

# **Familiarization Workshop**

## **Workshop Materials**

### **June 6, 2002**

Workshop Overview .....	1
Response Plan Summaries	
• U.S. Government Interagency Domestic Terrorism Concept of Operations Plan .....	4
• National Oil and Hazardous Substances Pollution Contingency Plan .....	5
• Federal Radiological Emergency Response Plan .....	7
• Federal Response Plan, April 1999 .....	10
• Terrorism Annex to the Federal Response Plan .....	19
• Public Law 93-288: The Robert T. Stafford Disaster Relief Act .....	20
• Federal Preparedness Circular 65 .....	22
• Federal Preparedness Circular 66 .....	24
• Federal Preparedness Circular 67 .....	26
• Presidential Decision Directives	
o Presidential Decision Directive 39: U.S. Policy on Counterterrorism .....	27
o Presidential Decision Directive 62: Combating Terrorism .....	27
o Presidential Decision Directive 63: Protecting America's Critical Infrastructures .....	27
o Presidential Decision Directive 67: Enduring Constitutional Government and Continuity of Government .....	28
• National Pharmaceutical Stockpile .....	29
• Planning Guidance for a Health System Response to a Bio-event in the National Capital Region .....	30
• Regional Emergency Coordination Plan Framework .....	32
• District Response Plan .....	37
• Washington, D.C., Area Dismissal or Closure Policies .....	47
• Maryland Emergency Operations Plan .....	48
• Virginia Emergency Operations Plan .....	55
• Virginia Radiological Emergency Response Plan (VRERP) .....	59
• NFPA Program Element Descriptions .....	61
Contents of CD .....	64

#### Inserts:

- Terrorism Timeline
- CD – Emergency Planning References

This page intentionally left blank.

# U.S. Government Interagency Domestic Terrorism Concept of Operations Plan

## Mission

The mission of the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN) is to establish conceptual guidance for assessing and monitoring a developing threat; notifying appropriate Federal, state, and local agencies of the nature of the threat; and deploying the requisite resources to assist the Lead Federal Agency (LFA) in facilitating interdepartmental coordination of crisis and consequence management activities.

## Purpose

The purpose of the CONPLAN is to provide overall guidance to Federal, state, and local agencies concerning how the Federal government will respond to a potential or actual terrorist incident or threat that occurs in the United States, particularly one involving weapons of mass destruction. The CONPLAN outlines an organized and unified capability for a timely, coordinated response by Federal agencies to a terrorist threat or act.

## Overview

The CONPLAN was developed through the efforts of six primary departments and agencies with responsibilities as identified in Presidential Decision Directive/NSC-39 (PDD-39):

- Department of Justice/Federal Bureau of Investigation;
- Federal Emergency Management Agency;
- Department of Defense;
- Department of Energy;
- Environmental Protection Agency; and
- Department of Health and Human Services.

This plan, by being consistent with relevant PDDs, Federal law, the Attorney General's Critical Incident Response Plan, the PDD-39 Domestic Guidelines, and the Federal Response Plan and its Terrorism Incident Annex, explains the need for the U.S. government to prevent, deter, defeat, and respond decisively to terrorist attacks. The Department of Justice has worked in conjunction with these six departments and agencies to provide a forum to participate in planning and exercising activities in order to develop, maintain, and enhance the Federal response capability.

# National Oil and Hazardous Substances Pollution Contingency Plan

## Purpose

The purpose of the National Oil and Hazardous Substances Pollution Contingency Plan, more commonly known as the National Contingency Plan (NCP), is to facilitate the Federal Government's response to both oil spills and hazardous substance releases in the United States and its territories, and to ensure overall coordination in the event of such spills among the hierarchy of responders and contingency plans.

## Basic Plan

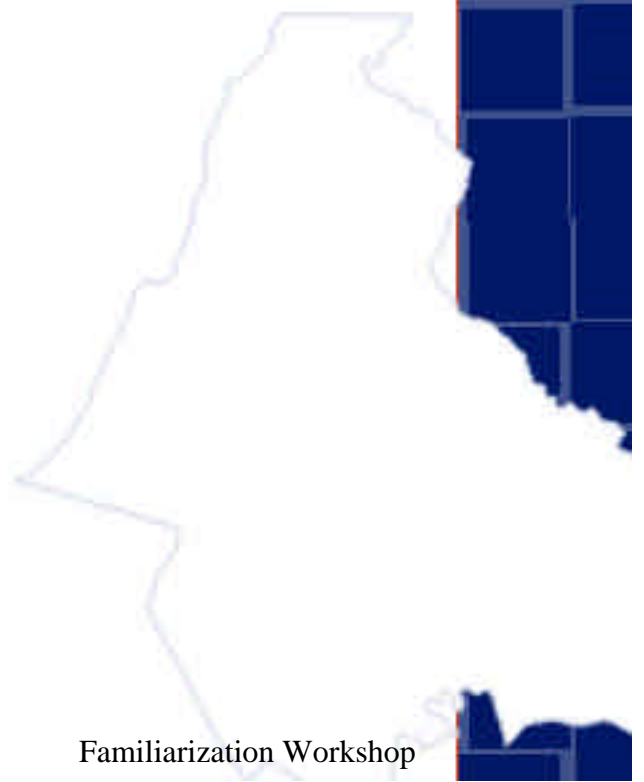
The NCP describes the basic mechanisms and structures by which the Federal Government will plan for, prepare for, and respond to oil and hazardous substance releases. The NCP establishes the National Response Team (NRT) to plan and coordinate responses to major discharges of oil and hazardous substances, coordinate a national program of preparedness, planning, and response, and facilitate research to improve response activities. The U.S. Environmental Protection Agency (EPA) serves as the lead agency within the NRT. The plan also establishes Regional Response Teams to coordinate preparedness, planning, and response at the regional level.

The NCP requires that spills of oil and hazardous substances be reported to the National Response Center, the central clearinghouse for all pollution incident reporting. The NCP also authorizes the pre-designated On-Scene Coordinator (OSC) to direct all Federal, state, local, and private response activities at the site of a discharge. The Plan establishes the incident command system for managing responses. Depending on the location of the oil spill, the lead agency will be either the EPA or the U.S. Coast Guard. For hazardous substance releases, the lead agency may either be EPA, U.S. Coast Guard, or the Department of Defense, depending on where the spill originates. In addition, the NCP defines the objectives, authority, and scope of other contingency plans including regional and area contingency plans.

For oil spills, the NCP establishes the national priorities for responding to such spills. Under the plan, the OSC determines whether a spill poses a substantial threat to the public health or welfare, and if so directs all Federal, state, local and private response and recovery actions. The OSC also may enlist the support of other Federal agencies or special teams. In the event of a worst-case discharge, the National Strike Force Coordination Center may assist in coordinating the acquisition of needed response personnel and equipment.

For hazardous substance removals, the NCP authorizes the lead agency or OSC to initiate an appropriate removal or mitigation action. Decisions of action are based on threats to human or animal populations, contamination of drinking water supplies or sensitive ecosystems, high levels of hazardous substances in soils, weather conditions that may cause migration or release of hazardous substances, the threat of fire or

explosion, or other significant factors effecting the health or welfare or the public or the environment.



# Federal Radiological Emergency Response Plan

## Objective

The objective of the Federal Radiological Emergency Response Plan (FRERP) is to establish an organized and integrated capability for timely, coordinated response by Federal agencies to peacetime radiological emergencies.

The FRERP provides the Federal Government's concept of operations based on specific authorities for responding to radiological emergencies, outlines Federal policies and planning considerations on which the concept of operations of this Plan and Federal agency specific response plans are based, and specifies authorities and responsibilities of each Federal agency that may have a significant role in such emergencies.

## Structure

The plan contains two sections, the first including background, considerations, and scope, and the second describing the concept of operations for response.

## Responsibility

The following Federal agencies have responsibilities and/or capabilities that pertain to various types of radiological emergencies:

- Department of Agriculture (USDA);
- Department of Commerce (DOC);
- Department of Energy (DOE);
- Department of Health and Human Services (HHS);
- Department of Housing and Urban Development (HUD);
- Department of the Interior (DOI);
- Department of Justice (DOJ);
- Department of State (DOS);
- Department of Transportation (DOT);
- Department of Veterans Affairs (DVA);
- Environmental Protection Agency (EPA);
- Federal Emergency Management Agency (FEMA);
- General Services Administration (GSA);
- National Aeronautics and Space Administration (NASA);
- National Communications System (NCS); and
- Nuclear Regulatory Commission (NRC).

In situations where a Federal agency owns, authorizes, regulates, or is otherwise deemed responsible for the facility or radiological activity causing the emergency and has authority to conduct and manage Federal actions onsite, that agency normally will be the Lead Federal Agency (LFA).

Table 1 identifies LFAs for different emergency scenarios.

Table 1: Identification of Lead Federal Agency for Radiological Emergencies

Type of Emergency	Lead Federal Agency
1. Nuclear Facility:	
a. Licensed by NRC or an Agreement State	NRC
b. Owned or Operated by DOD or DOE	DOD or DOE
c. Not Licensed, Owned, or Operated by a Federal Agency or an Agreement State	EPA
2. Transportation of Radioactive Materials:	
a. Shipment of Materials Licensed by NRC or an NRC Agreement State	NRC
b. Materials Shipped by or for DOD or DOE	DOD or DOE
c. Shipment of Materials Not Licensed or Owned by a Federal Agency or an Agreement State	EPA
3. Satellites Containing Radioactive Materials	NASA or DOD
4. Impact from Foreign or Unknown Source	EPA
5. Other Types of Emergencies	LFAs confer


## Scope

The scope of the FRERP encompasses any peacetime radiological emergency that has actual, potential, or perceived radiological consequences within the United States, its territories, possessions, or territorial waters, and that could require a response by the Federal Government. The level of the Federal response to a specific emergency will be based on the type and/or amount of radioactive material involved, the location of the emergency, the impact or the potential for impact on the public and environment, and the size of the affected area. The scope also includes emergencies occurring at fixed nuclear facilities or during the transportation of radioactive materials, including nuclear weapons, regardless of whether the facility or radioactive materials are publicly or privately owned, Federally regulated, regulated by an Agreement State, or not regulated at all.

## Considerations

The Plan contains the following considerations:

- **Public and Private Sector Response**—Defines the primary responsibilities under the Plan for state and local governments, owners and operators of facilities, and in cases where the site is under Federal control.
- **Coordination by Federal Agencies**—Provides guidelines for Federal, state, and local authorities to effectively integrate actions, including response activities on-scene, public information activities, Congressional relations, and guidelines for notification.

- 
- Federal Agency Authorities—Includes legislative and executive authorities allocated to Federal agencies that dictate a response, with or without a state request, when situations affect public health and safety.
  - Federal Agency Resource Commitments—Duration of the commitment is dictated by the nature and extent of the emergency, and the state and local resources available.
  - Requests for Federal Assistance—Directs state and local governments and radiological facility owners and operators to the proper agency for requests.
  - Reimbursement—Informs supporting agencies that any costs incurred during emergency response are internal responsibilities.

# Federal Response Plan, April 1999

## Overview

The Federal Response Plan (FRP) facilitates the delivery of all types of Federal response assistance to states and territories of the United States to help them deal with the consequences of significant disasters. The plan outlines the planning assumptions, policies, concept of operations, organizational structures, and specific assignments of responsibility to the 27 federal departments and agencies in providing response assistance to supplement the state, local, and territorial response efforts.

## Goal

The goal of the FRP is to assist state and local governments when a major disaster or emergency overwhelms their ability to respond effectively to save lives; protect public health, safety, and property; and restore their communities.

## Structure

The FRP consists of a Basic Plan, Emergency Support Function (ESF) Annexes, Recovery Function Annex, Support Annexes, Incident Annexes, and Appendices and Figures.

## Basic Plan

The plan describes the basic mechanisms and structures by which the Federal Government will mobilize resources and conduct activities to augment state and local response efforts. To facilitate the provisions of Federal assistance, the plan uses a functional approach to group the types of Federal assistance that a state or territory is most likely to need under 12 ESFs. Each ESF is headed by a primary agency, which has been selected on the basis of its authorities, resources, and capabilities in the particular functional area. Other agencies have been designated as support agencies for one or more ESF based on their resources and capabilities to support the functional area. The 12 ESFs serve as the primary mechanism through which federal response assistance will be provided to help the state or territory meet response requirements in an affected area. Federal assistance will be provided to the affected state or territory under the overall coordination of the Federal Coordinating Officer.

The plan serves as the foundation for the further development of detailed headquarters and regional plans and procedures to implement Federal response activities in a timely and efficient manner to support state response activities.

## Emergency Support Function (ESF) Annexes

The 12 ESF Annexes provide guidelines for Federal support for emergency needs. The annexes include Federal scope and policies, description of the emergency situation and its implications, a concept of operations, roles and responsibilities of lead and support agencies, and a glossary of applicable terms.

The ESF topics covered include transportation, communications, public works and engineering, firefighting, information and planning, mass care, resource support, health and medical services, urban search and rescue, hazardous materials, food, and energy. Each ESF and its lead agency is listed below:

- ESF #1—Transportation (U.S. Department of Transportation);
- ESF #2—Communications (National Communications System);
- ESF #3—Public Works and Engineering (U.S. Department of Defense, U.S. Army Corps of Engineers);
- ESF #4—Firefighting (U.S. Department of Agriculture, U.S. Forest Service);
- ESF #5—Information and Planning (Federal Emergency Management Agency);
- ESF #6—Mass Care (American Red Cross);
- ESF #7—Resource Support (General Services Administration);
- ESF #8—Health and Medical Services (U.S. Department of Health and Human Services);
- ESF #9—Urban Search and Rescue (Federal Emergency Management Agency);
- ESF #10—Hazardous Materials (U.S. Environmental Protection Agency);
- ESF #11—Food (U.S. Department of Agriculture, Food and Nutrition Service); and
- ESF #12—Energy (U.S. Department of Energy).

### **Recovery Function**

This section of the FRP describes the structure, planning assumptions, and activities associated with the programs and technical services that directly assist individuals, families, businesses (including farms), and state and local governments to recover from the effects of a major disaster or emergency declared by the President. It includes a matrix of recovery programs for the service needed, lead agency, and type of assistance provided. Recovery operations include:

- Temporary housing, grants, and loans to individuals, families, and businesses;
- Clearance of debris;
- Repair or replacement of public facilities; and
- Repair or restoration of recreational facilities and parks.

### **Support Annexes**

The first of the seven support annexes is the Community Relations Annex. This annex provides guidance on the Community Relations function to expedite Federal, state, and local governments' ability to help citizens and communities recover from the effects of a major disaster. The Community Relations function deploys field officers into affected communities after a major disaster to gather and disseminate information about the disaster response and recovery process.

The second support annex, Congressional Affairs, provides guidance on congressional liaison activities in support of the Federal Government's response to a major disaster or emergency requiring Federal assistance. Under the Federal Response Plan, the purpose of the congressional liaison function is to coordinate the dissemination of information

to Members and committees of Congress and advise agency officials of congressional concerns, anticipated congressional action, and legislative developments.

The third support annex, Donations Management, provides guidance on the Federal role in Donations Management in a major disaster or emergency. Any reference to donated goods and services in this annex means *unsolicited* goods and *unaffiliated* volunteer services.

The fourth support annex, Financial Management, provides basic financial management guidance to the Federal Emergency Management Agency (FEMA) and other Federal departments and agencies that respond under the provisions of the FRP to ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established Federal policies, regulations, and standards.

The fifth support annex, Logistics Management, provides an overview of disaster logistics management activities and how FEMA performs its logistics mission under the FRP.

The sixth support annex, Occupational Safety and Health, provides guidelines to minimize the risk of injury to Federally deployed personnel who are involved in disaster response, recovery or mitigation operations.

Finally, the seventh support annex, Public Affairs, provides guidance and procedures to carry out the public information function in support of the Federal Government's response to a significant natural, human-caused/technological, or other disaster requiring Federal response assistance.

### **Incident Annexes**

The Terrorism Annex describes the operations needed to implement Presidential Decision Directive 39 (PDD-39), United States Policy on Counter-terrorism. The purpose of this annex is to ensure that the FRP is adequate in response to the consequences of terrorism within the US, including terrorism involving weapons of mass destruction (WMD). It describes the roles and responsibilities of identified lead and technical support agencies, describes the relationship between crisis and consequence management, and provides a glossary of applicable terms.

### **FRP Emergency Support Functions**

The scope and activities of each ESF are described below.

#### **ESF #1—Transportation**

ESF #1 helps Federal agencies, state and local governments, and volunteer organizations requiring transportation services carry out response operations in the aftermath of a disaster or emergency. ESF #1 also is responsible for acting as the coordination point between response and restoration operations of the transportation infrastructure. The primary agency for ESF #1 is the U.S. Department of Transportation (DOT).

Support offered by ESF #1 includes, but is not limited to the following:

- Assessing the damage to the transportation infrastructure on the regional and national level, and coordinating the clearance and restoration of this infrastructure;
- Participating in the design and execution of alternate transportation services for areas impacted by an emergency or disaster; and
- Processing and coordinating Federal and civil transportation requests from organizations eligible under the FRP, including military transportation requests.

Upon the occurrence of an emergency or disaster, the Secretary of Transportation will appoint a DOT crisis coordinator. This person is responsible for managing the overall DOT ESF #1 response, and is usually the administrator of Research and Special Programs Administration (RSPA). The Director of the Office of Emergency Transportation in RSPA will manage ESF #1 headquarters operations and will provide principal support to the crisis coordinator, who in turn provides policy direction over all national and regional ESF #1 response operations.

### **Emergency Support Function #2—Communications**

ESF #2 ensures the provision of Federal telecommunications support to Federal, state, and local response efforts following a declared disaster or emergency under the FRP. This ESF enhances the specifications of the National Telecommunications Support Plan which provides for telecommunications support in non-wartime emergencies. The National Communications System is the primary agency under ESF #2.

ESF #2 coordinates actions Federal agencies will take in providing the required national security and emergency preparedness (NS/EP) telecommunications support to Federal, state, and local disaster response elements. Under ESF #2, temporary NS/EP telecommunications will be established, as will the restoration of permanent telecommunications. Where appropriate, services may be provided under provisions of the Telecommunications Service Priority system. ESF #2 applies to all Federal departments and agencies that may require telecommunications services or whose telecommunications assets may be employed during a disaster response.

### **Emergency Support Function #3—Public Works and Engineering**

ESF #3 provides lifesaving and life sustaining assistance to augment efforts of the affected state(s) and local response efforts following a major or catastrophic disaster. Within the FRP, the U.S. Department of Defense (DoD) has designated the U.S. Army Corps of Engineers as its primary agency for planning, preparedness, and response operations under ESF #3.

Public works and engineering support includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, potable water and ice, provision of emergency power, emergency repair of wastewater and solid waste facilities, and real estate support. Some of the activities within the scope of ESF #3 include:

- Emergency clearance of debris for reconnaissance of the damage areas and passage of emergency personnel and equipment;
- Temporary construction of emergency access routes, which include streets, roads, bridges, ports, waterways, airfields, and any other facilities necessary for passage of rescue personnel;
- Emergency restoration of critical public services and facilities, including supply of adequate amounts of potable water, temporary restoration of water supply systems, and the provision of water for firefighting;
- Emergency demolition or stabilization of damaged structures and facilities designated by state or local governments; and
- Technical assistance and damage assessment, including structural inspectors.

#### **Emergency Support Function #4—Firefighting**

ESF #4 provides resources to detect and suppress wildland, rural, and urban fires resulting from, or occurring coincidentally with, a major disaster or emergency requiring Federal response assistance. In addition, ESF #4 provides personnel, equipment, and supplies in support of state and local agencies involved in rural and urban firefighting operations. The primary agency under ESF #4 is the Forest Service within the U.S. Department of Agriculture (USDA).

Any requests for firefighting assistance and resources will be transmitted from the Disaster Field Office to the appropriate Geographic Area Coordination Center. For resources beyond those available within the geographic area, the requests will be sent to the National Interagency Coordination Center in Boise, Idaho.

When there are national-level shortages of firefighting resources, resolution will be pursued by the Emergency Support Team and, when necessary, by the Catastrophic Disaster Response Group. The Incident Command System is the mechanism by which the actual firefighting operations are conducted. Assessment information will be transmitted through established fire suppression intelligence channels and directly between the national-level and regional-level ESFs according to ESF #5—Information and Planning procedures.

#### **Emergency Support Function #5—Information and Planning**

ESF #5 collects, analyzes, processes, and disseminates information about a potential or actual disaster or emergency, and facilitates the overall activities of the Federal Government in providing response assistance to an affected state. ESF #5 includes the development of action plans to facilitate the overall response operations of the FRP. The primary agency for ESF #5 is FEMA.

The scope of ESF #5 places FEMA in the central role for coordinating information and planning activities at headquarters, in the regions, and at the field offices in support of Federal response operations. Functions under ESF #5 include information processing, development of reports and information displays, planning support, and technical services including remote sensing, aerial reconnaissance, and meteorology. The ESF

#5 function involves collecting, processing, and disseminating essential elements of information and developing and displaying that information in electronic, graphic, or report form.

#### **Emergency Support Function #6—Mass Care**

ESF #6 coordinates Federal assistance in support of state and local efforts to meet disaster victim's urgent needs, including shelter, food, and emergency first aid. This Federal assistance will support the establishment of systems to provide bulk distribution of emergency relief supplies to disaster victims, and the collection of information to operate a Disaster Welfare Information system for the purpose of reporting victim status and assisting in family reunification. The primary organization for ESF #6 is the American Red Cross (ARC).

ARC independently provides mass care services to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the U.S. Congress, Act of January 5, 1905. The responsibilities assigned to the ARC as the primary agency for ESF #6 at no time will supersede those responsibilities assigned to the ARC by its congressional charter.

#### **Emergency Support Function #7—Resource Support**

ESF #7 provides logistical and resource support following a significant natural or human-caused disaster requiring Federal response. The primary agency for ESF #7 is the General Services Administration.

ESF #7 involves the provision of logistical and resource support to Federal organizations during the immediate response phase of a disaster incident. This includes emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services (in coordination with ESF #1—Transportation), and personnel required to support immediate response activities. It also provides for logistical support for requirements not specifically identified in the other ESFs, including, but not limited to, stocks surplus to the needs of the Federal Government. In addition, ESF #7 addresses the effort and activity necessary to evaluate, locate, procure, and provide essential material resources.

#### **Emergency Support Function #8—Health and Medical Services**

ESF #8 provides coordinated Federal assistance to supplement state and local resources in response to public health and medical care needs following a major disaster or emergency, or during a developing potential medical situation. Assistance provided under ESF #8 is directed by the Department of Health and Human Services through its executive agent, the Assistant Secretary for Health. Resources will be furnished when state and local resources are overwhelmed and public health and/or medical assistance is requested from the Federal Government.

ESF #8 involves supplemental assistance to state and local governments in identifying and meeting the health and medical needs of victims of a major disaster, emergency, or terrorist attack. This support is categorized in functional areas such as assessment of

health/medical needs, patient evacuation, radiological/chemical/biological hazards consultation, worker health/safety, health surveillance, potable water/wastewater and solid waste disposal, victim identification/mortuary services, and veterinary services.

Also included in ESF #8 are overall public health response; triage, treatment, and transportation of victims of the disaster; and evacuation of patients out of the disaster area, as needed, into a network of military services, veterans affairs, and pre-enrolled non-Federal hospitals located in the major metropolitan areas of the United States.

### **Emergency Support Function #9—Urban Search and Rescue**

ESF #9 rapidly deploys components of the National Urban Search and Rescue (US&R) Response System to provide specialized lifesaving assistance to state and local authorities in the event of a major disaster or emergency. The US&R Response System is an integrated system of US&R task forces, Incident Support Teams, and technical specialists. US&R operational activities include locating, extricating, and providing onsite medical treatment to victims trapped in collapsed structures. The primary agency for ESF #9 is FEMA.


FEMA will activate the National US&R Response System for any incident or anticipated incident that is determined likely to result in collapsed structures that would overwhelm existing state and local US&R resources. The likelihood of activation depends on the nature and magnitude of the event, whether or not it is a sudden onset event, and the existence of US&R resources in the affected area.

### **Emergency Support Function #10—Hazardous Materials**

ESF #10 provides Federal support to state and local governments in response to an actual or potential discharge and/or release of hazardous materials following a major disaster or emergency. The primary agency for ESF #10 is the U.S. Environmental Protection Agency (EPA). As an element of the FRP, ESF #10 may be activated under one of the following conditions:

- In response to those natural or other disasters or emergencies for which the President (through FEMA) concurs that Federal assistance is required to supplement the response efforts as requested by the affected state and local governments, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act; or
- In anticipation of a natural or other disaster that is expected to result in a declaration under the Stafford Act.

ESF #10 provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials by placing the response mechanisms of the National Oil and Hazardous Substances Pollution Contingency Plan, or National Contingency Plan (NCP), within a coordination structure that assures the most efficient and effective use of federal resources. It includes the appropriate response actions to prevent, minimize, or mitigate a threat to public health, welfare, or the environment.



The NCP effectuates the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation, and Liability Act, as amended; the authorities established by section 311 of the Clean Water Act, as amended; and the Oil Pollution Act. Under the NCP, an on-scene coordinator, designated by EPA, U.S. Coast Guard, DoD, or the U.S. Department of Energy, would undertake response actions.

### **Emergency Support Function #11—Food**

ESF #11 identifies, secures, and arranges for the transportation of food assistance to affected areas following a major disaster or emergency or other event requiring a Federal response. The primary agency for ESF #11 is the Food and Nutrition Service (FNS) of the USDA.

To accomplish this function, activities are undertaken to identify food assistance needs in the aftermath of a major disaster or emergency. These activities include obtaining appropriate food supplies, arranging for transportation of those food supplies to designated staging areas within the disaster area, and/or authorizing disaster food stamp assistance.

The FNS determines availability of the USDA foods—including raw agricultural commodities (wheat, corn, rice, etc.)—that could be used for human consumption and assesses damages to food supplies. The USDA also will coordinate with state officials to determine food needs of the population in the affected areas based on the following categories: acutely deficient; moderately deficient; self-sufficient; and surplus supplies.

### **Emergency Support Function #12—Energy**

ESF #12 facilitates restoration of the nation's energy systems following a natural disaster or other significant event requiring Federal response assistance. Power and fuel are critical to saving lives and protecting health, safety, and property, as well as carrying out other emergency response functions. The primary agency for ESF #12 is the Department of Energy.

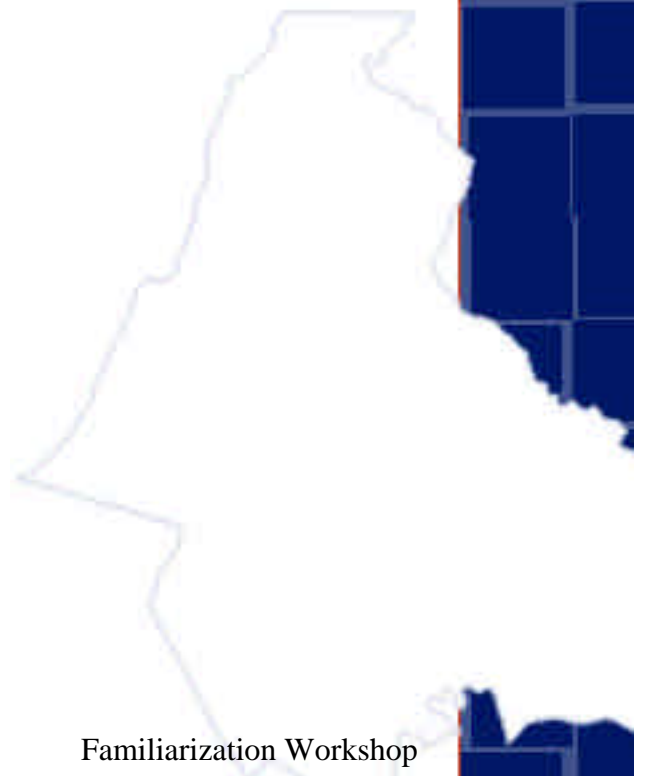
ESF #12 involves coordinating the provision of emergency power and fuel to support immediate response operations, as well as providing power and fuel to normalize community functioning. This ESF works closely with state energy offices, energy suppliers, and distributors.

Damage to an energy system in one region can have a domino effect on energy supplies in other states, which rely on the same distribution or transmission systems. As such, energy supply and distribution can be intrastate, interstate, and international.

The scope of this ESF includes, but is not limited to:

- Assessing energy system damage, energy supply, demand, and requirements to restore such systems;

- Helping Federal departments and agencies obtain fuel for transportation, communications, emergency operations, and national defense;
- Administering, as needed, statutory authorities for energy priorities and allocations;
- Helping energy suppliers obtain equipment, specialized labor, and transportation to repair or restore energy systems;
- Recommending Federal actions to save fuel and electric power; and
- Providing energy emergency information, education, and conservation guidance to the public.



## **Terrorism Annex to the Federal Response Plan**

### **Purpose**

The purpose of the Terrorism Incident Annex is to describe the Federal concept of operations to implement Presidential Decision Directive 39 (PDD-39), “United States Policy on Counterterrorism,” when necessary, to respond to terrorist incidents within the United States. The Annex describes Crisis Management, defines Consequence Management, which uses Federal Response Plan (FRP) structures, supplemented as necessary by structures that are normally activated through other Federal plans, and defines the policies and structures to coordinate Crisis Management with Consequence Management.

### **Responsibilities**

Under the Terrorism Annex, the Department of Justice has delegated authority to the Federal Bureau of Investigation (FBI) as the Lead Federal Agency for Crisis Management, while FEMA is identified as the lead federal agency for Consequence Management. FEMA, with the support of all agencies in the FRP, shall act in support of the FBI on the scene of the crisis and in Washington, D.C, until such time as the Attorney General shall transfer the Lead Agency role to FEMA. The Department of Defense, Department of Energy, Department of Health and Human Services, and the Environmental Protection Agency serve as supporting agencies in activating agency-specific response capabilities to support the Federal response to threats or acts of Nuclear, Biological, Chemical/Weapons of Mass Destruction (NBC/WMD) terrorism.

### **Scope**

The Terrorism Annex applies to all threats or acts of terrorism within the United States that the White House determines require a Federal response, and builds upon Federal Response Plan (FRP) concepts and procedures by addressing unique policies, assumptions, structures, responsibilities, and actions that will be applied for consequence management as necessary.

The annex operations will be activated under the following conditions:

- A general concern or credible threat of an act of terrorism occurring at or during a special event within the United States may cause the President to direct Federal agencies to implement precautionary measures;
- A credible threat or act of terrorism may cause the FBI to respond to and implement a crisis management response; or
- The occurrence of an incident without warning that produces major consequences involving NBC/WMD may cause the President to direct FEMA to implement a consequence management response.

## **Public Law 93-288: The Robert T. Stafford Disaster Relief Act**

### **Overview**

Public Law 93-288 (PL 93-288) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety, and property. Under PL 93-288, the President is authorized to:

- Establish a program of disaster preparedness that uses services of all appropriate agencies;
- Make grants to states, upon their request, for the development of plans and programs for disaster preparedness and prevention; and
- Ensure that all appropriate Federal agencies are prepared to issue warnings of disasters to state and local officials.

### **Title III: Disaster Assistance Administration**

PL 93-288 gives the President the authority to declare that an emergency or a major disaster exists, provided that the governor of the affected state(s) has requested a declaration. Title III authorizes the President to:

- Direct any Federal agency, with or without reimbursement, to use its available personnel, equipment, supplies, facilities, and other resources in support of state and local disaster assistance efforts;
- Appoint a Federal Coordinating Officer to operate in the affected area; and
- Form emergency support teams of Federal personnel to be deployed in an area affected by a major disaster or emergency to assist the Federal Coordinating Officer.

Title III also sets forth authorized forms of assistance to be given in a major disaster or emergency area.

### **Title IV: Federal Disaster Assistance Programs**

In addition, PL 93-288 also allows the President to authorize any Federal agency to repair or reconstruct any federally owned facility that is damaged or destroyed by any major disaster. The President may:

- Make contributions to state or local governments to help repair or reconstruct public facilities, as well as issue grants to help repair or reconstruct private nonprofit educational, utility, emergency, medical, and custodial care facilities;
- Provide, either by purchase or lease, temporary housing for those who require it as a result of a major disaster;
- Provide assistance on a temporary basis in the form of mortgage or rental payments to or on behalf of those who, as a result of financial hardship caused by a major disaster, have received written notice of dispossession or eviction;

- Make grants to states for the purpose of state-issued grants to individuals or families to meet disaster-related necessary expenses or serious needs; and
- Make loans to any local government that suffers a substantial loss of tax and other revenues as a result of a major disaster, has demonstrated a need for financial assistance, and sets forth the procedures for administration of such loans.

Additional relief programs for major disaster areas, including distribution of food coupons and food commodities, relocation assistance, legal services, crisis counseling assistance and training, emergency communications, emergency public transportation, and fire suppression grants also are provided for under the Stafford Act.

### **Title V: Economic Recovery for Disaster Areas**

A state governor may request assistance from the President for economic recovery under this act, provided that the governor designates a Recovery Planning Council for such area. The purpose of this council is to provide cooperative planning for development, restoration of employment base, and continued coordination of Federal aid programs for long-range restoration and rehabilitation of normal commercial, industrial, and other economic activities. PL 93-288 authorizes the President to provide funds to any Recovery Planning Council as well as authorizes the appropriation of not in excess of \$250 million to carry out the provisions of this title.

### **Title VI: Miscellaneous**

PL 93-288 also authorizes the President to prescribe such rules and regulations as may be necessary and proper to carry out any of the provisions of this Act.

# Federal Preparedness Circular 65

## Purpose

Federal Preparedness Circular (FPC) 65 provides guidance to Federal Executive Branch departments and agencies for development of viable and executable contingency plans for the Continuity of Operations (COOP). During an incident situation where normal operations are disrupted, COOP planning ensures the performance of department/agency critical functions.

## Scope

FPC 65 encompasses all levels of Federal Executive Branch departments, agencies, and independent organizations.

## Objectives

The objectives of a COOP plan include:

- Ensuring the continuous performance of an agency's essential functions/operations during an emergency;
- Protecting essential facilities, equipment, records, and other assets;
- Reducing or mitigating disruptions to operations;
- Reducing loss of life, minimizing damage and losses; and
- Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

## Elements of Viable COOP Capability

FPC 65 directs all agency COOP capabilities to encompass the following elements:

- Plans and Procedures;
- Identification of Essential Elements;
- Delegations of Authority;
- Orders of Succession;
- Alternate Facilities;
- Interoperable Communications;
- Vital Records and Databases; and
- Tests, Training, and Exercises.

## COOP Implementation

FPC 65 suggests a time-phased approach for three phases defined under COOP implementation. The three phases include:

- Phase One—Activation and Relocation (0-12 hours);
- Phase Two—Alternate Facility Operations (12 hours – termination); and
- Phase Three—Reconstitution (termination and return to normal operations).



## **Responsibilities**

The Preparedness Circular delineates certain responsibilities to agency heads, including appointing a COOP program point of contact, developing strategies, plans and procedures, conducting tests and training, and exercising agency COOP plans. Federal Emergency Management Agency is additionally designated responsibilities as the Executive Agency for Federal Executive Branch COOP.

# Federal Preparedness Circular 66

## Purpose

Federal Preparedness Circular (FPC) 66 provides guidance to Federal Executive Branch departments and agencies for use in developing viable and executable test, training, and exercise (TT&E) programs to support the implementation and validation of COOP plans.

## Scope

FPC 66 applies to all Federal Branch departments, agencies, and independent organizations incorporating the areas of testing systems and equipment, training personnel, and exercising plans and procedures.

## Objectives

While the primary objective of a COOP TT&E Program is to develop, implement, and institutionalize a comprehensive, all hazard-program to improve the ability of agencies to effectively manage and execute their COOP plans. Specific objectives include:

- Validating COOP plans, policies, and procedures;
- Ensuring that agency personnel are familiar with alert, notification, and deployment procedures;
- Ensuring that agency personnel are trained to carry out minimum essential operations and functions when deployed at a COOP site or working in a COOP environment;
- Exercising procedures by deploying to an alternate facility to ensure performance of agency essential functions and operations during an emergency;
- Ensuring that back-up data and records required to support essential functions at the alternate facility are sufficient, complete, and current;
- Testing and validating equipment to ensure both internal and external interoperability; and
- Ensuring agency personnel understand the procedures to phase down COOP operations and transition to normal activities when appropriate.

## Overview

FPC 66 denotes that the TT&E program should be progressive in nature, building from individual tasks to complex, multi-organizational interactions. Each agency's TT&E program is to include:

- Policy, guidance, and standards;
- Training courses and materials;
- Exercises of varying types and scope designed to improve the overall organizational response capability to emergency situations;
- Multi-year TT&E schedule; and
- Evaluation and Remedial Action programs.



## **Responsibilities**

Under the authority of FPC 66, each agency head is responsible for specific TT&E programmatic support and development of tests, training, and exercises. The General Services Administration and Federal Emergency Management Agency (FEMA) also have defined responsibilities under FPC 66.

## **Federal Preparedness Circular 67**

### **Purpose**

Federal Preparedness Circular (FPC) 67 provides guidance to Federal Executive Branch departments and agencies for use in acquiring alternate facilities to support their Continuity of Operations (COOP), and is a supplement to FPC 65, Federal Executive Branch Continuity of Operations.

### **Scope**

FPC 67 encompasses all Federal Executive Branch departments, agencies, and independent organizations.

### **Objectives**

In an emergency situation where the primary facility is rendered unusable, securing alternate facilities from which essential agency functions can be executed is integral to COOP planning. Specific objectives for acquiring such an alternate facility(ies) includes:

- Ensuring agencies have a facility from which to continue to perform their essential functions/operations during an emergency;
- Reducing or mitigating disruptions to operations; and
- Achieving a timely and orderly recovery from an emergency and resuming full service to customers.

### **Overview**

FPC 67 contains planning considerations for the identification and preparation of alternate facilities, including location, construction elements, Memoranda of Understanding/Memoranda of Agreement, space, billeting, site transportation, communications, security, and life support. The document contains considerations agencies should take during the acquisition process, described in three steps, including:

- Alternate Facilities Requirements Identification;
- Candidate Alternate Facilities Selection and Acquisition; and
- Alternate Facility Reevaluation.

Agency reporting also must occur to maintain a central database of all alternate facilities.

### **Responsibilities**

Responsibilities related to the acquisition and use of alternate agency facilities are defined for all Federal Executive Branch agency heads, as well as specifically for the General Services Administration(GSA), in cooperation with the Federal Emergency Management Agency (FEMA).

## **Presidential Decision Directives**

Presidential Decision Directives (PDDs) are the signed or authorized decisions of the President on foreign policy issues and national security matters. Facts and views of appropriate government agencies are collected and analyzed by the National Security Council (NSC). The NSC then determines alternatives and presents them to the President. A number of recent PDDs are classified.

### **Presidential Decision Directive 39: U.S. Policy on Counter-terrorism**

PDD 39, issued June 1995, addresses the U.S. policy on counter-terrorism. In this PDD, the United States takes a stand on the deterrence, response, and defeat of all terrorist threats and activity. Terrorist attacks, whether they occur domestically or elsewhere, will be regarded as a potential threat to national security, as well as a criminal act. Such actions will result in the retaliation of appropriate U.S. force. PDD 39 iterates that the United States will pursue all efforts to “deter and preempt, apprehend and prosecute, or assist other governments to prosecute individuals who perpetrate or plan to perpetrate such attacks.”

PDD 39 instructs the United States to:

- Reduce vulnerabilities;
- Deter terrorism;
- Respond to terrorism; and
- Develop effective capabilities to respond to weapons of mass destruction.

### **Presidential Decision Directive 62: Combating Terrorism**

PDD 62, issued in 1998, strengthens the roles and responsibilities of the Federal agencies in responding to and preventing terrorism. Some of the responsibilities include capturing and prosecuting terrorists; improving security of the airlines, waterways, and roads; and protecting the nation’s computer-based systems that play an integral role in the U.S. economy.

In order to reach these objectives, PDD 62 created the Office of the National Coordinator for Security, Infrastructure Protection and Counter-terrorism. The National Coordinator works as part of the National Security Council and reports to the President through the assistant to the President for national security affairs. The National Coordinator offers advice for counter-terrorism budgets and takes the lead in developing crisis management guidelines. In addition he/she oversees policies and programs relating to counter-terrorism, critical infrastructure protection, terrorism preparedness, and consequence management for weapons of mass destruction.

### **Presidential Decision Directive 63: Protecting America’s Critical Infrastructures**

PDD 63, issued in 1998, was the result of an evaluation of an earlier presidential commission’s recommendations. This previous recommendation stressed the

importance of protecting the critical infrastructure—including telecommunications, banking and finance, energy, and transportation—that supports the U.S. economy, government, and military.

The aim of PDD 63 was to introduce an improved information system infrastructure that is secure and interconnected by the year 2003, and to significantly increase security to government systems by the year 2000. PDD 63 designed a new configuration to protect the country's critical infrastructure. Some of the components are as follows:

- **A national coordinator** to handle critical infrastructure, as well as foreign terrorism and domestic mass destruction;
- **The National Infrastructure Protection Center at the Federal Bureau of Investigation** to bring together representatives from various agencies for information sharing and collaboration;
- **Information Sharing and Analysis Center** to be set up by the private sector in cooperation with the government;
- **A National Infrastructure Assurance Council** made up of private sector leaders and state/local officials to provide advice for a national plan; and
- **The Critical Infrastructure Assurance Office** to support the national coordinator in developing a national plan.

### **Presidential Decision Directive 67: Enduring Constitutional Government and Continuity of Government**

PDD 67, issued in 1998, addressed enduring constitutional government and introduced continuity of operations plan (COOP) and continuity of government operations. PDD 67 succeeded NSD 69 “Enduring Constitutional Government” of June 1992.

PDD 67, among other things, requires federal agencies to develop COOP plans for essential operations. These COOP plans were viewed as a unifying concept not to replace existing plans but, instead, to be superimposed if and when a problem threatens a serious disruption of agency operations.

Several Federal Preparedness Circulars (FPCs) that detail a series of government policies specific to COOP planning and national security emergency preparedness have been written under the authority of PDD 67. The focus of these documents includes succession, vital records, training, COOP requirements, alternative facility requirements, and communications. They are associated with supporting all Federal organizations with viable COOP programs. FPC 65, for example, provides guidance to all Federal Executive Branch departments, agencies, and independent organizations on the development of viable and executable COOP plans. FPC 66 further supports COOP efforts by providing guidance on the development of test, training, and exercise programs to support the implementation and validation of COOP plans. FPC 67, designed as a supplement to FPC 65, provides guidance on implementing COOP plans, specifically in locating alternate facilities to support COOP efforts.

## **National Pharmaceutical Stockpile**

### **Mission**

The mission of the Center for Disease Control's (CDC) National Pharmaceutical Stockpile program (NPSP) is to ensure the availability of life saving pharmaceuticals, antibiotics, chemical interventions, as well as medical, surgical and patient support supplies, and equipment for prompt delivery to the site of a disaster, including a possible biological or chemical terrorist event anywhere in the United States.

### **Objective**

The purpose of the NPSP is to provide critical drugs and medical material that would otherwise be unavailable to local communities.

### **Overview**

CDC has established relationships with various national security agencies to facilitate continuous updates and analyses of threat agents and to ensure that the NPSP reflects current needs. In addition to medications and supplies for intravenous administration, the NPSP includes medical equipment that would be essential for treatment, including airway supplies, bandages and dressings, and other emergency medications. These are items that local clinicians may find in short supply in the event of a terrorism incident.

The NPSP has two basic components. The first component consists of eight "12-hour Push Packages" for immediate response. These "12-hour Push Packages" are ready for immediate deployment to reach any affected area within 12 hours of the federal decision to release the assets. The second component is comprised of Vendor Managed Inventory (VMI) material. If the incident requires a larger or multi-phased response, follow-on VMI Packages will be shipped to arrive within 24 to 36 hours.

# **Planning Guidance for a Health System Response to a Bio-event in the National Capital Region**

## **Purpose**

The planning guidance for a Health System Response to a Bio-event in the National Capital Region aims to optimize the use of existing authorities and resources in and surrounding the Washington, D.C. area. Through coordination of medical actions by local, state, and Federal governmental agencies, as well as private medical providers, this guidance facilitates cooperative management of the health consequences associated with a bio-event. The Plan encompasses operational, technical, and policy issues related to the health system response, with the goal of strengthening health care response systems throughout the Metropolitan Washington Region.

## **Objectives**

The purpose of this regional plan is five-fold. It functions to:

- Improve early coordination in the region in response to a bio-event;
- Provide prevention strategies including mass immunization and prophylaxis;
- Provide mass care;
- Provide for the respectful and safe disposition of the dead; and
- Provide for environmental safety.

## **Organization**

The planning guidance includes an Introduction, Response Outline, Annexes, Planning Considerations, References, and Local Plans, including those that were referenced in the composition of this Plan.

## **Response Outline**

The recommended response to a bio-event in the National Capital Region outlines six steps pertinent to cooperative management of the related health consequences, including:

- Detection;
- Assessment;
- Determination of the course of action;
- Response to the emergency;
- Conducting public notifications; and
- Ending the event.

## **Annexes**

There are 17 annexes included in this plan that are organized around the recommendations, and address the specific function necessary to consider during a bio-event.

- A. Passive Surveillance;
- B. Detection;
- C. Active Surveillance and Investigation;
- D. Diagnosis;
- E. Medical Prophylaxis;
- F. Medical Response Expansion Program (MREP);
- G. Resourcing EMS Capabilities;
- H. Hospital Plan;
- I. Federal Assets;
- J. Incident Management System;
- K. Policy Makers;
- L. Bioterrorism Task Force;
- M. Communications and Public Information;
- N. Mass Fatality Management Implementation;
- O. Medical Examiner Expansion Program (MEEP) Operations;
- P. Environmental Surety; and
- Q. Pandemic Influenza.

## **Planning Considerations**

The planning considerations define steps for individual jurisdictions to consider when further developing their own response plans. The section is divided into the following six subsections:

- A. Incident Management/Logistics;
- B. Medical and Public Health Surveillance;
- C. Mass Immunization and Prophylaxis;
- D. Mass Patient Care;
- E. Mass Fatality Management; and
- F. Environmental Surety and Recovery Phase.

# Regional Emergency Coordination Plan Framework

## Objective

The purpose of the Regional Emergency Coordination Plan (RECP) is to provide a framework of collaboration in planning, communication, information sharing, and coordination activities before, during, or after a regional emergency for the seventeen Metropolitan Washington Council of Governments (COG) member governments, the State of Maryland, the Commonwealth of Virginia, the Federal government, the public agencies, the private sector and volunteer organizations, and local schools and universities.

## Scope

The RECP applies to the National Capital Region. The National Capital Region is defined in the United States Code [40 USC 71 (b)] as the District of Columbia; Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities existing in Maryland or Virginia within the geographic area designated by the outer boundaries of the combined counties listed. For the purposes of the plan, this definition is expanded to include Frederick County in Maryland so as to include all COG member jurisdictions.

The broad scope encompasses the activities and capabilities of all organizations, government, and business that might have a role in responding to a threat of any hazard or the occurrence of any incident with regional ramifications, including natural hazards, human-induced hazards, or terrorism incidents.

## Structure

The RECP framework includes a Baseline Plan, Regional Emergency Support Functions (R-ESFs) and proposed Supporting Annexes, and Appendices which are currently under development.

## Baseline Plan

The Plan describes the purpose and scope as well as roles of and relationships among member organizations as they relate to regional communication and coordination. The plan also describes how the Regional Incident Communication and Coordination System (RICCS) facilitates effective regional decision-making by ensuring communication and coordination.

For the purpose of this Plan, the phrase Regional Emergency Support Function (R-ESF) is used to indicate a very basic function shared by all jurisdictions. Individual R-ESFs identify organizations with resources and capabilities that align with a particular type of assistance or requirement frequently needed in a large-scale emergency or disaster. R-ESFs provide a convenient way of grouping similar organizations and activities from participating jurisdictions. R-ESFs can include any organization with a supporting relationship to the specified function. The functional chapters following this baseline plan use the same format to identify participating organizations, establish basic policies and planning assumptions that will guide activities, and explain how they will

communicate and coordinate with each other and with others within the regional system when an emergency occurs. The R-ESF structure of the RECP parallels the emergency support function (ESF) structure of the Federal Response Plan and the District of Columbia Response Plan (DRP).

- R-ESF #1—Transportation;
- R-ESF #2—Communications Infrastructure;
- R-ESF #3—Public Works and Engineering;
- R-ESF #4—Firefighting;
- R-ESF #5—Information and Planning;
- R-ESF #6—Mass Care;
- R-ESF #7—Resource Support;
- R-ESF #8—Health, Mental Health, and Medical Services;
- R-ESF #9—Urban Search and Rescue;
- R-ESF #10—Hazardous Materials;
- R-ESF #11—Food;
- R-ESF #12—Energy;
- R-ESF #13—Law Enforcement;
- R-ESF #14—Media Relations and Community Outreach; and
- R-ESF #15—Donations and Volunteer Management.

Events may impact only one R-ESF or may have crosscutting implications for many R-ESFs. Each R-ESF is responsible for having the capacity to coordinate the aspects of any event that falls within their R-ESF area of responsibility.

## **Regional Emergency Support Functions**

### **Regional Emergency Support Function #1—Transportation**

The Regional Emergency Support Function (R-ESF) #1—Transportation facilitates communication and coordination among regional jurisdictions and agencies concerning regional transportation issues and activities in anticipation of, and following a regional emergency. R-ESF #1 is intended to focus on disruptions of the regional transportation system requiring inter-jurisdictional coordination and information sharing. Transportation disruptions can occur as a result of direct impacts upon the transportation infrastructure (e.g. disasters) or from surges in requirements placed upon the transportation system by emergencies in other functional areas.

### **Regional Emergency Support Function #2—Communications Infrastructure**

The Regional Emergency Support Function (R-ESF) #2—Communications Infrastructure ensures the coordination and communication of information concerning hardware and capacity for interoperability. This function supports regional response efforts during and after a potential or actual emergency. The primary point of coordination for R-ESF #2 is the Communications Infrastructure Work Group. R-ESF #2 facilitates the coordination and communication of information concerning regional actions to be taken to provide the required technical communications support to

regional emergency response elements. This regional support function will coordinate the establishment of required temporary communications and the restoration of permanent communications.

**Regional Emergency Support Function #3—Public Works and Engineering**

The Regional Emergency Support Function (R-ESF) #3—Public Works and Engineering facilitates communication and coordination among regional jurisdictions to ensure an effective and timely response to regional public emergencies concerning regional water supply (including potable water and ice), wastewater (including wastewater treatment), and solid waste and debris management during and after a potential or actual regional emergency.

**Regional Emergency Support Function #4—Firefighting**

The Regional Emergency Support Function (R-ESF) #4—Firefighting facilitates communication and coordination among regional jurisdictions concerning firefighting issues and activities following a regional emergency. R-ESF #4 is designed to provide a framework for incidents that go beyond a multi-jurisdictional response.

**Regional Emergency Support Function #5—Information and Planning**

Regional Emergency Support Function (R-ESF) #5—Information and Planning facilitates the collection, processing, and dissemination of information about a potential or actual regional emergency. This function assists regional communication and coordination across the regional emergency support functions in support of efficient, effective and timely response. During regional emergencies, R-ESF #5 becomes the Information and Planning element of the regional communication and coordination effort. This function is executed through the Regional Incident Communication and Coordination System (RICCS).

**Regional Emergency Support Function #6—Mass Care**

[This R-ESF is under development]

**Regional Emergency Support Function #7—Resource Support**

The Regional Emergency Support Function (R-ESF) #7—Resource Support facilitates communication and coordination among regional jurisdictions to assist in the provision of resources following a regional emergency. R-ESF #7 is designed to provide a framework for incidents that go beyond a single-jurisdictional response.

**Regional Emergency Support Function #8—Health, Mental Health, and Medical Services**

The Regional Emergency Support Function (R-ESF) #8—Health, Mental Health, and Medical Services facilitates communication, cooperation, and coordination among local and state jurisdictions concerning regional health, mental health, and medical services issues and activities in relation to a regional emergency.





### **Regional Emergency Support Function #9—Urban Search and Rescue**

The Regional Emergency Support Function (R-ESF) #9—Urban Search and Rescue, facilitates communication and coordination concerning technical rescue capabilities during and after a potential or actual regional emergency affecting more than one jurisdiction. Technical rescues include structural collapse, confined space, trench, surface water, dive, rope, and ice rescue.

### **Regional Emergency Support Function #10—Hazardous Materials**

The Regional Emergency Support Function (R-ESF) #10—Hazardous Materials facilitates communication and coordination among regional jurisdictions concerning regional hazardous materials issues and activities before, during, and after a major potential or actual regional emergency. R-ESF #10 is intended to focus on the consequence management of a potential or actual hazardous materials release or regional emergency, or the disruption of hazardous materials systems, with regional impact requiring inter-jurisdictional coordination and information sharing.

### **Regional Emergency Support Function #11—Food**

R-ESF #11—Food is under development, but will cover Food Needs.

### **Regional Emergency Support Function #12—Energy**

The Regional Emergency Support Function (R-ESF) #12—Energy facilitates communication and coordination among regional jurisdictions concerning regional energy issues and activities following a regional emergency. This support function is focused on disruptions of energy systems with regional impacts requiring inter-jurisdictional coordination and information sharing.

### **Regional Emergency Support Function #13—Law Enforcement**

The Regional Emergency Support Function (R-ESF) #13—Law Enforcement, facilitates communication and coordination among regional jurisdictions concerning regional law enforcement issues and activities related to a regional emergency. R-ESF #13 focuses on the maintenance of police services associated with a regional emergency requiring inter-jurisdictional coordination and information sharing.

### **Regional Emergency Support Function #14—Media Relations and Community Outreach**

The Regional Emergency Support Function (R-ESF) #14—Media Relations and Community Outreach, primarily focuses on coordination with local jurisdictions regarding communication of regional information to the public through the media, employers, schools, universities, and community organizations. This regional information is centered on issues related to public safety, health, mobility, and security during and after potential or actual regional public emergencies. In the event of a potential or actual regional emergency involving the activation of this Regional Emergency Coordination Plan, R-ESF #14 managers will work with local, state, and federal response agencies to coordinate and support information collection, develop a common message, and disseminate timely, accurate, and authoritative information to the public, the media, and other interested parties.

## **Regional Emergency Support Function #15—Donations and Volunteer Management**

R-ESF #15—Donations and Volunteer Management is under development, but will focus on handling community donations and managing volunteers.

### **Proposed Support Annexes**

The following support annexes are to be developed:

- Business Continuity Annex;
- Credentialing Annex;
- Disease Surveillance Annex;
- Economic Recovery Annex;
- Emergency Evacuation Support Plan Annex;
- National Pharmaceutical Stockpile Annex;
- Protection of Animals Annex;
- Protective Actions Annex;
- Special Events Annex;
- Terrorism Annex; and
- Water Supply Emergency Plan Annex.

### **Proposed Appendices**

- Appendix A: Definitions and Acronyms;
- Appendix B: Regional Emergency Notification Matrix;
- Appendix C: Catalog of Agreements;
- Appendix D: Catalog of Authorities;
- Appendix E: References;
- Appendix F: Hazards Affecting the Region; and
- Appendix G: Liability and Indemnification.

## District Response Plan

### Overview

The District Response Plan (DRP) has been developed to provide the framework for District government entities to respond to a public emergency in the District metropolitan area. The plan unifies the efforts of District organizations for a comprehensive and effective approach for responding to and reducing the impacts of a public emergency. The plan establishes a process and structure for the efficient, coordinated, and effective delivery of agency assistance to the District in times of a public emergency. The DRP outlines how the District agencies and the departments will work in a collaborative manner both internally, among themselves, and externally with regional and Federal partners. The ultimate goal is to respond in a methodical and efficient manner to public emergencies within the District that threaten life, property, public safety, and the environment.

The DRP contains four main sections: the Basic Plan, Functional Annexes, Supporting Annexes, and Appendices. The contents of each section are listed below:

### Basic Plan

The Basic Plan outlines how District agencies will respond to, recover from, and mitigate the impact of a disaster. The Basic Plan contains sections that describe policies, planning assumptions, concept of operations, operational life cycle, responsibilities, and preparedness cycle.

- **Introduction:** A basic overview of the origin and purpose of the DRP.
- **Policies:** A summary of pertinent District and Federal policies, authorities, resource coordination and management, and outreach and information dissemination.
- **Planning Assumptions:** A summary of assumptions when applying the DRP in an emergency event.
- **Concept of Operations:** Describes how the DRP adopts the principles of an existing national incident management system and the incident command system (ICS), works with other emergency plans, integrates response, recovery and mitigation actions, and defines roles and responsibilities and establishes teams.
- **Operational Lifecycle:** Outlines initial and continuing actions, as well as recovery operations.
- **Responsibilities:** Describes the roles of primary agencies for the 15 Emergency Support Functions (ESFs), the District of Columbia schools and area universities, and non-profit and volunteer organizations.
- **Preparedness Cycle:** An overview of the maintenance of the DRP and the coordination of planning, training, and exercises.

### Concept of Operations

The DRP adopts the principles of an existing national incident management system and the ICS. It employs the principles of unified command where organizations are operating in the Emergency Operations Center (EOC) with parallel and overlapping

authorities. The District Mayor and the Consequence Management Team (CMT) Director will lead and manage the agencies engaged in emergency responses coordinated under this plan. The District has adopted four operational levels to classify the estimated impact of an emergency event on the operations of the District government:

- Normal Operations—employing daily operations to ensure readiness;
- Operation Level 1—monitoring phase;
- Operation Level 2—partial activation of the CMT in response to highly probably hazardous conditions; and
- Operation Level 3—full activation of the CMT in response to extremely hazardous conditions that are imminent or occurring.

Because of the unique setting of the District as its own entity within the seat of the Federal government, and depending on the public emergency situation, the DRP may be the only plan implemented in the response, or it may be implemented in accordance with other plans. In some cases, the DRP may be employed in concert with Federal plans including the National Contingency Plan and/or the Federal Radiological Emergency Response Plan. Additionally, the DRP is compatible to the Federal Response Plan (FRP), which allows for the DRP assumption that the FRP would be used by FEMA and other Federal agencies to support the District. For terrorism scenarios occurring within the boundaries of the National Capitol Region (NCR), the response would be led by a national level Emergency Response Team (ERT), known as the NCR ERT, instead of the normal practice of running the ERT out of the FEMA Region III office in Philadelphia.

### **Functional Annexes**

Each of the 15 ESF Annexes to the Basic Plan outline the purpose and scope of each function, the operating policies, planning assumptions, concept of operations, and responsibilities of the lead and support agencies.

- ESF #1—Transportation (District Department of Transportation);
- ESF #2—Communications (Office of the Chief Technology Officer);
- ESF #3—Public Works and Engineering (Department of Public Works);
- ESF #4—Firefighting (DC Fire and Emergency Medical Services Department);
- ESF #5—Information and Planning (DC Emergency Management Agency);
- ESF #6—Mass Care (Department of Human Services);
- ESF #7—Resource Support (Office of Contracting and Procurement);
- ESF #8—Health and Medical Services (Department of Health);
- ESF #9—Urban Search and Rescue (DC Fire and Emergency Medical Services Department);
- ESF #10—Hazardous Materials (DC Fire and Emergency Medical Services Department);
- ESF #11—Food (Department of Human Services);
- ESF #12—Energy (DC Energy Office);

- ESF #13—Law Enforcement (Metropolitan Police Department);
- ESF #14—Media Relations and Community Outreach (Executive Office of the Mayor); and
- ESF #15—Donations and Volunteer Management (DC Emergency Management Agency).

### **Supporting Annexes**

The following supporting annexes, which are in the development stage, will provide additional information pertinent to the DRP and the District of Columbia:

- Animal Protection Annex;
- Logistics and Facilities Annex;
- Financial Management Annex;
- Occupational Safety and Health Annex;
- Recovery Function Annex;
- Special Events Annex;
- National Capital Region Annex;
- Terrorism Annex;
- Bioterrorism Plan; and
- Emergency Surface Transportation Evacuation Plan.

### **Appendices**

The following appendices, which are currently under review, will provide reference information pertinent to the DRP and the District of Columbia:

- Appendix A: Catalog of Agreements;
- Appendix B: Authorities;
- Appendix C: References;
- Appendix D: Definitions and Acronyms; and
- Appendix E: Hazards Affecting the District of Columbia.

A brief summary of each ESF of the DRP is described below.

### **DRP Emergency Support Function #1—Transportation**

ESF #1—Transportation covers surface transportation resources of District of Columbia government entities, other government participants, and civilian organizations that have the capacity to perform emergency transportation response missions in the event of a public emergency. ESF #1 also serves as a coordination point for response operations and restoration of the transportation infrastructure. ESF #1 is directed by the District Department of Transportation (DDOT), with support provided by numerous District, Federal, and regional organizations, as well as one private/public carrier.

For purposes of ESF #1, transportation is defined as those surface transportation actions, responsibilities, requirements, and resources that are required to support the

DRP. Transportation encompasses all transit surface modes, including land-based wheeled vehicles, trucks, and buses traveling on streets, roads, highways, and bridges; waterways adjacent to the District; rail routes; and transportation infrastructures (roads, routes, and bridges) and assets that move people and supplies in and out of the District of Columbia.

ESF #1 offers a comprehensive approach to manage surface transportation support, services, and infrastructure essential for emergency response; to provide public transportation to temporarily replace or augment services affected in an emergency; to restore the transportation infrastructure; and to ensure the existence of routes tailored to promote the movement of goods, services, equipment, and personnel toward any emergency location. DDOT will coordinate all supporting District and regional agencies (Montgomery County and Prince Georges County, Maryland; Arlington County and Fairfax County, Virginia) in the D.C. Emergency Management Agency (EMA) Emergency Operations Center (EOC).

### **DRP Emergency Support Function #2—Communications**

ESF #2—Communications ensures the provision of communications support to District response efforts following a declared public emergency under the DRP. The primary agency coordinating this ESF is the Office of the Chief Technology Officer (OCTO).

ESF #2 coordinates District actions to be taken to provide the required communications support to District emergency response elements. This ESF will coordinate the establishment of required temporary communications and the restoration of permanent communications. Where appropriate, services may be furnished under provisions of the Telecommunications Service Priority system. ESF #2 applies to all District departments and agencies that may require communications services or whose communications assets may be employed during an emergency response.

The Chief Technology Officer will be the single point of contact for the communications industry in the emergency area and will coordinate the industry's response. Immediately upon receipt of information about the public emergency and upon notification of ESF #2 activation, the Chief Technology Officer will contact the DC EMA Director for information and guidance on the situation and ongoing response planning, and will coordinate ESF #2 response preparations. ESF #2 will selectively activate specific support activities based on the nature and scope of the event, the types of service disruption (e.g., voice, data, e-mail, Internet), and the OCTO and other District resources required to support response efforts.

### **DRP Emergency Support Function #3—Public Works and Engineering**

ESF #3—Public Works and Engineering provides the following to assist the District in meeting goals related to lifesaving and life-sustaining actions, damage mitigation, and recovery activities following a public emergency:

- Technical advice and evaluation;
- Engineering services;
- Contracting for construction management and inspection;

- Contracting for the emergency repair of water and wastewater treatment facilities;
- Potable water and ice; and
- Emergency power support.

The lead District agency is the Department of Public Works (DPW), with support from five other District agencies and the U.S. Army Corps of Engineers.

Under ESF #3, DPW will be fully mobilized during public emergencies to ensure the continuity of District services to citizens. In addition, DPW will participate in the EOC with representatives from appropriate District and Federal agencies, as well as regional essential service providers. With respect to all emergencies, DPW will coordinate activities from the EOC with direction from the mayor and key District officials from the Consequence Management Team (CMT). DPW will provide overall information to ESF #5—Information and Planning on emergency access routes, which include streets, roads, bridges, waterways, and any other facilities necessary for passage of rescue personnel, as well as solid waste disposal.

#### **DRP Emergency Support Function #4—Firefighting**

ESF #4—Firefighting provides response and suppression of urban fires resulting from, or occurring coincidentally with, a public emergency in a disaster situation. The District of Columbia Fire and Emergency Medical Services Department (DCFEMS) is the primary agency under this ESF. ESF #4 manages and coordinates firefighting activities including limited search and rescue, containment, suppression, coordination of evacuation in the hazard areas, and delivery of immediate emergency medical services.

DCFEMS maintains an integrated system of firefighting, rescue, and emergency medical units strategically located throughout the city. These units are continually staffed with highly trained firefighters, emergency medical technicians, and paramedics. During extraordinary response efforts, and augmentation of the DRP, requests for DCFEMS assistance and resources may be transmitted from the EOC at EMA—through the DCFEMS Communications Center—to the appropriate fire and rescue units.

In the event of a major emergency, the ESF #4 coordinator will report to the EOC within two hours of notification. The ESF #4 coordinator is a DCFEMS officer with the rank of fire captain or higher, who has a working knowledge of the standard operating procedures, resources, and capabilities of DCFEMS. The coordinator will establish communication links with primary and/or support agencies, incident commanders, and DCFEMS senior command staff; obtain an initial fire situation and damage assessment through established intelligence procedures; and contribute to situation reports.

#### **DRP Emergency Support Function #5—Information and Planning**

ESF #5—Information and Planning collects, analyzes, processes, and disseminates information about a potential or actual public emergency to facilitate the overall activities of the District government in providing assistance. DC EMA is the primary

District agency for this function. Fulfilling this mission supports planning and decision making in the field, at operations centers, and by the CMT. During public emergency operations, ESF #5 becomes the Information and Planning Section of the CMT located at the EOC.

Under ESF #5, EMA will collect, analyze, process, and coordinate the dissemination of information regarding hazard threats, emergencies, and disasters. In response to an incident, emergency responders will initially assess the situation to identify the need for response operations. EMA will gather and display certain critical or essential elements of information to facilitate response and recovery activities. If the decision is made to activate the CMT, information required by ESF #5 will be provided by the other ESFs as needed.

Leadership for the Information and Planning Section rests with the Information and Planning Section Chief who reports directly to the director of the CMT. A Deputy Information and Planning Section Chief shall support the Section Chief.

#### **DRP Emergency Support Function #6—Mass Care**

ESF #6—Mass Care coordinates the District's efforts to provide mass care needs to victims of a public emergency. These services could include, but are not limited to, providing shelter, food, emergency first aid assistance, disaster welfare information, bulk distribution of relief items, and mental health services. ESF #6 also covers other basic needs services such as drinking water, temporary sewage/waste management receptacles, basic medical and hygiene needs, and related services.

The primary District agency for ESF #6 is the Department of Human Services, with several support agencies. Initial response activities will focus on meeting urgent needs of disaster victims on a mass care basis. Initial recovery efforts may commence as response activities are taking place. As recovery operations are introduced, close coordination will be required between those organizations responsible for recovery operations and voluntary organizations.

#### **DRP Emergency Support Function #7—Resource Support**

ESF #7—Resource Support provides logistical/resource support following a public emergency and establishes lines of communication between the primary and supporting ESF #7 agencies and other ESFs.

ESF #7 sets the stage for the District to continue operations in the event of a public emergency. The primary District agency for ESF #7 is the Office of Contracting and Procurement, with numerous District agencies, as well as the U.S. Department of Health and Human Services as support.

Requests for response-related resources from any District agencies are funneled through ESF #7 and its designated resource manager. This manager will: supervise the activities of personnel involved in managing resources; coordinate with the CMT Director and key organizations' representatives in the EOC regarding needs/priorities;

monitor potential resource shortages and advise key staff on the need for action; and identify facilities/sites that may be used to store needed resources and donations. Blanket purchase agreements may be used to obtain office supplies, equipment, and response gear (e.g., gloves, masks, disinfectant).

Resource requirements needed under ESF #7 include emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.

### **DRP Emergency Support Function #8—Health and Medical Services**

ESF #8—Health and Medical Services provides coordinated District medical assistance and resources to respond to public health and medical care needs following a public emergency. Assistance provided under ESF #8 is directed by the Department of Health and is supported by several District agencies and private health service providers.

Examples of the support provided under ESF #8 include:

- Assessment of health/medical needs, including in-patient capacity;
- Health surveillance, including infectious disease surveillance;
- Medical care personnel;
- Health/medical equipment and supplies;
- Patient evacuation;
- In-hospital care;
- Patient tracking;
- Food/drug/medical device safety;
- Worker health/safety;
- Radiological/chemical/biological hazards consultation and technical assistance;
- Mental health care for victims, worried well, response personnel, health and medical personnel, and general public;
- Public health informational/risk communication on public health issues; and
- Fatality management and victim identification.

### **DRP Emergency Support Function #9—Urban Search and Rescue**

ESF #9—Urban Search and Rescue (US&R) rapidly deploys components of DCFEMS to provide specialized lifesaving assistance in the event of a public emergency involving structural collapse. DCFEMS is the primary agency for ESF #9, and is supported by several other District agencies, as well as FEMA.

As the primary agency, DCFEMS will activate the US&R system for any incident or anticipated incident that is determined likely to result in collapsed structures. The likelihood of activation depends on the nature and magnitude of the event, the suddenness of onset, and the existence of US&R resources in the affected area.

Operational activities include conducting physical search and rescue in collapsed buildings, providing emergency medical care to trapped victims, assessment and

control of gas and electricity and hazardous materials, and evaluating and stabilizing damaged structures.

### **DRP Emergency Support Function #10—Hazardous Materials**

ESF #10—Hazardous Materials provides a coordinated response to actual or potential discharges and/or releases of oil, chemical, biological, radiological, or other hazardous substances in the District of Columbia.

Within the context of ESF #10, the term “hazardous materials” is defined broadly to include oil; hazardous substances under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended; pollutants and contaminants defined under Section 101 (33) of CERCLA; and certain chemical, biological, and radiological material, including weapons of mass destruction.

The ESF #10 primary agency, DCFEMS, focuses on the control, containment, identification, assessment, mitigation, and monitoring of hazardous material releases into the environment, with support from several District agencies and the U.S. Environmental Protection Agency. In addition, ESF #10 addresses the delivery of emergency medical services to victims of hazardous material incidents, the decontamination of victims and emergency responders, and the coordination of the cleanup and disposal of hazardous materials.

### **DRP Emergency Support Function #11—Food**


ESF #11—Food identifies, secures, and arranges for the transportation and provision of food and feeding assistance to affected victims and response staff/volunteers following a public emergency or other event requiring an emergency response.

To accomplish this function, activities will be undertaken to identify food assistance needs in the aftermath of a public emergency. As the primary agency for ESF #11, the Department of Human Services will coordinate with the American Red Cross, EMA, and other Federal, local, and voluntary organizations to determine food assistance needs; obtain appropriate food supplies; arrange for transportation of food supplies; and authorize disaster food stamp assistance.

At all times, requests for food, including types, amounts, and destination locations, will be processed through the CMT at the EOC. It is expected that the primary District agency under ESF #11, will be the point of contact for all District-initiated requests for food assistance. After initial food assistance requests are forwarded to the EOC, the ESF #11 team leader will coordinate efforts, in conjunction with EMA, to obtain and transport foods and/or authorize disaster food stamps.

### **DRP Emergency Support Function #12—Energy**

ESF #12—Energy helps restore the District’s energy systems following a public emergency. The D.C. Energy Office is the primary agency in the District of Columbia responsible for coordinating with all other governmental department response elements and utilities to restore the District’s energy systems.



ESF #12 gathers, assesses, and shares information on energy system damage and estimates the impact of energy system outages/shortages within the District of Columbia. This ESF facilitates restoration of energy systems and fuel supplies following a public emergency. Power and fuel are critical to protecting lives and property and maintaining the continuity of the government, business, transportation, emergency services, and other critical infrastructures within the District of Columbia.

Each of the ESF #12 primary and support agencies control a variety of assets and resources that may be used in response to any event involving energy or multi-hazard problems. Damage to an energy system in one geographic region may affect energy supplies in other regions that rely on the same delivery systems.

### **DRP Emergency Support Function #13—Law Enforcement**

ESF #13—Law Enforcement provides for the safety of citizens and security of property during public emergencies. It prescribes the procedures for the command, control, and coordination of District law enforcement personnel to support emergency operations. It also establishes interagency relationships between the primary ESF #13 District agency, Metropolitan Police Department (MPD), and federal law enforcement agencies.

ESF #13 manages and coordinates law enforcement activities and provides personnel, equipment, and securities in support of District agencies during public emergencies. ESF #13 provides for the interface of MPD with the DRP as a member of the District CMT, as well as its execution of crisis management activities in the law enforcement area.

In the event of an emergency, MPD will dispatch personnel to the affected area, help establish mutual aid liaisons (as appropriate), and assess the situation. These personnel will coordinate any requests for additional District law enforcement resources and make requested resources immediately available. Coordination of the use of other city, local, and Federal law enforcement agencies also will be managed by MPD.

### **DRP Emergency Support Function #14—Media Relations and Community Outreach**

ESF #14—Media Relations and Community Outreach provides guidance on the media relations and community outreach function to expedite the District's ability to help citizens recover from the effects of a public emergency. This function supports District agencies, as needed, after a public emergency in gathering and disseminating information to the public. ESF #14 serves as a direct link to media outlets, community leaders, and District residents, and works in close coordination with other program elements to develop and deliver critical information during and immediately following a public emergency. The primary District agency for ESF #14 is the Executive Office of the Mayor.

In the event of a public emergency involving the activation of Federal Response Plans, ESF #14 will coordinate with the Federal community and other District agencies to

support information collection and dissemination to the public, media, and other interested parties. Similarly, in the event of a multi-jurisdictional event involving both the District and surrounding areas, ESF #14 will coordinate and collaborate with media, community, and public information personnel from these jurisdictions to support communities and provide the media and public with needed and useful information.

Specific activities of ESF #14 are to assess and convey the nature of the emergency to the public in a form that is factually accurate as quickly as possible, provide critical information to the media and general public concerning the emergency response, and provide information about the public emergency support assistance.

**DRP Emergency Support Function #15—Donations and Volunteer Management**

ESF #15—Donations and Volunteer Management provides guidance on the District’s role in donations management in a public emergency and establishes a consistent framework for coordinating with volunteer organizations supporting a response. Under ESF #15, any reference to donated goods and services means unsolicited goods and unaffiliated volunteer services. ESF #15 is a framework for the coordination, acceptance, control, receipt, storage, distribution, and disposal of donation management responsibilities.

Guidance outlined under ESF #15 applies to all agencies, organizations, and personnel with direct and indirect donations management responsibilities under the DRP. The coordination of donated goods and funds and use of volunteer management systems are essential for providing food, congregate sheltering, and emergency first aid, as well as for coordinating emergency volunteer response and other essential recovery operations.

EMA will serve as the primary agency for managing donations during a public emergency under ESF #15. However, management of donations requires a coordinated effort by numerous District agencies, voluntary and community-based organizations, the business sector, the media, and FEMA.



## Washington, D.C., Area Dismissal or Closure Policies

### Purpose

In the Metropolitan Washington area, the Office of Property Management (OPM) carefully coordinates with municipal and regional officials to minimize the disruption of highway and transit systems when emergencies or situations occur that cause a disruption or delay in Federal governmental operations.

### Scope

The Washington, D.C., Area Dismissal or Closure Policies encompass incidents where:

- Significant numbers of Federal employees are unable to report to work on time; or
- Where agencies are forced to close all or part of their activities due to adverse weather conditions, natural hazards, or disruptions of government operations caused by air pollution, power, water, and public transportation disruptions and/or interruptions.

The policies apply to all Federal executive agencies located inside the Washington Capital Beltway, excluding the United States Postal Service.

### Responsibilities

As the coordinating agency, OPM is responsible for consulting with area officials before making any dismissal or closure decisions, deciding whether or not to curtail Federal operations, and notifying agency human resources directors of their decision. Individual agencies are responsible for maintaining and providing written procedures for dismissal or closure and identifying “emergency employees” to carry on agency operations throughout the incident situation.

### Overview

The policies classify Federal government operational disruptions into two different categories: disruptions before the workday begins; and disruptions after the workday begins. In situations where the disruption occurs before the workday begins, OPM will provide one of the following five announcements to the media:

- Open;
- Open—Unscheduled Leave;
- Open—Delayed Arrival;
- Open—Delayed Arrival/Unscheduled Leave; or
- Closed.

If a disruption occurs after the workday has begun, an early dismissal announcement will be made.

# Maryland Emergency Operations Plan

## Purpose

The purpose of the Maryland Emergency Operations Plan (EOP) is to outline an approach and designate responsibilities intended to minimize the consequences of any disaster or emergency situation in which there is a need for state assistance.

## Scope

The Maryland EOP reflects a broad organizational approach for all hazards that affect the state and for most response scenarios. The State of Maryland is subject to hazards that could precipitate a disaster. This includes natural hazards such as droughts, floods, hurricanes, and winter storms; and technological hazards such as transportation accidents, pipeline ruptures, and radiological contamination.

## Organization

The Maryland EOP is organized into four main sections including the Basic Plan, Response Annex, Recovery Annex, and the Appendices.

## Basic Plan

The Basic Plan explains the purpose of the Maryland EOP, the situation and assumptions, and the concept of operations that defines the central tasks that the state will seek to accomplish during most response operations.

## Response Annex

The Response Annex is comprised of 16 emergency support functions (ESFs). The emergency support functions outline the principal framework under which each ESF will operate, including the purpose, scope, and operating principles.

## Maryland EOP Emergency Support Functions

- Transportation;
- Communications;
- Public Works and Engineering;
- Firefighting;
- Information and Planning;
- Mass Care and Sheltering;
- Resource Support;
- Health and Medical Services;
- Search and Rescue;
- Hazardous Materials;
- Food;
- Utilities and Energy;
- Law Enforcement;
- Debris Management;
- Donations Management; and



- Animal Protection.

### **Recovery Annex**

The Recovery Annex outlines and coordinates the principal programs and services available to support communities following a significant emergency or disaster event. Recovery efforts entail those operations or actions intended to assist a community or region regain its normal appearance and functionality after an event. Potential operations include: re-connecting telephone lines, re-establishing electric and gas services, conducting damage assessments, restoring water treatment facilities, repairing roads and bridges, and helping eligible victims apply for relief funds.

### **Appendices**

The EOP includes four appendices: military support, public information, business continuity, and administration.

A brief overview of each ESF for the Maryland EOP is described below.

### **Emergency Support Function #1—Transportation**

Primary Agency: Department of Transportation

The purpose of ESF #1 is to coordinate the use of transportation resources and services necessary to support emergency response or recovery operations or other disaster assistance initiatives. Transportation support entails providing or utilizing land, air, rail, or water crafts, or other resources, for emergency response or assistance operations, as well as coordinating the use of the resources to facilitate an effective, efficient, and appropriate result. Potential operations include: providing resources or personnel that aid traffic control, relocation, and evacuation efforts; monitoring restricted air space (in cooperation with the Federal Government); conducting damage assessments; performing aerial reconnaissance or photography; transporting patients or medical professionals; conducting ice-breaking operations on navigable waters; and restoring state roads, bridges, and transit systems or establishing similar temporary structures.

### **Emergency Support Function #2—Communications**

Primary Agency: Department of Budget and Management

The purpose of ESF #2 is to coordinate the use of communications resources and services necessary to support emergency response or recovery operations or other disaster assistance initiatives. 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. Potential operations include: receiving and transmitting messages, issuing alert and warning messages or notifications, ensuring technical support and equipment exists that 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.

### **Emergency Support Function #3—Public Works and Engineering**

Primary Agency: Department of General Services

The purpose of ESF #3 is to coordinate public works activities necessary to support an emergency response or recovery effort or other disaster assistance initiative. Public Works and Engineering support includes providing engineering, construction management, and building inspection services, providing contracting services, and performing real estate services. Potential operations include: 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 assessments or inspection of damaged buildings and facilities.

### **Emergency Support Function #4—Firefighting**

Primary Agency: Department of Natural Resources

The purpose of ESF #4 is to coordinate fire detection and suppression resources and services necessary to support an emergency response or recovery effort or other disaster assistance initiative. Firefighting support entails managing firefighting activities in wildlands or forests and providing personnel, equipment, and supplies for emergency response or assistance operations when such resources can be useful in urban firefighting operations. Potential operations include: performing fire suppression operations, providing ship-borne water delivery capability, providing supplemental resources to jurisdictions, and conducting damage assessments.

### **Emergency Support Function #5—Information and Planning**

Primary Agency: Maryland Emergency Management Agency

The purpose of ESF #5 is to coordinate the effort to collect, assemble, analyze, and disseminate information about an emergency and the necessary response and recovery operations, particularly to facilitate the provision of disaster assistance. Information and Planning support includes collecting, processing, and disseminating information to state, local, and private officials involved in emergency response and recovery operations, as well as the Federal Government when federal representatives are involved in response and recovery activities. 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.

## **Emergency Support Function #6—Mass Care and Sheltering**

Primary Agency: Department of Human Resources

The purpose of ESF #6 is to coordinate the effort to meet the basic needs of surviving victims following a disaster, as well as to collect, assemble, and report information about victims and assist with reunification of families. 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. Potential operations include: providing food to responders and emergency workers; administering 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.

## **Emergency Support Function #7—Resource Support**

Primary Agency: Department of General Services

The purpose of ESF #7 is to obtain and coordinate supplemental resources and perform logistical operations necessary to support an emergency response or recovery effort or other disaster assistance initiative. 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. 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.

## **Emergency Support Function #8—Health and Medical Services**

Primary Agency: Department of Health and Mental Hygiene

The purpose of ESF #8 is to coordinate the provision of medical care and the dissemination of public health information necessary to support an emergency response or recovery effort or other disaster assistance initiative. 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. 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 and completing victim identifications; coordinating mortuary services and the disposition of remains; offering crisis counseling; and organizing disaster assistance teams.

### **Emergency Support Function #9—Search and Rescue**

Primary Agency: Department of Maryland State Police

The purpose of ESF #9 is to coordinate search and rescue resources and services necessary to support an emergency response effort. 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. Potential operations include: conducting water and wilderness searches; searching for victims of mine failures and building-collapse incidents; and performing underwater recovery operations.

### **Emergency Support Function #10—Hazardous Materials**

Primary Agency: Department of the Environment

The purpose of ESF #10 is to coordinate the resources and services necessary to support an emergency response or recovery effort essential to the remediation of conditions caused by toxic chemical or hazardous material release. Hazardous Materials support includes confining or containing accidental releases of hazardous materials and hazardous wastes and taking actions that mitigate the effects of the leak. Potential operations include: suppressing chemical fires, conducting soil tests or collecting air samples, constructing stabilizing berms or other barriers, applying retardant materials, collecting concentrated supplies of hazardous materials, removing contaminated soil, and decontaminating a site or individual.

### **Emergency Support Function #11—Food**

Primary Agency: Department of Agriculture

The purpose of ESF #11 is to coordinate the effort to provide bulk food resources necessary to support an emergency response or recovery effort or other disaster assistance initiative. Food support includes identifying sources of food supplies, obtaining food resources, and arranging to transport food to designated staging sites in the affected area. 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.

### **Emergency Support Function #12—Utilities and Energy**

Primary Agencies: Maryland Energy Administration, Public Service Commission

The purpose of ESF #12 is to provide a 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. Utilities and Energy support includes communicating with providers, coordinating restoration strategies, and reviewing emergency plans. 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 or delivery, and participating in damage assessment operations.

### **Emergency Support Function #13—Law Enforcement**

Primary Agency: Department of Maryland State Police

The purpose of ESF #13 is to coordinate the deployment and activities of law enforcement units when multiple agencies respond to a disaster site or in an emergency operation. Law Enforcement support entails deployment of uniformed personnel to assist local forces in field operations to ensure security, maintain stability and order within communities, and otherwise guard the public safety. 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.

### **Emergency Support Function #14—Debris Management**

Primary Agency: Department of the Environment

The purpose of ESF #14 is to coordinate the collection and disposal of debris after a disaster event. 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. 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 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.

### **Emergency Support Function #15—Donations Management**

Primary Agency: Maryland Emergency Management Agency

The purpose of ESF #15 is to establish an efficient and effective statewide process for receiving, sorting, and distributing donated resources and goods to victims following a disaster. Donations Management support entails coordinating a system that receives and distributes freely offered goods and services, and matching them with victims who demonstrate a need. 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.

## **Emergency Support Function #16—Animal Protection**

Primary Agency: Maryland Department of Agriculture

The purpose of ESF #16 is to establish a program that ensures the care and sheltering needs of domestic pets and livestock are met following a disaster or animal health emergency. Animal Protection includes educating pet owners and the farm community about emergency preparedness, disseminating guidance to animal owners, and coordinating medical and shelter arrangements. Potential operations include: rescuing stray and abandoned animals, tracking occupancies at boarding facilities, coordinating the emergency provision of essential medical supplies and drugs, organizing the participation of animal relief organizations in response and recovery, establishing temporary shelters, ensuring adequate supplies of food are available at boarding facilities and temporary shelters, and providing grief counseling to victims whose animals are lost, injured, or killed.

A brief description of the appendices to the Maryland EOP is described below.

### **Appendix A—Military Support**

The purpose of Appendix A is to coordinate the deployment and use of military forces and equipment in support of emergency operations conducted by the State of Maryland. Military Support entails providing resources, personnel, and equipment in support of efforts undertaken by individual agencies or by ESF teams.

### **Appendix B—Public Information**

The purpose of Appendix B is to coordinate the collection of accurate data and information and the timely dissemination of information and guidance to the public before, during, and after a disaster or emergency event. Public Information support entails summarizing essential data and facts from briefings, reports, and announcements and sharing that material with the public and media, as well as coordinating the dissemination of alert, advisory, or informational messages.

### **Appendix C—Business Continuity**

To be developed

### **Appendix D—Administration**

Appendix D describes the agreements and understandings surrounding this Plan and the financial management policies supporting it.

# Virginia Emergency Operations Plan

(This document is a work in progress.)

## Mission

The emergency management mission of Virginia State Government, as reflected in the Virginia Emergency Operations Plan (EOP), is to plan and prepare for emergency operations which will ensure the minimalization of casualties and property damage, and that normal operations will be restored as rapidly as possible in the event of a large-scale emergency or disaster situation.

## Purpose

The Virginia EOP provides for state-level emergency operations in response to any type of disaster or large-scale emergency affecting the state. It assigns duties and responsibilities to departments, agencies, and support organizations for disaster mitigation, preparedness, response, and recovery. It also provides the needed framework within which more detailed emergency plans and procedures can be developed and maintained by both state agencies and local governments.

## Scope

Historically, major emergencies in Virginia have been floods, hurricanes, winter storms, hazardous materials accidents, gas pipeline accidents, power failures, resource shortages, drought, and environmental contamination. Such hazards are ever-increasing in frequency and severity due to factors such as urban development in vulnerable coastal areas, industrial expansion, traffic congestion, and the widespread use and transport of hazardous materials.

In Virginia, counties and independent cities have the primary responsibility for emergency operations and will commit all available resources to save lives and minimize property damage. Should local emergency response capabilities be overwhelmed, outside assistance is available, either through mutual aid agreements with nearby jurisdictions or from the state through the Virginia Emergency Operations Center (EOC).

## Concept of Operations

The Virginia State EOP and local EOPs are predicated upon the concept that emergency operations will begin at the city and county level. A local emergency should be declared and local resources capable of handling the situation should be fully committed before state and federal assistance is requested. State assistance will be provided upon request when emergency or disaster needs exceed local capabilities. Should the State become overwhelmed, as with a major flood or hurricane, federal disaster assistance becomes available, especially during the recovery period.

## Organization

The Virginia EOP is comprised of a Basic Plan, 14 annexes which detail the emergency support functions, and attachments to these annexes.

## **Basic Plan**

The Basic Plan part of the Virginia EOP is an overview of the state's emergency response organization and policies.

## **Annexes**

Each functional annex of the Virginia EOP includes a concept of operations and an action checklist to help each function or agency gear-up for emergency operations. Agencies with primary emergency duties and responsibilities are also expected to develop and maintain separately published and more detailed standard operating procedures (SOPs) as needed.

A brief overview of each functional Annex of the Virginia EOP follows.

### **Functional Annex A—Direction and Control**

The purpose of Functional Annex A is to provide a centralized State Government direction and control operation--the Virginia State EOC--from which to coordinate the provision of guidance and assistance to local governments, and to help the Governor, or his designee, to formulate policy, establish priorities, collect information, produce the required reports, and monitor the implementation of state and local EOPs.

### **Functional Annex B—Communications and Warning**

The purpose of Functional Annex B is to provide the capability for the reception and transmission of priority, formal message traffic for the Virginia EOC on a 24-hour-a-day basis; to receive and transmit prioritized emergency message traffic to localities and state agencies in support of imminent or actual emergency operations; and to relay warnings, weather advisories, and intelligence information on a prioritized basis.

### **Functional Annex C—Public Information**


The mission of the Public Information Office (PIO) is to make the public aware of potential emergency situations and of appropriate protective actions and to keep the public informed about an ongoing emergency or disaster situation and to provide protective action guidance as appropriate.

### **Functional Annex D—Law Enforcement**

The purpose of Functional Annex D is to minimize public confusion and turmoil during disaster or large-scale emergency operations by providing effective law enforcement services, such as the enforcement of laws, traffic control, the investigation of crimes, the security of evacuated areas, and the protection of life and property.

### **Functional Annex E—Mass Care**

In times of emergency, the purpose of Functional Annex E is to coordinate the provision of sheltering, feeding, emergency first aid, emergency relief supplies and other basic human services provided by state and state-level voluntary agencies; assist affected localities in the provision of human services; and to provide state government assistance with federal repatriation operations.



During normal operations, the Mass Care Annex functions to assist localities to develop and maintain a capability to care for displaced persons in public shelters; assist localities to develop and maintain a capability to deliver relief supplies and services to disaster victims; assist localities in preparing to care for the disabled, the elderly, and other special needs populations in time of emergency, primarily by encouraging and facilitating self-sufficiency; and develop and maintain procedures for the state's role in repatriation.

#### **Functional Annex F—Firefighting**

The purpose of Functional Annex F is to provide assistance to local governments in preventing and controlling large urban fires and rural wildfires, to coordinate mutual aid among fire/EMS departments as needed, and to assist with Virginia State EOC operations as appropriate.

#### **Functional Annex G—Health and Medical Services**

The disaster mission of Health and Medical Services is to coordinate the provision of critical support to local governments to reduce mortality, morbidity, and detrimental long-term health effects to the citizens and to facilitate the earliest practical recovery to normalcy.

#### **Functional Annex H—Energy Mission**

The purpose of this annex is to set forth the policies and procedures to be used in responding to and recovering from fuel shortages, power outages, and capacity shortages which impact or threaten to impact significant numbers of citizens.

#### **Functional Annex I—Public Works and Engineering**

The purpose of Functional Annex I is to assist with Virginia State EOC response and recovery operations as appropriate. This includes assisting local governments with:

- Debris clearance;
- The restoration of water and sewer systems; and
- The demolition or stabilization of any damaged buildings, dams, or other structures which have become a public safety hazard due to the event.

#### **Functional Annex J—Military Support**

This Annex functions to coordinate both state and Federal military support. The Department of Military Affairs will plan for, coordinate, and control military assistance to civil authorities in accordance with regulations. The Virginia State EOC will request federal military assistance (including support from the U. S. Army Corps of Engineers) when required and in accordance with regulations.

#### **Functional Annex K—Search and Rescue**

The Search and Rescue (SAR) mission is to use all available resources, including personnel, facilities, and equipment to locate and render necessary assistance to persons, aircraft, and vessels that may be in distress.

**Functional Annex L—Resource Support Mission**

The purpose of Functional Annex L is to provide a basis for the management and provision of designated critical resources and supplies in support of disaster operations. Designated resources are food and water and disaster relief donations.

**Functional Annex M—Mutual Aid**

The purpose of this Annex is to set forth the task assignments and concept of operations for implementing in-state mutual aid under the Statewide Mutual Aid program (SMA) and/or interstate mutual aid in accordance with the Emergency Management Assistance Compact (EMAC).

**Functional Annex N**—Functional Annex N is intentionally left blank.

**Functional Annex O—Financial Management**

This Annex provides financial management guidance for the Department of Emergency Management and other state agencies which respond to a disaster to ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established state and federal policies, regulations and standards.

# Virginia Radiological Emergency Response Plan

## Mission

The mission of the State of Virginia under the Virginia Radiological Emergency Response Plan (VRERP) is to plan, prepare for, and conduct emergency operations in response to radiological emergencies at fixed nuclear facilities, shipboard reactors, and transportation accidents involving radioactive materials. Political subdivisions within the state are to develop plans and prepare for radiological emergency response in accordance with the VRERP.

## Purpose

The purpose of the VRERP is to:

- Provide the state organization for direction and control of emergency operations in the event of a radiological emergency;
- Provide for warning the public and for the implementation of protective actions to be taken during a radiological emergency;
- Provide guidance to state agencies and the political subdivisions as to their emergency preparedness and operating responsibilities in preparing for and coping with a radiological emergency; and
- Provide a basis for preparation of detailed radiological emergency response plans, procedures, and training programs by state agencies and political subdivisions.

## Scope

The VRERP sets forth guidelines for emergency management procedures in the event of a radiological emergency. The plan:

- Assigns responsibilities to state and local agencies in radiological emergency response and preparedness;
- Sets forth procedures for reporting and disseminating warning of radiological emergencies;
- Specifies immediate response procedures by state and local governments to the four National Capital Region (NRC)/FEMA-defined emergency action levels; and
- Delineates the policies and concepts under which the state and local governments will operate in radiological emergency response.

## Organization

The state organization for the response to radiological emergencies is based on normal governmental structures and channels of communication with the Governor, as Director of Emergency Management, heading the response through the State Coordinator of Emergency Response. The State Coordinator of the Virginia Department of Emergency Management (VDEM) coordinates the overall response, and the Virginia Department of Health (VDH), through the Bureau of Radiological Health (BRH), provides technical advice and assistance on radiological exposure control and

monitoring. The VDEM State On-Scene Coordinator (SOSC) will serve as the state's representative to provide interface with the utility's recovery manager, and to facilitate receipt and transmission of appropriate information between the utility, the state, and local governments.

The state organization will be supported by federal response teams represented in the Emergency Operations Facility (EOF), Virginia Emergency Operations Center (Virginia EOC), and other appropriate locations. Additional Federal assistance may be obtained from the Department of Energy, the Nuclear Regulatory Commission, and the Federal Emergency Management Agency through the Virginia EOC. Other state agencies will be available to provide support upon request in accordance with their responsibilities and capabilities.

### **Overview**

This plan is effective for execution upon notification of a radiological emergency within the state, and as a basis for training and preparation of supporting plans and procedures upon receipt. State support to local governments and coordination of emergency operations, in the event of a radiological emergency, will be accomplished by selected state agencies and other support resources through VDEM.

The State Coordinator of Emergency Management will maintain, review, update, and certify the VRERP annually. Letters of Agreement will be reviewed periodically and specifically every two years. Responsible officials of state agencies and local government should recommend to the State Coordinator, at any time, improvements and changes thereto which are appropriate. Training exercises of this plan will be conducted annually with representatives from FEMA, NRC, and other interested Federal agencies invited to observe.



## **NFPA Program Element Descriptions**

### **Overview**

The National Fire Protection Association (NFPA) has established a standard on Disaster/Emergency Management and Business Continuity Programs. Titled NFPA 1600, this standard was approved in November 1999 and is considered a national standard for the key elements of any effective Comprehensive Emergency Management Program. The following categories help organize current (and future) policies, plans, and procedures into a logical framework and across organizational boundaries. A short description of each NFPA 1600 program element is provided below.

### **Laws and Authorities**

The Laws and Authorities program element refers to the legal underpinning for the specific disaster programs under Federal Emergency Management Agency (FEMA) and U.S. Army Corps of Engineers (USACE). These include Federal, state, and local statutes, and any implementing regulations that establish legal authority for development and maintenance of the emergency management program and organization. They also define the emergency powers, authorities, and responsibilities of the chief executive official and the emergency management coordinator. These principles serve as the foundation for the emergency response and its activities.

### **Direction, Control, and Coordination**

During the pre-, trans-, and post-incident phases of emergency responses, direction, control, and coordination allow officials to analyze the situation and decide how to quickly and effectively respond, direct, and coordinate response forces, coordinate with other jurisdictions, and use available resources efficiently and effectively.

### **Hazard Identification and Risk Assessment**

Hazard Identification and Risk Assessment (HIRA) activities involve the identification of hazards and assessment of risks to persons, public and private property, and structures. The data collected at the community and local levels provide much of the data state and Federal governments will use to produce their overall assessments of risk. The information collected during the HIRA also will be used for more detailed damage and loss projections.

### **Hazard Management**

The intent of hazard management programs is to target resources and prioritize mitigation activities to lessen the effects of disasters to citizens, communities, businesses, and industries.

## **Resource Management**

Resource management involves the systematic development of methodologies for the prompt and effective identification, acquisition, distribution, accounting, and use of personnel and major items of equipment for essential emergency functions.

## **Planning**

Emergency management involves the development of several kinds of plans: strategic plans that set the overall program course and direction; emergency operations/response plans that focus on the mechanisms for activating the organization and its assets during an actual operation; mitigation plans that focus on land use planning and the prevention and reduction of the impacts of hazards; and recovery plans that guide the organization through restoration of services, facilities, and functions following a disaster event.

## **Communications and Warning**

Communications involve establishing, using, maintaining, augmenting, and providing backup for all types of communications devices required in day-to-day emergency and response operations. Warning comprises the dissemination to government officials and the public of timely forecasts of all hazards requiring emergency response actions.

## **Operations and Procedures**

Development, coordination, and implementation of operational plans and procedures are fundamental to an effective disaster response and recovery. Standard operating procedures (SOPs) and checklists provide the detailed instructions that an organization needs to fulfill responsibilities assigned in the Emergency Operations Plan.

## **Logistics and Facilities**

This program element involves the identification, location, acquisition, distribution, and accounting for services, resources, materials, and facilities that are required to adequately support emergency management activities.

## **Training**


Training involves the assessment, development, and implementation of training and educational programs for public and private officials and emergency response personnel.

## **Exercise, Evaluation, and Corrective Action**

A program of regularly scheduled exercises, designed for assessment and evaluation of emergency response plans and capabilities, is critical to a local, state, or Federal emergency management program.

## **Crisis Communication, Public Education, and Information**

A wide variety of tools and methods are designated to develop, deliver, and reinforce critical information regarding an emergency or a disaster. The intended audience for this information varies and may include internal audiences or the general public.



Effective crisis communication and public education and information are used before, during, and after an emergency or crisis.

### **Finance and Administration**

In addition to having sound financial and administrative procedures for daily operations, it is equally important to have procedures in place to ensure that fiscal decisions can be expedited and will be in accordance with established authority levels and accounting principles. These procedures should include establishing and defining the responsibilities for the program finance authority, program procurement procedures, payroll, and accounting systems to track and document costs.