d) Close shelters/reception centers as soon as appropriate.

Carroll County Emergency Operations Plan

D. Organization

1. Primary Department or Agencies

a) Carroll County Emergency Management Division

- (1) Carroll County Emergency Management Division shall be the lead agency for evacuation activities.
- (2) All evacuation orders and activity shall be coordinated through the Emergency Operations Center.

b) Law Enforcement

- (1) The Carroll County Sheriff's Office will direct all law enforcement activities assisted by the Maryland State Police and other local municipal police agencies as required except in local emergencies in a municipality or in any municipality policed by the Resident Trooper Program.
- (2) Assist with the notification/warning process by patrolling assigned areas, reinforcing information provided through mass media outlets.
- (3) Assist with selection of evacuation routes, assembly points, and traffic control points.
- (4) Provide security for evacuated area.
- (5) Provide security for shelter and reception centers.
- (6) Conduct evacuation of Carroll County Detention Center population if necessary.
- (7) Traffic control shall be provided by the Carroll County Sheriff's Office, the Maryland State Police (MSP), Carroll County Department of Public Works, Maryland State Highway Administration, and local municipal police.

c) Board of Education Transportation Supervisor

- (1) Coordinate all public and privately volunteered transportation resources planned for evacuation use.
- (2) Provide buses for transportation including specially equipped vehicles for the transportation of those with special needs and handicaps.

Carroll County Emergency Operations Plan

- (3) Provide buses for the return of evacuees.
- d) Board of Education
 - (1) Provide facilities for shelters and reception centers per EMD request.
- e) Department of Public Works
 - (1) Provide updates on road conditions and assist with selection of evacuation routes, assembly points, and traffic control points.
 - (2) Assist with evacuation during inclement weather, severe snow storms, and flooding conditions.
 - (3) Assist in evacuation notification. This can be accomplished by personal notification and variable message signs alongside roads and in neighborhoods.
 - (4) Provide any available vehicles to assist in evacuation of residents where needed.
 - (5) With the support of Carroll County General Services, provide equipment and personnel to relocate essential resources, critical supplies, equipment to evacuation shelter and reception centers.
 - (6) Provide traffic control.
 - (7) Inspection of roadways and bridge structures maintained by Carroll County.
 - (8) Municipal DPW's may be lead public works agency for a localized emergency or assist the County in this role.
- f) Fire and EMS Service
 - (1) Provide ambulances and personnel to assist in the evacuation of hospital and nursing facilities.
 - (2) Provide basic emergency medical services along the evacuation routes as needed.
- g) Carroll County Health Department

Carroll County Emergency Operations Plan

- (1) Establish nursing support in the shelters with the American Red Cross to provide necessary medical care for evacuees.
 - (2) Evacuees requiring extensive medical care will be transported to the nearest hospital after evaluation and recommendation by the nursing staff at the shelter.
 - (3) If there is a continuing health hazard, determine when an evacuated area may be re-entered. The local health officer, Carroll County Health Department, and the Maryland Department of the Environment may impose certain restrictions.
- h) Carroll County Social Services
- (1) Shall be the lead agency for sheltering in Carroll County.
 - (2) Establish evacuee counseling services and assistance in the shelters.
 - (3) Work with the American Red Cross to provide assistance in the form of mobile feeding stations, clothing, congregate or individual sheltering, cleaning supplies, personal care kits, first aid, and in the provision of other basic needs.
- i) American Red Cross
- (1) ARC will coordinate with Carroll County Social Services to open and staff shelters to include, but not limited to, performing registration of evacuees.
 - (2) ARC will conduct shelter surveys of identified facilities in preparedness/planning efforts and provide information to local government and social services agencies.
 - (3) Coordinate with other local disaster relief organizations for the procurement of food and needed supplies for evacuees.
 - (4) Refer persons to a police representative for instruction on filing missing person's reports.
- j) Public Information Officer
- (1) Prepare public information releases for the Emergency Alert System to advise residents of affected areas and actions to be taken including points of assembly for those requiring transportation and the evacuation routes to be used.

Carroll County Emergency Operations Plan

- k) Humane Society of Carroll County, Inc./Animal Control
 - (1) The Humane Society will attempt to shelter pets evacuated from homes or displaced due to an emergency. Sheltering space may be limited.
 - (2) The Humane Society will coordinate rescue and care for displaced pets with other agencies and volunteers.
 - (3) The Humane Society will deliver crates, food, and necessary amenities to emergency shelters for temporary housing. If necessary, animals may be transported to shelters or other facilities for safe keeping and care.
 - (4) The Humane Society Animal Control Officers will patrol for displaced pets.
 - (5) The Humane Society may transport injured pets to a veterinarian for basic emergency care. Pets with extensive injuries requiring substantial and expensive medical care may have to be humanely euthanized.
 - (6) The Humane Society, if permitted by emergency personnel, may take food and water to the homes of the pets left behind due to the emergency.
 - (7) The Humane Society of Carroll County, Inc. will provide a representative to the County EOC.
- L) Carroll County Department of General Services
 - (1) Inspection of buildings and structures prior to being re-occupied.

2. Support Departments or Agencies

- a) Provide assistance and support to the Emergency Management Division.
- b) Track use of their resources and provide information to Emergency Management Coordinator or designee in the Emergency Operations Center.
- c) Provide supplemental staff to EOC as needed.

Carroll County Emergency Operations Plan

E. Administration

1. Reports and Records

- a) All agencies and organizations providing emergency evacuation support shall submit a statement of costs incurred to the Emergency Management Coordinator.
- b) Normal practices and procedures will be continued under emergency conditions to the fullest extent possible.
- c) To the extent permitted by law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, or significant property damage.
- d) Carroll County Emergency Management Division has the primary responsibility for the development and maintenance of this evacuation plan.

Emergency Support Function #5 – ANNEX B

TIME-PHASE EVACUATION EVENT

TIMELINE OF ACTIVITIES

PHASE A

96 Hours out

- **Send out information on event**
- **Departments designate essential employees**
- **Confirm generator availability**

PHASE B

72 hours out

- **Discuss and confirm shelters**
- **Brief executives**
- **Set departmental emergency plans in place**
- **Discuss and document declaration**
- **Declare Voluntary Evacuation**
- **Special Needs**
- **Ready Evacuation Routes**
- **Confirm fuel supplies**

PHASE C

48 hours out

- **EOC Activation Level 1 and 2**
- **Discuss and document declaration**
- **Declare Mandatory Evacuation**
- **Close schools**
- **Close Government Buildings**

PHASE D

24 hours out

- **EOC Activation Level 3**

DEFINITIONS FOR EVACUATION:

EVACUATION – An organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

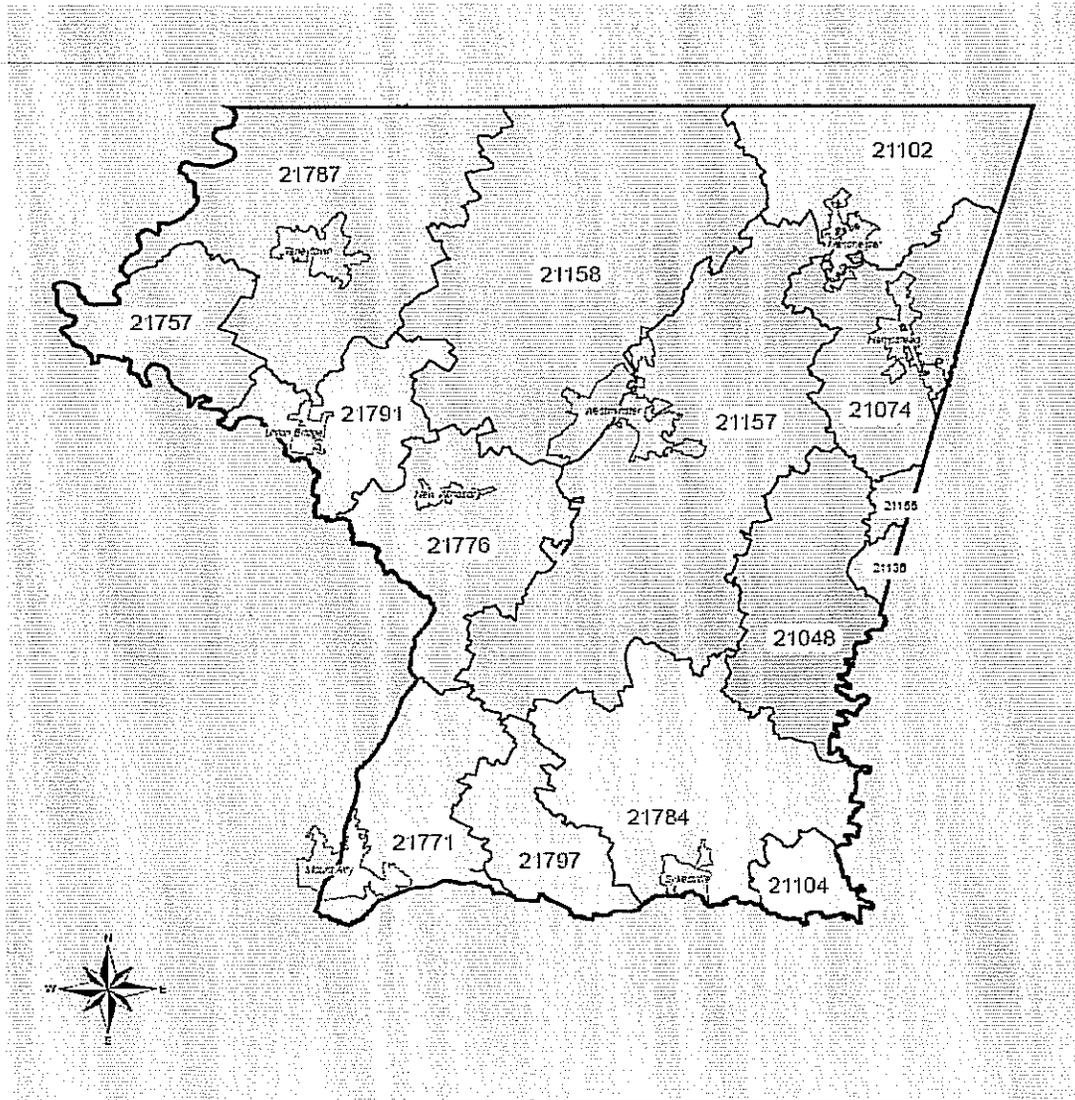
VOLUNTARY EVACUATION - In the event a threat is posed to population centers, local officials, or the Governor may recommend that those citizens who feel threatened leave the vulnerable area. This evacuation normally, but not always, occurs prior to a mandatory evacuation order being issued. Shelters must be available.

MANDATORY EVACUATION – Under the authority of the local jurisdiction, a Mayor or County Commissioners, may order a mandatory evacuation through delegation by the Governor. The Governor, or authorized designee, may order a mandatory evacuation if it is deemed necessary. During a mandatory evacuation, all citizens are expected to leave the affected or at risk area.

Emergency Support Function #5 – ANNEX C

CARROLL COUNTY EMERGENCY EVACUATION ZONES

Carroll County Emergency Management Division will use the Federal Government's Post Office Zip Codes for identifying evacuation zones throughout the county. In the event an evacuation is needed, the population affected will be alerted by redundant means used by the Emergency Management Division, Law Enforcement, and Emergency Services.



Carroll County, Maryland
Office of Public Safety
GIS Support Services

Carroll County
Zipcodes

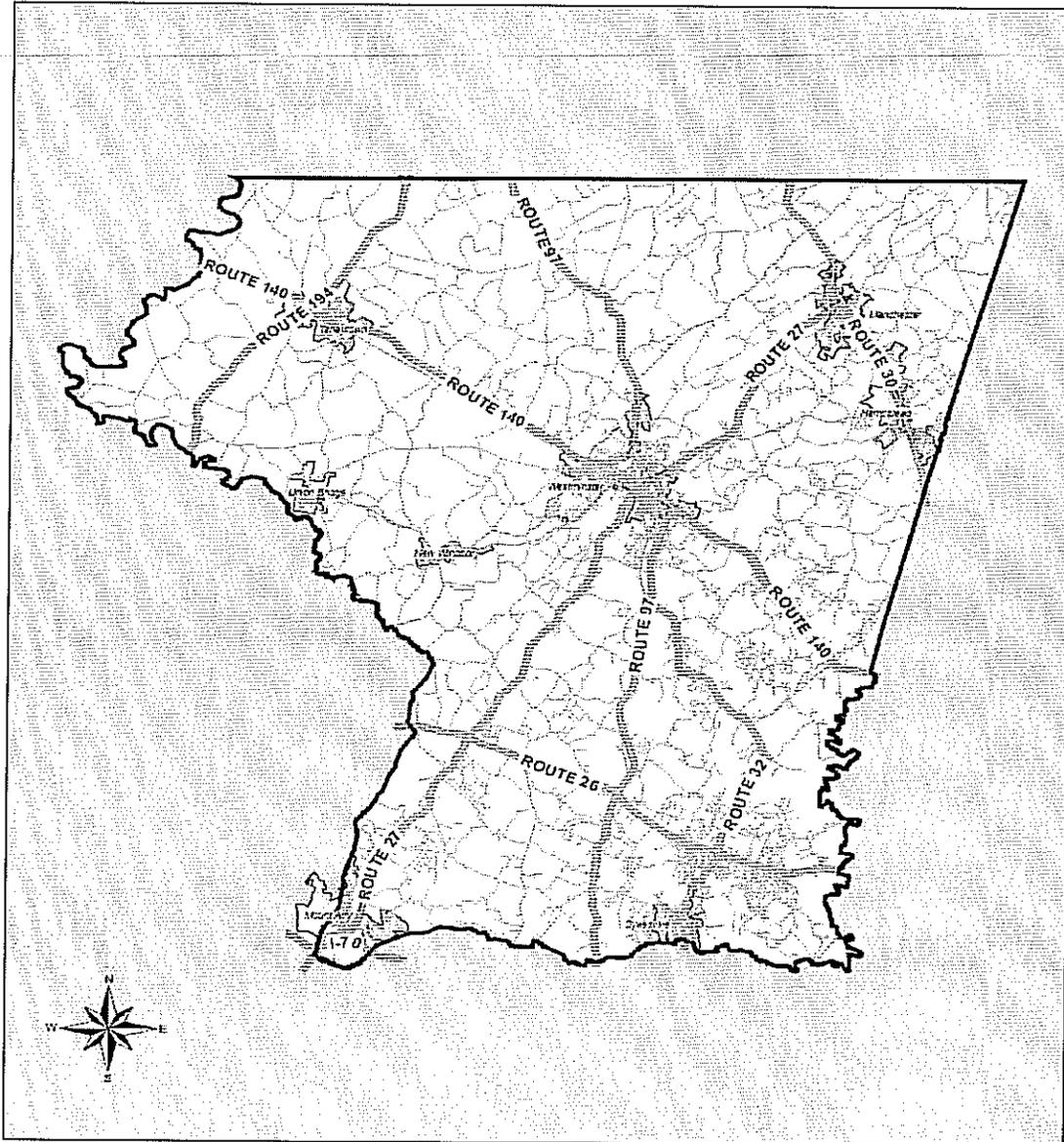


Emergency Support Function #5 – ANNEX D

CARROLL COUNTY EMERGENCY EVACUATION ROUTES

Carroll County Emergency Management Division will pre-designate evacuation routes throughout the county using main thoroughfares. There are currently 8 designated main evacuation routes. They are:

Rt. 27, Rt. 140, Rt. 97-Washington Road, Rt. 32-Sykesville Road, Rt. 26-Liberty Road, Rt. 30-Hanover Pike, Rt. 194-Francis Scott Key Highway, and Interstate 70.



Carroll County, Maryland
Office of Public Safety
GIS Support Services

Carroll County Emergency
Evacuation Routes



CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 6

Mass Care, Housing, and Human Services

Primary Authority: Department of Social Services
Supporting Agencies: American Red Cross
Carroll Area Transit System (CATS)
Carroll County Board of Education
Carroll County Department of Citizen Services
Carroll County Extension Service
Carroll County Health Department
Carroll County Sheriff's Department
Humane Society of Carroll County
Radio Amateur Communications Emergency Services
Salvation Army

I. Introduction

A. Purpose

To coordinate the effort to meet the basic needs of victims following a disaster, as well as to collect, assemble, and report information about victims and assist with reunification of families.

B. Scope of Operations

1. Mass care and sheltering support includes providing temporary shelter, basic medical care and food to victims and their families, as well as assisting families in their efforts to reunite.
2. Potential operations include: providing food to responders and emergency worker, coordinating basic medical care, providing vouchers for clothes and certain other expenses, offering counseling to surviving victims, managing temporary shelters and keeping shelter records, serving meals to displaced families or individuals, operating a Disaster Welfare Inquiry program, and collecting damage assessment information.

II. Operating Principals

A. Situation

1. A significant disaster event may deny a population access to food, water, medication, and clothing, and may displace a population from their homes

Carroll County Emergency Operations Plan

and create a widespread need for shelter, food, and other basic human needs.

2. Depending on the nature of the emergency and the population affected, the location and type of facility used as a shelter may vary. Groups of evacuees with special needs such as hospital patients, prison populations, or nursing home residents will need to be sheltered in a facility that meets the special needs of the group.
3. The extent of damage to infrastructure and communities in the affected area will influence the demand for shelters.

4. Under emergency conditions requiring evacuation, most evacuees will seek shelter with friends or relatives, leaving an estimated 20% to 30% to be sheltered in public shelters.

B. Concept of Operation

1. Sheltering operations will begin prior to a disaster event when information and data suggest large-scale displacement of residents is likely.
2. Selection and survey of suitable sites for use as shelters will take place prior to a disaster event. Statements of understanding to enable these sites to be utilized as shelters in the case of a disaster will be made between site owners and local government.
 - a) Response
 - (1) An assessment of data pertaining to the disaster event will be obtained and the information analyzed to determine the most effective strategy for opening shelters.
 - (2) The extent of damage to shelters in the affected area and the availability of shelter space in the area will influence the strategy for assistance offered from service providers.
 - (3) Shelter sites may consist of existing, pre-identified facilities, temporary, built-to-demand structures, or tent cities.
 - (4) Communications capabilities will exist between each shelter facility and the Emergency Operations Center if at all possible.
 - (5) Some individuals with special needs may require transportation assistance to enable them to reach a shelter facility.

Carroll County Emergency Operations Plan

- (6) Shelter and feeding activities will continue as long as the need persists.
- (7) Emergency medical assistance is intended to address only basic ailments and maladies and is supplemental to the health and medical strategy of the health services annex.
- (8) A donations plan should be developed which can be helpful in organizing volunteer resources as well as donated goods.
- (9) Coordination and communication should be maintained with local public information officers regarding the release of information to the public.
- (10) Following hazardous materials or radiological incidents, no individual will be allowed entry to a shelter facility unless fully decontaminated.
- (11) Shelter occupancy records will be maintained and shared with emergency management officials.

b) Recovery

- (1) Shelter, food, and other assistance will be available until the need for emergency relief in the affected area has dissipated sufficiently so that individuals and families can return to their homes or are able to receive assistance from traditional personal, private, and governmental sources.
- (2) Facilities used as shelters will be cleaned and returned to original condition prior to them being returned to their owners.
- (3) Costs incurred providing shelter and mass care will be consolidated and submitted to the appropriate authorities for possible reimbursement.

C. Organization

1. Primary Department or Agencies

- a) The ultimate responsibility for providing mass care and shelter rests with the local Department of Social Services. However, local governments seldom operate shelters and provide mass care directly. Government and other public and private agencies will work together to manage shelters and provide mass care.

Carroll County Emergency Operations Plan

- b) Carroll County Department of Social Services is designated as the lead agency for sheltering and mass care, and will coordinate efforts to provide personnel, equipment, facilities, and supplies.

2. Support Department or Agencies

- a) Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for care and sheltering operations, as possible.
 - b) Provide supplemental staff to support the team, as necessary.
-
- c) Track the use of resources from their respective organizations and share that information with the Team Leader.
 - d) The Carroll County Sheriff's Office shall have the primary enforcement responsibility for providing security to shelters.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 7

Resource Support

Primary Authority: Department of General Services
Supporting Agencies: Office of Public Safety Support Services
Department of Management and Budget
Department of the Comptroller
Office of Information and Technology Services

I. Introduction

A. Purpose

To obtain and coordinate supplemental resources and perform logistical operations necessary to support an emergency response or recovery effort.

B. Scope of Operation

1. Resource support includes providing or obtaining goods or services and executing logistical or administrative activities for emergency response operations, as well as coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.
2. Potential operations include: procuring equipment or supplies, leasing temporary office space or mobile office units, performing printing or photographic reproduction services, and initiating contracting agreements.
3. The Resource Support ESF team or its individual members may participate in debris management activities when appropriate and as necessary.

II. Operating Principals

A. Situation

1. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.
2. Supplies and equipment will be provided from existing inventories whenever possible.

Carroll County Emergency Operations Plan

3. Supplies and items of equipment obtained from commercial providers will not be stockpiled; however, the scope of procurement operations will be consistent with the severity of the event.
4. Procurement will be conducted in accordance with federal and state laws and regulations, including provisions for emergency procurement and no-bid contracting.

B. Concept of Operation

1. An assessment of the county transportation network will be obtained and the information analyzed to determine the feasibility of accessing existing supply storage locations.
2. Resource needs and requests will be obtained from county departments and agencies, and local jurisdictions.
3. Request will be prioritized, and resources will be allocated and deployed in mission assignments.
4. Contracts with commercial vendors will be initiated to obtain supplies and equipment unavailable in existing inventories.
5. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

C. Organization

1. Primary Department or Agency
 - a) Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters.
 - b) Develop team procedures and policies, as necessary, in cooperation with team members.
 - c) Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
2. Support Departments or Agencies
 - a) Provide assistance to Team Leader, as appropriate, and make resources of their respective organizations available for resource operations, as possible.

Carroll County Emergency Operations Plan

- b) Track the use of resources from their respective organizations and share that information with the Team Leader.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 8

Public Health and Medical Services

Primary Authority: Carroll County Health Department
Supporting Agencies: Carroll County Environmental Health Department
Carroll County Volunteer Emergency Services Association
Maryland Department of Health and Mental Hygiene
Maryland Institute for Emergency Medical Systems Services
Maryland State Police
Maryland Military Department
Maryland Wing – Civil Air Patrol
Maryland Department of Transportation
Maryland Department of the Environment
Maryland Department of Agriculture
American Red Cross
Maryland State Funeral Directors Association

I. Introduction

A. Purpose

To coordinate the provision of medical care and the dissemination of public health information necessary to support an emergency response or recovery effort.

B. Scope of Operation

1. Health and Medical support includes coordinating health and medical professionals and their disposition of care and treatment, as well as managing medical supplies and resources, to facilitate an effective, efficient, and appropriate result.
2. Potential operations include: identifying health hazards, disseminating public health information, managing vector control, conducting triage and providing treatment, operating field hospitals, controlling patient loads at hospitals, importing medicines, medical professionals, or supplies into the affected area, establishing temporary morgues, performing forensic examinations, completing victim identifications, coordinating mortuary services, and the disposition of remains.
3. For more detail, please refer to TAB A, Health Services.

Carroll County Emergency Operations Plan

II. Operating Principals

A. Situation

1. Carroll County is vulnerable to both natural and man-made disasters which have the potential for mass casualties, as well as public and environmental health dangers including disease secondary to the initial disaster, changes in air quality, water and food contamination, sewage and waste disposal, and pest control.
2. A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care, or public health guidance.
3. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.
4. The extent of damage to medical, mental health, and extended care facilities within the affected area will influence the strategy and ability to coordinate care and provide appropriate treatment.
5. Collateral damage to industrial sites and facilities, water systems, and pipelines may generate secondary casualties, cause fires, or create a toxic or contaminated environment for communities and emergency responders.
6. The incapacitation of solid waste disposal facilities and water treatment systems, as well as the disruption of electrical power services, may foster long-term conditions that propagate bacteria and disease.
7. General information only or aggregate data regarding patients will be provided to public information officials to share with media outlets.
8. Medicines and supplies will be provided from existing state-managed inventories whenever possible.
9. Procurement will be conducted in accordance with federal and state laws and regulations, including provisions for emergency procurement and no-bid contracting.

B. Concept of Operation

1. An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of accessing care facilities and transporting patients from one location to another.

Carroll County Emergency Operations Plan

2. A defined point of patient registration will be selected to ensure effective management and regulation of patients and care.
 3. The patient load at medical facilities will be monitored and action will be taken to moderate the influx of patients at all available treatment sites.
 4. A continuous assessment will be conducted to determine the supply of essential and appropriate medicines as well as the level of need.
 5. Assessments will be conducted to determine the threat posed by vermin or other health hazards and actions will be taken to eradicate such threats.
-
6. Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.
 7. Public service announcements will be broadcast, offering health and safety guidance and directions.
 8. For more detail, please see TAB A, Health Services.

C. Organization

1. Primary Department or Agency
 - a) Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters.
 - b) Develop team procedures and policies, as necessary, in cooperation with team members.
 - c) Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
2. Support Departments or Agencies
 - a) Provide assistance to Team Leader, as appropriate, and make resources of their respective organizations available for resource operations, as possible.
 - b) Track the use of resources from their respective organizations and share that information with the Team Leader.

**CARROLL COUNTY
EMERGENCY OPERATIONS PLAN
TAB A
HEALTH SERVICES**

I. COMMUNICABLE DISEASE CONTAINMENT

A. CARROLL COUNTY HEALTH DEPARTMENT

The Carroll County Health Department (CCHD), as are all local health departments, is expert in the management of communicable and infectious disease in the community. A communicable disease is one which can be passed from one person to another, usually through respiration (airborne droplets) or direct skin contact. Examples of communicable disease are smallpox and influenza. An infectious disease usually is not passed from person to person but is still a threat to the community. An example of an infectious disease is anthrax.

The State of Maryland has established a reporting system whereby the Maryland State Department of Health and Mental Hygiene (DHMH) and every local health department can track and act upon the interruption of the spread of serious communicable and infectious disease in the counties of Maryland. The reporting requirements are set out in Maryland statute, specifically in sections 18-201 and 18-202 of the Annotated Code of Maryland, Health General Article as well as in the Code of Maryland Regulations 10.06.01, *Communicable Diseases and Related Conditions of Public Health Importance*. These laws require that health care providers, hospitals, and certain others submit a report in writing of diagnosed or suspected cases of specified diseases to the Commissioner of Health in Baltimore City or to the Health Officer in the county where the provider cares for that person. **The Annotated Code of Maryland, Health General Article, Section 18-205 lists the diseases which must be reported by the director of a medical laboratory. The Code of Maryland Regulations 10.06.01.03 lists the diseases which must be reported by health care providers, school and child care facility personnel, masters of vessels or aircraft, and laboratory personnel.** As could be expected, there are substantial similarities between the lists. Some diseases are so serious that they require IMMEDIATE reporting via telephone.

Of particular interest to first responders is Section 18-213 of the Annotated Code, Health General Article, entitled *Notification of fire fighters, emergency medical technicians, rescue squadmen, law enforcement officers, correctional officers, etc., of exposure to contagious disease or virus; educational programs; equipment*. This section provides statutory assurance that certain first responders can be notified if they have been exposed to a communicable/infectious disease in the official discharge of their duties.

Carroll County Emergency Operations Plan

Communicable disease nurses at CCHD are constantly working with the Infection Control Practitioner at Carroll Hospital Center, the Division of Outbreak Investigation at DHMH and local medical care providers to monitor the status of communicable/infectious disease in the county and to interrupt its transmission if found.

Upon activation of the county's Emergency Operation Center (EOC), any communicable disease issue should be directed to the CCHD watch officer at the health department desk.

B. CARROLL HOSPITAL CENTER

Capabilities: [REDACTED]

Emergency Department – [REDACTED]

Critical Care Unit – [REDACTED]

Progressive Care Unit – [REDACTED]

3 North – [REDACTED]

3 West – [REDACTED]

3 South – [REDACTED]

4 South [REDACTED]

Pediatrics – [REDACTED]

Family Birthplace – [REDACTED]

Post Anesthesia Care Unit – [REDACTED]

Limitations: [REDACTED]

II. ENVIRONMENTAL HEALTH (Water, Food, etc.)

A. CARROLL COUNTY HEALTH DEPARTMENT

The Bureau of Environmental Health of CCHD performs a wide range of activities which links human health to environmental factors. The Bureau enforces various state and local laws and regulations which govern activities such as:

- inspecting restaurants
- reviewing subdivision plans

Carroll County Emergency Operations Plan

- conducting percolation tests
- permitting and inspecting wells and on-site sewage disposal systems (septic systems)
- controlling and preventing rabies
- air quality (open burning permits)
- inspecting water systems
- inspecting pools and beaches
- investigating nuisance complaints

Those activities dealing with food related issues are regulated by DHMH; the Secretary of DHMH delegates authority to the County Health Officer to operate these programs.

The Bureau of Environmental Health can assist the first response community with these issues. Through the use of water quality testing and food outbreak investigation the community can minimize sickness, and in some instances, death.

Upon activation of the county's Emergency Operations Center, any issue concerning Environmental Health (primarily food and water quality) should be directed to the CCHD watch officer at the health department desk.

III. INTERPRETERS

A. CARROLL COUNTY HEALTH DEPARTMENT

CCHD has occasion to use interpreters (mostly Hispanic) in its various programs. Since these interpreters function in a health type setting, they may be useful in a contingency with health/medical issues. CCHD has also trained a number of its nurses in "Command Spanish." Command Spanish prepares non-Spanish speaking nurses to provide medical care and attention to Spanish-speaking patients in medical office settings and in hospitals. **These nurses are not fluent in Spanish**, but can obtain basic information and patient history, obtain vital signs, perform physical assessments, perform some routine medical procedures, administer medications and injections, assist and interact with the patient's family, and assist in emergency situations.

Upon activation of the county's Emergency Operations Center, any request for CCHD interpreters should be directed to the CCHD watch officer at the health department Desk.

Carroll County Emergency Operations Plan

B. CARROLL HOSPITAL CENTER

Capabilities: (available in hospital only)

Foreign Language- provided by Bowne Global Solutions. Providing both telephonic and on site interpreter services.

Sign Language- Deaf Talk provides sign language service through a video conferencing modality. Onsite service provided by independently contracted sign language interpreters as well as through The Hearing and Speech Agency.

Foreign Language: Not every language is available. If onsite is needed, may be delayed until interpreter is available.

Sign Language: Deaf Talk is readily available, but may not meet the needs in every situation. Onsite service may be delayed due to travel and availability of interpreter.

C. CARROLL COUNTY PUBLIC SCHOOLS

Contact Assistant Superintendent of Administration

D. SPRINGFIELD HOSPITAL CENTER

Springfield Hospital Center (SHC) is the only state facility with a deaf unit. Springfield Hospital Center employs Sign Language Interpreters 24/7. On the day shift there are two to three available at all times. Upon activation of the county's Emergency Operation Center, any request for Sign Language Interpreters for the deaf should be directed to the switchboard at Springfield Hospital Center who will in turn contact the Chief Executive Officer.

Springfield Hospital Center currently employs bilingual staff that may be available as interpreters/translators in an emergency. Since the roster changes periodically, SHC will provide to CCHD when updated. In addition, contractual language service providers are available 24/7 via telephone. As stated above, access to these services is through the Switchboard Operator who would contact the Clinical Director. Switchboard number is 410-970-7000.

IV. LABORATORIES

A. CARROLL COUNTY HEALTH DEPARTMENT

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The Sheriff's Office has agreed to provide the sample transport emergency transportation at a moments notice. Upon activation of the county's Emergency Operations Center, any issue concerning transport of specimens to the State Laboratory should be directed to the CCHD watch officer at the health department desk.

B. CARROLL HOSPITAL CENTER

Capabilities:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Limitations:

[REDACTED]

V. MASS CASUALTIES/SURGE CAPACITY

A. CARROLL COUNTY HEALTH DEPARTMENT

CCHD nurses have been trained to report to the disaster site and assist in determining the level of medical care needed by the victims, i. e., regular hospital emergency department care, shock trauma, first aid, etc.

CCHD can offer no "bed space" to care for victims, therefore can offer no organic **surge capacity**, but will mobilize its nurses to the full extent of their skills, licenses and scope of practice.

DHMH is working on a Surge Capacity Plan for the State of Maryland. When this plan is finalized county Health Officers will most likely be one of the points of entry to arrange/request additional surge capacity.

Upon activation of the county's Emergency Operations Center, any request for disaster triage nurses from CCHD should be directed to the CCHD watch officer at the health department desk.

B. CARROLL HOSPITAL CENTER

Capabilities:

[REDACTED]

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[REDACTED]

[REDACTED]

Limitations: [REDACTED]

[REDACTED]

C. CARROLL COUNTY PUBLIC SCHOOLS

CCPS has school nurses, (R.N.s and L.P.N.s) which could assist in a mass casualty incident.

D. SPRINGFIELD HOSPITAL CENTER

Capabilities: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Limitations: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

VI. MEDICAL SUPPLIES

A. CARROLL COUNTY HEALTH DEPARTMENT

CCHD maintains two First Aid Boxes which are primarily used when CCHD nurses are required to staff a mass shelter as established by the American Red Cross and the local Department of Social Services. If CCHD is assured that these boxes would not be needed for shelter use, they could be sent to a disaster site or be used by the first response community when all other sources are exhausted.

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Upon activation of the county's Emergency Operations Center (EOC), any issue or request for these medical supplies should be directed to the CCHD watch officer at the health department desk. Short of activation, contact numbers include:

B. CARROLL HOSPITAL CENTER

Capabilities:

[REDACTED]

Limitations:

[REDACTED]

VII. MENTAL HEALTH/PASTORAL COUNSELING

A. CARROLL COUNTY HEALTH DEPARTMENT

The Carroll County Core Service Agency (CSA), a unit of the Carroll County Health Department (CCHD) is responsible for coordinating the mental health disaster response for emergencies and disasters in Carroll County. The CSA will coordinate resources and services with other appropriate agencies, including but not limited to the American Red Cross, DHMH, the Federal Emergency Management Agency, the Maryland Emergency Management Agency, the Carroll County EOC, and the CCHD. The CSA sponsors a Critical Incident Stress Management (CISM) Team that can be deployed to provide an array of mental health services to Carroll County residents. CISM services include:

Crisis Management Briefings - to communicate critical information and support for large numbers of people. These briefings are done in conjunction with the Public Information Officer.

Individual or Small Group Defusings - to occur immediately following an event and provide a "psychological band-aid" to help people cope more effectively.

Individual or Small Group Debriefings - to occur (usually) 2 days to 2 weeks following an emergency or disaster. Slightly more in-depth than a defusing, but offers the same results.

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Demobilizations - individual or small groups assistance to disaster relief or other emergency personnel as they depart the disaster site to assist in reintegration back to a more normal setting.

Referral and Follow Up - to make referrals to mental health professionals and to provide follow up information necessary to help victims readjust.

The CSA can assist in coordination of follow up mental health counseling services after a disaster or emergency. For people with commercial health insurance, the CSA would coordinate referrals to vendors paneled with the various insurance carriers. For people with Medical Assistance or Pharmacy Assistance the CSA would coordinate follow up care with within the Public Mental Health System. If the severity of the emergency warrants, subject to the approval of the Maryland Mental Hygiene Administration, the CSA may commit the resources of the Public Mental Health System, including regional state hospital facilities for treatment purposes.

Upon activation of the county's Emergency Operations Center (EOC), any mental health issues should be directed to the CCHD watch officer at the health department desk.

B. CARROLL HOSPITAL CENTER

Capabilities:

[REDACTED]

Limitations:

[REDACTED]

C. SPRINGFIELD HOSPITAL CENTER

Capabilities: [REDACTED]
[REDACTED]
[REDACTED]

Mental Health Staff can be deployed to assist the county through the Carroll County Core Service Agency within the CCHD. Services include urgent assessment and psychological first aid.

Limitations: [REDACTED]
[REDACTED]
[REDACTED]

VIII. MORGUE CAPACITY

A. CARROLL COUNTY HEALTH DEPARTMENT

Generally, the management and disposition of dead bodies and body parts rests exclusively with the Office of the Chief Medical Examiner (OCME), which is a unit of the Department of Health and Mental Hygiene. As far as practical, the OCME will respond to any disaster or multiple fatality incident and assume jurisdiction over human remains to establish the cause and manner of death. OCME, when remains and property/evidence are documented and prepared for transfer, will make arrangements for the removal of bodies from the scene.

Like any other agency, the OCME has limits to a response. A 1000 casualty incident near the OCME in which identification is not a problem and only a few bodies need autopsy will probably not need mutual aid agreements activated or require many volunteers. On the other hand, an incident of 300 casualties several hours from the OCME with fragmentation and identification problems requiring autopsies will be a long and complicated process and will require additional resources. A caveat is that all human remains resulting from a mass fatality incident or an act of terrorism will need to be autopsied. Deaths resulting from terrorism are considered homicides.

The agency has the capacity to store [REDACTED]
[REDACTED] OCME can coordinate with [REDACTED]
[REDACTED]
[REDACTED]

Upon the activation of the county's Emergency Operations Center, any

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issue regarding the management and disposition of human remains should be directed to the CCHD watch officer at the health department desk. However, due to the sensitive nature of this issue, other officials will be immediately notified and involved in its resolution, including the county Health Officer, elected officials, Carroll Hospital Center officials, DHMH leadership, as well as the affected families. Watch officers will always work these kinds of issues with appropriate officials, through the county Health Officer or designee. Short of activation of the EOC, contact numbers include:

B. CARROLL HOSPITAL CENTER

Capabilities: Morgue cold storage facility [REDACTED]

Non-cold storage facilities can be used to store up to [REDACTED]

Cadavers stored [REDACTED]
[REDACTED]

Morgue has [REDACTED]

Limitations: [REDACTED]
[REDACTED]

IX. PERSONAL PROTECTIVE EQUIPMENT

A. CARROLL COUNTY HEALTH DEPARTMENT

CCHD maintains [REDACTED]

[REDACTED] These outfits generally provide [REDACTED] and do not require fit testing or prescriptions eye lens inserts. The kits come with [REDACTED]

[REDACTED]. The [REDACTED]
[REDACTED]
[REDACTED]

Upon activation of the county's Emergency Operations Center (EOC), any issue necessitating access to CCHD's [REDACTED] should be directed to the CCHD watch officer at the health department desk. Short of activation, contact numbers include:

B. CARROLL HOSPITAL CENTER

Capabilities:

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[REDACTED]

Hazmat Cart (Emergency Department)

[REDACTED]

Limitations: [REDACTED]

C. SPRINGFIELD HOSPITAL CENTER

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

X. PHARMACEUTICALS

A. CARROLL HOSPITAL CENTER

Capabilities: The Carroll Hospital Center Director of Pharmacy or the Pharmacy Administrator on call will be responsible for obtaining, securing, distributing, and tracking all medications that arrive in the

[REDACTED]
[REDACTED]

Limitations: [REDACTED]

XI. STRATEGIC NATIONAL STOCKPILE

A. CARROLL COUNTY HEALTH DEPARTMENT

The [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

The State of Maryland will request [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

At the local level, local health departments have the primary responsibility to oversee the [REDACTED]
[REDACTED]

Any possibility [REDACTED]

[REDACTED]

XII. SECURITY

A. CARROLL COUNTY HEALTH DEPARTMENT

[REDACTED]

B. CARROLL HOSPITAL CENTER

Capabilities: [REDACTED]

Limitations: [REDACTED]

C. SPRINGFIELD HOSPITAL CENTER

Capabilities: [REDACTED]

Limitations: [REDACTED]

Responsible Party: [REDACTED]

XIII. STAFFING (MEDICAL)

A. CARROLL COUNTY HEALTH DEPARTMENT

CCHD employs a significant number of nurses, both in the Bureau of Community Health Nursing and in Shoemaker Center, CCHD's residential addiction treatment center. While all these nurses have clinical skills, those skills may not be ideally appropriate to augment the Carroll Hospital Center nursing force to address surge capacity or to address other medical needs during a

Carroll County Emergency Operations Plan

disaster. Many, if not all, of these nurses may have primary public health and other responsibilities during an event.

Upon activation of the county's Emergency Operation Center (EOC), any request for nursing or other medical assistance from the CCHD should be directed to the CCHD watch officer at the health department desk. Short of activation, contact numbers include:

B. CARROLL HOSPITAL CENTER

Capabilities: At the present time, there are [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Limitations: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

C. SPRINGFIELD HOSPITAL CENTER

Capabilities: Springfield Hospital Center employs:

[REDACTED]
[REDACTED]

Limitations: [REDACTED]
[REDACTED]
[REDACTED]

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 9

Search and Rescue

Primary Authority: Office of the State Fire Marshal
Supporting Agencies: Maryland State Police
Office of Public Safety Support Services
Carroll County Health Department
Civil Air Patrol

I. Introduction

A. Purpose

To coordinate search and rescue resources and services necessary to support an emergency response effort.

B. Scope of Operation

1. Search and Rescue support includes locating, extricating and providing immediate medical treatment to missing persons or victims trapped in collapsed structures and retrieving deceased victims from otherwise inaccessible locations.
2. Potential operations include: conducting water and wilderness searches, searching for victims of building-collapse incidents, and performing underwater recovery operations.

II. Operating Principals

A. Situation

1. The nature of the operation will determine the strategy employed and influence the determination of which resources and personnel are deployed.
2. Search and rescue responders can render emergency medical treatment; however, acute care must come from other providers.
3. Federally-sponsored task force teams and specialized equipment are available to assist a jurisdiction in search and rescue operations.

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B. Concept of Operation

1. Information regarding the totality of the operation will be collected to enable the team to develop an appropriate response strategy.
2. An assessment of the regional transportation network will be conducted and the information analyzed to determine the feasibility of access to the incident site or zone.
3. Resource needs will be identified and appropriate requests will be formulated.
4. A contingency plan for modifying the response team and for demobilizing the operation will be developed.
5. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

C. Organization

1. Primary Department or Agency
 - a) Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters.
 - b) Develop team procedures and policies, as necessary, in cooperation with team members.
 - c) Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
 - d) Collect, compile, and report information and data, as appropriate.
2. Support Departments or Agencies
 - a) Provide assistance to Team Leader, as appropriate, and make resources of their respective organizations available for resource operations, as possible.
 - b) Track the use of resources from their respective organizations and share that information with the Team Leader.

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EMERGENCY OPERATIONS PLAN

Emergency Support Function # 10

Oil and Hazardous Materials Response

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C. Initial Notification of Response Agencies
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(NOTE: When using electronic version view each section by clicking the links above).

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(NOTE: If you are prompted to hold the Ctrl key + click link, go to Tools on the Microsoft Word toolbar, under Tools click Options go to the Edit tab and uncheck Use CTRL + Click to follow hyperlink).

ESF #10 – OIL & HAZARDOUS MATERIALS RESPONSE

Primary Agencies:	Local Fire/EMS Organizations Carroll County Volunteer Emergency Services Association
Support Agencies:	Office of Public Safety Support Services Local Emergency Planning Committee EOC Command Staff Carroll Hospital Center Local Industrial Representatives Maryland Emergency Management Agency Maryland Department of the Environment Maryland Institute for Emergency Medical Services Systems Maryland Health Department Maryland State Fire Marshal Maryland State Police US Environmental Protection Agency US Department of Transportation
Related Federal ESFs:	ESF #10: Oil & Hazardous Materials Response Oil and Hazardous Materials Incident (Incident Annex)
Annotated Code of Maryland:	Environ. Article, Title 1: Definitions; General Provisions; Enforcement Environ. Article, Title 2: Ambient Air Quality Control Environ. Article, Title 4: Waste Management Environ. Article, Title 6: Toxic, Carcinogenic, & Flammable Substances Environ. Article, Title 7: Hazardous Materials & Hazardous Substances

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to guide and coordinate Carroll County's resources and services necessary to support an emergency response or recovery effort essential to the remediation of conditions and protection of residents and the environment of the county during a hazardous materials incident. This ESF also identifies the capabilities and limitations of the various emergency response agencies with respect to hazardous materials incidents. This ESF is not the ultimate authority for procedures or methods to be followed during the response to a hazardous materials incident.

Carroll County Emergency Operations Plan

B. SCOPE

- Provides for a coordinated response to actual or potential oil and hazardous materials incidents in Carroll County by establishing and pre-determining appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment.
- Presents the organization and general capability available in the county to address a hazardous materials incident.
- Describes the concept of operations for hazardous materials response.
- Defines and assigns emergency roles and responsibilities of organizations and key positions conducting hazardous materials operations in the county.
- Establishes the authority for direction and control of hazardous materials operations within Carroll County.
- Predetermines measures to take to ensure continuity of operations in the wake of a hazardous materials situation.
- Clarifies administrative and logistical support to emergency operations, and the actions to be taken to obtain outside assistance from the state or federal government, and non-government organizations.
- Outlines maintenance, training, and exercise requirements for effective hazardous materials response.

C. HAZARD ANALYSIS

1. Hazardous materials incidents can be intensified by climatic factors. Carroll County's climate is variable, with four (4) distinct seasons. The weather is influenced by air masses from Canada, the Gulf of Mexico, and the Chesapeake Bay. The Gunpowder and Patapsco Rivers, as well as the Liberty Reservoir provide microclimate variations and contribute to the formation of shallow ground fog in areas near the rivers and the reservoir at daybreak during the summer and fall months.

a. Average January Temperature	32°F (0°C)
b. Average July Temperature	72°F (22.2°C)
c. Mean Annual Temperature	52°F (11.1°C)
d. Mean Annual Precipitation	41.4" (3.45 Ft)
e. Mean Annual Snowfall	32" (2.67 Ft)
f. Wind Speed	5-10 mph

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g. Wind Direction	West, Northwest
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2. Time Variable Considerations

- a. According to information contained in the Carroll County Commodity Flow Study the peak traffic hours throughout the majority of Carroll County are 7:00am and 5:00pm.
- b. There are annual events in Carroll County that could result in increased traffic patterns including, the beginning of the school semester at Carroll Community College, Baltimore Raven's Training Camp, Maryland Wine Festival, carnivals and fairs, Corn Mazes in October, as well as national holidays.

3. Fixed Facilities/Sites Risks

- a. Hazardous materials such as flammable liquids mainly gasoline, nonflammable gases, substances with extremely elevated temperatures, and toxic substances are transported daily through Carroll County, and used and stored at approximately [REDACTED]
[REDACTED]
[REDACTED]

4. Transportation Risks

- a. Carroll County has one (1) interstate highway, and several state highways including 26, 27, 30, 32, 97, 140, 194, and 834 on which hazardous materials are transported. Approximately two (2) miles of Interstate 70 runs east west through the southern tip of the county with an exit to Westminster. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- b. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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c. Information contained in the Carroll County Commodity Flow Study states that national statistics prove that interstate highway transport of hazardous materials accounted for the majority of transportation-related hazardous materials incidents in the country ⁽⁵⁾.

d. [REDACTED]

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. SITUATION

1. The threat of a major incident involving hazardous materials has increased due to the growth in the manufacturing, transportation, and use of hazardous chemicals.
2. There are several classes of hazardous materials which include explosives, flammable and non-flammable gases, flammable liquids, flammable solids, oxidizers, toxic material, poisons, substances that present an inhalation hazard, radioactive material, corrosives, hazardous biological materials, and Other Regulated Materials (ORM).
3. Wide variations between different substances classed as hazardous materials creates a situation where information must be collected from varied sources such as Chemtrec, the shipper of the substance, chemical companies, coast guard strike teams, US Environmental Protection Agency (USEPA), or private hazmat teams.
4. A broad variety of hazardous materials are transported through Carroll County in varying quantities by four (4) main modes of transportation: highways, rail, air, and pipelines. There are fixed facilities located within Carroll County that use, store or produce hazardous materials in their daily activities.
5. No single agency within Carroll County is equipped physically or technologically to cope with a large-scale hazardous materials incident and such an event will greatly exceed the capabilities of local emergency responders.
6. The political jurisdiction in which the incident occurs is responsible for initially directing response activities and for notifying other political jurisdictions that may be affected.
7. There are many choices involved in reducing the dangers from hazardous materials, and the appropriate choices will vary with particular materials. Choices include but are not limited to:
 - a. Elimination of the hazardous material.
 - b. Reducing the quantities generated.
 - c. Restricting the area contaminated by containing the waste.
 - d. Storing the waste.

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- e. Other methods include reusing, recycling, or reclaiming materials and managing distribution.
8. Carroll County relies on a volunteer hazardous materials response team, so where specially trained hazardous materials teams and response units are needed to assist the local volunteer first responders, mutual aid agreements have been established with neighboring jurisdictions. Assistance is available from local, state, federal and private sectors.
9. The local fire department will be the primary point of alert and notification of hazardous materials incidents within the community ⁽⁴⁾.

B. ASSUMPTIONS

1. Due to the industrialization of our society and the many modes of transportation available, hazardous materials incidents can happen virtually anywhere.
2. The dangers involved in attempting to bring a hazardous materials incident to an end without adequate training, equipment, and logistical support are numerous and obvious. A jurisdiction unable to support an adequate program needs to investigate such options as mutual aid with other jurisdictions or private industry.
3. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the response strategy.
4. If a hazardous materials release occurs, many residents in the affected area will spontaneously evacuate without official order or recommendation, and may leave by routes not designated as evacuation routes. Measures must be taken to keep this population out of the incident's perimeter ⁽⁷⁾.
5. A fundamental assumption for evacuation is that sufficient warning time will be available to evacuate the population that is threatened as a result of a hazardous materials incident.
6. If a nearby jurisdiction outside of Carroll County was to be affected by a major hazardous materials incident or disaster, it is possible that Carroll County might be called upon to act as a reception area for evacuees.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. When used in a controlled safe manner, millions of gallons/pounds of hazardous substances are handled daily. It is when these substances escape their controlled condition and impinge on the environment that a hazardous materials incident occurs.

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2. Hazardous materials are capable of catastrophic damage to the environment and its inhabitants. There may be complex ramifications when an attempt is made to curtail an incident. This requires that hazardous materials incident be approached as a “unified response” operation.
3. Carroll County Commissioners and/or the municipalities have the overall authority for protecting the life and health of residents and the environment of their jurisdiction. Unless specifically preempted by either or both state or federal laws or regulations, this responsibility extends to the accidental release, or potential release, of hazardous materials which threaten life, health, and the environment of Carroll County. These responsibilities include but are not limited to:
 - a. The allocation of funds to purchase necessary hazardous materials response equipment.
 - b. The allocation of funds to provide training to local emergency officials and responders in responding to hazardous materials incidents ⁽⁸⁾.
 - c. The provision of leadership and interaction with local industry to facilitate understanding and cooperation between the public and private sectors in planning for and responding to hazardous materials incidents.
4. The Carroll County Hazmat Team’s headquarters are located at the Carroll County Volunteer Emergency Services Association (CCVESA).
5. Releases of Extremely Hazardous Substances (EHS) (under section 302 SARA Title III) or Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) hazardous substances must be reported to the State Emergency Response Commission (SERC) and the Local Emergency Planning Committee (LEPC)⁽⁵⁾.
6. Hazardous substances (as listed in 40 CFR 116.4) released into water in excess of reportable quantities (established in 40 CFR 117.3), dischargers must make an immediate report to the National Response Center (NRC). Notification must also be made to the Nuclear Regulatory Commission (NRC) if radioactive material is spilled in a water way that exceeds the reportable quantity.
7. Federal forces may deploy under ESF #10 of the National Response Plan (NRP) or the National Oil and Hazardous Substances Pollution Contingency Plan (NCP). Federal resources are primarily support resources and will coordinate with the local Incident Commander (IC)/Emergency Operations Center (EOC), as appropriate. Federal actions may include detection, identification, containment, clean-up, and/or disposal services of oil or hazardous materials.

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B. COMMUNICATIONS AMONG RESPONSE UNITS

1. On-scene radio command at hazardous material incidents will be handled by the fire department on the frequency designated at the time of the incident. Radio traffic will be relayed to the IC at the Incident Command Post (ICP). The IC will periodically update all agencies present at the command post and the EOC if activated.
2. Police agencies will communicate on the frequency designated by the officer in charge of police operations on the scene.
3. Emergency Medical Services (EMS) vehicles shall communicate with dispatch and vehicle to vehicle on the frequency designated at the time of the incident. EMS communications to the hospitals shall be on Basic Life Support (BLS) frequencies only. Public works and utility personnel will communicate on their normal frequencies.
4. If existing radio frequencies become over crowded, amateur radio may be needed. If mutual aid is called from a distance, interface with those agencies may not be available. Amateur radio may be needed for this purpose.
5. Information regarding the extent of the incident, weather forecasts, etc. will be collected and disseminated to enable the team to develop an appropriate response strategy.
6. Communications will be maintained through normal channels and may be supplemented. A definitive guide to emergency communications is provided in the Carroll County Emergency Operations Plan (EOP), (ESF #2, Tab B, Communications).

C. INITIAL NOTIFICATION OF RESPONSE AGENCIES ⁽⁴⁾

1. The report of an accident should be received over the 911 emergency system. As soon as it is determined that there is a hazardous material involved, the Emergency Communications Center will be advised by the Incident Commander. Once the communications center has been advised of hazardous material involvement, the following notifications, based on incident severity (refer to Tab B), will be made by the Emergency Communications Center ⁽⁴⁾.
 - a. Carroll County Emergency Management Coordinator or designee.
 - b. State Health Department-Carroll County Officer.
 - c. Chemtrec (once confirmation of hazardous materials is made or by request of the IC).
 - d. Maryland Department of the Environment.
 - e. National Response center in Washington D.C.
 - f. State Fire Marshal's Office (when explosive materials or arson is involved).
 - g. Division of Radiation Control, Department of the Environment (when radioactive materials are involved).
 - h. Maryland State Police – Barrack G.

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- i. Carroll County Sheriff's Department.
- j. Local Municipal Police Departments.
- k. State Highway Administration.
- l. Carroll County Bureau of Roads Operations.
- m. Local Municipal Road Departments.

D. RESPONSE PERSONNEL SAFETY

1. To reduce the risks to hazmat trained first responders in the event of a hazardous material incident, health and safety procedures have been developed that include:
 - a. Medical surveillance.
 - b. Establishment of Exclusion Zone (hot), Contamination Reduction Zone (warm), and Support Zone (cold).
 - c. Use of Personnel Protective Equipment (PPE).
 - d. Utilization of the Two In-Two Out Rule as defined in CFR 1910.120.
2. Medical Surveillance: While awaiting technical experts, the Fire-Officer in charge (Incident Commander) or designee is responsible for surveillance of emergency responders.
3. Exclusion Zone: The Exclusion (hot) Zone is the area where contamination does or could occur. All first responders entering the exclusion zone must wear prescribed levels of protective equipment. An entry and exit checkpoint must be established at the perimeter of the exclusion zone to regulate the flow of personnel and equipment in and out of the zone and to verify that the procedures established to enter and exit are followed.

E. HAZMAT INCIDENT NEAR SPECIAL POPULATIONS ⁽⁵⁾

1. Notify facility manager.
2. If possible, initiate shelter-in-place procedures.
3. Only instruct evacuation if absolutely necessary.

F. SPECIAL CONSIDERATIONS

1. Maryland state law mandates that the ranking jurisdictional fire officer on the scene be the IC. Overall coordination is the responsibility of the Emergency Management Coordinator. Ultimate authority is vested in the Carroll County Commissioners, or Municipal Governments, as appropriate ⁽²⁾.
2. For hazardous waste incidents, such as the discovery of a dangerous dumpsite, the jurisdiction's hazardous materials equipment, plans, personnel, and Standard Operating Guidelines (SOG's) will be used that are pertinent to the situation. The discovery of a site of

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any size and danger; however, will almost always result in a response from higher governmental levels, such as the Maryland Department of Natural Resources, Maryland Department of the Environment, or US Environmental Protection Agency (USEPA).

3. Carroll County is a rural county located in northern portion of Maryland. The county contains several small streams, as well as the Patapsco River that could be affected by a hazardous materials incident. Other special populations, such as those at medical facilities, elderly care facilities, schools, etc. are all located in areas that could be affected by a hazardous materials incident ⁽⁵⁾.

G. HAZMAT CONTROL ZONES

1. *Support Zone (cold)* – The control area from the warm line to the border of the cold zone. This area is used as a command and coordination area. Response personnel located in the cold zone include:
 - a. Incident Commander
 - b. Liaison Officer
 - c. Public Information Officer
 - d. Safety Officer
 - e. Hazmat Operations Officer
 - f. Fire/EMS Support Personnel
 - g. Medical Officer
 - h. Logistics Officer
2. *Contamination Reduction Zone (warm)* – Area encompassing the hazardous material that is restricted to hazmat personnel in appropriate level of protection. *Decon Area (Contamination Reduction Zone)* – The area designated and equipped for decontamination of personnel, equipment and tools.
3. *Exclusion Zone (hot)* – The area which contains hazmat contamination and is restricted to hazmat personnel in appropriate level of protective equipment.

H. RE-ENTRY TO AFFECTED AREAS

1. The decision to allow re-entry of the area shall be made by the appropriate local designated authority of the affected jurisdiction in coordination with the IC. Re-entry without protective equipment shall be permitted only after:
 - a. Air quality has returned to acceptable levels as defined by the National Institute of Occupational Safety and Health (NIOSH) standards.
 - b. Results of testing affected environmental media indicated the area is safe for re-entry in accordance with standards established by industry, local, state and federal authorities.
2. Carroll County will rely upon local hazmat units, Maryland Department of the Environment and private contractors to monitor the area. The Health Department will ensure water and food supplies are safe for consumption before people are allowed back into the area.

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3. Information concerning re-entry of the area shall be released only through the Public Information Officer (PIO). Information shall be broadcast through appropriate media and include explicit instructions pertaining to the boundaries of available re-entry areas.

I. HAZMAT LEVELS

1. Hazardous materials incidents are separated into categories according to the severity of the incident and the appropriate emergency response.
 - a. *Level I* – This is an incident involving hazardous materials that can be contained, extinguished, and/or abated by the initial emergency responders with little aid or assistance from other local emergency response organizations. The hazardous materials involved in a Level I incident:
 - i. Present little immediate risk to either the environment or public health.
 - ii. Present a minimal clean-up containment problem.
 - b. *Level IIA* – This is an incident involving hazardous materials that is beyond the capabilities of the initial emergency responders, but which can be controlled by local emergency response organizations with a limited level of assistance from other local elements or state agencies. The hazardous materials involved in a Level IIA incident:
 - i. Present a potential or long-term threat to life, health, or the environment.
 - ii. Present a significant clean-up problem.
 - c. *Level IIB* – This is an incident that is beyond the emergency response capabilities of local emergency response organizations, and the chief local elected official has relinquished control to the Governor, who will appoint a state agency to lead the emergency response activities. The hazardous materials involved in a Level IIB incident pose the same threat as those involved in a Level IIA incident.
 - d. *Level III* – This is an incident involving hazardous materials that is beyond the control capabilities of local emergency response units, which is of such a magnitude that it requires support and assistance from state and federal agencies, and which requires the Governor to declare a State of Emergency. The hazardous materials involved in a Level III incident:
 - i. Present a potential or long-term threat to life, health, or the environment.
 - ii. Present a significant clean-up problem.

J. EMERGENCY ACTION CATEGORIES

1. Four (4) Emergency Action Categories have been established to represent increasing severity:

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- a. Routine: No public action is necessary, and incident can be handled by First Responder Hazmat trained.
- b. CAT I: Public action is considered unlikely, and the incident can be handled by a minimum number of responding agencies.
- c. CAT II: Hazardous materials are involved which pose a potential threat to life and property, and planning for public action is considered.
- d. CAT III: Public safety is first consideration because of the nature and/or volume of the hazardous material involved, and public action is required.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. The Incident Command System (ICS) will be implemented during a hazardous materials (hazmat) incident in accordance with the National Incident Management System (NIMS), as a joint, coordinated endeavor, serving to effect intra-agency cooperation between all authorities having responsibilities for public safety and environmental protection for the hazmat incident.
2. Should a release occur in a response area where fire/EMS department personnel are not adequately trained, mutual aid will be summoned. All agencies within Carroll County have mutual aid agreements as well as with agencies surrounding Carroll County. For larger events Carroll County will depend on regional support through Memorandum of Understanding's (MOUs) with local jurisdictions in the Central Maryland Region. Response teams from other jurisdiction could take anywhere from 30 minutes or more to arrive in Carroll County.
3. The Community Emergency Coordinator (CEC) for the county and municipalities is the Carroll County Emergency Management Coordinator ⁽³⁾.
4. Primary Agencies
 - a. Act as Team Leader as well as the teams' representative in policy discussions, negotiations with other Emergency Support Function (ESF) teams.
 - b. Develop team procedures and policies in cooperation with team members, and collect, compile and report information and data as appropriate.
5. Support Agencies
 - a. Provide assistance to Team Leader, as appropriate, and make resources of their respective organization available for resource operations, as possible.
 - b. Track the use of resources from their respective organizations and share that information with the Team Leader.

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6. Municipalities

- a. The Mayors and CECs will carry out coordination of hazardous materials incidents, with direction and control exercised from the local command post. On-scene command will be exercised by the ranking jurisdictional fire officer, or designated assistant.

7. Carroll County

- a. At the county level, the Carroll County Commissioners and the CEC, will carry out overall coordination of a hazardous materials incident, with direction and control exercised from the county Emergency Operations Center (EOC). On-scene command will be exercised, in accordance with state law, by the ranking jurisdictional fire officer, or designee ⁽³⁾.

8. State/Federal

- a. Due to the nature of hazardous materials incidents, response organizations at the state and federal levels may become involved. For this reason, overall coordination may, at times, be escalated to the state or federal level.
- b. ESF #10 of the National Response Plan (NRP) provides for federal supporting response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during Incident of National Significance.
- c. Response actions carried out under ESF #10 of the NRP are conducted in accordance with the National Response System (NRS). Key components of the NRS include the National Response Team (NRT), Regional Response Teams (RRTs), Federal On-Scene Coordinators (OSCs), the National Response Center, Area Contingency Plans, and state and local plans.

B. ROLES AND RESPONSIBILITIES

PRIMARY AGENCIES

1. Incident Commander (IC)

- a. Establish and initiate an ICS as outlined in the NIMS.
- b. Establish and Incident Command Post (ICP) and control zones (Exclusion, Contamination Reduction and Support).
- c. Provide for the coordination of all emergency services activities at the scene.
- d. identify the hazardous materials involved and report this information to the Carroll County EOC if activated, or to the Carroll County Communication Center (CCCC).
- e. In coordination with the Hazmat Response Team Commander and other applicable agency representatives at the Command Post, determine the area that is at risk and the

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protective actions, including evacuations that should be taken and begin those actions. See Carroll County Emergency Operations Plan (EOP), (ESF #5, Annex A, Evacuation)⁽⁷⁾.

- f. Announce and implement appropriate actions for the population at risk⁽⁵⁾.
- g. Provide regular status reports to the Emergency Communications Center and to the EOC, if it has been activated.
- h. Report appropriate information such as damage assessment, casualties, current situation, to the EOC.
- i. Alert emergency support services to the special hazards of the on-going incident.

2. Fire Departments

- a. The fire service organizations will have the main role in any hazardous materials incident in Carroll County, as they will usually be the first arriving first response units with the goal and the ability to control, contain, and bring the incident to a successful conclusion.
- b. The primary responsibility of each fire department is fire suppression.
- c. Assist with search and rescue and evacuation as necessary.
- d. Provide decontamination to those who have been contaminated.
- e. Assist law enforcement officials with evacuations and traffic control as necessary.
- f. Designate a representative to coordinate the fire services functions at the EOC.
- g. Initiate preliminary contact with outside agencies (through the EOC) such as Chemtrec, the shipper, etc.
- h. Initiate actions based on the analysis of the hazards present at the scene to protect the public, secure the scene, and contain the spill.
- i. Request additional resources, and the assistance of outside agency as necessary.

SUPPORT AGENCIES

3. Local Emergency Planning Committee (LEPC)

- a. Determine in cooperation with local industry, the facilities using, producing or storing regulated quantities of the 402 hazardous substances listed by the US EPA⁽¹⁾.
- b. Suggest to the state committee and the Governor additional facilities, which should be added to the list of regulated facilities as the local committees determine them⁽¹⁾.
- c. Receive notification from facilities if a Superfund Amendments and Reauthorization Act (SARA) regulated release occurs⁽²⁾.
- d. If the local jurisdiction has not already done so, appoint a coordinator to implement the LEPC plan or appropriate portions of the county response plan.

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- e. Receive Materials Safety Data Sheets (MSDS) or a list of MSDS chemicals and an emergency/hazardous chemical inventory on the standard inventory forms ⁽¹⁾.
 - f. Develop a hazard-specific plan that meets SARA requirements, in cooperation with local government, response agencies, and local industry ⁽⁴⁾. Another option is to further develop and maintain this Emergency Support Function (ESF).
 - g. Compile information on each regulated facility and the transportation routes for which the plan is intended.
 - i. On-site.
 - ii. Neighboring population.
 - iii. Surrounding terrain.
 - iv. Known impediments (tunnels, bridges).
 - v. Other areas at risk ⁽¹⁾⁽⁷⁾.
 - h. Develop a list of appropriate containment and clean-up measures for each hazardous material in the community in regulated quantities.
4. County/Municipal Government
- a. Appoint an emergency coordinator for the local jurisdiction, who will decide when it is necessary, and appropriate to implement the plan ⁽³⁾. See III.A.1.
 - b. Provide funds for hazardous materials equipment and training ⁽⁶⁾.
 - c. Interact with local industry to facilitate understanding and cooperation.
 - d. Participate in the NIMS by fulfilling roles as directing policies, coordinating with higher governmental levels, and exercising governmental authority.
5. Emergency Management Coordinator
- a. Activate the EOC with appropriate personnel to support the IC.
 - b. Provide communications support to the IC and establish a communications link between the IC and the EOC.
 - c. Maintain a situation map of the incident showing location of the area at risk, traffic rerouting, road closures, shelters, and other pertinent information.
 - d. In conjunction with the IC and the Public Information Officer (PIO), prepare, coordinate, and release appropriate public announcements.
 - e. Notify the Maryland Emergency Management Agency when the local EOC is activated or a large evacuation is conducted, and provide for periodic reports of the local emergency conditions.
 - f. Activate the local Emergency Alert System (EAS) as necessary.
 - g. Complete a hazard vulnerability analysis for the jurisdiction pertaining to hazardous materials.

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- h. Initiate contacts and coordinate with local industry.
 - i. Work with local agencies to develop Operating Guidelines (OGs) to be used if a hazardous materials incident occurs ⁽⁴⁾.
 - j. Coordinate training for local and county agencies ⁽⁹⁾.
 - k. Ensure that opportunities for appropriate Hazmat training are made available to emergency responders as required by Code of Federal Regulations (CFR) 1910.120.
 - l. Advise county and local government officials on hazardous materials issues and incidents.
 - m. Act as the CEC in the event of a hazardous materials incident ⁽⁴⁾.
 - n. Develop a Resource Manual that lists not only equipment needed in the event of a hazardous materials incident, but all available equipment and supplies that maybe utilized during any emergency or disaster ⁽⁶⁾.
 - o. Coordinate mutual aid agreements with governmental and private agencies as necessary.
 - p. Assist in the development and coordination of hazardous materials exercises ⁽⁸⁾.
 - q. Develop and maintain telephone rosters for hazardous materials emergencies. This roster should be categorized by response level.
6. Safety Officer (SO)
- a. A safety officer shall be designated by and report to the IC.
 - b. Provide the IC with recommendations on the establishment of control zones at each emergency incident, based on the identification and evaluation of the hazard.
 - c. Maintain control and security of entry and exit of all personnel between the various zones. Keep a log of all personnel entering and leaving the scene.
 - d. The IC and Safety Officer shall jointly make the final decision on entry/no entry, corrective actions, respiratory and personnel protection clothing, monitoring and sampling methods and when personnel should be withdrawn or evacuated.
 - e. Ensure that proper decontamination procedures are in place before entry.
 - f. Ensure that a backup team wearing the appropriate level of personal protective equipment is ready at all times during entry team operations.
7. Public Information Officer (PIO)
- a. Perform public information duties as detailed in the Carroll County Emergency Operations Plan, (ESF #5, Emergency Public Information).
 - b. The Carroll County PIO will operate from the EOC. In certain situations, however, it may be expedient for the PIO to operate at the incident scene in the vicinity of the ICP but in a location which will not interfere in emergency response operations.
 - c. Media requests for information from officials at the scene will be referred to the PIO.

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- d. All official announcements relating to the incident will be disseminated by the PIO at the EOC, or if appropriate, at the ICP, after coordinating with the Incident Commander, Carroll County Commissioners and/or the Emergency Management Coordinator ⁽⁴⁾.
 - e. The PIO will provide essential information and protective recommendations to the public by utilizing various media (EAS, radio, TV, newspaper, etc.).
8. Emergency Medical Services (EMS) ⁽²⁾
- a. The senior EMS officer will establish a medical command as the situation requires.
 - b. The primary responsibility of the EMS is to triage, stabilize, and transport patients from a triage area to a fixed medical facility. Secondary responsibilities include: medical support, evacuation assistance and warning.
 - c. EMS's responsibilities also extend to the decontamination and specialized treatment of hazardous materials victims.
 - d. EMS personnel will coordinate their activities with the IC at the command post.
 - e. Provide information from the scene to hospitals concerning the number and nature of injuries being transported and casualties at the scene or being transported.
9. Law Enforcement
- a. The senior law enforcement officer on-scene will coordinate all police activities at the incident and will provide a liaison at the ICP for the IC.
 - b. If evacuation is required, assist with the warning and the evacuation of the public at risk.
 - c. Provide traffic control at the risk area and provide security forces to isolate the area around the incident at the distance prescribed by the IC.
10. Emergency Communications Center
- a. Alert appropriate response personnel.
 - b. Maintain communications with responding fire and EMS units.
 - c. Obtain information from CHEMTREC.
 - d. Obtain information and technical assistance from the shipper, manufacturer, and other resources.
 - e. Make all necessary notifications concerning the incident.
11. Carroll County Health Officer
- a. Coordinate with the Carroll County Emergency Management Coordinator.
 - b. Provide recommendations and information on health hazards to the public and the incident responders ⁽²⁾.
 - c. Provide support role or assist with sampling and mass decontamination.
12. Private Hazmat Response and Clean-up Businesses

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- a. The involvement of private contractors is a decision that must be made by the Carroll County Commissioners or a higher governmental authority.

13. Public Works Departments

- a. Develop plans for preventing toxic material runoff from entering sewer or storm drain systems.
- b. Provide heavy equipment such as front-end loaders, dump trucks, etc. with operators.
- c. Prevent contamination of the local water supply.
- d. Assist in traffic control by providing barricades.
- e. Assist with decontamination and clean-up, if requested.

14. Covered Facilities ⁽²⁾

- a. Appoint a Facility Emergency Coordinator (FEC) ⁽³⁾.
- b. Participate with the LEPC in the development of plans to carry out SARA requirements ⁽¹⁾.
- c. Participate in hazmat exercises ⁽⁹⁾.
- d. Establish mutual aid agreements with governmental and private entities.
- e. Integrate facility emergency procedures with community and county plans, OGs, etc.
- f. Develop warning and communications systems that allow rapid warning and communication in critical areas outside the facility.
- g. Provide MSDS or a list of MSDS chemicals and Tier I and II reports, as needed to the LEPC ⁽¹⁾.
- h. Develop methods for determining the occurrence of a release and the probable affected area, including the population ⁽⁵⁾.
- i. Provide information on the type and characteristics of the hazardous material(s), identification of the area at risk, and recommendation for protective actions.
- j. For hazardous substances identified in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), if a release occurs that equals or exceeds the reportable quantity (as defined in 40 CFR 302) the facility representative will report the incident to the National Response Center (NRC).
- k. Make available the facility's technical assistance and resources for containment and clean-up ⁽⁶⁾.
- l. Provide a facility representative at the EOC to serve as a liaison.
- m. According to the Annotated Code of Maryland Environment Article §7-103(a) a person shall hold a facility permit before the person may own, establish, operate, or maintain a facility in the State of Maryland that transfers quantities of a single hazardous materials that meets or exceeds 100,000 pounds in weight at any time during a calendar year.

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15. Maryland Department of Environmental (MDE)

- a. Upon receipt of notification of a hazardous materials/oil spill accident, notify appropriate state and federal agencies.
- b. Coordinate with and support the IC.
- c. Provide the legal authority for the containment, clean-up and transport of spilled materials.
- d. As warranted, hire private contractors to perform clean-up and recovery operations, using any special funds available.
- e. Recommend a disposal site for the hazardous materials after clean-up.
- f. Provide assistance with identification of unknown hazardous substances.

16. American Red Cross (ARC)

- a. Assist in the operation of emergency shelters, if necessary.
- b. Provide blood, blood products, medical supplies, equipment and personnel.

V. DIRECTION AND CONTROL

- A. Overall coordination will be conducted by the Carroll County Commissioners and/or Municipal Mayors, acting with, or through, the Emergency Management Coordinator (Community Emergency Coordinator)⁽³⁾.
- B. In almost all hazardous materials releases in Carroll County initial notification will be the call received at the Carroll County Communications Center (CCCC)/(911 Center). The CCCC acts as the central dispatch location for the Carroll County Office of Public Safety Support Services. Other points of contact could be local police agencies the county Sheriff's Office, or the State Police. All of these agencies have the means to communicate with the central dispatch location⁽⁴⁾.
- C. Command of a hazmat incident will be initially from a field command post location. The County Emergency Operations Center (EOC) may be activated via the County Office of Public Safety Support Services if, in the opinion of the Incident Commander (IC), direction and control of the incident can be better facilitated from the County EOC.
- D. The ranking jurisdictional fire officer or his/her designee shall be the on-site IC⁽²⁾.
- E. The IC will establish an on-scene command post and assume its management. Senior officials of all groups participating will be present or represented at this command post.
- F. The IC will establish communications with the Community Emergency Coordinator (CEC), as appropriate⁽³⁾.
- G. The Emergency Management Coordinator is responsible for coordination between local agencies and those of the state and federal governments.

Carroll County Emergency Operations Plan

- H. Responsibility for monitoring the size, concentration and movement of leaks, spills or releases, lies with the on-scene command post.
- I. A listing of Extremely Hazardous Substance (EHS) facilities in the county is maintained by the Carroll County Local Emergency Planning Committee (LEPC) ⁽¹⁾.

VI. ADMINISTRATION AND LOGISTICS

- A. The Carroll County Commissioners will appoint a Local Emergency Planning Committee (LEPC), consisting of elected official's, representatives of various response agencies and covered facilities, community groups, and the general public, The LEPC will maintain this Emergency Support Function (ESF) and monitor Superfund Amendment Reauthorization Act (SARA) compliance ⁽¹⁾.
- B. All agencies responding to the incident as part of the county Emergency Operations Plan (EOP) shall follow all local, state, and federal requirements for reporting and documentation of the incident. A copy of all documentation shall be submitted to the county Office of Public Safety Support Services within 10 days of the incident.
- C. A facility is responsible for documentation of an accidental release by preparing:
 - 1. Their version of the incident, including time, cause of the spill, material and quantity released, and the local response action.
 - 2. A chronological log that details a minute-by-minute account of the spill, release, or discharge, response activities including emergency response notification of off-site authorities, significant changes in situation, and time of recommendation to notify off-site authorities.
- D. The Carroll County Commissioners and/or municipal government will be responsible for providing equipment required for hazmat incidents and for entering into contracts and mutual aid agreements.
- E. The Carroll County LEPC will work with the spiller to establish a cost recovery procedure. If this is not applicable, the LEPC may request reimbursement from the US EPA under the Superfund legislation for cost recovery (40 CFR 310).
- F. The Carroll County Office of Public Safety Support Services will develop and coordinate all necessary procedures for organization, staffing, and physical requirements in order to provide the maximum support to field response personnel from the Emergency Operations Center (EOC).
- G. Resources that cannot be obtained locally may be requested by the local EOC using the National Incident Management System (NIMS)-prescribed resource typing and definitions. The NIMS has categorized commonly-requested "Fire/Hazmat Resources" into a standard terminology.

VII. CONTINUITY OF GOVERNMENT

- A. The order of succession for the Office of Public Safety Support Services, Emergency Management Division shall be as follows: Emergency Management Coordinator to next senior Emergency Management Division staff available.
- B. The highest ranking fire officer in whose district the incident occurs shall be the Incident Commander (IC). Lines of succession for local fire departments should be designated in Standard Operating Guidelines (SOGs).

VIII. ESF DEVELOPMENT, MAINTENANCE AND TRAINING

- A. The Carroll County Emergency Management Coordinator and Local Emergency Planning Committee (LEPC) Chair are responsible for the review, revision, and updating of this Emergency Support Function (ESF) on an annual basis. The Carroll County LEPC, in coordination with the Office of Public Safety Support Services is responsible for ensuring methods and schedules for exercising this ESF ⁽⁸⁾⁽⁹⁾.
- B. All organizations that support this ESF will develop and maintain their own Organization's Operating Guidelines (OGs), and mutual aid agreements, as appropriate.
- C. The LEPC will conduct periodic tabletop, functional and full-scale exercises to train personnel on the use of this ESF. Critiques will follow the exercise to review the continued effectiveness of plans and support systems. Plan revision as appropriate will occur, based on exercise critiques ⁽⁹⁾.
- D. Individual response agencies are charged with the responsibility to ensure that any individuals or team members assigned to respond to an off-site incident involving hazardous materials are adequately trained. Training as a minimum shall be in accordance with local, state, and federal requirements, and should include, but not be limited to, recognition of hazards; selection, care, and use of personnel protective equipment, and safe operating procedures to be used at the incident scene. Training for response personnel is available through local, state and federal agencies.
- E. As a result of conducting a Commodity Flow Study for Carroll County it was determined that training for emergency responders should include mock incidents involving Class 3 or Class 8 substances mainly gasoline as they were the most common materials transported through Carroll County, and subsequently would have the greatest chance of being involved in an actual incident ⁽⁸⁾⁽⁹⁾.
- F. An increase in quantities of hazardous materials, maintained by any reporting facility, may require an additional review and/or revision of this plan.

Carroll County Emergency Operations Plan

- G. Whenever changes are made in this ESF, copies of the revisions should be submitted to the State Emergency Response Commission (SERC), and the Regional Response Team (RRT) for review and comment.
- H. Stationary facility information will be obtained by contacting those facilities in writing that have not submitted the necessary information for Superfund Amendment Reauthorization Act (SARA) Title III reporting.
- I. Holders of the (Hazardous Materials Plan) may report any changes or suggested revision to the Carroll County LEPC prior to the yearly review.
- J. Facility information will be updated each year based on Tier II Submissions received.
- K. The state and local organizations should develop, evaluate, and implement training programs as they pertain to hazardous materials incidents.

IX. AUTHORITIES

A. AUTHORITIES

1. Public Law 93-288, Federal Civil Defense Act, 1950 as amended.
2. Public Law 96-510, Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 1980.
3. Public Law 99-499, Emergency Planning and Community Right-to-Know Act, 1986.
4. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA), 1986.
5. Public Law 107-188, The Public Health Security and Bioterrorism Preparedness and Response Act, 2002.
6. Public Law 107-296, The Homeland Security Act, 2002.
7. 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response.
8. 40 CFR 68, Clean Air Act, Part 261, Resource Conservation and Recovery Act (RCRA).
9. Homeland Security Presidential Directive (HSPD)-5 Management of Domestic Incidents, 2004.
10. Annotated Code of Maryland. Environmental Article, Title 1 Definitions & General Provisions, Enforcement.
11. Environmental Article, Title 2 Ambient Air Quality Control.
12. Environmental Article, Title 4 Waste Management.
13. Environmental Article, Title 6 Toxic, Carcinogenic & Flammable Substances.
14. Environmental Article, Title 7 Hazardous Materials & Hazardous Substances

Carroll County Emergency Operations Plan

X. LIST OF TABS

Tab A – Carroll County Hazmat Incident Report

Tab B – Checklist for Incident Commander

Tab C – Levels of Protection

Tab D – Incident Zoning Diagram

Tab E – Hazard Analysis Flowchart

Tab F – Evacuation

Tab G – Spill Clean-up

Tab H – Incident Summary Form

Tab I – Glossary

Tab J – Map of Major Pipelines

Tab K – Carroll County Transportation & Utility Infrastructure Map

XI. AUTHENTICATION

Date

Carroll County LEPC Chair

NOTE – *The superscripted numbers in parenthesis at the end of certain paragraphs or at the beginning of sections denotes a relationship to Title 42 CFR section 11003 required plan provisions, or SARA Title III, Section 303(c).*

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB A TO ESF #10

CARROLL COUNTY HAZARDOUS MATERIALS INCIDENT REPORT

Date: ___ / ___ / ___ HM Run #: _____ Incident Number: _____

Time Dispatched: _____ Arrived: _____ Station: _____

Location: _____ Box Area: _____ - _____

RESPONDING UNITS:

Haz Mat 30 _____ Spill Trailer 30 _____ Decon 30 _____

Engines: _____

Medics: _____

Trucks: _____

Chiefs: _____

Squads: _____

Others: _____

RESPONDING PERSONNEL:

████████████████████	
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EQUIPMENT USED:

Carroll County Emergency Operations Plan

SITE SAFETY AND CONTROL PLAN ICS 208 HM		1. Incident Name:	2. Date Prepared:	3. Operational Period: Time:								
Section I. Site Information												
4. Incident Location:												
Section II. Organization												
5. Incident Commander:		6. I/M Group Supervisor:		7. Tech. Specialist - RW Reference:								
8. Safety Officer:		9. Entry Leader:		10. Site Access Control Leader:								
11. Asst. Safety Officer - I/M:		12. Decontamination Leader:		13. Safe Refuge Area Mgr:								
14. Environmental Health:		15.		16.								
17. Entry Team (Backup System): Name: PPE Level			15. Decontamination Element: Name: PPE Level									
Entry 1			Decon 1									
Entry 2			Decon 2									
Entry 3			Decon 3									
Entry 4			Decon 4									
Section III. Hazard/Risk Analysis												
10. Material:	Container Type	Qty.	Pkg. Size	pH	ELH	F.P.	T.	V.P.	V.D.	B.G.	LFL	UEL
Comment:												
Section IV. Hazard Monitoring												
20. LEL Instrument(s):						21. O ₂ Instrument(s):						
22. Toxicity/PPM Instrument(s):						23. Radiological Instrument(s):						
Comment:												
Section V. Decontamination Procedures												
24. Standard Decontamination Procedure:									YES:	NO:		
Comment:												
Section VI. Site Communications												
25. Command Frequency:			26. Tactical Frequency:			27. Entry Frequency:						
Section VII. Medical Assistance												
28. Medical Monitoring:		YES:	NO:	29. Medical Treatment and Triage Personnel:				YES:	NO:			
Comment:												

Carroll County Emergency Operations Plan

Section VIII. Site Map		
30. Site Map:		
↑		
Weather <input type="checkbox"/> Command Post <input type="checkbox"/> Zones <input type="checkbox"/> Assembly Areas <input type="checkbox"/> Escape Routes <input type="checkbox"/> Other <input type="checkbox"/>		
Section IX. Entry Objectives		
31. Entry Objectives:		
Section X. SOP S and Safe Work Practices		
32. Modifications to Documented SOP's or Work Practices:		YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Comment:		
Section XI. Emergency Procedures		
33. Emergency Procedures:		
Section XII. Safety Briefing		
34. Asst. Safety Officer (AW) Signature:		Safety Briefing Completed (Time):
35. IIM Group Supervisor Signature:	36. Incident Commander Signature:	

Carroll County Emergency Operations Plan

INSTRUCTIONS FOR COMPLETING THE SITE SAFETY AND CONTROL PLAN ICS 208 HM

A Site Safety and Control Plan must be completed by the Hazardous Materials Group Supervisor and reviewed by all within the Hazardous Materials Group prior to operations commencing within the Exclusion Zone.

Item Number	Item Title	Instructions
1.	Incident Name/Number	Print name and/or incident number.
2.	Date and Time	Enter date and time prepared.
3.	Operational Period	Enter the time interval for which the form applies.
4.	Incident Location	Enter the address and or map coordinates of the incident.
5 - 16.	Organization	Enter names of all individuals assigned to ICS positions. (Entries 5 & 8 mandatory). Use Boxes 15 and 16 for other functions: i.e. Medical Monitoring.
17 - 18.	Entry Team/Decon Element	Enter names and level of PPE of Entry & Decon personnel. (Entries 1 - 4 mandatory buddy system and back-up.)
19.	Material	Enter names and pertinent information of all known chemical products. Enter UNK if material is not known. Include any which apply to chemical properties. (Definitions: pH = Potential for Hydrogen (Corrosivity), IDLH = Immediately Dangerous to Life and Health, F.P. = Flash Point, I.T. = Ignition Temperature, V.P. = Vapor Pressure, V.D. = Vapor Density, S.G. = Specific Gravity, LEL = Lower Explosive Limit, UEL = Upper Explosive Limit)
20 - 23.	Hazard Monitoring	List the instruments which will be used to monitor for chemical.
24.	Decontamination Procedures	Check NO if modifications are made to standard decontamination procedures and make appropriate comments including type of solutions.
25 - 27.	Site Communications	Enter the radio frequency(ies) which apply.
28 - 29.	Medical Assistance	Enter comments if NO is checked.
30.	Site Map	Sketch or attach a site map which defines all locations and layouts of operational zones. (Check boxes are mandatory to be identified.)
31.	Entry Objectives	List all objectives to be performed by the Entry Team in the Exclusion Zone and any parameters which will alter or stop entry operations.
32 - 33.	SOP's, Safe Work Practices, and Emergency Procedures	List in Comments if any modifications to SOP's and any emergency procedures which will be affected if an emergency occurs while personnel are within the Exclusion Zone.
34 - 35.	Safety Briefing	Have the appropriate individual place their signature in the box once the Site Safety and Control Plan is reviewed. Note the time in box 34 when the safety briefing has been completed.

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB B TO ESF #10

CHECKLIST FOR INCIDENT COMMANDER

LEVEL ONE

- Make the determination that a hazardous materials incident does exist.
- Activate the Incident Command System.
- Make the determination of the Incident Classification Level.
- If within one (1) mile radius of a well head for public drinking water, upgrade to a Level 2 or 3 immediately and notify water utility for that well head.
- Estimate the likelihood of harm.
- Perform duties on the operational level, and mitigate the problem.
- Request the County Hazmat Team if needed.
- Request the County Emergency Management director, if needed.
- Responsible party has two (2) to four (4) hours to have on-scene response from chosen certifiable contractor. (If time limit expires, we will notify a local certified contractor.)

LEVEL TWO

- Make the determination that the incident is to be upgraded from a Level One to a Level Two hazardous materials incident.
- Inform the incoming companies of your evaluation and the actions you are taking.
- Direct the responding companies as to which access routes they should use when approaching the incident.
- Request the Hazmat Team.
- Request the County Emergency Management director.
- Request the Environmental Protection Agency.
- May request Public Utilities.
- If a well head for public drinking water is within a one (1) mile radius, notify the water utility for the well head.
- Perform evacuation if necessary.
- Responsible party has one (1) hour to have on-scene response from chosen contractor to mitigate the incident. (If time limit expires, or responsible party indicates that this limit cannot be met, advise the responsible party, a local certified contractor will be contacted immediately.)
- If indicated, notify a local certified contractor to mitigate the incident. Response time is to be under one (1) hour.

LEVEL THREE

- Make the determination that the incident is to be upgraded from a level Two to Level Three hazardous materials incident.
- Request additional Fire and EMS Departments to assist with evacuations and other assigned tasks.
- Immediately contact a local certified contractor to mitigate the incident (with or without prior notification of the responsible party).

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB C TO ESF #10

LEVELS OF PROTECTION

The Environmental Protection Agency (EPA) has assigned four (4) levels of protection to assist in determining which combinations of respiratory protection and protective clothing should be employed. Figures 1-4 at right illustrates these four (4) levels of protection.

- **Level A** protection should be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed. It consists of a fully-encapsulating chemical-resistant suit and Self-Contained Breathing Apparatus (SCBA) or Supplied Air Respirator (SAR).
- **Level B** protection should be selected when the highest level of respiratory protection is needed but a lesser level of skin and eye protection is sufficient. It differs from Level A only in that it provides splash protection by use of chemical-resistant clothing (overalls, long sleeves, jacket, SAR and SCBA).
- **Level C** protection should be selected when the type of airborne substances is known, concentration is measured, criteria for using air-purifying respirators are met, and skin and eye exposures are unlikely. This involves a full-face piece, air-purifying, canister-equipped respirator or powered air purifier and chemical-resistant clothing. It provides the same level protection as Level B, but a lower level of respiratory
- **Level D** is primarily a work uniform. It should not be worn at any site where respiratory or skin hazards exist. It provides minimal respiratory protection and minimal skin protection. It should include safety glasses, steel-toed shoes, and gloves.



Level B



Level C

Level D

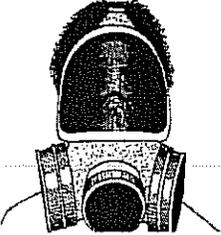


skin
exposure.
on
provides no
respiratory
protection.
worn
head

TYPES OF RESPIRATORY PROTECTION

Type of Respirator	Advantages	Disadvantages
--------------------	------------	---------------

Carroll County Emergency Operations Plan

<p>Air Purifying Air-Purifying Respirator (Including powered air-purifying respirators)</p> <p>Air-Purifying Respirator</p> 	<p>Enhanced mobility</p> <p>Lighter in weight than an SCBA. Generally weighs 2 pounds or less.</p>	<p>Cannot be used in IDLH or Oxygen deficient atmospheres (less than 19.5% oxygen at sea level)</p> <p>Limited duration of protection may be hard to gauge safe operating time in field conditions.</p> <p>Only protects against specific chemicals, and up to specific concentrations.</p> <p>Use requires monitoring of contaminant and oxygen level</p> <p>Can only be used: (1) against gas and vapor contaminants with adequate warning properties or (2) for specific gases or vapors provided that the services is known and a safety factor is applied or if the unit has an ESCI (end-of-service-life-indicator)</p>
<p>Atmosphere-Supplying Self-Contained Breathing Apparatus (SCBA)</p> <p>Self Contained Breathing Apparatus on Left Supplied Air Respirator Right</p> 	<p>Provides the highest available level of protection against airborne contaminants and oxygen deficiency.</p> <p>Provides the highest available level of protection under strenuous work conditions.</p>	<p>Bulky, heavy (up to 35 pounds)</p> <p>Finite air supply limits work duration</p> <p>May impair movement in confined spaces</p>

Carroll County Emergency Operations Plan

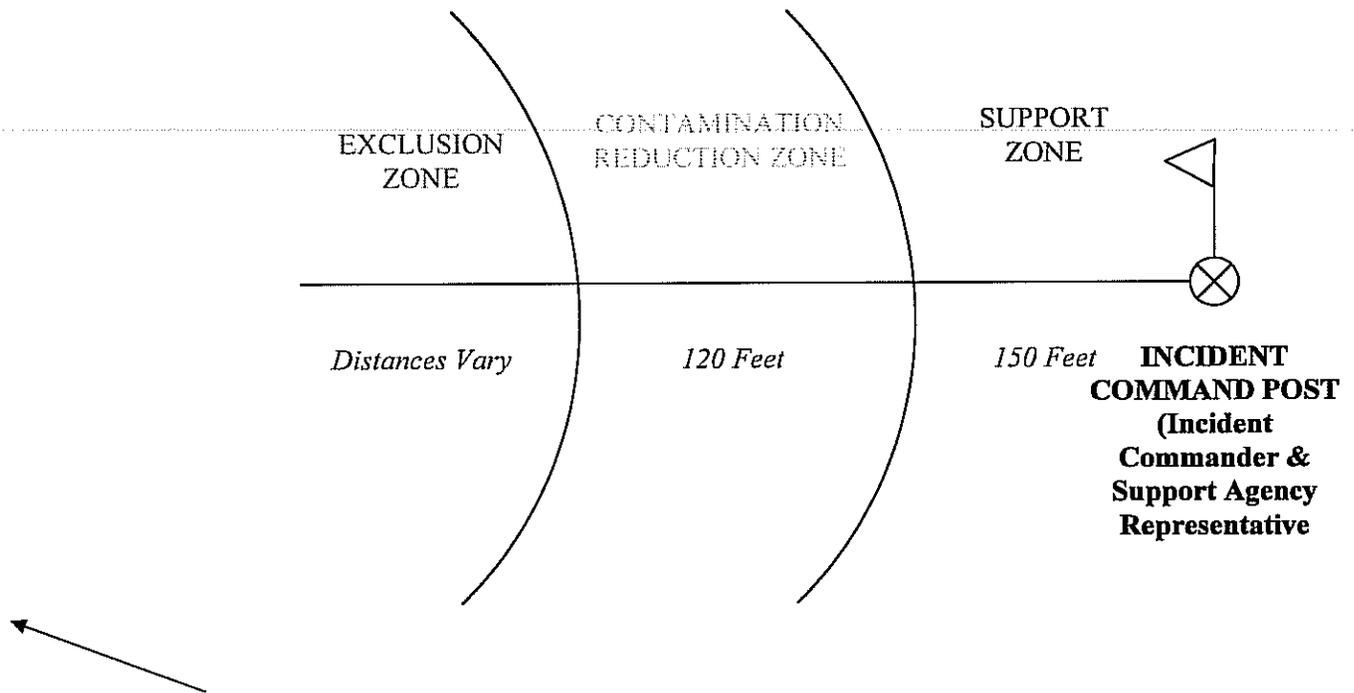
<p>Positive-Pressure Supplied Air Respirator (SAR)</p>	<p>Enables longer work periods than an SCBA</p> <p>Less bulky than an SCBA. SAR equipment weighs less than 5 pounds</p> <p>Protects against most airborne contaminants.</p>	<p>Not approved for use in atmospheres immediately dangerous to life or health (IDLH) or in oxygen-deficient atmospheres unless equipped with an emergency egress unit, such as an escape-only SCBA that can provide immediate emergency respiratory protection in case of air line failure.</p> <p>Impairs Mobility.</p> <p>Mine Safety and Health Administration (MSHA)/NIOSH certification limits hose length to 300 feet.</p>
		<p>As the length of the hose is increased the minimum approved airflow may not be delivered at the faceplate.</p> <p>Air line is vulnerable to damage, chemical contamination, and degradation, decontamination of hoses maybe difficult.</p> <p>Worker must retrace steps to leave work area.</p> <p>Requires supervision/monitoring of the air supply line.</p>

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB D TO ESF #10

INCIDENT ZONING DIAGRAM

The following diagram shows the zoning of a hazardous materials incident and is intended to serve as a guide for the Incident Commander (IC).



NOTES

1. Distance between release and exclusion zone boundary will vary depending on chemicals involved.
2. Contamination Reduction Zone distance between exclusion line and Support Zone line to be a minimum of 120 feet depending on severity of chemicals involved and the scene characteristics, such as temperature, wind direction, etc.
3. Distance between operations area and command post to be a minimum of 150 feet depending on the severity of the incident, chemical involved, and scene characteristics, such as temperature, wind direction, etc.
4. The Incident Commander must designate an Emergency Condition Level (ECL). This ECL will activate county, state, and

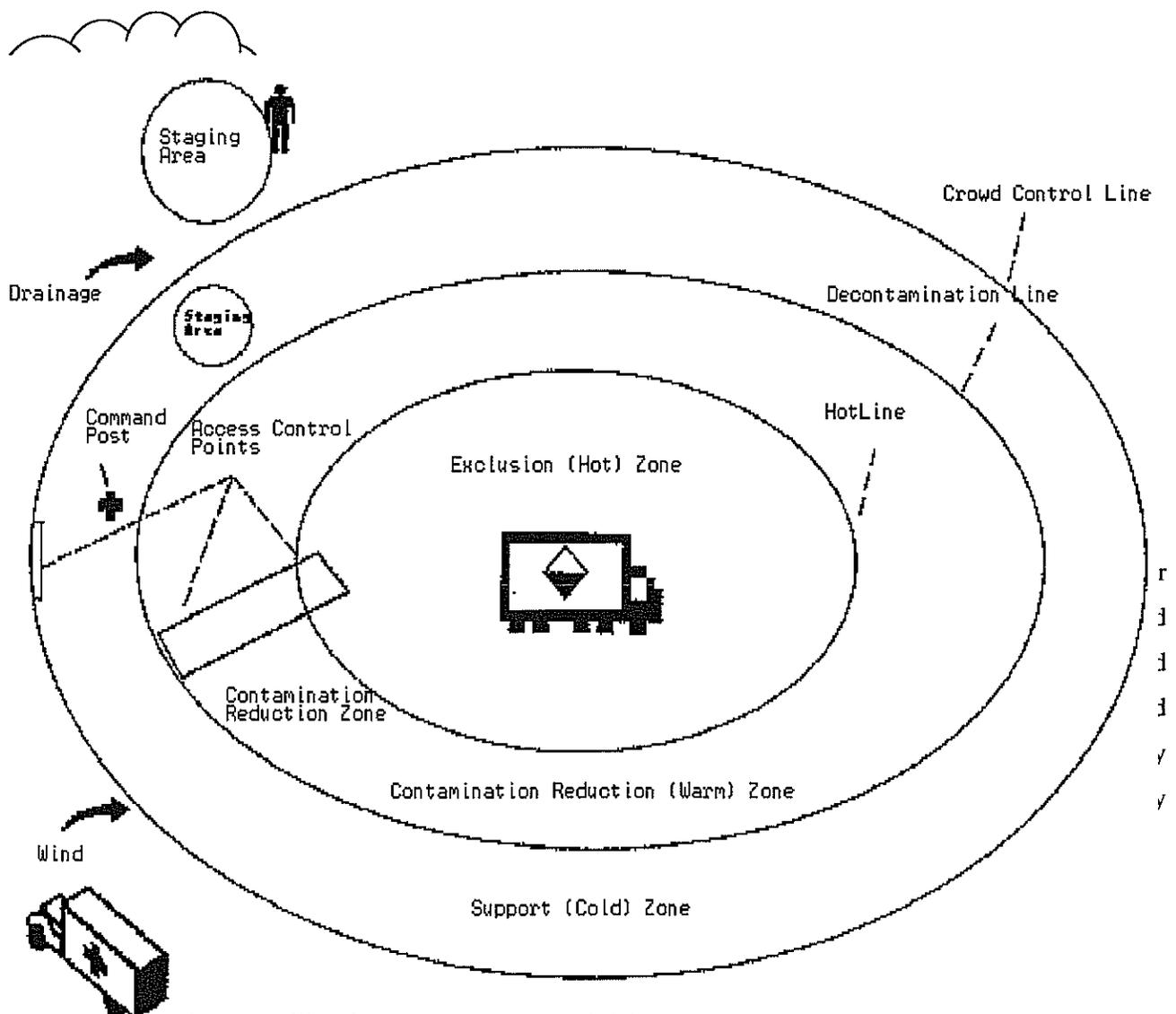
STAGING AREA

Located off-scene but nearby. For initial assembly, briefing and instructions for mutual aid departments, contractors, and others. Resources are normally managed from staging area by staging officer.

Carroll County Emergency Operations Plan

federal response as needed.

INCIDENT SITE DIAGRAM

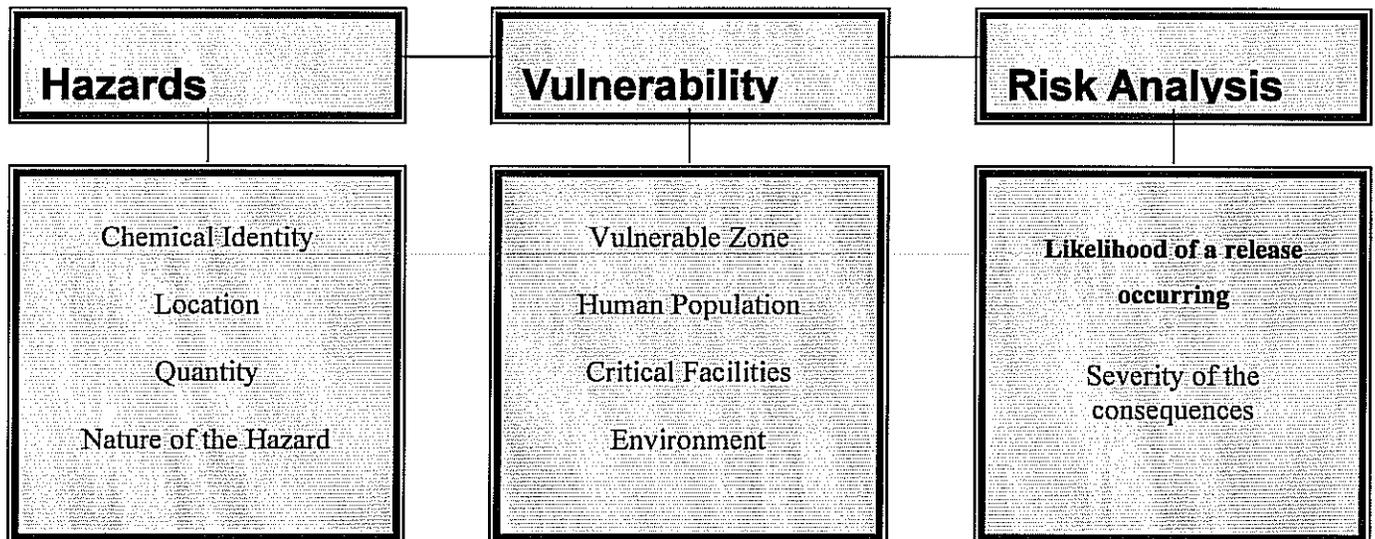


Level (ECL). This ECL will activate county, state, and federal response as needed.

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB E TO ESF #10

HAZARD ANALYSIS FLOW CHART



1. Hazard Identification

Provides specific information on situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release.

2. Vulnerability Analysis

Identifies areas in the jurisdiction that may be affected or exposed. Identifies individuals who may be injured or suffer death from certain specific hazardous materials and what facilities, property, or environment may be susceptible to damage should a hazardous materials release occur.

3. Risk Analysis

An assessment by the jurisdiction of the probability of an accidental release of a hazardous material and the actual consequences that might occur.

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB F TO ESF #10

EVACUATION

I. PURPOSE

Evacuation can be completely effective in protecting the public if it can be accomplished before the arrival of the toxic cloud at a particular location. The effectiveness of an evacuation depends on the time required to evacuate an area compared to the time available before the cloud arrives.

II. RESPONSIBILITY

- A. The responsibility for recommending an evacuation rests with the Incident Commander. Law enforcement agencies will carry out the evacuation assisted by other personnel as available. During situations where rapid evacuation is critical to the health and safety of the population, the Incident Commander may advise the public in the immediate vicinity to evacuate. The Office of Public Safety Support Services Director will coordinate all evacuation procedures, supported by the municipal, county, and private sector operational departments.
- B. Recommended evacuation area distances are available for specific substances in the US DOT Emergency Response Guidebook. If the jurisdiction has the system, the EIS/C can be used to calculate evacuation areas based on electronic plume dispersion models. If the situation warrants immediate evacuation, the law enforcement agencies will evacuate a sufficient area around the incident, based on chemical severity, and evacuate an area downwind based on the plume dispersion model. Routes of evacuation should be predetermined. See ESF #4 of the EOP.
- C. Routes for incoming personnel must be determined so as not to endanger their lives in the process of reporting to the incident site. Evacuation procedures must be coordinated with the command post to ensure the safety of law enforcement officers and evacuees.

III. TRAFFIC CONTROL AND DIVERSION

- A. Overall control at the scene of the evacuation rests upon the law enforcement agencies functioning at the incident. Traffic control will follow established procedures. Any necessary changes due to the incident will be made in cooperation with the Incident Commander, the commander of the law enforcement agencies, and the Carroll County Office of Public Safety Support Services Director.

IV. SECURITY

- A. It shall be the responsibility of the law enforcement commander to maintain control of the traffic patterns and the evacuation area until the situation is under control and the command is issued by appropriate officials to allow the public to return to their homes.

Carroll County Emergency Operations Plan

Prior to their return, no one shall be permitted into the evacuation area without consent of the law enforcement commander, and the Incident Commander.

V. SHELTER-IN-PLACE EVACUATION

- A. A “Shelter-in-Place” evacuation is a viable option for incidents involving particle releases, which are only harmful if people come in direct contact with or breathe the particles.
- B. In cases where such releases will only last a few hours, the public may be advised to remain indoors and take the following actions:
 - 1. Close all windows and doors.
 - 2. Turn off ventilation systems.
 - 3. Tune radios to an EAS station.

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB G TO ESF #10

TECHNIQUES FOR SPILL CONTAINMENT AND CLEAN-UP

I. GENERAL

- A. An important area of any hazardous materials incident is the ability to contain the product within a defined area and then restore the area to its prior condition. This plan, however, cannot adequately cover the various forms in which a hazardous materials emergency may appear.

II. CONTAINMENT AND MITIGATION ACTIONS

- A. The Incident Commander (IC) has the responsibility of evaluating the health hazard of the contaminants to the clean-up workers. He/she will request assistance, as necessary, from health officials, the facility, transporter, or manufacturer. After evaluation of the hazard, the IC must determine the most appropriate method with which to proceed.
- B. There are three (3) basic methods in which to approach containment. These methods are not the only appropriate solutions, and, as always, the individual incident will dictate what approaches should be followed.
1. Diking
 - a. Where a leak is emitting from a vehicle, dikes should be placed around both sides of the vehicle rather than just in the area of the leak. Further, the location of the dikes in relation to the vehicle must be determined after the hazards to workers have been evaluated. For example, if it appears that the leak or spill is likely to explode, then the dikes should be placed much further away than if there is no likelihood of explosion. Along with diking, it is vital that precautions are taken to keep the contaminants from entering a water system. Such precautions should include covering manholes and sewers with several layers of plastic, sand, soda ash, and/or oil dry.
 2. Discharge
 - a. Suppression options include creating a water fog or covering the discharge with foam to prevent the formation of a toxic cloud. Steps should be taken to plug any leaks.
 3. Allow the Product to Continue to Burn
 - a. Burning should specifically be allowed if the material consists of hydrocarbons and if the material is located either in a pipe or in a cylinder under pressure. Often in these

Carroll County Emergency Operations Plan

instances, the best action will be no action, except for monitoring the fire to keep it from spreading.

III. CLEAN-UP METHODS

A. Emergency responders at minor emergency situations should use whatever techniques are appropriate for the situation. For example, these techniques should include but not be limited to the following:

1. There are guidelines set forth by the Occupational Safety and Health Administration (OSHA), which governs hazardous waste operations and emergency response activities.
2. Flushing the area with water.
3. Preparing dikes.
4. Gathering the contaminants into DOT-permitted drums for proper disposal.
5. If the situation grows beyond the emergency responder's capabilities, private contractors should be contacted.
6. Following the removal of all hazardous materials from the clean-up, the affected area must be returned to its original condition when feasible. Only materials equivalent to those removed should be used.
7. After all liquids, waste residues, and surrounding contaminated soil have been removed from the site, sampling should be performed for confirmation of complete waste removal. If any residual contamination remains and it is determined that additional removal is not feasible, a site closure plan should be written for review by the applicable state or federal agencies. Such a plan must document that the contaminants left in the soil will not adversely impact any environmental media (ground water, surface water, or atmosphere), and that direct contact through dermal exposure, inhalation, or ingestion will not result in a threat to human health or the environment. The agencies can then determine what additional monitoring will be necessary, such as ground water sampling, so that these sites can be left "clean".
8. Transportation assistance and/or escort services for containment and clean-up purposes will be available when the situation arises through local, county, and state law enforcement agencies.
9. The person or group that requests, leases, borrows, etc. equipment will be responsible for returning that equipment in full working order to the owner. Where a private contractor is involved, that contractor will be entirely responsible for his/her own equipment used in the emergency response activities.

IV. SUGGESTED DECONTAMINATION EQUIPMENT

A. At a minimum, the protective equipment listed is necessary to participate in decontamination procedures. Protective equipment used for decontamination should be no less than one level below that used for entry into the hazardous environment. Positive-pressure Self-Contained Breathing Apparatus (SCBA) and fully encapsulated suits may be necessary in extreme cases.

- Containment equipment
- Pool or tank
- Tarps
- 6-mil construction plastic
- Sponges and soft brushes
- Large plastic bags for contaminated clothes
- Small plastic bags for patients' valuables
- Tags and waterproof pens to mark bags
- Saw horses to support backboards
- Fiberglass backboards
- Supports for ambulatory patients
- Water supply
- Scissors for clothing removal
- Mild detergent (dishwashing liquid)
- Five-gallon buckets
- Disposable clothes and shoes for ambulatory patients.
- Towels and blankets
- Clear, zip-front bags to minimize contamination to transport personnel and ambulances
- Duct tape 4 inch

Supplies needed to Prepare Ambulance for Care of a Patient Contaminated with Hazardous Materials

- Enough 6-mil construction plastic cut to size to:
 - Cover floor of ambulance
 - Cover squad seat
 - cover litter
- Disposable sheets
- One box of plastic trash bags to contain contaminated medical supply waste, gloves and the victim's clothes, an the like
- Personal Protection;
- CVC disposable suits with built-in hoods and booty/boot covers.
- Positive-pressure SCBA
- Full-face mask respirator with an orange-and purple-type cartridge (acid gas, organic vapor, highly toxic dust, mist and fumes, and radionuclides-rated cartridge)
- Poly Vinyl Chloride (PVC) or duct tape for taping closures
- Two-piece rainwear
- Rubber boots with steel toes.
- Nitrite gloves with 14-inch cuffs.

Carroll County Emergency Operations Plan

- Duct tape to seal suit seams if necessary.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Regional Response Team will be responsible for containment of the hazardous material, if involved.
- B. Clean-up of a minor hazardous materials incident will be the Incident Commander's responsibility to accomplish or oversee, depending upon whether the product owner can be ascertained.
- C. Clean-up of a major hazardous materials incident will be the Incident Commander's (in conjunction with the Maryland Department of the Environment) responsibility to oversee.
- D. Local fire services are not prepared for or equipped to contain or clean-up a large release. Private contractors will be needed to assist or conduct the activity. The party responsible for causing the spill and/or the owner of the material will be encouraged to arrange clean-up in a timely, professional manner, in accordance with all applicable rules and regulations, as required by law.

CARROLL COUNTY EMERGENCY OPERATIONS PLAN
TAB H TO ESF #10
INCIDENT INFORMATION SUMMARY FORM

GENERAL INFORMATION

Report Taken By: _____ Date/Time of Accident: _____ / _____
Agency/Department: _____ Reported By: _____
Time/Date Received: _____ / _____ Time Call Received: _____

INCIDENT INFORMATION

Nature of the Accident: _____

Location of the Accident: _____

Name(s) of Chemical Materials: #1 _____ CAS Number: _____
#2 _____ CAS Number : _____
#3 _____ CAS Number: _____

Placard Type and Name: _____

Characteristics (Smell, Color, State, etc.): _____

Container Type (Truck, Rail, Facility, Drum, etc.): _____

Amount of Material Released _____ Amount that May be Released _____

Shipping Information (Shipper, Manufacturer) _____

Material Entering Air, Ground, Drains, etc.? _____

Is there a Plume? (Color, Height, Odor, Direction, etc.): _____

Wind Speed ____ MPH, Direction (From/To) _____ Temp. _____ Weather _____

Surroundings (Roads, Terrain, Streams, Sewers, Bldgs, Bridges) _____

Nearby Buildings (Schools, Homes, Nursing Homes, Offices) _____

Nearby Populations (Where, Numbers) _____

Other Hazmat in Vicinity _____

Injured _____ Dead _____ Taken To _____

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Possible Health Effects/Medical Info. _____

Response Information: How does the *senior fireman on the scene* classify the incident? Emergency Condition Level (ECL): Level I _____ Level II _____ Level III _____

AGENCIES CONTACTED

Federal/National CHEMTRAC 1-800-424-9300 Time _____ Date _____

NRC 1-800-424-8802 Time _____ Date _____

State Agencies MDE Time _____ Date _____

COUNTY/LOCAL AGENCIES/ORGANIZATIONS/DEPARTMENTS

Name of Agency/Individual	Telephone Number	Time/Date	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL REMARKS/COMMENTS

Carroll County Emergency Operations Plan

Agencies/Personnel Notified

_____	Time _____	Phone # _____
_____	Time _____	Phone # _____
_____	Time _____	Phone # _____
_____	Time _____	Phone # _____
_____	Time _____	Phone # _____

Copy Furnished To: _____

CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB I TO ESF #10

DEFINITION OF TERMS AND ACRONYMS

A B C D E F G H I J L M N O P R S T V

Acronyms

I. DEFINITIONS

A

Accident Site – The location of an unexpected occurrence, failure, and/or loss (either at a facility or along a transportation route) resulting in a release of hazardous materials.

Action Levels – The upper or lower limits of flammability levels of oxygen present. The levels of toxic products that will outline the actions of hazmat personnel as it pertains to protective clothing, monitoring procedures, zones, and any other actions that need to be taken. The actions to be taken as far as “Go” or “Not To Go” or to continue to work in the area involved.

Acute – Severe, but of short duration. Acute health effects are those that occur immediately after exposure to hazardous chemicals.

Acutely Toxic Chemicals – Chemicals that can cause severe short and long term health effects after a single, brief exposure (short duration). These chemicals, when ingested, inhaled or absorbed through the skin, can cause damage to living tissue, impairment of the central nervous system, severe illness, or, in extreme cases, death.

Aerosol – A material that is dispensed from its container as a mist, spray, or foam by a propellant under pressure; a liquid substance suspended in air.

Airborne Release – Release of any chemical into the air.

American Red Cross (ARC) – A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under Congressional charter and is supported by the people. Internationally, it operates in accordance with the Treaty of Geneva.

Carroll County Emergency Operations Plan

Annex – As used in this plan, an element that is devoted to one function of emergency operations and describes the county’s approach to operating in that activity in response to emergencies.

Aquifer – An underground rock formation composed of materials such as sand, soil, or gravel that can store and supply ground water to wells and springs. Aquifers are usually found within a thousand feet of the earth’s surface.

B

Biological Agents – The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Blasting Agent – A material designed for blast.

Branches – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

C

Chemical Agents – The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plant and animals.

Chemical Transportation Emergency Center (CHEMTREC) – A program providing information and/or assistance to emergency responders. Chemtrec contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible. CHEMTREC can be reached 24 hours a day by calling 1-800-424-9300.

Chemnet – A mutual aid network of chemical shippers and contractors. Chemnet has more than 50 participating companies with emergency teams, 23 subscribers (who receive services during an incident from a participant and then reimburse response and cleanup costs), and several emergency response contractors. Chemnet is activated when a member shipper cannot respond promptly to an incident involving that company’s product(s) that requires the presence of a chemical expert. If a member of the company cannot go to the scene of the incident, the shipper will authorize a Chemnet contracted emergency response company to go. Chemnet provides communications for the network, with the shipper receiving notification and details about the incident from the chemnet communicator.

Carroll County Emergency Operations Plan

Chronic – Of long duration or having frequent recurrence. Chronic health effects are those that become apparent or continue for some time after exposure to hazardous materials.

Combustible Liquid – Any liquid having a flashpoint at or above 100°F and below 200°F.

Command Post – 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.

Command Staff – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Contamination – The deposit of radioactive material on the surfaces of structures, areas, objects, or personnel following a nuclear explosion. This material generally consists of fallout in which fission products and other weapon debris have become incorporated with particles of dirt, etc. Contamination can also occur from the radioactivity induced in certain substances by the action neutrons from a nuclear explosion.

Contamination Reduction Zone – Area between cold and hot zone.

Corrosive Material – any liquid or solid that causes visible destruction or irreversible damage to human skin tissue. Also, it may be a liquid that has a severe corrosion rate on steel.

D

Damage Assessment – The appraisal or determination of the actual effects resulting from any hazard affecting Carroll County.

Decontamination – The removal of hazardous substances from a person to the extent necessary to preclude the occurrence of foreseeable adverse health effects.

Decon Area – The area designated and equipped for decontamination of personnel, equipment tools.

Carroll County Emergency Operations Plan

Decon Sector Officer – Responsible to oversee safe effective decontamination procedures are followed. Will make sure that all equipment and personnel are thoroughly decontaminated and proper disposal and/or isolation of equipment and area is secure.

E

Emergency – A situation created by an accidental release or spill of hazardous materials which poses a threat to the safety of workers, residents, the environment, or property.

Emergency Alert System (EAS) – A system for informing the public about the nature of a hazardous materials incident and what safety steps they should take.

Emergency Medical Officer – Assigned responsibility of overseeing that all policies and procedures are followed pertaining to medical guidelines at a hazmat incident.

Emergency Operations Center – A facility where municipal, county, state, federal, and private entities meet during an emergency situation to gather information, make decisions, and direct and/or coordinate necessary actions to bring the emergency to a close. Generally, the facility is centrally located, and has appropriate communications available for a totally coordinated effort.

Emergency Operations Plan (EOP) – A brief, clear and concise documented description of action to be taken or instructions to all individuals and local government services concerned, stating what will be done in the event of an anticipated emergency. The plan will state the method for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities.

Emergency Public Information – Information released to the public by county, state, and federal agencies concerning the emergency at hand and how it can affect public health and the environment.

Etiologic Agent – An “etiologic agent” means a living micro-organism (or its toxin) that causes (or may cause) human disease.

Exclusion Zone – Area encompassing the hazardous material that is restricted to hazmat personnel in appropriate level of protection.

Carroll County Emergency Operations Plan

Explosives Class A – Possessing, detonating, or otherwise maximum hazard, such as dynamite, nitroglycerin, picric acid, lead azide, black powder, blasting caps, and detonating primers.

Explosives Class B – Possessing flammable hazard, such as propellant explosives, photographic flash powders, and some special fireworks.

Explosives Class C – Includes certain types of manufactured articles that contain Class A or Class B explosives, or both, as components but in restricted quantities.

Extremely Hazardous Substances – A list of chemicals identified by EPA on the basis of toxicity, and listed under Title III of SARA.

F

Flammable Liquid – Any liquid having a flash point below 100°F.

Flammable Solid – Any solid material (other than an explosive) that is liable to cause fires through friction or retained heat from manufacturing or processing. It can be ignited readily and burns so vigorously and persistently as to create a serious transportation hazard. Included in this class are spontaneously combustible and water reactive materials.

Flash Point – The minimum temperature at which a flammable vapor of a substance (in contact with a spark or flame) will ignite.

G

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.

H

Hazard – Any situation that has the potential for causing damage to life, property, and/or the environment.

Hazard Analysis – The procedure for identifying potential sources of a hazardous materials release, determining the vulnerability of an area to a hazardous materials release, and comparing hazards to determine risks to a community.

Hazardous Chemical – Any chemical that is a physical hazard or a health hazard.

Carroll County Emergency Operations Plan

Hazardous Material – Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released. Hazardous materials include: explosives, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive materials, and corrosives.

Biological: Microorganisms or associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.

Chemical: Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, or mineral fibers (asbestos).

Explosive: Material capable of releasing energy with blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to the blast.

Radiological: Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Hazmat Coordinator – Developed to assist fire departments with command and technical information at hazmat emergencies.

Hazmat Operations Officer – Assigned to oversee all hazmat operations and appoint other hazmat sector officers.

Hazmat 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 response to releases of potential releases of hazardous substances for the purpose of control or stabilization of the incident.

Hazmat Tech – Personnel trained to perform offensive actions to control a hazmat emergency by plugging, patching, monitoring, wear PPE, verifying and identifying a hazardous material.

Carroll County Emergency Operations Plan

Immediately Dangerous to Life and Health – A concentration that represents a maximum level from which one could escape within 30 minutes without any escape-impairing symptoms or any irreversible health effects.

Incident Action Plan (IAP) – Provides a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

Incident Commander – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post – 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 – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for management of assigned resources, to effectively accomplish stated objectives at the scene of an incident.

Information/Resource Sector – Gather, research, disseminate, and coordinate all the information available on the hazardous products involved. Will use at least 3 references for information of chemicals involved.

Irritating Material – A liquid or solid substance that, upon contact with fire or air, gives off dangerous or intensely irritating fumes.

J

Joint Public Information Center – A single facility from which multi-organizational emergency public information can be coordinated and disseminated.

L

Lethal Concentration Low – The lowest concentration of a chemical at which some test animals died following inhalation exposure.

Lethal Dose Low – The lowest dose of a chemical at which some test animals died following exposure.

Carroll County Emergency Operations Plan

Liaison Officer (LNO) – The point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities at the incident site. Serves as a member of the command staff.

Local Emergency Planning Committee (LEPC) – Established by the 1986 SARA legislation to plan local emergency response to hazmat emergencies.

Logistics Officer – Maintain records of all equipment needed and used. Will gather all information on equipment needed and assist with obtaining needed equipment.

M

Materials Safety Data Sheet – A compilation of information required under the OSHA Hazard Communication Standard on the identity of hazardous chemicals, health and physical hazards, exposure limits, and precautions. Section 311 of Title III of SARA requires facilities to submit MSDSs under certain conditions.

Median Lethal Concentration – Concentration level at which 50% of the test animals died when exposed by inhalation for a specified time period.

Median Lethal Dose – The calculated dose at which a material kills 50% of a group of test animals within a specified time. Dose is generally given in milligrams per kilogram of body weight of the test animal.

Mutual Aid Agreements – Written or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

N

National Response Plan (NRP) – An interim plan designed to develop a unified approach to domestic incident management across the nation.

National Response Team – A team consisting of representatives of 14 federal government agencies. The team is the principal organization for implementing the National Contingency Plan (NCP). When the NRT is not activate for a response action, it serves as a standing committee to develop and maintain preparedness, to evaluate methods of responding to discharges or releases, and to recommend needed changes in the response organization, and to recommend revisions to the NCP.

Carroll County Emergency Operations Plan

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations 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 Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Warning System – The federal portion of the Civil Defense Warning System used for dissemination of warning and other information from the warning centers or regions to warning points in each state.

O

Operating Guidelines (OG) – Checklists or guidance developed by each specific responding organization that detail responsible individuals by name and phone number and delineate in detail specific organizational emergency activities.

Other Regulated Materials – Any material that may pose an unreasonable threat to health and safety or property when transported in commerce, and does not meet any of the definitions of the other hazard classes specified in this appendix.

Oxidizer – A substance such as chlorate, permanganate, inorganic peroxide, or a nitrate that yields oxygen readily. It accelerates the combustion of organic matter.

Oxygen Deficiency – A concentration of oxygen by volume below which atmosphere supplying respiratory protection must be provided. It exists in atmospheres where the percentage of oxygen by volume is less than 19.5 percent oxygen.

P

Plume – Effluent cloud resulting from a continuous source release.

Public Information Officer – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

R

Radio Amateur Civil Emergency Services (RACES) – An emergency service designated to make efficient use of the vast reservoir of skilled radio amateurs throughout the nation in accordance with approved Emergency Operations Plans. Many of the states and local governments have federally-approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency, or emergency conditions.

Radioactive Material – Any material, or combination of materials, that spontaneously gives off ionizing radiation. It has a specific activity greater than 0.002 microcuries per gram.

Radius of the Vulnerable Zone – The maximum distance from the point of release of a hazardous substance at which the airborne concentration could reach the level of concern under specified weather conditions.

Regional Response Teams – Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the federal agencies on the NRT and representatives of each state within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the federal OSC during response actions.

Remedial Action – An immediate action taken over the short-term to address a release or threatened release of hazardous substances.

Reportable Quantity – The quantity of a hazardous substance that triggers reporting under CERCLA; if a substance is released in a quantity that exceeds its RQ, the release must be reported to the National Response Center (NRC), as well as to the State Emergency Response Commission (SERC) and the community emergency coordinator for areas likely to be affected by the release.

Resource – Personnel and major items of equipment, supplies, and facilities available or potentially available or assignment to incident operations and for which status is maintained. Resources are defined by kind, and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response – The efforts to minimize the risks created in an emergency by protecting the people, environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

Carroll County Emergency Operations Plan

Risk – A measure of the probability that damage to life, property, and/or the environment will occur if a hazard manifests itself, this measure includes the severity of anticipated consequences to a population.

S

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Shelter – A facility used to protect, house, and supply the essential needs of designated individuals during the period of an emergency. A shelter may or may not be specifically constructed for such use, depending on the type of emergency and the specific programmatic requirements.

Shelter-in-Place – To seek immediate shelter and remain there during an emergency situation rather than evacuate the area.

Span of Control – The span of control of any individual with incident management supervisory responsibility should range from three (3) to seven (7) subordinates.

Special Population – Groups of people that may be more susceptible than the general population (due to preexisting health conditions or age) to the toxic effects of an accidental release.

Staging Area – A location where equipment/personnel are maintained on a temporary basis for emergency response.

Storage – Methods of keeping raw materials, finished goods, or products while awaiting use, shipment, or consumption.

Support Personnel – Fire and EMS personnel as well as other personnel that provide support or special resources.

Support Zone – The control area from warm line to border of cold zone. This area is used as command and coordination area.

T

Threshold Limit Value-Time Weighted Average – Time-weighted average concentration for a normal 8-hour work day and a 40-hour work week, to which nearly all workers may be repeatedly exposed, day-to-day, without adverse effect.

Carroll County Emergency Operations Plan

Threshold Limit Value-Short Term Exposure Limit – A concentration to which workers can be exposed continuously for short periods of time without suffering from (1) irritation, (2) chronic or irreversible tissue damage, (3) narcosis of a sufficient degree to increase the likelihood of accidental injury, impair self-rescue, or materially reduce work efficiency, provided the daily TLV-TWA is not exercised.

Toxic Cloud – Airborne mass of gases, vapors, fumes, or aerosols of toxic materials.

Toxicity – The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness, or death when ingested, inhaled, or absorbed by the skin.

Toxicology – The study of the adverse effects of chemical agents on biological systems.

V

Vapor Dispersion – The movement of vapor clouds or plumes in air due to wind gravity, spreading, and mixing.

Vulnerable Zone – An area over which airborne concentration of a chemical involved in an accidental release could reach the level of concern.

II. LIST OF ACRONYMS

ACGIH – American Conference of Governmental Industrial Hygienists

ARC – American Red Cross

BLS – Basic Life Support

CAMEO – Computer Aided Management of Emergency Operations

CAS – Chemical Abstract System

CCCC – Carroll County Communications Center

CCVESA – Carroll County Volunteer Emergency Services Association

CEC – Community Emergency Coordinator

CERCLA – Comprehensive Environmental Response Compensation and Liability Act

CFR – Code of Federal Regulations

CHEMTREC – Chemical Transportation Emergency Center

EAS – Emergency Alert System

ECL – Emergency Condition Level

Carroll County Emergency Operations Plan

EHS – Extremely Hazardous Substances

EMA – Emergency Management Agency

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

EPCRA – Emergency Planning & Community Right-to-Know Act

EPI – Emergency Public Information

ESF – Emergency Support Function

FEC – Facility Emergency Coordinator

FEMA – Federal Emergency Management Agency

HAZMAT – Hazardous Material

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Command System

IDLH – Immediately Dangerous to Life and Health

JPIC – Joint Public Information Center

LEPC – Local Emergency Planning Committee

LNO – Liaison Officer

MEMA – Maryland Emergency Management Agency

MDE – Maryland Department of the Environment

MIEMSS – Maryland Institute for Emergency Medical Services Systems

MPH – Miles per Hour

MSDS – Materials Safety Data Sheet

MSHA – Mine Safety and Health Administration

MSP – Maryland State Police

NCP – National Contingency Plan

NIMS – National Incident Management System

NIOSH – Nation Institute of Occupational Safety and Health

NRC – National Response Center

NRP – National Response Plan

NRS – National Response System

NRT – National Response Team

OG – Operating Guidelines

ORM – Other Regulated Materials

OSC – On-Scene Coordinator

Carroll County Emergency Operations Plan

OSHA – Occupational Safety and Health Administration

PIO – Public Information Officer

PPE – Personal Protective Equipment

PVC – Poly Vinyl Chloride

RCRA – Resource Conservation and Recovery Act

RQ – Reportable Quantity

RRT – Regional Response Team

SAD – State Active Duty

SARA – Superfund Amendments and Reauthorization Act

SCBA – Self Contained Breathing Apparatus

SERC – State Emergency Response Commission

SO – Safety Officer

STELs – Short Term Exposure Limits

TLV – Threshold Limit Value

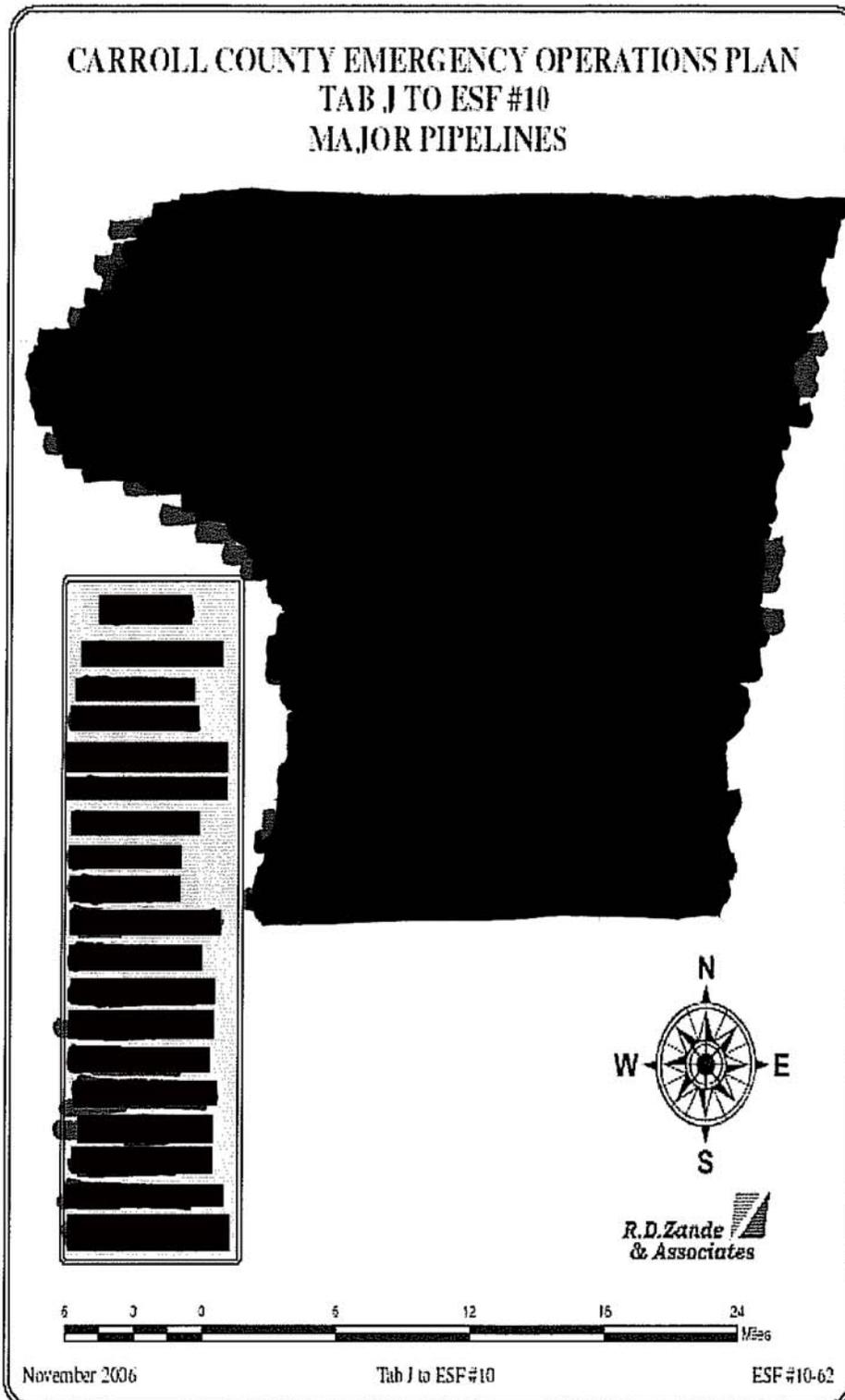
TPQ – Threshold Planning Quantity

TWA – Time-Weighted Averages

USDHS – United States Department of Homeland Security

USDOT – United States Department of Transportation

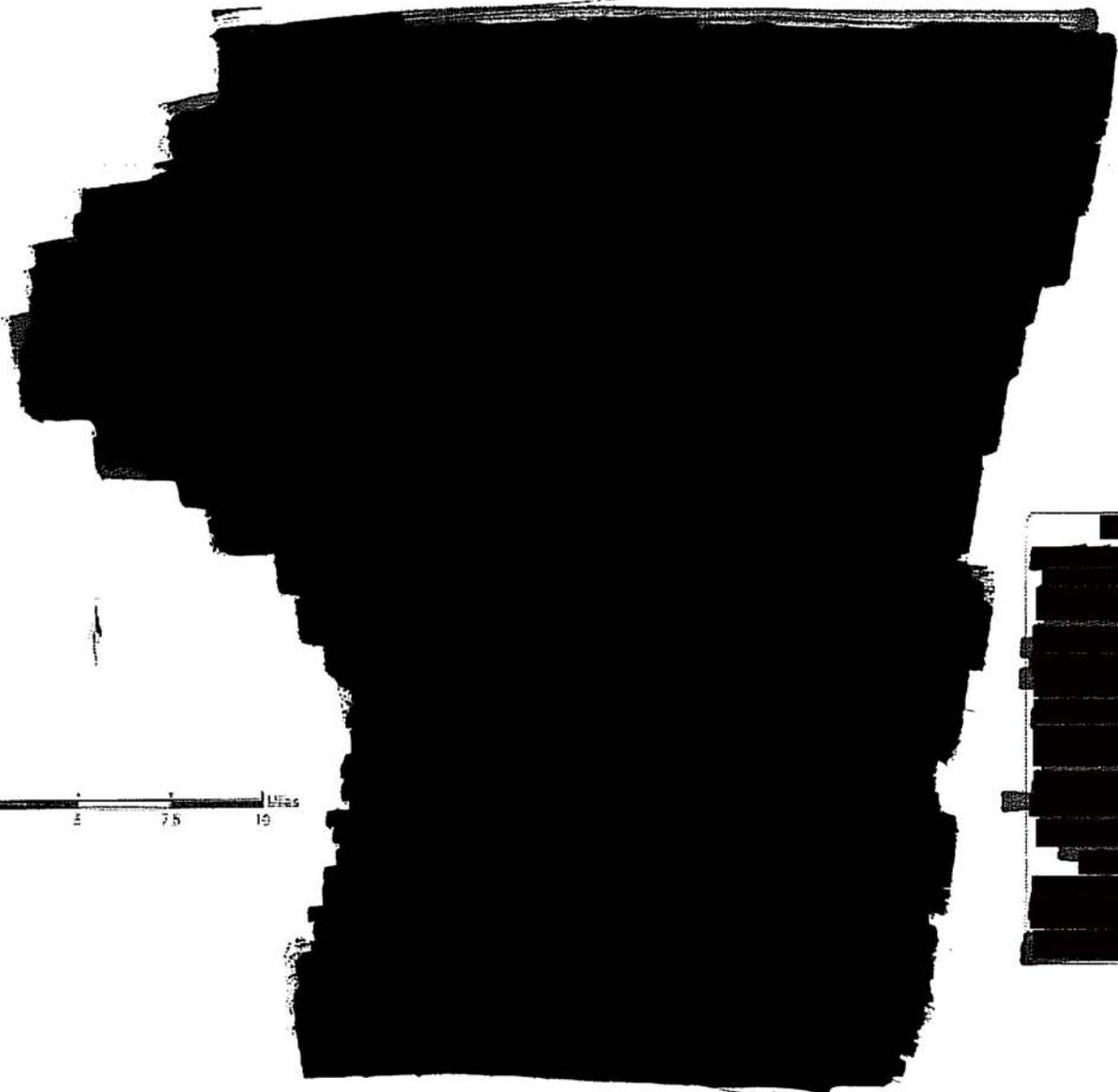
USEPA – United States Environmental Protection Agency



CARROLL COUNTY EMERGENCY OPERATIONS PLAN

TAB K TO ESF #10

CARROLL COUNTY TRANSPORTATION & UTILITY INFRASTRUCTURE MAP



CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 11

Agriculture and Natural Resources

Primary Authority: Office of Public Safety Support Services
Supporting Agencies: Department of Education
Department of Health
American Red Cross
Salvation Army

I. Introduction

A. Purpose

To coordinate the effort to provide bulk food resources necessary to support an emergency response or recovery effort or other disaster assistance initiative.

B. Scope of Operation

1. Food support includes identifying sources of food supplies, obtaining food resources, and arranging to transport food to designated staging sites in the affected area.
2. Potential operations include: researching governmental food programs and stockpiles, negotiating with food suppliers, developing a food procurement strategy, organizing a food transportation plan, coordinating with private and volunteer groups, analyzing staging sites, and establishing a temporary food assistance program.

II. Operating Principals

A. Situation

1. A significant disaster event may deny human and animal populations access to food and water, may create conditions that prevent individuals with food supplies from preparing them, or may displace a population from their homes and create a widespread need for food and drink.
2. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance.
3. Food supplies will be provided from existing state managed inventories whenever possible.

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4. Procurement will be conducted in accordance with federal and state laws and regulations, including provisions for emergency procurement and no-bid contracting.
5. Commercial and retail food storage facilities may be inoperable as a result of widespread power failure; thus, some privately-held, large-volume food supplies may be available as donated goods.
6. A donations plan for Maryland exists, which can be helpful in organizing food collection and distribution efforts.

B. Concept of Operation

1. An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the most effective strategy for providing assistance.
2. An assessment will be conducted to determine the nature of need and areas of critical need, both for human and animal populations.
3. Storage and staging sites will be identified and utilized as necessary.
4. Resource needs and requests will be obtained from departments and agencies, and local jurisdictions.
5. Request will be prioritized, and resources will be allocated and deployed in mission assignments.
6. A strategy for direct procurement of food supplies will be implemented to obtain products not available in current inventories.
7. Food supplies will be evaluated to ensure their suitability for consumption.
8. Food assistance will be available, until the need for emergency relief in the affected area has dissipated sufficiently so that individuals and families can provide adequate food supplies for themselves through traditional methods and sources.

C. Organization

1. Primary Department or Agency
 - a) Act as the Team Leader as well as the team's representative in policy discussions, negotiations and other matters.
 - b) Develop team procedures and policies, as necessary, in cooperation with team members.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 12

Energy

Primary Authority: Maryland Energy Administration
and Public Service Commission
Secondary Authority: Office of Public Safety Support Services
Supporting Agencies: Department of Transportation
Baltimore Gas & Electric
Allegheny Power Company

I. Introduction

A. Purpose

To provide liaison to the utility and energy industries to facilitate a coordinated restoration of electric, gas, and commodity fuels, as well as energy delivery systems, in affected areas.

B. Scope of Operation

1. Utilities and energy support includes communicating with providers, coordinating restoration strategies, and reviewing emergency plans.
2. Potential operations include: coordinating restoration plans, implementing rationing measures, allocating fuel resources, coordinating delivery schedules with wholesale providers, locating supplemental resources and arranging for distribution for delivery, and participating in damage assessment operations.

II. Operating Principals

A. Situation

1. Utility and energy resources include: electricity, natural gas, water, heating oil, coal, propane, gasoline, and fire wood.
2. The extent of damage to the utility and energy infrastructures of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.

Carroll County Emergency Operations Plan

3. Damaged or destroyed transmission lines, pipelines, or energy distribution equipment may pose significant public health hazards and may pose unique debris management challenges.
4. The state has some authority to regulate utility and energy services and commodities, however, providers remain private enterprises with whom the government usually must negotiate rather than unilaterally compel cooperation.

B. Concept of Operations

1. An assessment of the regional utility and energy networks will be obtained and the information analyzed to determine the most effective strategy for providing assistance.
2. An assessment will be conducted to determine the scope of system damage, the supply of remaining resources, the capability of operable systems and equipment, and the nature of immediate needs.
3. Elements of the transmission and pipeline systems that can be salvaged will be repositioned; technical assistance and equipment will be provided to remove those elements that are non-recoverable debris.
4. Resource needs and requests will be obtained from departments, agencies, and local jurisdictions.
5. Request as well as restoration operations will be prioritized, and resources will be allocated and deployed in mission assignments.
6. Out-of-state or regional providers will be contacted to arrange deliveries or distribution of supplemental resources or equipment, as necessary.
7. All team members will monitor activities to verify that the core duties of utility and energy companies can continue to be performed.

C. Organization

1. Primary Departments or Agencies

a) Maryland Energy Administration (MEA)

- (1) Act as the co-lead organization for the ESF team.
- (2) Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters, for its respective areas of responsibility.
Areas of responsibility are: heating oil, propane, gasoline, firewood, and coal.

Carroll County Emergency Operations Plan

- (3) Develop team procedures and policies, as necessary, in cooperation with team members.
 - (4) Monitor utility and energy resources and coordinate strategic restoration or delivery solutions, in cooperation with team members.
 - (5) Collect, compile, and report information and data, as appropriate.
- b) Public Service Commission (PSC)
- (1) Act as the co-lead organization for the ESF team.
 - (2) Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters, for its respective areas of responsibility.
Areas of responsibility are: electricity, natural gas, and telephone service.
 - (3) Develop team procedures and policies, as necessary, in cooperation with team members.
 - (4) Act as the Team Leader as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters, for its respective areas of responsibility.
Areas of responsibility are: heating oil, propane, gasoline, firewood, and coal.
 - (5) Monitor utility and energy resources and coordinate strategic restoration or delivery solutions, in cooperation with team members.
 - (6) Collect, compile, and report information and data, as appropriate.
2. Support Departments or Agencies
- a) Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for missions, as possible.
 - b) Track the use of resources from their respective organizations and share that information with the Team Leader.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 13

Public Safety and Security

Primary Authority: Carroll County Sheriff's Office
Supporting Agencies: Maryland State Police
Municipal Police Departments
Maryland National Guard
Office of Public Safety Support Services
Emergency Medical Services
Fire/Emergency Medical Services
Office of Medical Examiner
Carroll County Health Department
Carroll County State's Attorney

I. Introduction

A. Purpose

To provide the deployment and activities of law enforcement units when multiple agencies respond to a disaster site or in an emergency operation.

B. Scope of Operation

1. Law Enforcement support entails deployment of sworn and volunteer personnel to assist local forces in field operations to ensure security, maintain stability and order within communities, and otherwise protect public safety.
2. Potential operations include: establishing perimeter security at an incident site, restricting air traffic, managing traffic patterns, patrolling communities, implementing protective action orders, and apprehending offenders.

II. Operating Principals

A. Situation

1. Law enforcement agencies must expand their operations to provide increased protection required by disaster and/or emergency conditions. There are numerous federal, state and local law enforcement agencies available to support Carroll County law enforcement.

Carroll County Emergency Operations Plan

2. Activities of local law enforcement will increase significantly during disaster and/or emergency operations.
3. Additional law enforcement resources and services will be available through existing mutual aid agreements.
4. When local capabilities are exceeded, support will be made available from state and federal law enforcement agencies.

B. Concept of Operation

1. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include, but are not limited to, maintaining law and order, traffic control and crowd control.
2. Local law enforcement agencies will be primarily responsible for routine law enforcement. Support groups will assist in traffic and crowd control, ie: fire police, auxiliary officers.

a) Response

- (1) Maintain law and order to protect life and property.
- (2) Provide mobile units for warning.
- (3) Provide traffic and crowd control.
- (4) Identify area/population at risk, initiate evacuation, as necessary.
- (5) Provide security/traffic control at reception centers, shelter or mass feeding facilities.
- (6) Inspect and provide security for critical facilities and resources.
- (7) Provide security for the Emergency Operations Center (EOC).
- (8) Provide access control and security for restricted/evacuated areas.
- (9) Conduct search/rescue missions in conjunction with Emergency Medical Services (EMS).
- (10) As necessary, assist Sheriff's Office with evacuation housing of detention center inmates.

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- (11) Provide backup communications for shelter operations.
 - (12) As needed/requested, arrange for the transportation of key personnel from response agencies.
 - (13) Coordinate with the Public Information Officer (PIO) on the release of information.
 - (14) Supervise the law enforcement activities of all police volunteer forces.
 - (15) When an incident involves mass casualties:
 - (a.) Determine the number of casualties. Request additional assistance if needed.
 - (b.) Restrict access to site; administer medical treatment until the arrival of EMS personnel.
 - (c.) Take charge of all personal effects and evidence found at the disaster scene.
 - (d.) Establish and provide security for temporary morgue, assist the Office of the Chief Medical Examiner, as necessary.
 - (e.) Arrange for the notification of the next of kin.
 - (16) Send a liaison representative to the EOC, Incident Command, or Unified Command(IC/UC).
 - (17) Use of Tactical Teams.
 - (18) Use of Plain Clothes Investigators.
- b) Recovery
- (1) Maintain law enforcement operations as long as necessary.
 - (2) Phase down operations as directed by the Incident Commander.
 - (3) Assist, as necessary, in the return home of evacuees.
 - (4) Maintain records of all financial expenditures and use of law enforcement resources.

Carroll County Emergency Operations Plan

C. Organization

1. Primary Department or Agencies

- a) Carroll County Sheriff's Office will serve as the lead agency for local crisis management.
 - (1) The on-scene Incident Commander or designated Sheriff's Office representative will be responsible for coordinating all law enforcement activities and will be the single point of contact of the Incident Commander/Unified Command.
 - (2) Establish and enforce an accreditation and credentialing system for responders, news media, and others in the designated control areas.
 - (3) Establish a liaison with state and local agencies to assist in traffic control and the evacuation of threatened areas.
 - (4) Implement methods to maintain records of all expenditures, persons not accounted for and persons presumed involved in the incident.
 - (5) Coordinate with other responder and the Federal Bureau of Investigation (FBI), if necessary, for the preservation, collection, and documentation of evidence.
 - (6) Will investigate and be responsible for all incidents occurring within the incorporated municipalities of New Windsor and Union Bridge.
 - (7) Will investigate and be responsible for all incidents occurring within the or on the property of Carroll Detention Center.
 - (8) Will investigate and be responsible for all incidents occurring within or on the property of the Carroll County Office Building.
 - (9) Will investigate and be responsible for all incidents occurring within or on the property of the Circuit Court Buildings.
 - (10) Will investigate and be responsible for all incidents occurring at the North Carroll High School in Hampstead in accordance with the Memorandum of Understanding (M.O.U.).

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- (11) The Carroll County Sheriff's Office shall provide security for the county Emergency Operations Center when activated.

 - b) Maryland State Police – Westminster Barrack
 - (1) Serve as the state agency for law enforcement and criminal investigations. Act as the state's liaison to the Federal Bureau of Investigation (FBI).
 - (2) Assist the Carroll County Sheriff's Office and the local municipalities as necessary.
 - (3) Assist the Office of the Chief Medical Examiner with the identification and collection of remains.
 - (4) Coordinate with higher levels of state government for law enforcement support during emergency response activities.

 - c) Municipal Police Departments
 - (1) There are five (5) Municipal Police Departments within Carroll County: Hampstead, Manchester, Sykesville, Taneytown, and Westminster.
 - (a) Each municipality will be responsible for all incidents occurring within their jurisdiction.

Exceptions: Those areas in the City of Westminster under the direct control of the Carroll County Sheriff's Office and North Carroll High School in Hampstead.
 - (b) Will assist and support the Carroll County Sheriff's Office and the Maryland State Police as necessary.
2. Support Departments or Agencies
- a) Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for law enforcement operations, as possible.
 - b) Provide supplemental staff to support the team, as necessary.
 - c) Track the use of resources from their respective organizations and share that information with the Team Leader.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 14

Long-Term Community Recovery

Primary Authority: Department of General Services
Supporting Agencies: Office of Public Safety Support Services
Department of Planning
Department of Public Works
Public Information Office
Superintendent of Schools
Department of Recreation and Parks
Law Enforcement
County Agricultural and Extension Agency
American Red Cross
Department of Social Services
Office of Risk Management
Office of Information and Technology Services

I. Introduction

A. Purpose

1. To coordinate the procedures, responsibilities and actions to be taken by the Carroll County Emergency Management Division and other Carroll County agencies in order to determine the extent and impact of damage caused by either man-made or natural disasters within the jurisdiction.
2. Determination of the extent and impact of the damage is necessary for effective county response and recovery operations. In addition, damage assessment is essential to support the requests for state and/or federal assistance.

B. Scope of Operation

1. Debris Management support entails removing debris from public property and rights-of-way, enabling vehicle access and re-instituting traffic patterns, minimizing health risks that might result from disaster debris, and disposing of debris in the most efficient, effective, and permissible manner.
2. Debris Management activities include: conducting damage assessments, clearing roadway systems and waterways, implementing mutual aid agreements, establishing and maintaining temporary storage sites, coordinating contractors, deploying volunteers, segregating debris and

Carroll County Emergency Operations Plan

isolating power and other utility lines, establishing and managing disposal sites, demolishing condemned property, disseminating guidance to the public, and monitoring operations and sites for compliance with state and federal regulations.

II. Operating Principals

A. Situation

1. The extent of damage and the peculiarities of the transportation network in the incident area will influence the strategy developed by the debris management.
2. Debris may include trees, rocks, dirt and sand, building materials, metal garbage and sewage, damaged vehicles, various hazardous materials, tires, and personal property.
3. Unattended and long-standing debris may pose safety and health threats.
4. Mutual Aid Agreements exist among jurisdictions and should be exhausted before assistance from the state is sought.
5. Following disasters that result in significant debris, pre-existing disposal sites likely will not represent effective debris management solutions because of capacity limitations and continuous, regular solid waste management operations.

B. Concept of Operation

1. Response

- a) County agencies will assess the damage to county facilities and report the damage information to the Department of General Services and Office of Risk Management representatives at the Emergency Operations Center.
- b) The Department of General Services will dispatch survey teams to affected areas, as necessary, to assess the damage to homes and businesses.
- c) The Department of General Services will compile the necessary damage assessment reports.

2. Recovery

- a) The Department of General Services will prepare the damage assessment reports.

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- b) The Department of General Services will identify any structures, which are unsafe for occupancy and take whatever action is necessary to prevent their use.
- c) Repairs to public facilities will begin as soon as possible. Priority will be given to those facilities, which are critical to emergency response operations, such as roads and bridges. Local government resources will be relied upon for most work with support from the state and federal governments and other resources, which may be available.
- d) All restoration activities in the county will be monitored by Director of General Services.

C. Organization

1. Primary Departments and Agency

a) General Services

- (1) Notify Permits and Inspections staff and any others required when the need arises to provide damage assessment services.
- (2) Coordinate all damage survey teams, normally from the Emergency Operations Center.
- (3) Compile all damage assessment reports forwarded from the field damage assessment teams.
- (4) In cooperation with the emergency management officials, assist in providing engineering or other specialty assistance required by the field assessment teams.
- (5) Provide for damage assessment of private property.

2. Support Department or Agencies

a) Superintendent of Schools

- (1) Provide the number, location and estimated dollar amount to repair all damage to public schools, including the total amount of insured and uninsured damage; along with the impact such damage will have on the operation of the county school system.

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- b) Recreation and Parks
 - (1) Provide the number, location and estimated dollar amount to repair all damage to county parks, recreational grounds and equipment, and all county buildings under his supervision.
- c) Law Enforcement
 - (1) Provide, as quickly as possible and accurately as possible, the number of deceased residents, injured or missing as a result of the disaster and update any changes to these figures to the Emergency Operations Center as soon as possible.
- d) County Agricultural and Extension Agency
 - (1) Provide the Emergency Operations Center the number, locations and estimated dollar amount of the damage to crops, soils, livestock, poultry, farm buildings, machinery, and equipment.
- e) American Red Cross
 - (1) The Emergency Management Coordinator will notify the American Red Cross local office as soon as the damage assessment process begins. All efforts will be made to coordinate the damage assessment information with the American Red Cross personnel so that no duplication of effort occurs.
- f) Social Services
 - (1) The Director of Social Services will keep the Emergency Operations Center advised of the number of shelters opened, the number of personnel in the shelters and the identities of any families needing housing short-term or long-term (more than 30 days).
- g) Chief of Staff
 - (1) Notify the officials of other county agencies whose assistance may be required to assist in the damage assessment process.

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- (2) Authorize any necessary material, equipment, or personnel required to complete the damage assessment process in an expedient manner.
- h) Emergency Management Coordinator
 - (1) Coordinate the various government agencies and private sector personnel involved to insure that the necessary damage assessment information is collected and forwarded to the Maryland Emergency Management Agency at the State Emergency Operations Center at Camp Fretter in Reisterstown.
 - (2) Notify the appropriate government agencies and private sector organizations and personnel as soon as it becomes apparent that damage assessment procedures will be required.
 - (3) Provide the Director of Management and Budget with damage assessment information in order to expedite the gathering of needed financial data, including emergency funds available, any applicable restrictions, information on the taxable base when required and the projected losses to the tax base as a result of the disaster.
- i) Planning
 - (1) Provide, upon request, any specialized assistance and personnel to the Supervisor of Permits and Inspections required for the prompt assessment of damage resulting from a disaster.
- j) Public Works
 - (1) Provide the number and dollar estimate for repair of all bridges damaged or destroyed, along with the number of roadway washouts, road damage, and the impact such damages will have on the county.
 - (2) Identify any areas of the county, which have been isolated as a result of bridge or roadway damage and exchange such information with the State Highway Administration.
 - (3) Provide dollar estimates for necessary debris clearance, traffic engineering, and protective measures. The cost of protective measures will be related to only engineering items, and not fire, rescue or police costs. The cost of

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repairing temporary and/or permanent water control facilities under construction will also be provided.

- (4) In cooperation with other county agencies, schedule the repair of public facilities in accordance with a priority restoration list.
- k) Public Information Office
- (1) Coordinate with all county agencies and personnel to provide the necessary public relations assistance.
 - (2) Arrange to keep all members of the news media advised of all pertinent information, which should be relayed to the public.
- l) Survey Teams
- (1) Damage assessment survey teams will consist primarily of personnel of the Bureau of Permits and Inspections, assisted by personnel from other county agencies and volunteer groups, as required. When necessary, private sector personnel from the fields of engineering, building trades, and other related areas will be used to supplement the assigned assessment team members. When a contingency, such as a hazardous materials accident, is in need of specialized assistance, appropriate personnel will be added to the teams.
- m) Records and Reports
- (1) Survey Team Reports: Each damage survey team will collect field data during the first daylight period following the disaster. These reports will be forwarded promptly to the Director of General Services located at the Emergency Operations Center.
 - (2) Damage Assessment Reports: During the night following the field data survey reports the Emergency Operations Center will collect the damage assessment reports from the field. The Assessment Team will complete the Initial Damage Assessment Summary Form and submit it to the State EOC via WebEOC on the following morning.
- n) Release of Assessment Information
- (1) Private appraisers, insurance adjusters, and certain others

Carroll County Emergency Operations Plan

may obtain damage assessment reports from the authorized official or his designee, only with the consent of local authorities. Such information will be limited to just that which is necessary to assist them in expediting the adjustment of their claims. Accurate information will be supplied to the state Emergency Operations Center in a timely and effective manner.

o) Critical Facilities

- (1) The Emergency Management Coordinator shall assure that a list of public facilities designated as being vital to any emergency operations is always kept on hand at the county Emergency Operations Center.

(p) Office of Information and Technology Services

- (1) Provide the number, location, and estimated dollar amount to repair all damage to county information technology infrastructure and equipment including file servers, routers, switches, phones, and data/voice lines.
- (2) Provide an assessment of the status of county technology infrastructure and equipment, both functioning and non-functioning.
- (3) Provide estimates of how long it will take to get each service back online that is not currently functioning.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 15

Donations Management

Primary Authority: Office of Public Safety Support Services
Supporting Agencies: Department of General Services
Department of Health
Department of Maryland State Police
American Red Cross
Maryland Volunteer Organizations Active in Disasters
Salvation Army

I. Introduction

A. Purpose

To establish an efficient and effective process for receiving, sorting, and distributing donated resources and goods to victims following a disaster.

B. Scope of Operation

1. Donations Management support entails coordinating a system that receives and distributes freely offered goods and services, matching them with victims who demonstrate a need.
2. Donations Management activities include: providing guidance to citizens, managing a tele-registration and database system, establishing collection facilities, creating a system to sort and distribute donated items, and storing donated resources until they are needed.

II. Operating Principals

A. Situation

1. The nature and scope of damage will determine the extent to which the donations management strategy is employed.
2. The extent of damage to the infrastructure of the affected area will influence the donations management strategy implemented.
3. Public service announcements through media and internet sources will inform, advise, and direct citizens regarding the parameters of the strategy.

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4. Private volunteer organizations (PVO) accept and manage donations in many circumstances, according to their respective policies and procedures, and this plan does not supersede any individual PVO donations plan in any way, nor will any donation offered directly to a PVO be subject to regulation by this plan. However, when any PVO activates its personnel to perform tasks under the auspices of this plan, and when any PVO joins in the cooperative effort to manage donated goods, then those activities will be governed by this plan.
5. Donors first will be encouraged to contact recognized PVOs with disaster relief operations because such organizations already have established networks developed to receive, process, and distribute donations.
6. Donations received by the county but intended for a specific PVO, and labeled as such, will be forwarded to that organization. Donations not otherwise intended for a specific PVO, as indicated by the donor, will become the temporary property of the county and thus are the responsibility of the county.
7. Donations may be money, food, clothing, products and equipment, in-kind services, or volunteered time. The county will advocate cash as the best first alternative for donors to maximize the usefulness and timeliness of the donation. If not cash, then pre-sorted, clearly labeled, palletized, and shrink-wrapped donations with a *predetermined* transportation method—and that have been identified as needed—are preferred.
8. The State Donations Management Program will be overseen by state officials but managed cooperatively with PVO personnel. The system includes: public serve announcements, a toll-free telephone number, an automated database, traffic-control points, reception centers, storage and staging areas, and local distribution sites.
9. The county likely will receive unsolicited and unnecessary donations.
10. The Donations Coordinator, assigned by the Emergency Management Coordinator, may become involved in recovery operations with only a scaled-down donations team, if appropriate.

B. Concept of Operation

1. The Donations Coordinator will activate and direct a temporary staff, in cooperation with participating agencies and organizations.
2. An assessment of the statewide transportation network will be conducted and the information analyzed to determine the feasibility of transit throughout any affected region.

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3. A survey of state emergency coordinators, local emergency management officials, and American Red Cross staff will help identify the initial nature and scope of needs. When the donations system is fully operational, an ongoing, coordinated process to determine needs will commence.
4. Public Service Announcements (PSAs) will be developed and broadcast to advise and direct victims as well as potential donors. In particular, PSAs will indicate the telephone number available to assist potential donors and will emphasize what specific goods will be especially welcome.
5. When the telephone system and database are activated, calls will be logged and the donation information recorded. The potential donation will be matched against known or expected needs. Unneeded donations will be discouraged.
6. The donor is responsible for transporting any donated goods to a reception center. Control stations—perhaps including toll facilities, weigh stations, and welcome centers—will be established along interstates and at ports to stop unsolicited and undesirable donations from entering the recovery scene or becoming part of the donations management effort.
7. Donations matching an immediately identifiable need will be directed to a designated reception center where they will be stored temporarily and prepared for transportation to local, managed distribution sites. Reception and storage sites will have controlled entry and exit.
8. Desirable donations with no identified matching need will be retained as records in the database but not authorized for delivery to any reception center. The donor will be contacted when the need does materialize and additional arrangements will be made at that time.
9. Any donation of food products will be inspected to ensure suitability for public consumption.
10. Stringent procedures will be implemented to ensure comprehensive records are kept for all donations received and distributed. In addition, letters of thanks will be sent to all donors contained in the database.
11. Individuals seeking to volunteer time and donate experience to the process will be encouraged to affiliate themselves with any recognized disaster relief organization.
12. An effort will be made to either recycle or redistribute unused products to another state affected by the event or to appropriate PVOs.
13. Federal assistance will be requested as needed, unless a federal disaster is declared, at which time the National Donations Hotline Coordinator will be contacted.

Carroll County Emergency Operations Plan

14. As the magnitude of need diminishes, the system will be similarly modified to continue servicing those in need on a smaller scale.

C. Organization

1. Primary Department or Agency

- a) Act as the Team Leader and the team's primary contact as well as the team's representative in policy discussions, conferences with ESF teams, and other matters.
- b) The Emergency Management Coordinator will appoint a Donations Coordinator to serve as the lead agent for all donations management functions, activities, and personnel. The Donations Coordinator will:
 - (1) Develop an operating methodology and staff structure, team procedures, and policies, as necessary, in cooperation with team members.
 - (2) Cooperate with representatives to assemble the donations management staff at a site and to secure sites for reception and storage of donated materials.
 - (3) Cooperate with local jurisdictions to locate and secure distribution enters.
 - (4) Collect, compile, and report information and data, as appropriate.

2. Support Departments or Agencies

- a) Provide assistance to the Team Leader, as appropriate, and make resources of their respective organizations available for donations operations, as possible.
- b) Track the use of resources from their respective organizations and share that information with the Team Leader.

CARROLL COUNTY

EMERGENCY OPERATIONS PLAN

Emergency Support Function # 16

Animal Protection

Primary Authority: Humane Society of Carroll County, Inc.
Supporting Agencies: Office of Public Safety Support Services
Office of Public Information
Carroll County Sheriff's Office
Maryland State Police
Humane Society of the United States
American Red Cross
Volunteer Carroll

I. Introduction

A. Purpose

To provide immediate care and control of animals during disaster situations, minimize animal suffering and human anguish by providing temporary shelter for companion and farm animals during disasters, provide emergency veterinary care to companion and farm animals injured during a disaster, and to provide a system for returning animals to their owners after a disaster is over.

B. Scope of Operation

1. Animal Protection includes providing for the protection, sheltering, documentation, disposition and care of animals during disasters/emergencies.
2. The Humane Society of Carroll County is the only animal welfare organization in Carroll County.
3. Staff is consistent with the number needed for normal and day-to-day operations.
4. The current facility has not been expanded to house substantially more animals than it currently handles daily.
5. Possible large scale emergencies or impoundments are not currently budgeted.

Carroll County Emergency Operations Plan

II. Operating Principles

A. Situation

1. Carroll County is vulnerable to both man-made and natural disasters which have the potential for mass animal casualties and dislocations, as well as health dangers including disease secondary to the disaster.
2. The nature and scope of the disaster/emergency will determine the extent to which the Humane Society of Carroll County, Inc. responds.
3. A significant disaster event may cause injuries to a considerable number of animals, produce physical or biological health issues throughout the affected area, and create a widespread need for medical care and sheltering of animals.
4. Medicine and supplies will be provided from existing inventories whenever possible. Additional supplies and medicine shall be obtained through pre-arranged MOUs and agreements through surrounding jurisdictions.
5. Animal containment crates will be made available to potential American Red Cross shelters.

B. Concept of Operations

1. The Humane Society will work with the county emergency management to educate the public about what to do with their animals in the event a disaster strikes and ways the public can prepare for an emergency should they have to consider their pets welfare.
2. The Humane Society will work with the emergency operations team to care for and shelter as many animals as possible during an emergency.
3. The Humane Society will maintain a list of veterinarians, their specialty, and their contact information.
4. The Humane Society will maintain a list and contact information for the companies that sell animal food and supplies.
5. The Humane Society will attempt to find kennels and veterinarians willing to accept animals during an emergency.
6. The Humane Society will attempt to seek out appropriate volunteers should existing staff be unable to handle a situation resulting from an emergency and maintain that list and the contact numbers for those individuals.

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7. A stockpile of collars, leashes, food, bowls, carriers, and crates will be maintained.
8. The Animal Control Officers of the Humane Society will be available to transport animals to the shelter, any temporary shelters and veterinary hospitals.
 - a) Response
 - (1) The Executive Director of the Humane Society of Carroll County shall be the lead contact in the event of an emergency/disaster.
 - (2) The county's Emergency Management Coordinator is responsible for making the decision to activate the Emergency Operations Center (EOC) which activates those parts of the county's Emergency Operations Plan applicable to the disaster or emergency.
 - (3) The Humane Society will designate a Director of Animal Operations who will be the liaison to the county EOC.
 - (4) The Humane Society will house as many animals at its shelter as possible. All others will be housed at a facility or facilities designated by county government.
 - (5) When the Humane Society is alerted by the EOC that American Red Cross facilities are going to be set up, the Society will deliver to the facilities animal containment crates of various sizes for dogs, cats, and other small animals should they be brought to the American Red Cross Shelter.
 - (6) If necessary, the Humane Society will alert and ask for assistance from other surrounding agencies and organizations as well as the Humane Society of the United States Disaster Response Team.
 - (7) Every effort will be made to photograph all impounded animals and to identify them through collars and I.D. tags. Animals whose owners are unknown will be advertised in the Carroll County Times (provided it is operational) in an attempt to locate the animals owners. If possible, the photos and information will appear on the Humane Society of Carroll County's webpage.
 - (8) The Humane Society will maintain accurate records during a disaster/ emergency for reimbursement purposes.

Carroll County Emergency Operations Plan

C. Organization

1. Primary Department or Agency

- a) Act as Team Leader as well as the Team's representative in policy discussions, negotiations with other ESF teams, and other matters.
- b) Develop procedures and policies as needed.
- c) Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment in cooperation with team members.

2. Support Departments or Agencies

- a) Provide assistance as needed to Team Leader and make resources of their respective agency/organizations available for resource operations, as possible.
- b) Track the use of resources from their respective departments/agencies and share that information with the Team Leader.