



Town of Berwyn Heights

Emergency Operations Plan

Adopted: November 8, 2017

Promulgation and Approval

All emergencies begin and end at the local level. As a local jurisdiction, the Town of Berwyn Heights (Town) will strive to be prepared to respond to various types of emergencies within its borders. This plan outlines how the Town will ensure a coordinated response to a wide range of situations, using an “all-hazards” approach. The Town endorses the National Incident Management System (NIMS) as established by the Department of Homeland Security’s Federal Emergency Management Agency. Berwyn Heights has the responsibility to respond to protect lives and property and to assist in recovering from an emergency. The Town supplements its emergency resources with those provided by other jurisdictions, private organizations, and organized volunteer efforts.

As a community in a major metropolitan area, Berwyn Heights benefits from a vast assortment of county, regional, state, and federal resources that may be called upon to help respond to emergencies. Berwyn Heights is a small jurisdiction, relying on Prince George’s County for many support services. This plan is designed as a local supplement to the more comprehensive Emergency Operations Plan for Prince George’s County, Maryland. This plan details the Town’s response to emergencies and outlines processes for, during and after an emergency. This plan supersedes all previous plans.

As the Mayor of Berwyn Heights, I endorse this plan and direct all personnel and involved parties to take the appropriate actions to implement and maintain the plan.



Cheryl Jewitt

Mayor

Town of Berwyn Heights, Maryland

November 8, 2017

Record of Changes

VERSION	DATE	SUMMARY OF CHANGE(S)	NAME
1	11-8-17	Adoption of New EOP	

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Purpose, Scope, Situation, and Assumptions

Purpose and Scope

The Emergency Operations Plan (EOP) is intended to set forth lines of authority and assign responsibility for carrying out and coordinating actions during an emergency. The EOP will be activated when the Mayor of Berwyn Heights, or his/her designee, declares an emergency. It applies to all types of hazards that may affect the Town.

Situation Overview

This section outlines the hazards and threats that the Town is likely to encounter, and the Town's capabilities for response to the anticipated hazards/threats.

If an incident occurs, information gathering, communication, and initial access to those needing assistance or to an emergency scene are typically the biggest challenges. The Town may be required to assist with evacuating or sheltering residents, providing warming or cooling centers, providing security for uninhabitable structures, clearing roadways to assist the Fire Department and other emergency response personnel with access, and providing inspectors to assess structural damage. Capabilities that are not available in the Town will be requested through the County's Office of Emergency Management (<http://www.princegeorgescountymd.gov/533/Emergency-Management>).

Hazard and Threat Analysis Summary

The Town conducted a Hazard and Threat Analysis that included a survey of Town stakeholders and a review of past emergencies and significant incidents.

Examples of Hazards/Threats deemed most dangerous (i.e., most likely to cause severe damage or have a significant detrimental impact on the Town):

- An accident involving hazardous freight or passenger trains: The Washington Metropolitan Area Transit Authority (WMATA) Metrorail "Green Line" electrical track system and CSX train tracks form the western border of the Town.
- A regional-scale terrorist incident: Berwyn Heights is located approximately 10 miles from significant federal government and national assets. A regional event occurring in Washington D.C. could send hundreds of thousands of District of Columbia residents out into the surrounding communities. Berwyn Heights would be subjected to highway and road congestion, Metrorail passengers disembarking at the College Park and Greenbelt Metro station, and evacuees arriving on foot following the open route of the CSX train tracks or other paths of egress from the downtown area.

Examples of Hazards/Threats deemed most likely (i.e., have occurred in the past or have a significant probability of occurring):

- Flooding: Hurricane Agnes in 1972 along Indian Creek; and a microburst in 2014 that inundated the undersized storm water drains in the northeast section of Town.
- Loss of electricity: Several hurricanes and a 2012 derecho have left the Town without power for upwards of 7-10 days.
- Snowstorms: In 2010 and 2016 produced up to 3 feet of snow, closing schools and businesses and limiting vehicular access getting to Berwyn Heights and within the Town.

Additional hazards and threats identified in the Hazard and Threat Analysis, but not deemed to be most dangerous or most likely include: insider threats (e.g., disgruntled former Town employee), cyber-attacks, a suspicious package, bomb threats, utility disruptions, public health outbreaks, active shooters or vehicle attacks at a major gathering or event, and tornados.

Capability Assessment

Administration: The Town Office and Town Center buildings have natural gas-powered emergency generators to provide electricity in the event of a loss of power. All Town facilities have VoIP phones and this system allows incoming calls to be forwarded to a mobile phone in case an employee is not at their desk. Traditional landlines are available in Administration, Police, and Public Works. Additionally, there are four phones compatible with landlines labelled for emergencies in the Council Office. In the event of a cyber-attack or other emergency requiring IT assistance, the Town has on-call 24/7 IT support and file back-up and storage of saved electronic files. Administration maintains the Town’s website and social media accounts.

Code Compliance has access to the Town Call-A-Bus and could assist with helping transport residents and their pets, space permitting.

Police Department is trained in CPR, automatic defibrillator use, and first responder actions. Officers have take-home police vehicles; all police vehicles are equipped with a limited first-aid emergency kit.

The Chief of Police (or his/her designee) may initiate an electronic alert and make notification to the Town Council, Town employees, residents, and any others interested in receiving these updates. A person may sign up to receive these updates on the Berwyn Heights Police Department (BHPD) page at berwynheightsmd.gov, and clicking on the “Nixle” icon. BHPD Officers will perform a patrol check of the Town and use either the public announcement system equipped on patrol vehicles or go door-to-door to immediately notify residents, employees and any persons in Town of any safety measures for residents to follow.

The Chief of Police maintains a list of members of the Seniors Club and residents with special needs for officers to conduct welfare checks at these locations in case of emergency. Interested residents should contact BHPD to be added to this list. After approval from the Mayor or the Mayor’s designee, the Chief of Police (or his/her designee) may assign volunteers from the Town’s Neighborhood Watch/Emergency Preparedness (NW/EP) committee or the Town’s Community Emergency Response Team (CERT) to conduct these welfare checks, assist at the command center and or answer telephones.

Specific responses:

- **Blizzard:** Officers will utilize the BHPD fleet vehicles to conduct an assessment of the Town. The information gathered will be relayed to the Chief of Police, Director of Public Works, and Town Administrator.
- **Earthquake:** The on-duty officer will notify the Chief of Police (or his/her designee) immediately and conduct an assessment of the Town, starting with the Berwyn Heights Elementary School (BHES) when school is in session, or Town facilities when school is out of session. Officers, with

the assistance of the Fire Department, will check for fires and shut off utilities to control gas and water leaks at the BHES, Town Office and Town Center.

- Flood: The on-duty officer will notify the Chief of Police (or his/her designee) immediately and make an assessment of the Town, starting with the area near Indian Creek.
- BHES: Police will assist BHES in implementing the BHES emergency operations plan as necessary and as able.

CERT: Volunteers with this non-profit organization are trained to perform the following operations:

- Light search and rescue
- Fire extinguishments on small or controllable fires
- Basic triage of trauma victims
- Establishing safe evacuation areas
- Assist the public safety agencies as directed, i.e., answering telephones, or assisting BHPD with resident welfare checks.

In the event of a declared Town State of Emergency, the Mayor or Mayor's designee may activate the Berwyn Heights CERT.

NW/EP Committee: Maintains the emergency preparedness trailer and supplies for the Town (see Appendix B).

Public Works: The Director and Foreman are always available by cell phone and email, and the Director and Foreman rotate on-call duty each weekend. The Public Works Director and Foreman have established relationships with the management teams of the other members of the "Four Cities": College Park, New Carrollton and Greenbelt, as well as other municipalities in the area. A key tool for Public Works is activation of the Mutual Aid Agreement with surrounding communities should the Town need equipment, tools, or resources available in another community.

Berwyn Heights Volunteer Fire Department (BHVFD): While located in the Town, this group is under the auspices of, and dispatched by, the County. BHVFD is fortunate that due to the strong volunteer membership and the number of members who live in the Firehouse and within the community, they are able to staff every piece of equipment in the Firehouse when a major incident occurs. BHVFD maintains a membership phone list and an email list-serve that is used daily.

BHVFD currently operates four types of apparatus to handle the emergencies and incidents that occur in the area – a heavy rescue squad, a tractor-drawn aerial ladder truck, a life support ambulance and a rescue boat. The rescue squad carries up to eight firefighters and primarily responds to motor vehicle collisions but it also responds to structural fires to carry out search and rescue duties. The tiller truck, with a 106-foot aerial ladder and capacity for nine firefighters, is dispatched to structure types ranging from single story houses and four-story garden apartments to eighteen-story high-rises. BHVFD also operate three chief's vehicles and a utility truck for support needs.

In addition to having volunteer members who speak different languages, interpreters are available through the County's Public Safety Communication Center reached by dialing 9-1-1.

Planning Facts and Assumptions

The following facts and assumptions identify what the Town assumes to be fact in order to make it possible to execute the EOP.

Facts:

- In the event of a significant emergency, the immediate response priorities will be life safety, incident stabilization, maintenance of critical infrastructure, environmental conservation, and property conservation.
- The Town and allied Prince George's County agencies have the primary responsibility for emergency operations within its borders and will commit available resources to save lives, stabilize the incident and minimize property damage.
- The Town and allied Prince George's County agencies will carry out emergency response and recovery operations, utilizing local resources, unless or until the magnitude of the incident exceeds the capability of these resources.
- The Town Council has the authority to appoint an acting Town Administrator should the Town Administrator be temporarily or permanently incapacitated. The Mayor shall be recognized as head of the Town government; the Mayor Pro Tempore shall assume all Mayoral duties and responsibilities during the absence of the Mayor.
- The nearest hospital is Doctors Community Hospital, located at 8118 Good Luck Road. Follow Greenbelt Road (193) east towards Greenbelt/Bowie, make a right on Hanover Parkway, a left on Good Luck Road, and Doctors Community Hospital will be on the left.

Assumptions:

- Communications with Town employees will occur via mobile phones—either phone calls or text messages. Communications with the Town Council and residents may be provided via email, electronic alerts or social media (i.e., Nixle and Twitter). Communications with County, State and Federal partners may occur via phone lines (VOIP or landline), email, text or other dedicated emergency systems. Amateur radio operators in the area may be used to broadcast emergency information. See Appendix C.
- Activation of the Town's Essential Personnel Policy in the Employee Handbook.
- Mutual aid agreements and Prince George's County resources will be available to augment the Town's response.
- An incident which impacts the broader geographical area will result in competition among jurisdictions for scarce resources.
- Prince George's County residents and businesses are expected to use their own resources and be self-sufficient for at least seventy-two (72) hours.

Concept of Operations/Organization and Assignment of Responsibilities

This section outlines the Town's Concept of Operations for responding to emergencies. It identifies authorities for emergency response, describes the roles and organization of the Emergency Operations Center (EOC), and outlines how emergency operations will be conducted under the EOP. It also includes sheltering and evacuation procedures.

- All Town Departments will attempt to maintain a normal level of service during any emergency, but will respond to additional requirements established by the Town Administrator and communicated through the EOC.
- When an emergency exceeds the response capabilities of the Town, assistance will be requested from Prince George's County through the County's Office of Emergency Management.
- When an emergency exceeds the response capabilities of both the Town and Prince George's County, assistance will be requested by the Prince George's County Office of Emergency Management to the State of Maryland through the Maryland Emergency Management Agency (MEMA).
- When an emergency exceeds the response capabilities of the Town, Prince George's County, and the State of Maryland, assistance will be requested by the Maryland Emergency Management Agency to the United States Department of Homeland Security through the Federal Emergency Management Agency (FEMA).
- The coordination of a large number of organizations, public and private, will be of paramount importance.
- It may be necessary to suspend routine functions during an emergency. In this case, the responsible Town Departments will redirect their efforts to the accomplishment of emergency tasks.
- During emergencies, disaster assistance operations will be continuous. Town departments having functional responsibilities for these operations will operate on a 24-hour per day, seven days per week schedule as may be required when the Town's Essential Personnel Policy is activated.
- The Town will coordinate with other local governments should there be no emergency declaration from Prince George's County.

Declaration of Emergency/Activation of EOP

The Town Administrator and Chief of Police must notify the Mayor immediately of any situation with the potential to warrant the declaration of an emergency. The Mayor has the authority to declare the Town State-of-Emergency based on his/her best judgment (see Appendix D for a template declaration). In the event the Mayor is unreachable, the Mayor Pro Tempore, followed by the Town Council members (in order of succession, per Appendix A), then the Town Administrator (if the elected officials cannot be reached) is authorized to declare a state-of-emergency. The Town Council will be advised of the declaration of a Town state-of-emergency by the Town Administrator (or his/her designee) as soon as possible once the state-of-emergency is declared.

Following the declaration of an emergency, the EOP will be in effect and the Town Emergency Operations Center (EOC) will be activated.

A Town state-of-emergency will be declared automatically if a Prince George's County, State of Maryland, or Federal state of emergency is declared within the boundaries of, or including, the Town of Berwyn Heights.

If coordinated County action is warranted (e.g., the emergency is expected to overwhelm the resources of the Town or the Town does not have the specialized resources required to respond to the incident), the Town Administrator is authorized to communicate directly with all appropriate County agencies to request support. In the event the Town's resources are overwhelmed to the degree that a County state-of-emergency declaration may be necessary, the Town Administrator will contact the County Office of Emergency Management to request that a County state-of-emergency be declared, if one has not already been so declared.

Emergency Operations Center

The Town will coordinate emergency response activities from the Emergency Operations Center (EOC). These activities govern the Town-wide response to the incident and are intended to support, not interfere with, the tactical response operations directed by the Incident Commander.

The Town Administrator will manage the emergency response from EOC. The primary location for the EOC will be the Berwyn Heights Town Office. If the Town Office is not accessible, the EOC will be at the Town Center. Other locations may be designated as necessary (see Appendix E).

Upon declaration of a Town State-of-Emergency, the following personnel (or their designees) will report immediately to the EOC. Essential personnel will check-in and check-out with the Town Administrator (or his/her designee).

- Town Administrator
- Police Chief
- Director of Public Works
- Code Compliance Supervisor
- Town Treasurer/HR Manager
- Town Clerk

The Town expects to communicate and cooperate with allied County agencies and community organizations through the EOC. Such agencies and partners could include the Berwyn Heights Volunteer Fire Department, Neighborhood Watch/Emergency Preparedness Committee, Commercial District Management Authority, Berwyn Presbyterian Church, M-NCPPC Berwyn Heights Community Center, and Berwyn Heights Elementary School.

The EOC will be organized using a Departmental structure to the extent possible, given personnel training and availability at the time of the incident. Town personnel in the EOC should be aware and follow the Incident Command Structure (ICS) as many jurisdictions, including Berwyn Heights, use ICS to manage their responses. Guidance on the ICS structure can be found in Appendix F.

The EOC will cease operations at the conclusion of the declared state-of-emergency when sufficient action has been taken to ensure Town residents are safe and basic Town services have been restored.

Responsibilities

Mayor

- Convenes the Town Council in Work Sessions or Town Meetings to make policy decisions pursuant to the Town Charter, specifically Section 311.1 – Emergency Meetings, and Section 609.1 – Negotiated Contracts during emergency situations.
- Serves as the spokesperson for the Town.

Mayor and Town Council

- Public communication
 - Set the tone and direction for emergency preparedness for the Town government and residents, visitors, and businesses
 - Establish pre-incident relationships with those likely to assist during an emergency
 - Communicate with the public during the event by providing information regarding the nature of the event, status of community response, and what actions individuals should take
 - Instill public confidence in the Town’s response to the event
- Assess strategic community needs during the event, and ensure those needs are met
- Make proactive policy decisions
- Support response efforts by ensuring resource availability and supporting trained, on-scene responders
- Please see Appendix F for further information about the role in the Incident Command Structure.

Departments

Town Department Directors have a responsibility to manage their departments on a day-to-day basis in accordance with the authority granted to them by the Town Council, Town Administrator, or by Town ordinance. In the event of a significant emergency, they will be expected (to the extent possible) to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The following is a partial list of duties and assigned responsibilities for emergency operations in Berwyn Heights that may vary, depending on the type and scope of incident. Departments that are directly involved in the emergency response are expected to maintain 24-hour operations throughout the course of the emergency. Essential personnel or their designees must be available at all times in accordance with the Town’s Essential Personnel Policy.

Administration Department

- Manage the EOC operations, as well as administrative functions of the EOC. Electricity, heating/cooling, potable water, emergency rations, resting areas for employees.
- Serve as Public Information Officer (PIO) within the following guidelines:
 - Promise only what can be delivered.
 - Consider how national/international media attention would be handled.
 - Use a Joint Information System to ensure timely information sharing across multiple jurisdictions.

- In most events, the Prince George's County responding agencies will fulfill the PIO role as has been past practice in coordination with the Town's PIO.
- Employee relations
 - Authority to cancel scheduled employee leave.
 - May require all personnel to work beyond normal shift hours for an extended period.
- May alter normal organizational structures to complete required tasks.
- May suspend normal operations.
- Provide financial support; if necessary, in conjunction with the Town Council.
- Contact businesses for potential resources (food, water, gasoline).
- Maintain records.
- Communications center. Electronic and hard-copy (posters, signs, hand-outs).
- Consider how to handle visiting elected officials.

Code Department

- Contact residents regarding suspension of Ordinances: e.g., parking on grass may be approved.
- Support the Public Works Department, as requested through the EOC, in conducting damage assessment.
- Contact managers of bus routes: University of Maryland, WMATA, The Bus (Prince George's County) to alert them of potential changes through/around Town.
- Prepare the Call-a-Bus, Administration and Code vehicles for use, if requested.

Police Department

- Protect lives, and where appropriate and feasible, property.
- Notify Berwyn Heights Elementary School immediately following declaration of a state-of-emergency.
- Coordinate with allied public safety agencies.
- Execute Mutual Aid Agreements, as requested.
- Activate 2002 Memorandum of Understanding with the Prince George's County Police Department, as needed.

Public Works Department

- Secure trash cans, picnic tables and other loose equipment in Town parks and facilities, if possible, ahead of the event.
- Prepare vehicles (trucks with snow plows, backhoe) and equipment (chainsaws, ropes and pulleys, generator) for use, if requested.
- As soon as practicable following an incident, begin damage assessment.
- Execute Maryland Municipal League (MML) Mutual Aid Agreement, as requested.

Neighborhood Watch/Emergency Preparedness Committee

- Maintain the emergency trailer and supplies for deployment. See Appendix B for an inventory.

Supporting Organizations

Berwyn Heights Volunteer Fire Department (BHVFD)

- Under County direction, other County fire companies may be dispatched based on availability and need.

Community Emergency Response Team (CERT)

- Activate at the request of the Mayor or Mayor's designee.
- The Mayor may appoint any designee, including CERT, to collect information on the emergency for the EOC. This team will be equipped with a radio to communicate with the Police and with a Town map (See Appendix E).
- Set up and staff temporary heating/cooling shelter at the Town Center, if requested.

Sheltering and Evacuation

Depending on the incident, sheltering or evacuation may be required for Town residents and visitors.

Any mass evacuation of Berwyn Heights residents will be coordinated by Prince George's County or the State of Maryland. Town employees will help coordinate any evacuation process.

The Town Center will serve as a temporary heating (warming) and cooling facility in the event a large number of residents are displaced from their homes in severe weather. The capacity of the Town Center is 115 people; the capacity of the Senior Center and Love Room combined is 75. The Town will also coordinate with the Prince George's County School System, the Prince George's County Parks and Recreation Department, and the American Red Cross to open sheltering facilities in or near the Town. The Town will operate any heating or cooling facilities within the Town, and seek the assistance of any governmental unit (such as Prince George's County) or public aid organizations (such as the American Red Cross) if necessary. Appropriate personnel from the Town, include CERT, may be utilized to staff these facilities.

Berwyn Heights Elementary School has an established Emergency Plan, with Evacuation and Relocation specifics pertaining to children in school during an emergency.

Restoration of Town and Public Services

Efforts to restore Town/public services to a basic functioning level shall be generally prioritized as follows:

Tier I

- Address life and safety issues
- Restore vehicle access to first priority roads (Berwyn Road, Pontiac Street, 58th Avenue, 60th Avenue, Edmonston Road, and Ballew Avenue) per the Public Works Standard Operating Procedure
- Ensure access to police, fire, and emergency services with one lane open on all roads

Tier II

- Facilitate and aid restoration of water distribution and waste water collection through coordination with WSSC
- Facilitate and aid restoration of electrical, gas, and telephone service through coordination with PEPCO, Washington Gas, Verizon, and Comcast
- Ensure two-lane vehicle access on residential roadways

Tier III

- Restore all other Town services as soon as possible, at the direction of the Mayor/Town Administrator
- Undertake debris removal
- Contact residents regarding suspension of any Ordinances (e.g., the amount of trash that can be put out for collection)

Recovery

Recovery planning is outside the scope of the EOP, but likely to require funding through Town Council action, and operational support from each Department. The Town Administrator shall coordinate recovery, including the contact and inclusion of area support services, relevant organizations, and other volunteers, with meetings called as necessary to assess the recovery operation and coordinate departmental activities. Recovery activities may include coordination with the State and Federal government for administering State and Federal public assistance.

Communications

If it is necessary to notify the public in an emergency, the Town's website and Twitter account will be utilized to broadcast important information to the public. Written information may be posted at the Town Office or Town Center.

The Town Administrator, or designee, will be responsible for keeping a current list of all major local television and radio stations, as well as major newsprint organizations (see Appendix C). The designated Public Information Officer, operating from the EOC, will communicate all vital information (including social and mainstream media) for dissemination to the public.

The Town will also contact Maryland Relay at 711 and The Metropolitan Washington Ear, Inc. at (301) 681-6636 in order to ensure that the community's hearing and visually impaired residents are advised.

In the event that door-to-door communication is warranted, the Police Department will be primarily responsible for the effort. Code Department employees and NW/EP or CERT volunteers may also be mobilized to participate in a door-to-door communications campaign. If the need arises, other Town employees may be asked to participate in such an effort. Door-to-door communications will be managed from the EOC.

In the event of a media presence during or after the emergency, the designated Public Information Officer (PIO) will be responsible for organizing and publicizing any press releases or news conferences. The PIO may be from a responding local, State, or Federal agency at the Town Administrator's decision

as determined by the nature of the incident. The PIO will be responsible for all media relations, including safeguarding restricted information and the privacy of those who may have been traumatized by the emergency. Operational personnel should refer all inquiries for information regarding the emergency to the designated Public Information Officer, and the Town's PIO is the only Town employee authorized to speak with media.

Administration, Finance, and Logistics

Administration

During the emergency response:

- Document the actions taken and decisions made (e.g., incident and damage assessment, incident command logs, employee and volunteer time sheets, equipment use logs, and cost recovery documents).
- Take minutes of any emergency Council meetings.
- Activate any existing Memorandums for Police services or Public Works services. Current Memorandums exist for Police services with Greenbelt and Edmonston (as of 2013), and for Public Works services through a state-wide agreement to which the Town joined in 2012.
- Participate in County and State coordination calls.

After the emergency response:

- Use the documented actions to create permanent historical records, recover costs through State or Federal government reimbursement or through the Town's insurance policies and programs.
- Develop lessons learned as a result of the emergency response to include any new mitigation strategies.

Finance

- Review the incident and damage assessment, incident command logs, time sheets, equipment use logs, and cost recovery documents for accuracy and completeness.
- Seek State or Federal public assistance should there be a State or Federal Emergency Declaration through coordination with the Prince George's County Office of Emergency Management and the Maryland Emergency Management Agency.

Logistics

- Detailed equipment inventory is available under the "Capabilities" section.
- A local hauling company has been contractually retained to assist when the Town lacks the equipment to respond to an emergency (e.g. use of a skid steer to clear streets of snow), or when the Town's resources may be overwhelmed and require additional support (e.g., should the Town need an additional dump truck to haul away accumulated snow).

Plan Development and Maintenance

The Town Administrator is responsible for developing, maintaining, and distributing the EOP. The Town Administrator may solicit assistance from the Town Council or subject matter experts in developing and maintaining the EOP. The plan is publicly available on the Town's website at all times. Due to the sensitive nature of some of the information contained in certain Appendices, the Appendices are not publicly available but can be obtained by contacting the Town Administrator, at his/her discretion.

The EOP will be reviewed annually as required to incorporate new county, state, and federal guidelines or directives and/or to address significant operational issues. This review will include the Department Directors, Berwyn Heights Volunteer Fire Department Chief and/or Assistant Chief, and Neighborhood Watch/Emergency Preparedness Committee Chair(s). Minor changes may be incorporated into the plan at the Town Administrator's discretion. The Town Council must review and approve substantive changes. At a minimum, the EOP will be reviewed in its entirety every five (5) years.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. A "Notice of Change" will be prepared and distributed by the Town Administrator. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments. Upon publication, the change will be considered as part of the EOP.

Authorities and References

Federal:

- The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
- The Disaster Mitigations Act of 2000, Public Law 106-390.
- The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.
- Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- National Response Framework (NRF), January 2008.
- National Incident Management System (NIMS), March 2004. Amended December 2008.

State

- Public Safety Article, §14-101, et. seq of the Annotated Code of Maryland.
- Local State of Emergency, Md. Code Ann., Pub. Safety §14-111.
- Maryland Good Samaritan Act, Maryland Law: Courts and Judicial Proceedings §5-309(a-c).
- Executive Order 01.01.2005.09, the State of Maryland Adoption of the National Incident Management System.

Local

- Prince George's County Code Subtitle 6. Emergency Management.
- County Executive Order 85-1976, amendment to Executive Order 18-1975.
- Section 14, Title of Office of Emergency Preparedness, Dated July 20, 1976.

- County Executive Order 14-2003, Section 14, Title of Office of Homeland Security, Dated July 1, 2003.
- County Executive Order 3-2005, Designation of the National Incident Management System (NIMS) as the basis for all Incident Management in Prince George's County, MD (February 25, 2005).

Appendix A: Contacts

Elected Officials

Town Council

Town Employees

Essential personnel with an indication of a language proficiency other than English

Response Volunteers (CERT)

Key Contacts From Other Jurisdictions

E.g., Public Works, Prince George's County EOC Municipal Liaison, Prince George's County Police Department, M-NCPPC Park Police, Department of the Interior (Greenbelt Park) Park Police

Contacts for Town Stakeholders

E.g., Commercial District Management Authority, Berwyn Presbyterian Church, M-NCPPC Berwyn Heights Community Center, and Berwyn Heights Elementary School

Contacts for Essential Services

IT support

Utilities (Water/Sewer, Electricity, Gas)

Contract Hauler

Small Business Administration Home and Property Disaster Loans

Appendix B: NW/EP Trailer Inventory

Appendix C: Communications

List of names of people who have access to these systems (e.g., Twitter account, amateur radio operators).

Newspapers, television, and radio contacts

Appendix D: Template Emergency Declaration

RESOLUTION X – 20XX

Sample Declaration of Emergency

WHEREAS, the Town of Berwyn Heights has suffered from a _____ (i.e., tornado, flood, severe storm, etc.) that occurred on _____ (include date(s) and time).

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of the Town of Berwyn Heights within the disaster area.

WHEREAS, all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation.

NOW THEREFORE BE IT RESOLVED, pursuant to the Town Charter, Chapter IV – Powers of the Council, the Mayor of the Town of Berwyn Heights has declared a state of emergency on behalf of the Town of Berwyn Heights, and will execute for and on behalf of the Town of Berwyn Heights, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and requesting assistance from Prince George’s County and the State of Maryland.

BE IT FURTHER RESOLVED, that the Town Council of the Town of Berwyn Heights this __ day of _____ does hereby adopt the Declaration of Emergency; and

BE IT FURTHER RESOLVED, by the Town Council of the Town of Berwyn Heights that this Declaration of Emergency shall become effective this _____.

RESOLVED,

Mayor’s Name

Town of Berwyn Heights

ATTEST:

Town Clerk

Appendix E: Directory of Town and Local Facilities for Evacuation or Relocation

List alternate EOC locations here

List temporary cooling/warming centers here

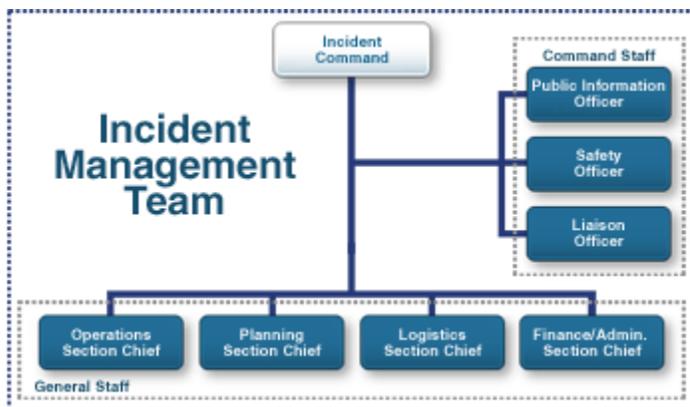
List of facilities with showers

List of pet shelters

Appendix F: Incident Command System (ICS) Resources

For more information and links to the courses, please visit FEMA's ICS Resources website. (<https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm>)

Within the Incident Command Structure, elected and executive-level officials are responsible for providing leadership and information to the community, resolving policy issues that arise during the response, and setting strategic objectives from their office or the EOC while providing operational support in their respective policy role as Department Head. FEMA's sample ICS organizational chart is shown at the right.



Baseline Courses

- **IS-700 NIMS, an Introduction:** This independent study course introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.
- **ICS-100 Introduction to the Incident Command System:** This independent study course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.

Additional Courses

- **ICS-200 ICS for Single Resources and Initial Action Incidents:** This independent study course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.
- **IS-800 National Response Framework (NRF), an Introduction:** The course introduces participants to the concepts and principles of the NRF.
- **ICS-300 Intermediate ICS for Expanding Incidents:** ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses. **In-person training**
- **ICS-400 Advanced ICS:** This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300. **In-person training**
- **Position-Specific Training:** These courses are designed to provide State and local-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of Command and General Staff members. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge. **In-person training**

Appendix G: CERT Operating Procedures

Community Activation: Provide support to emergency response agencies as needed.

1. In the event emergency services within Prince George's County are overwhelmed, CERT is designed to take action and provide care and support throughout the immediate area.
2. CERT members are not professional emergency services personnel as defined by State law; therefore, all CERT members must use care and diligence when responding or reporting to emergencies.
3. The responding public safety agency should advise CERT members of the nature of the emergency, the number of CERT members needed, and the staging location for operations when assisting the public safety agency.

Notification:

Members should be notified of developing situations in their neighborhoods by radio, television, and telephone communications.

Coordination:

Community activated CERT members should be directed by public safety agencies either on the scene or through available communications.

Note to CERT members:

CERT members must comply with the requirements of received CERT training as well as comply with all Federal, State and Local laws when functioning as a CERT member. CERT members are not police officers, firefighters or paramedics. CERT members' first responsibility is to ensure the safety of the CERT member and the member's family. CERT members are directed to stay within the scope of that which the CERT member has been trained to provide.