

# **District of Columbia**

# **District Response Plan**

**December 2005**

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## FOREWORD

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In response to the attacks of September 11, 2001, the District of Columbia (the District) government focused great effort to assess and revise city emergency plans. To expedite this effort, a Domestic Preparedness Task Force was established by Mayor's Order number 2001-142 dated September 19, 2001. The Task Force included heads of District agencies with public safety and emergency functions, as well as key related business, industry, college, and university representation. The focus of the Task Force was to examine the city's overall preparedness, existing emergency plans and procedures, and related training efforts. The Task Force and the Emergency Management Agency led the refining of the city's Emergency Operations Plan and other emergency plans to develop the District Response Plan (DRP). City agency personnel worked with their regional, federal, and non-governmental partners to clarify methods of interaction and operating processes, and to refine roles and responsibilities.

The DRP provides the framework for the District government entities to respond to public emergencies in the metropolitan Washington area. The DRP provides a unified command and control structure for District emergency response operations to ensure a coordinated and effective operation. The DRP incorporates the concepts and processes of the National Incident Management System (NIMS) and the National Response Plan (NRP). The DRP describes how District agencies will work collaboratively within the District and with our regional and federal partners. The ultimate goal is to protect the public and respond efficiently and effectively to significant incidents that threaten life, property, public safety, and the environment in the District of Columbia.

The DRP design was based upon the functional structure of the NRP with recognition that for some disasters, the full capabilities of the federal government may be needed to confront the total response requirement. In those situations, should they arise, the response operations of the District will be complemented by our federal partners in support of the District and the Nation's Capital. It is also possible that our regional partners will be similarly impacted, directly or indirectly, and our plan considers regional cooperation as well. This plan is a policy document that will be accompanied by supporting annexes, and will be updated once a year at a minimum.

To institutionalize the Task Force effort on an ongoing nature, I established the Emergency Preparedness Council (EPC) by Mayor's Order number 2002-01 dated January 2, 2002. The EPC is chaired by the Deputy Mayor for Public Safety and Justice, and consists of chief executives of agencies that have a role in planning for, responding to, and/or recovering from a public emergency affecting the District of Columbia. The EPC coordinates recommendations for revisions to the District Response Plan, as well as periodic exercising of the plan.

The DRP must remain a dynamic and flexible document that will change and mature with each update. In order for the plan to be effective, it must be challenged, tested, and retested

through real-world operations, and District and regional exercises. It must reflect the knowledge gained from our experiences and lessons realized during disaster and emergency situations. I am confident that it will perform its function as a tool to improve coordination and strengthen relationships among District, local, regional, and federal agencies with which we will operate in future emergencies. The partnerships forged during this planning process are the glue that will bind us together when faced with unknown challenges that lie ahead.

Anthony A. Williams  
Mayor  
District of Columbia



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## LETTER OF AGREEMENT

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The District Response Plan (DRP) describes the mechanism and structure by which the District government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency within the boundaries of the District of Columbia. Local and state assistance is available through Mutual Aid Agreements, Memoranda of Understanding, and the Emergency Management Assistance Compact. Federal assistance is available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, as well as individual agency authorities, to save lives; protect public health, safety, property, and the environment; alleviate damage and hardship; and reduce future vulnerability.

By signing this letter of agreement, District agencies and organizations commit to:

- Support the DRP concept of operations and carry out their assigned functional responsibilities to ensure the orderly, timely delivery of assistance;
- Cooperate with the Mayor, Incident Commander, Consequence Management Team Director, and/or Federal Coordinating Officer appointed by the President to provide effective oversight of disaster operations;
- Make maximum use of existing authorities, organizations, resources, systems, and programs to reduce disaster-relief costs;
- Form partnerships with counterpart local and state agencies, voluntary disaster relief organizations, and the private sector to take advantage of all existing resources; and
- Continue to develop and refine District and regional planning, exercise, and training activities to maintain necessary operational capabilities.

Signatory agencies and organizations are located on the following pages.

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## SIGNATORIES TO THE DISTRICT RESPONSE PLAN

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Anthony A. Williams  
Mayor  
District of Columbia



Robert C. Bobb  
City Administrator



Alfreda Davis  
Mayor's Chief of Staff  
Executive Office of the Mayor



Edward D. Reiskin  
Deputy Mayor for  
Public Safety and Justice



Herbert R. Tillery  
Deputy Mayor  
Office of Contracting and Procurement  
Interim Chief Procurement Officer



Stanley Jackson  
Deputy Mayor for  
Planning and Economic Development



Brenda Donald-Walker  
Deputy Mayor for Children, Youth,  
Families, and Elders



Barbara Childs-Pair  
Director  
Emergency Management Agency



Dan Tangherlini  
Director  
District Department of Transportation



Vincent S. Morris  
Director  
Office of Communications  
Executive Office of the Mayor



William O. Howland, Jr.  
Director  
Department of Public Works



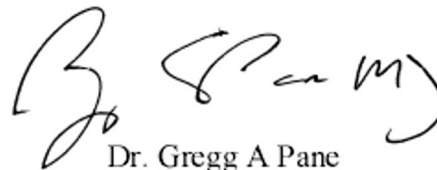
Suzanne Peck  
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Office of the Chief Technology Officer



Adrian Thompson  
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Fire and Emergency Medical  
Services Department



Yvonne D. Gilchrist  
Director  
Department of Human Services



Dr. Gregg A. Pane  
Director  
Department of Health



Chuck Clinton  
Director  
DC Energy Office



Charles H. Ramsey  
Chief  
Metropolitan Police Department

# Base Plan

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## I. INTRODUCTION

The District of Columbia (the District or DC) is a unique governmental entity in the United States. It is simultaneously considered a city, a state, and a federal entity with many strong connections to the institutions of our national government. The White House, the Capitol, the Supreme Court, and dozens of federal agencies lie within the District. The Washington Monument, Lincoln Memorial, and other key symbols of our nation's history and culture reside here. With its government institutions, defense interests, tourist attractions, and natural environment, the District is a unique and visible symbol of America—highly visible but also vulnerable.

The District is vulnerable to numerous hazards including severe weather and hazardous material spills. It is also vulnerable to terrorist attacks. The District can manage many disaster situations with internal resources; however, there are possible incidents that may overwhelm its assets and capabilities. The District Response Plan (DRP) establishes the framework that ensures the District's preparedness to deal with any of these hazards.

The DRP structures the response organizations functionally: grouping capabilities, skills, resources, and authorities across the District government into specific functional areas. Using this functional framework, the DRP outlines how resources will be leveraged and implemented and, when necessary, how federal and regional partners will be engaged for support. The plan unifies efforts of District agencies and departments, non-governmental and voluntary organizations, and regional and federal partners involved in emergency management for a comprehensive effort to reduce the effects of any emergency or disaster within the District.

The DRP is organized into the following sections:

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

### DC Facts and Figures

- 69 square miles
- 572,000 DC residents
- 5 million residents in the DC metropolitan area
- Seat of the federal government
- 45,300 business firms
- 12 colleges and universities
- Hundreds of museums, monuments, theaters, and attractions
- Historical significance
- 4 military installations
- 20 million visitors annually

- The **Emergency Support Function Annexes** organize the District agencies and departments into Emergency Support Functions (ESFs). The District has identified 16 ESFs, a structure patterned after the system outlined in the National Response Plan (NRP). Each of the 16 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 primary and support agencies involved in each ESF. The 16 ESFs in the DRP are:

ESF #1: Transportation

ESF #2: Communications

ESF #3: Public Works and Engineering

ESF #4: Firefighting

ESF #5: Information and Planning

ESF #6: Mass Care

ESF #7: Resource Support

ESF #8: Health and Medical Services

ESF #9: Urban Search and Rescue

ESF #10: Hazardous Materials

ESF #11: Food

ESF #12: Energy

ESF #13: Law Enforcement

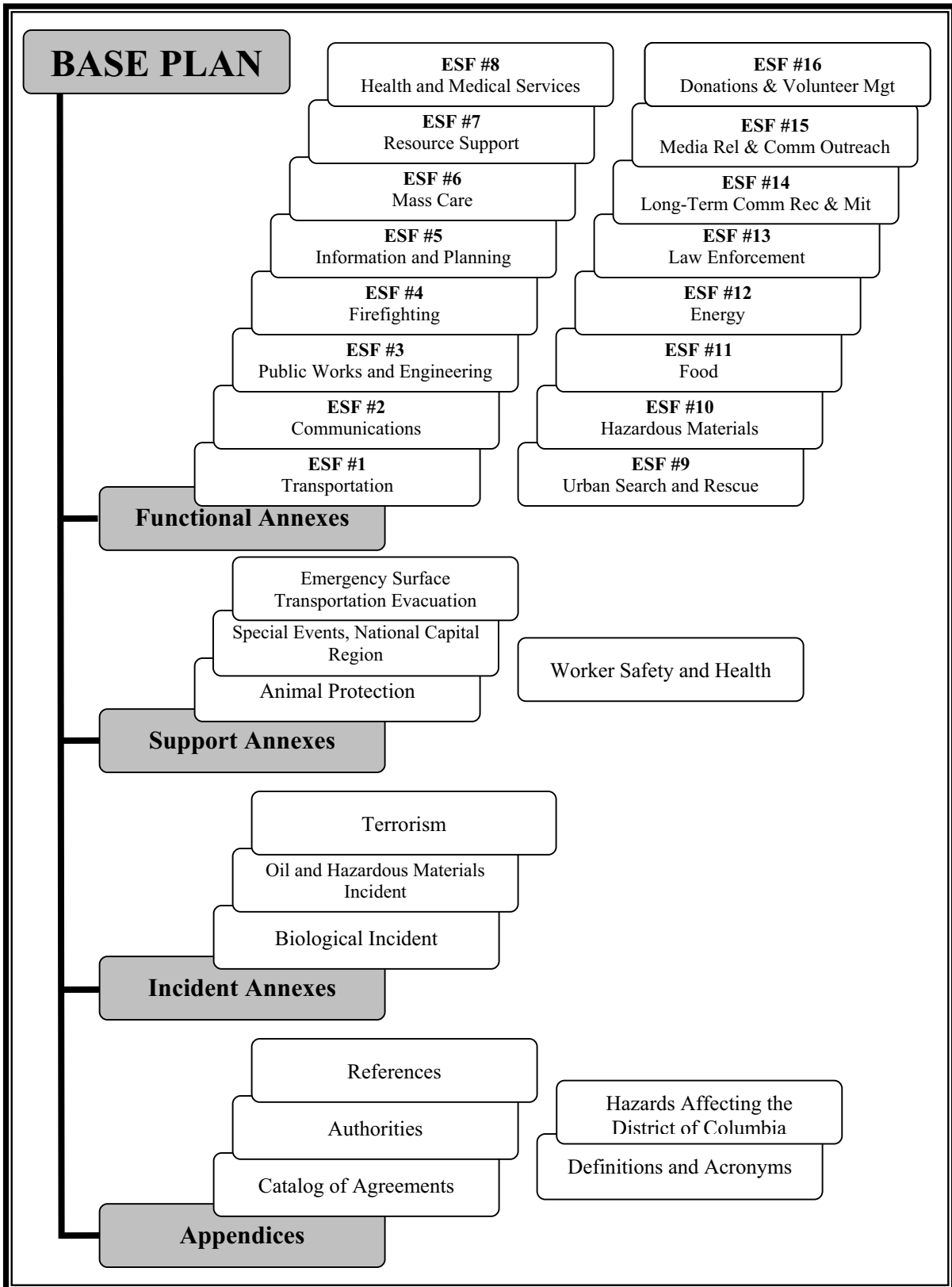
ESF #14: Long Term Recovery and Mitigation

ESF #15: Media Relations and Community Outreach

ESF #16: Donations and Volunteer Management

- **Support Annexes** provide information on common functional processes and administrative requirements necessary to ensure efficient and effective incident management. This section of the DRP is composed of the following annexes: Animal Protection; Emergency Surface Transportation Evacuation; Special Events, National Capital Region; and Worker Safety and Health. (*See Figure 1: Organization of the District Response Plan.*)
- **Incident Annexes** provide information on contingency or hazard situations requiring specialized application of the DRP. This section of the DRP is composed of the following annexes: Biological Incident, Oil and Hazardous Materials Incident, and Terrorism.
- **Appendices** contain additional pertinent information such as Catalog of Agreements, Authorities, References, Definitions and Acronyms, and Hazards Affecting the District of Columbia.

Figure 1: Organization of the District Response Plan



Each ESF has a corresponding **District Emergency Action Pocket Guide**. These are tools to assist District Agency Duty Officers for each ESF in the performance of their assigned duties in the event of a public emergency in the District of Columbia. While these are separate documents and not contained in this plan, they are updated on a regular basis with key information from existing District agency emergency plans, and provide a quick reference for critical information.

## A. Purpose

The DRP has been developed to provide the framework for District government entities to respond to a public emergency in the District metropolitan Washington 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 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 that threaten life, property, public safety, and the environment within the District.

*The District Response Plan provides the framework for how the District of Columbia will respond to a public emergency*

To meet this goal, the DRP:

- Establishes the concepts and policies under which elements of the District government will operate during a public emergency;
- Sets forth lines of authority and organizational relationships and focuses on measures that are essential for the protection of the public;
- Establishes structure through which the District will implement notification, activation, and response, and also initiate recovery from public emergencies;
- Describes the roles and responsibilities of District agencies in performing each of the ESFs;
- Provides processes for the integration of ESF resources in a coordinated response effort;
- Coordinates response and recovery activities with voluntary agencies active in disasters, Advisory Neighborhood Commissions, and the business community;



- Provides a framework for the District government to coordinate with regional jurisdictions;
- Addresses roles and relationships between District, regional, and federal agencies during public emergencies within the District; and
- Addresses linkages to other emergency response plans.

## 1. Scope

The DRP concepts apply to any public emergency, which is defined in DC Code 7-2301 as a disaster, catastrophe, or emergency situation where the health, safety, or welfare of persons in the District is threatened by actual or imminent consequences within the District of:

- Enemy attack, sabotage, or other hostile action;
- Severe and unanticipated resource shortage;
- Fire;
- Flood, earthquake, or other serious act of nature;
- Serious civil disorder;
- Any serious industrial, nuclear, or transportation accident;
- Explosion, conflagration, power failure; or
- Injurious environmental contamination that threatens or causes damage to life, health, or property.

The structure outlined in the DRP is responsive to the full range of requirements that could accompany any public emergency in the District. It is designed to focus initial response efforts on saving lives, protecting property, and meeting basic human needs in the hours and days following such a public emergency. Additionally, the DRP is structured to aid in restoring emergency-affected areas and reducing the vulnerability to future public emergencies while remaining sensitive to the unique aspects of the Nation's Capital.

The DRP applies to all signatory District departments as well as independent organizations that may be tasked to provide assistance in a public emergency. For purposes of the DRP, any reference to District agencies with respect to their responsibilities and activities in responding to a public emergency generally means District departments and agencies. Additionally, other non-government or quasi-government organizations such as the Water and Sewer Authority, Verizon, American Red Cross, Potomac Electric Power Company, Washington Gas Company, District universities, and volunteer organizations function as non-governmental support agencies in coordinating response efforts in a public emergency. The plan is structured so that District agencies can respond under individual

agency authorities and capabilities if appropriate or as part of a functional team in a collaborative effort.

The DRP takes an all-hazards approach to disaster response, which means the plan does not address specific scenarios, but can be utilized in any public emergency situation. According to a vulnerability assessment of the District, there are five major categories of hazards that may pose a threat to the District:

***The DRP takes an all-hazards approach to disaster response.***

- ***Natural Hazards***—severe weather, hurricanes, tornadoes, flooding, or earthquakes;
- ***Infrastructure Disruptions***—utility and power failures, water supply failures, critical resource shortages, or exploding manhole covers;
- ***Human-caused Events and Hazards***—urban fires, special events, civil disorder, or transportation accidents;
- ***Technological Hazards***—hazardous materials, radiological, biological, or computer-related incidents; and
- ***Terrorist Incidents***—bomb threats, sabotage, hijacking, or armed insurrection that threaten life or property. Terrorist attacks can also be conduits through which biological, chemical, and radiological agents can be employed.

Regardless of the threat, the DRP structure enhances the District’s ability to work collaboratively with federal response partners by working in parallel with federal emergency response plans such as the National Response Plan (NRP), the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), and other national security emergency program plans and initiatives.

## 2. Regional Response Implications

While the DRP focuses on the coordination and capabilities of District government agencies, it also recognizes that there are few actions that are taken by the District in large emergency operations that do not impact directly or indirectly on its regional partners. The DRP is intended to address the functional interfaces with jurisdictions outside of District boundaries especially in the areas of communications, public information, transportation, public safety, health, schools, and utilities.

***The District is actively engaged with its regional partners in the development and coordination of regional response plans.***

While regional interoperability is not the primary focus of this plan, the District is actively engaged with its regional partners in the development and coordination of regional response plans through the Metropolitan Washington Council of Governments (COG). COG coordinates among the 17 local governments surrounding the District. The most important operational interface with COG is in the area of coordinating information among the regional partners. COG is working to establish a regional incident communication and coordination system (RICCS) to handle this function.

### **3. District Response Plan Relationship within the Intergovernmental Emergency Response Framework**

The combined emergency management authorities, policies, procedures, and resources of the District, regional, and federal government, and other entities constitute a District disaster response framework for providing assistance following a public emergency. Other entities include international organizations, voluntary disaster relief organizations, and the private sector.

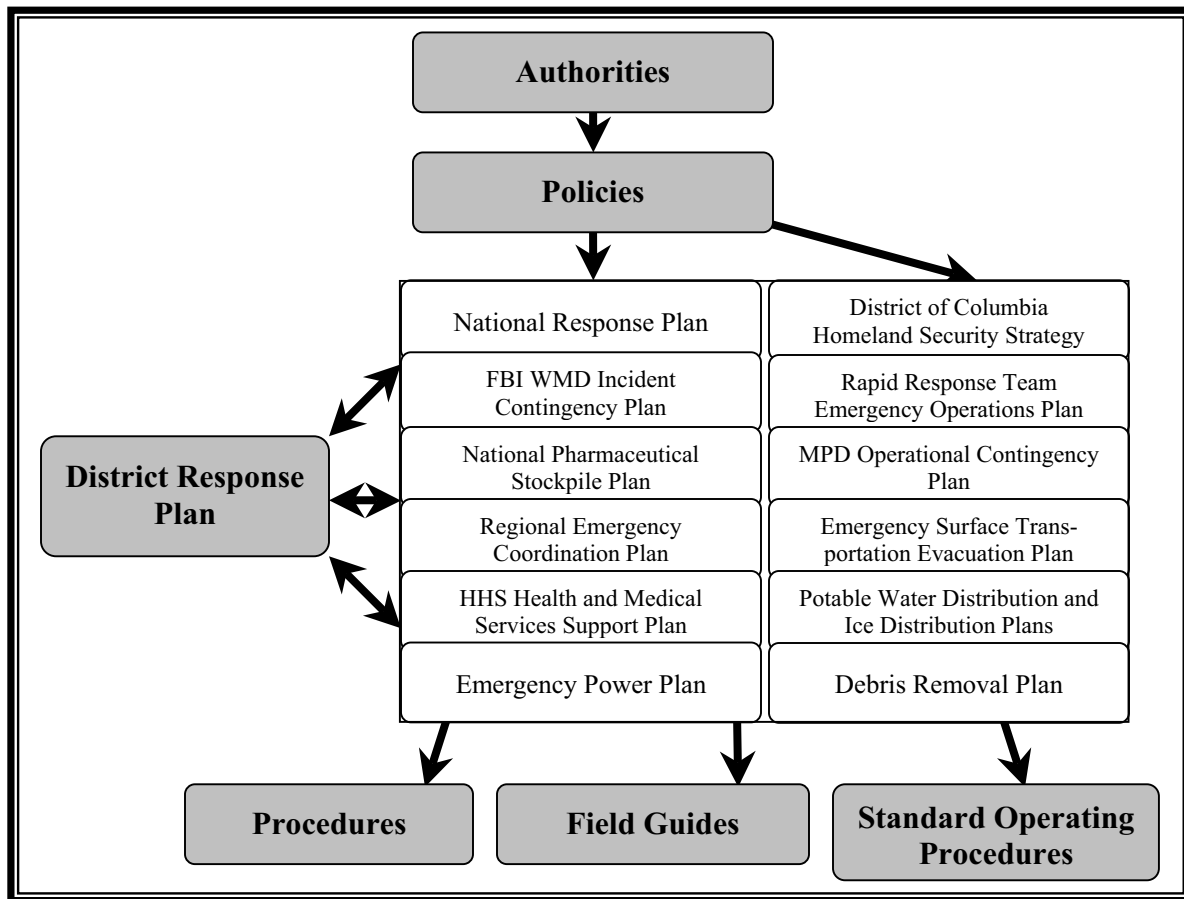
Within this framework, the District can provide personnel, equipment, supplies, facilities; and managerial, technical, and advisory services in support of emergency assistance efforts. Various District, regional, and federal statutory authorities and policies establish the basis for providing these resources. A list of emergency response and recovery-related directives, together with a summary interpretation of each legal citation, has been compiled in an appendix to this plan. (*See Appendix B: Authorities.*)

Under *DC Official Code, Division I. Government of District, Title 7. Human Health Care and Safety. Subtitle J. Public Safety. Chapter 22. Office of Emergency Preparedness*, the District of Columbia Emergency Management Agency (EMA) has been delegated primary responsibility for coordinating District emergency preparedness, planning, management, and disaster assistance functions. In this stewardship role, EMA has the lead in developing and maintaining the DRP.

The DRP describes the structure for organizing, coordinating, and mobilizing District resources to augment response efforts. The DRP also may be used in conjunction with the National Capital Region Plan (under development), state and local plans, federal emergency operation plans developed under statutory authorities, as well as Memoranda of Understanding (MOUs) among various federal agencies. In particular, the DRP may be implemented concurrently with a number of federal and regional emergency operation plans (i.e., the NCP and the FEMA National Capital Region Weapons of Mass Destruction Incident Contingency Plan (*See Figure 2: Relationship of the DRP to Other Plans.*))

The details of the DRP implementation are contained in ESF Annexes that describe specific actions, operating locations, and relationships to address the unique needs of the District. There may be instances where an operations supplement to the DRP may be issued to address special events that merit advanced planning, such as presidential inaugurations. The DRP is further implemented through various supporting operations manuals, field operations guides, standard operating procedures, and job aids that detail specific agency actions to be taken.

**Figure 2: Relationship of the DRP to Other Plans**



The Commonwealth of Virginia and the State of Maryland bordering the District of Columbia, along with their local jurisdictions, have their own emergency operations plans outlining what they will do, when, and with what resources. In addition, many voluntary and private organizations have emergency or contingency plans.

While the DRP focuses primarily on operational planning, other types of planning such as pre-incident planning, contingency planning, action planning, and strategic planning are equally critical to ensuring effective emergency operations. During a public emergency, these planning tools are used in recognizing resources and facilities needed, establishing priorities with tactical objectives for the next operational period, concentrating on a specific issue or incident arising during an event and presenting alternative response actions, and identifying long-term issues and problems facing victims of public emergencies.

## II. POLICIES

### A. District Policies

- According to DC Code, the Mayor may establish a program of public emergency preparedness that utilizes the services of all appropriate agencies, including EMA.
- It is the policy of the District that an emergency operations plan, now referred to as the DRP, provides a comprehensive and detailed program for preparation against and assistance following public emergencies, including provisions for assistance to individuals, businesses, and affected areas within the District of Columbia.
- When confronted by a public emergency, the Mayor may issue an emergency executive order to preserve the public peace, health, safety, or welfare of the District.
- A Mayor's Order established the Mayor's Emergency Preparedness Council (EPC) to maintain, exercise, and revise the DRP.
- The Mayor may join or enter into, on behalf of the District government, regional programs and agreements with the federal government, neighboring states, and political subdivisions for the coordination of emergency preparedness programs.

Upon the issuance of an emergency executive order the Mayor may:

- Expend funds appropriated to the District government sufficient to carry out public emergency service missions and responsibilities;
- Implement provisions of the DRP, without regard to established operating procedures relating to the performance of public works, entering into contracts, incurring obligations, employment of temporary workers, rental

of equipment, purchase of supplies and materials, and expenditure of public funds;

- Prepare for, order, and supervise the implementation of measures designed to protect persons and property in the District;
- Require the shutting off, disconnection, or suspension of service from, or by, gas mains, electric power lines, or other public utilities;
- Issue orders related to public utilities, hazardous materials, sales of goods and services, and curfews;
- Establish public emergency services units as appropriate;
- Expand existing departmental and agency units concerned with public emergency services, as appropriate;
- Exercise operational direction over all District government departments and agencies during the period when an emergency executive order may be in effect;
- Take all preparatory steps, including the partial- or full-mobilization of public emergency services units in advance of an actual event. Such programs shall be integrated and coordinated with the emergency services plans and programs of the federal government and of the neighboring states and political subdivisions thereof;
- Request pre-disaster assistance or a declaration of a public emergency from the federal government, certifying the need for federal disaster assistance and committing the use of a certain amount of District government funds to alleviate the damage, loss, hardship, and suffering resulting from the event; and
- Declare response to lifesaving and life-protecting requirements under the DRP has precedence over other District response activities, with possible exceptions in cases with national security.

## **B. Federal Policies**

- If the Mayor determines that assistance supplementing District capabilities is necessary, he may request the President to declare a major disaster or an emergency under The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) (88 Stat. 143) to engage supplemental federal assistance. If a joint federal-District Preliminary Damage Assessment (PDA) finds that damages are of sufficient severity and magnitude to warrant assistance under the Act, the President may grant

a major disaster or emergency declaration. *Note: In a particularly fast-moving or clearly devastating disaster, the PDA process may be deferred until after the declaration.*

- If an emergency involves an area or facility for which the federal government exercises exclusive or primary responsibility and authority, the President may unilaterally direct the provision of emergency assistance under the Stafford Act in consultation with the Mayor, if possible.
- No direct federal assistance is authorized under the Stafford Act prior to a Presidential Declaration; however, federal resources may be moved into position in anticipation of providing assistance in coordination with the District.
- A Presidential Declaration is not always needed to obtain federal assistance. Certain agencies can provide technical and financial assistance under their unique statutory authorities. Also, under other multi-agency federal response plans there are provisions for assistance in unique situations where there is federal cognizance such as under the National Contingency Plan and the National Response Plan.

### C. Authorities

There are several authorities that provide the legal basis for the District's emergency management efforts, including this DRP. (See *Appendix B: Authorities.*)

### D. Resource Coordination and Management

- Internal District resources will be used as the first line of support in response to a public emergency. Interstate mutual aid can provide an additional option for timely and cost-effective resource support.
- Initial sources include internal government supplies, including available surplus and excess property, and agency stock. Resources are acquired using a standard government procurement vehicle such as a purchase order, blanket purchase agreement, contract, or cooperative agreement.
- Additionally, the Director of the Consequence Management Team (CMT) may coordinate with another District agency in directing completion of a specific task or provision of a service in anticipation of, or in response to, a Mayoral Declaration of a public emergency.

***Internal District resources will be used as the first line of support in response to a public emergency.***

- An appropriate level of management oversight, protection, and accountability must be assured—from acquisition through final disposition—for all District agencies utilizing property brought to, used at, loaned by, or acquired at an emergency site.
- District agencies may coordinate with voluntary organizations that provide a wide variety of relief goods and services. Donations often play an important role in supplying victims with essential needs.
- Additionally, District agencies are encouraged to take advantage of current partnership relations with the private sector. Businesses, both inside and outside the affected area, can supply critical resources during response operations, and assist in restoring essential services and rebuilding the economic base during recovery operations. (As potential emergency victims, private-sector businesses are also urged to identify their risks, develop appropriate contingency plans, and take corrective actions prior to a public emergency.)
- In an event requiring massive resources, the CMT Operations Section Chief or the DC Coordinating Officer (DCCO) should resolve conflicting priorities requiring the same resources. Unresolved resource conflicts and unmet District needs will be referred to the Emergency Preparedness Group and/or the Emergency Preparedness Council for final resolution. (*See Appendix D: Definitions and Acronyms.*)

## E. Outreach and Information Dissemination

This DRP has placed great emphasis on reaching out to the citizens of the District to ensure that they have all necessary information concerning emergency preparedness operational information that is relevant to public, family, and individual safety. The DRP includes a separate ESF dedicated to that objective. (*See ESF #15—Media Relations and Community Outreach.*)

***The District Response Plan has placed great emphasis on reaching out to the citizens of the District to ensure that they have all necessary information.***

It is the District's intent to provide timely, appropriate, and accurate information to all who require it. In addition to organizations that are operating under the provisions of the DRP, information will be made available to a wide range of constituencies including neighborhoods, wards, community organizations, volunteer groups, business and industry associations, financial institutions, education institutions, and others with a need for information as a basis for individual and organizational decision-making. In certain cases where it is beneficial to the operation, liaisons from selected organizations may be asked to provide points of contact or other representatives to the operation to provide an



information brokering function between the CMT at the Emergency Operations Center (EOC) and the constituencies they represent.

EMA operates an Emergency Communications Center (ECC) at the EOC that is the central receiving point for all operational information relevant to any emergency. The corresponding coordination point for law enforcement activities is the Synchronized Operations Command Complex (SOCC) operated by the Metropolitan Police Department (MPD) in close coordination with the EOC. Through the Information and Planning Section of the CMT, information is received, analyzed, and disseminated to CMT members for operational use.

### III. PLANNING ASSUMPTIONS

- A minor emergency is classified as any emergency within the response capabilities of the District government with minimal need for regional or federal assistance. A major public emergency is any emergency that will likely exceed District capabilities and require a broad range of regional and federal assistance. A catastrophic disaster will require massive regional and federal assistance, including immediate military involvement.
- A public emergency in the District may occur with little or no warning, and may escalate more rapidly than District response organizations can manage.
- A public emergency may cause injury, possible fatalities, property loss, and disruption of normal support systems. A large number of casualties, heavy damage to buildings and basic infrastructure, and disruption of essential public services may overwhelm the capabilities of the District to meet the needs of the situation.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. Public awareness and education programs are required to ensure citizens will take appropriate advance actions to reduce their vulnerability especially during the first 72-hours after a public emergency.
- The District will use available resources before requesting regional and federal assistance. When District resources are overwhelmed, the additional resources will be requested through mutual aid agreements with the Commonwealth of Virginia and the State of Maryland, and through requests to the federal government.
- If there is a terrorism incident in the District, the Mayor and the District government will coordinate directly with the Department of Homeland Security/Homeland Security Operations Center, the Federal Bureau of

Investigation Field Office, the Department of Justice, the White House, and other relevant federal agencies.

- The EOC will be activated and staffed by the CMT to manage emergency operations.
- The DRP relies on early communication and coordination among regional partners in emergency management matters to ensure cooperation, partnership, and mutual consideration of neighboring governments, whether those governments are local or state governments or the federal government.
- District agencies will be required to respond on short notice to provide timely and effective assistance through the DRP structure. Advance planning for these efforts will be based on pre-identification of resource shortfalls and contingencies.
- Each District agency and volunteer organization will document and seek reimbursement, as appropriate, for expenses incurred during public emergency operations.
- Each District agency will participate in the development of plans and procedures, training opportunities, and exercises in order to achieve and maintain a high state of readiness.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

District police, fire and emergency medical service first responders handle many emergencies that occur on a day-to-day basis. As the magnitude of a public emergency increases, so will the requirement for non-traditional support from within the District. In the event that District resources and capabilities are exceeded, the District may call upon neighboring jurisdictions to provide mutual aid in accordance with standing agreements. The District may also call upon the federal government to provide supplemental financial or physical resources necessary to deal with the overall impacts of the public emergency. The combined resources of the District, its partners, and the federal government represent an emergency response system that is used nation-wide to employ the various emergency teams, support personnel, specialized equipment, operating facilities, assistance programs, and access to private-sector resources.

The DRP adopts the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS), used nationally by most fire, rescue, and police agencies, and based on a model developed by the Fire

Service. ICS can be used in any size or type of emergency to control response personnel, facilities, and equipment. ICS principles include use of common terminology, modular organization, integrated communications, unified-command structure, action planning, manageable span-of-control, pre-designated facilities, and comprehensive resource management. The basic functional modules of ICS (e.g., operations, logistics) can be expanded or contracted to meet requirements as an event progresses.

***The District Response Plan adopts the principles of the National Incident Management System and the Incident Command System.***

The CMT organizational structure is based on ICS and employs the principles of unified command where there are organizations operating in the EOC with parallel and overlapping authorities. The District Mayor, supported by the CMT Director, will lead and manage the agencies engaged in the emergency responses coordinated under this plan.

The DC leadership structure possesses a line of permanent mayoral succession. In the event of a mid-term vacancy of the office of Mayor, as provided in the Home Rule Charter Act, the line of succession to the office of Mayor is to the Chairman of the DC Council. Should the positions of both the Mayor and the Chairman become vacant, the Chairman Pro Tem of the DC Council will immediately call an emergency meeting of the Council for the purpose of designating a Chairman (who then assumes the role of Mayor), and a Council member (who assumes the role of Chairman).

Additionally, there exists a line of interim governmental direction. As a matter of executive policy, the Mayor has designated the City Administrator to provide executive direction of the DC Government when the Mayor is outside of the District or otherwise temporarily unable to provide such executive direction. In the situation where neither the Mayor nor the City Administrator is available, the Mayor's Chief of Staff shall fill the role.

The response to public emergencies in the District will be managed using the DRP—Base Plan (this document), and a functional response organized by the Emergency Support Function Annexes of this plan.

- Command of departments or agencies involved in emergency management is not altered by an event unless the Mayor declares otherwise.
- Each department or agency director is in command of the overall operation of his or her organization.

- Use of mutual aid agreements for cooperative response will be entered into and maintained with adjoining political subdivisions for the purpose of reciprocal assistance in the event of public emergencies. EMA will maintain these mutual aid agreements.
- Normal communications and reporting channels will be used to the maximum practical extent possible. Emergency communications systems will be fully operational and will be used in the event that commercial communications systems are disrupted, saturated, or otherwise unavailable.
- District agencies will employ their standard business continuity and business resumption planning principles to ensure the continuity of essential services.
- Day-to-day functions that do not contribute directly to the operation may be suspended for the duration of the public emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task.

## **B. Operation Levels**

The District has adopted five operation levels to classify the estimated impact of an emergency event on the operations of the District government. To determine an operation level, EMA makes an initial determination of emergency event impact. As information about an incident is gathered and the situation is better understood, the level may be modified.

### **Operation Level 1**

Level one is the nominal posture of District agencies as they carry out daily activities, in the absence of an emergency situation, to ensure readiness. During the course of normal operations, agencies are engaged in preparedness, training, and exercise activities to ensure continual readiness. Operations plans are reviewed and equipment checked to ensure everything is ready to go should the need arise.

### **Operation Level 2**

Level two is triggered by a small event requiring the response of a few District agencies or the potential for an event requiring a coordinated response by a few District agencies. EMA alerts those District agencies and ESFs that would need to take action if the potential event escalates. Throughout this level, EMA provides regular status alerts on the threat. A level-two event would consist almost entirely of field operations and command without an area command supporting the event at the emergency operations center. The EOC is staffed with EMA personnel. (e.g. two-alarm fire or a barricade situation requiring a security cordon)

**Operation Level 3**

Level three is typically triggered by an event or threat that requires most or all District agencies to respond or prepare to respond for a localized event that threatens life, property, or the environment. A level-three event or threat consists almost entirely of field operations and command without an area command supporting the event at the emergency operations center. EMA alerts those District agencies and ESFs that would need to take action if the event or threat escalates. Throughout this level, EMA provides regular status alerts. The EOC is staffed with EMA personnel. (e.g., HAZMAT response requiring a small population to implement protective actions)

**Operation Level 4**

Level four requires a partial activation of the CMT. It is triggered by highly probable hazardous conditions and a strong potential for property damage or loss of life. A level-four event or threat could have regional implications and might stretch the District's resources. All ESF primary agencies are notified. The EOC is staffed with EMA personnel and the necessary ESF representatives. (e.g., significant power outage, major snow event)

**Operation Level 5**

Level five requires full activation of the CMT. It is triggered by extremely hazardous conditions that are imminent or occurring. All primary and support agencies under the DRP are notified. A level-five event is likely to have regional implications and will likely require a request for regional or federal resources to support the District's response. The EOC is on full activation with 24-hour staffing by EMA personnel and all necessary ESF Liaison Officers. (e.g., terrorist incident, hurricane force winds and flooding)

**C. Concurrent Implementation with Other Emergency Plans**

Based on the circumstances of a public emergency, the DRP may be implemented as the only response plan, or it may be implemented in concert with other emergency plans. The following scenarios describe how the DRP could be implemented:

*The structure of the District Response Plan is always in place and available for implementation.*

**District Response Plan Only:** The structure of the DRP is always in place and available for implementation. When a public emergency occurs, the structure of the DRP is used to facilitate response of one or more ESFs as dictated by the requirements of the incident. The EOC may be activated and staffed with a partial or full CMT at the direction of the EMA Director. Individual ESF and support agencies may be employed in the response as needed to respond to the

emergency situation. District response will be provided at District government expense in the absence of a Presidential Declaration.

**District Response Plan and Other Federal Plans:** The DRP may be implemented in conjunction with other federal agency plans without a Presidential Declaration. For example, the NCP does not require a Presidential Declaration to be utilized in response to a hazardous materials spill. In either case, if the situation impacted the District, the response would be in accordance with the DRP, and in coordination with the senior federal official of the primary federal agency, for the applicable federal plan.

In certain circumstances, federal agencies have statutory responsibility and authority to respond directly to incidents without a formal request for assistance from the District. In all cases, however, those agencies should immediately establish contact with EMA and the District agency incident commander to coordinate the federal response with the District response.

**District Response Plan and the National Response Plan:** The DRP was designed to be compatible with the NRP based on the planning assumption that for major incidents, it is likely that the Mayor would declare a state of emergency, followed by a request for specific types of federal assistance from the President under the authority of The Stafford Act. In considering this as the most likely scenario for a large-scale incident, the DRP assumes that the Department of Homeland Security (DHS) and other federal agencies that provide support to the District will follow the processes described in the NRP. In this situation, the President at the request of the Mayor will declare a major disaster or emergency, and federal assistance will be provided in accordance with the NRP ESF structure.

In this scenario, the Department of Homeland Security will establish a federal Emergency Response Team (ERT) and establish a Joint Field Office within the District area to facilitate coordination of the delivery of federal assistance. Once an agreement has been made between the District and the DHS, the District will make requests for assistance (RFA) with DHS through the DC Coordinating Officer (DCCO) to the Federal Coordinating Officer (FCO). The FCO will assign missions to federal ESFs, who will in turn coordinate their response with the corresponding District ESFs through mission completion. Assistance is provided with appropriate cost sharing in accordance with the provisions of The Stafford Act.

**District Response Plan and the Regional Emergency Coordination Plan:** The purpose of the Regional Emergency Coordination Plan is to provide a structure through which the National Capital Region can collaborate on planning, communication, information sharing, and coordination activities before, during, and after a regional emergency. In the case of an emergency,

the District will assess the event and follow the appropriate standard operating procedures to resolve the event.

If the District assessment characterizes the event as a regional emergency, the UCC will request notification of regional partners through the Regional Incident Communication and Coordination System (RICCS). Following RICCS notification, the appropriate Regional Emergency Support Functions (R-ESFs) will convene to assess the event and develop an Incident Action Plan. R-ESF #5 will gather and share key information with regional partners to facilitate good decision-making. The Regional Incident Tracking System will be used to manage information flow. R-ESF #14 will craft “common messages” to assist chief elected officials and other authoritative spokespersons in communicating with the public.

The National Capital Region is defined by the Regional Emergency Coordination Plan as including:

- District of Columbia;
- Alexandria, VA;
- Arlington County, VA;
- Bowie, MD;
- College Park, MD;
- Fairfax County, VA;
- Fairfax, VA;
- Falls Church, VA;
- Fredrick County, MD;
- Gaithersburg, MD;
- Greenbelt, MD;
- Loudoun County, VA;
- Montgomery County, MD;
- Prince George’s County, MD;
- Prince William County, VA;
- Rockville, MD; and
- Takoma Park, MD

The intent is to expedite assistance and ensure close coordination among the various entities operationally engaged. The DRP concept will be expanded to encompass the national capital regional partners in coordinating regional response.

The District EOC, on an interim basis, will serve as the regional interagency communications and coordination point for the regional response. The Maryland and Virginia emergency management organizational structures will be implemented, as will other impacted counties’ structures to coordinate the response and mutual aid as required. In a response to a public emergency involving a radiological hazard, the DHS under the NRP is responsible for overall coordination of all actual and potential Incidents of National

Significance, including terrorist incidents involving nuclear materials. DHS responsibilities include on-site activities, federal assistance to conduct radiological monitoring and assessment, and the development of protective action recommendations.

#### **D. Integration of Response, Recovery, and Mitigation Actions**

Following a public emergency, immediate response operations to save lives, protect property, and meet basic human needs have precedence over longer-term objectives of recovery and mitigation. However, initial recovery planning should commence at once in tandem with response operations. Actual recovery operations will be initiated commensurate with District priorities and based on availability of resources immediately required for response operations. In recognition that certain response and recovery activities may be conducted concurrently, coordination at all levels is essential to ensure consistent District and federal actions throughout the emergency.

Mitigation opportunities should be actively considered throughout emergency operations. Decisions made during response and recovery operations can either enhance or hinder subsequent mitigation activities. The urgency to rebuild as soon as possible must be weighed against the longer-term goal of reducing future risk and lessening possible impacts should another emergency occur.

#### **E. Organizational Roles and Relationships**

The District Consequence Management Team (CMT) uses the Incident Command System organizational structure to enable effective and efficient incident management. The team is composed of three major organizational groupings. (*See Figure 3: Consequence Management Team Structure.*)

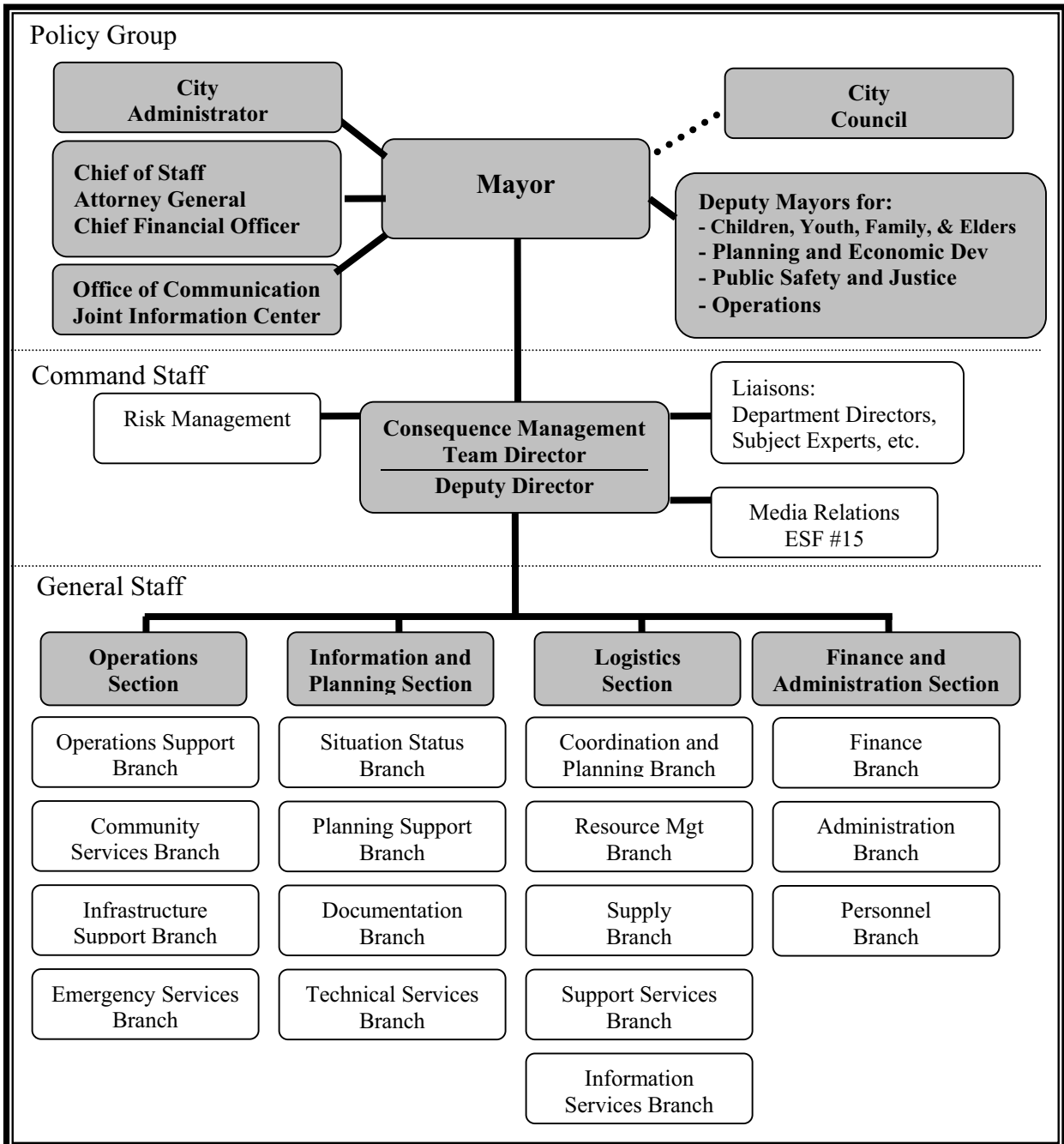
The Policy Group provides overarching objectives and guidance to the team and receives situation reports permitting District leadership to have centralized control over team activities. The Policy Group manages the Joint Information Center through the Office of Communication. The Command Staff is responsible for the overall management of the incident. The Command Staff follows Policy Group guidance to formulate the prioritized activities that become the Incident Action Plan. Department Directors, subject matter experts, and other liaisons augment the Command Staff. The Operations Section is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations. The Information and Planning Section collects, evaluates, and disseminates incident situation information and intelligence to Command Staff and the Policy Group, prepares status reports, displays situation information, maintains status of resources, and documents the Incident Action Plan. The Logistics Section supports logistics requirements needed to facilitate effective and efficient incident management across all specialties. The Finance



and Administrative Section provides financial, reimbursement, and administrative service to support incident management.

Although the actions of emergency responders are centrally controlled, those actions are de-centrally executed through District departments and agencies. The head of each District department and agency has a responsibility to its employees and to the public to prepare for potential hazards that might impact the District. Among those responsibilities is the execution of their mission under public emergency conditions and to protect the safety and well being of employees in emergency situations.

**Figure 3: Consequence Management Team Structure**



Certain agencies have clearly identified missions and functions under the DRP as well as from their own agencies. These agencies have been grouped into ESFs by the nature of the type of assistance they normally provide. When the liaison officers of these ESFs are co-located in the EOC, they are further grouped into sections that cluster similar functions for the purpose of coordinating the overall District response.

When the EOC is activated and the CMT is convened, agency heads are still responsible for executing their normal agency missions and functions with priority given to supporting the emergency missions of the District as defined by the CMT Director. The CMT Director is normally delegated the responsibility to manage the CMT, set operational priorities, develop action plans, and provide general direction to the ESF agencies engaged in the operation. The CMT Director may be the Mayor or his designee, normally the Director of EMA.

***The head of each department and agency of the District Government has an implicit responsibility to employees and to the public to prepare for potential hazards that might impact the District.***

ESF Liaison Officers (ELOs) augment the CMT by providing all of the key District emergency response functions in a single location under the direction of a CMT Director. ELOs provide significant subject-matter expertise to the CMT through positions placed under the Operations Section. They are organized into four branches as explained below in the Emergency Management organizational description.

The District Emergency Preparedness Council (EPC) oversees this CMT structure in its role to maintain, exercise, and revise the DRP.

The following individuals, positions, or agencies have emergency responsibilities in both non-operational periods as well as in emergencies. Those responsibilities include:

**1. Executive Office of the Mayor**

The Mayor is responsible for the overall preparedness of the District of Columbia government. As the Chief Executive, the Mayor provides leadership and direction in setting the vision, mission, goals, and objectives for the District emergency preparedness program.

In a public emergency, the Mayor and staff assess the situation and determine the necessary level of response based upon the operational requirements and District government capabilities. The Mayor may choose to operate from the EOC together with the CMT, or may delegate the direction of the CMT. The Mayor will declare a State of Emergency if

required by the situation. (See *Appendix B: Authorities.*) The Mayor and his staff will direct the District response using the DRP framework. Should the situation require the resources of the federal government, the Mayor may request federal assistance through the Department of Homeland Security under the provisions of the Stafford Act. The Mayor may call the President directly to request expedited assistance.

**2. City Administrator**

The City Administrator (CA) oversees and coordinates District agencies for effective delivery of citywide services through government operations support, customer service, managed competition service, and justice grant programs. In situations where the Mayor is absent, the CA will assume the responsibilities of the Mayor and may choose to operate at the EOC with the CMT. The CA co-chairs the EPC with the Deputy Mayor for Public Safety.

**3. Deputy Mayor for Public Safety and Justice**

The Deputy Mayor for Public Safety and Justice oversees and supports the District public safety and justice agencies: Metropolitan Police Department, Fire and Emergency Medical Services Department, Office of the Chief Medical Examiner, Office of Unified Communications, Department of Corrections, and the Emergency Management Agency. The Deputy Mayor chairs the Emergency Services Cluster, and co-chairs the EPC with the City Administrator. When a public emergency is declared, the Deputy Mayor operates from the MPD Synchronized Operations Command Complex (SOCC) to coordinate the executive responsibilities of the Mayor.

**4. Emergency Management Agency**

EMA is responsible for the city's planning and emergency preparedness, response and recovery, and mitigation activities. EMA coordinates the city's response to public emergencies, disasters, severe weather conditions, and other major events. The EMA Director is responsible to the Mayor for program management of all aspects of the District emergency management program. The EMA Director coordinates all emergency planning, operations, training, and exercises for preparedness, response, recovery, and mitigation missions of the District. In a Presidentially-Declared disaster, the Mayor will appoint the EMA Director as the DC Coordinating Officer to represent the District in operational relationships with the Department of Homeland Security.

The Director of EMA maintains the EOC located at the \*Frank D. Reeves Center (2000 14<sup>th</sup> St. NW, 8<sup>th</sup> Floor) on a 24-hour/7 days-per-week basis. In the event of a large-scale disaster, the EOC may be staffed with a partial or full CMT composed of EMA, District, and outside agency

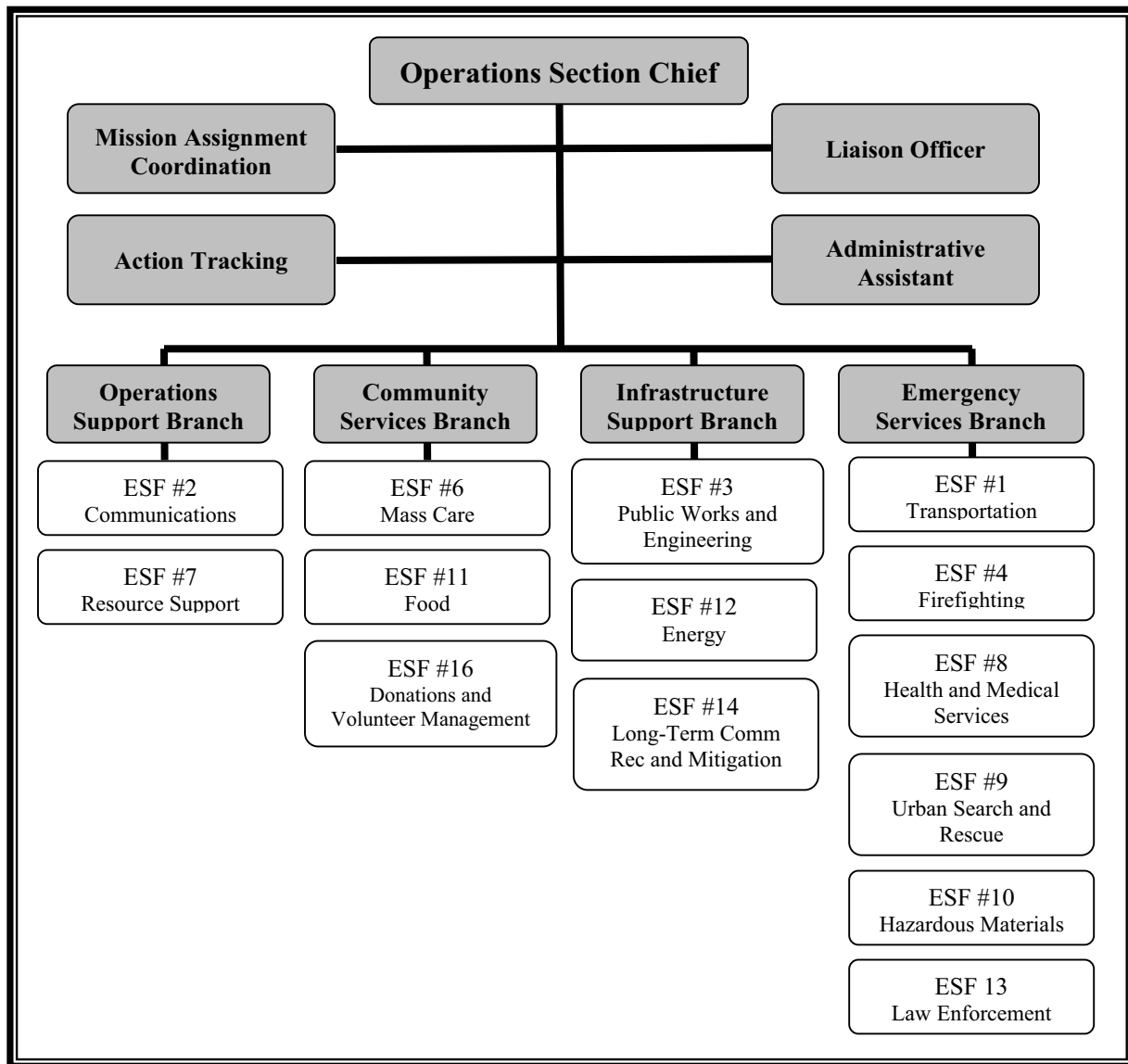
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\* Mid-2006 EOC will relocate to the Unified Communications Center (2720 Martin Luther King Jr. Ave. SE)

liaison officers necessary to effect centralized coordination of the overall operation. The EMA Director is responsible for the staffing and effective operation of the EOC and CMT, and ensures that alternate operating locations are available to continue organizational functions should the EOC become inoperable.

The structure of the Operations Section of the EOC parallels that of both the DHS/EPR/FEMA Regional Response Coordination Center (RRCC) and the DHS National Response Coordination Center (NRCC). This allows clear paths of communication between these organizations, as well as between responders at the local, regional, and federal levels. (See *Figure 4: Emergency Operations Center Operations Section Organization*.)

**Figure 4: Emergency Operations Center Operations Section Organization**



## 5. Emergency Support Functions

The DRP identifies 16 areas of functional responsibility, called Emergency Support Functions (ESFs). Each ESF is headed by a primary District agency designated on the basis of its authorities, resources, and capabilities in the particular functional area. Each primary agency is supported by an array of agencies that have similar functional roles and responsibilities. District response assistance is provided using some or all District ESFs as necessary. In addition, each District ESF is partnered with the federal agency that leads the corresponding Federal ESF under the National Response Plan.

Although the DRP has an ESF #16 that does not have a corresponding ESF in the National Response Plan, a lead federal agency has been designated as the most appropriate agency to provide federal coordination and assistance, if necessary. The primary and support agency designations are shown in *\*Figure 5: Primary and Support Agencies under the DRP.*

Through the application of ESFs, the DRP separates the types of direct District assistance that is most likely needed (e.g., mass care, health and medical services), as well as the kinds of operations support necessary to sustain District response actions (e.g., transportation, communications). ESFs are expected to support each other in carrying out their respective missions. The primary agency may in turn task support agencies if needed. Specific ESF missions, organizational relationships, response actions, and primary and support agency responsibilities are described in the ESF Annexes to the DRP following this Base Plan.

In cases where required assistance is outside the scope of an ESF, federal agency resources will be accessed in order to assist in the emergency operation. Requests for federal assistance from the District are channeled to the DC Coordinating Officer in accordance with the DRP, and then to the Federal Coordinating Officer or designee for consideration. Based on specific response needs, lead ESF agencies coordinate with their support agencies to provide the assistance required. Federal operational resources deploying to the field such as fire, rescue, and emergency medical responders are integrated into the District incident command system structure and will be available as resources to the incident commander.

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\* The DC Energy Office and some Department of Health functions will soon become part of the Department of the Environment

Figure 5: Primary and Support Agencies under the DRP

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ESF Primary and Support Agencies under the DRP	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	Energy	Law Enforcement	Long-Term Community Recovery & Mitigation	Media Relations and Community Outreach	Donations and Volunteer Management
Agency Primary (P) and Support (S) Agencies																
Executive Office of the Mayor					S										S	S
- Deputy Mayor for Public Safety and Justice					S											
- Executive Office of Communications		S			S										P	S
- Office of Community Affairs															S	
- Office of the City Administrator					S											
- Office of the Chief of Staff															S	
- Office on Asia/Pacific Islander Affairs						S									S	
- Office on Latino Affairs						S									S	
- Serve DC	S						S								S	P
American Red Cross						S					S					S
Child and Family Services Agency						S	S				S					
Consortium of Universities						S					S					
DC Energy Office		S	S									P				
DC Hospital Association										S						
DC Housing Authority	S												S	S		
DC National Guard	S	S				S			S	S	S		S			S
DC Public Libraries						S										
DC Public Schools	S	S	S		S	S	S				S		S		S	S
DC Water and Sewer Authority	S	S	S	S	S			S								
Department of Consumer and Regulatory Affairs			S	S					S							
Department of Corrections		S				S							S			S
Department of Employment Services	S	S				S	S			S	S			S		S
Department of Health	S	S		S	S	S	S	P	S	S	S		S	S	S	S
Department of Housing and Community Development														S		

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ESF Primary and Support Agencies under the DRP	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	Energy	Law Enforcement	Long-Term Community Recovery & Mitigation	Media Relations and Community Outreach	Donations and Volunteer Management
Agency	Primary (P) and Support (S) Agencies															
Department of Human Services	S	S		S	S	P	S	S	S	S	P				S	S
Department of Mental Health	S			S	S	S		S	S	S	S				S	S
Department of Parks and Recreation	S	S	S		S	S	S	S			S				S	S
Department of Public Works	S	S	P	S	S	S	S		S	S		S	S	S	S	S
Department of Small and Local Business Development														S		
Department of Youth Rehabilitation Services						S							S			
District Department of Transportation	P	S	S	S	S	S	S	S		S		S	S	S	S	
Emergency Management Agency	S	S	S	S	P	S	S	S	S	S	S	S	S	P	S	S
Fire and Emergency Medical Services Department	S	S		P	S	S	S	S	P	P			S		S	S
Housing Finance Agency														S		
Metropolitan Police Department	S	S	S	S	S	S	S		S	S	S		P		S	S
Office of Cable Television and Telecommunications		S			S										S	
Office of Contracting and Procurement			S				P	S	S		S			S		
Office of Partnerships and Grants Development														S		
Office of Personnel	S				S		S									
Office of Property Management		S	S			S	S						S			S
Office of the Attorney General					S		S						S		S	
Office of the Chief Financial Officer					S		S									
Office of the Chief Medical Examiner				S				S	S	S			S			
Office of the Chief Technology Officer	S	P			S		S								S	S
Office of Unified Communications		S	S		S			S	S	S			S			
Office on Aging	S					S					S					
Public Service Commission												S				
University of the District of Columbia							S									S
Washington Metropolitan Area Transit Authority				S					S	S						

**6. Agency Directors**

Each District agency head must assess the mission-critical functions of the organization to ensure that those functions can be effectively executed in cases of emergency or interruptions in business continuity. Each agency should have a plan for the protection of its employees in a wide range of hazards, as well as a means to notify employees of the status of operations of the agency in situations that might adversely affect employees. Agency heads are responsible to support the provisions of the DRP and to anticipate potential support missions that might arise in emergency situations. Agency heads should create internal plans and procedures as necessary to ensure mission continuity and protection of employees.

**7. Council of the District of Columbia**

The Council of the District of Columbia is the legislative branch of the District government. All legislative powers are vested in the Council. It oversees the programs and operations of government agencies, including emergency preparedness. It is the responsibility of the Council to propose legislation. Additionally, the Council approves the District's annual budget and financial plan, and sets the revenue required to fund the budget. This includes those activities that support preparedness and operational capability of District agencies.

The Council is composed of 13 Members, a representative elected from each of the City's eight wards. Five members, including the Chairman, are elected at-large. The Council conducts its work through standing committees and special committees established as needed.

In a public emergency, the Council's standing committees would conduct oversight hearings on the effectiveness of the government response, which could result in the enactment of new laws or appropriate funds to support the District operation. In addition, members assist citizens in accessing government services.

**8. DC National Guard**

The DC National Guard (DCNG) has personnel power and materials that may be used to support the District government during public emergency operations, when requested through the appropriate military channels. The DCNG may provide support to a number of ESFs to include: transportation support, communications, medical resources, security, traffic control, mass care, and other operations.

When DCNG assistance is needed, the Mayor must coordinate the request through the Commanding General, DCNG. The Commanding General notifies the Under Secretary of the Army of the request and its nature. The Under Secretary consults with the Attorney General and the



Secretary of Defense on the request. The Attorney General establishes policies to be observed by military forces in the event it is used in its Military Support to Civil Authorities role in the District. If approved by the Under Secretary of the Army, the Commanding General DCNG advises the Mayor of the decision and commits resources as necessary to assist within the parameters established by the Under Secretary and the Attorney General. If advance coordination is possible, it should be coordinated by EMA with the DCNG Military Support Officer.

**9. Metropolitan Washington Council of Governments**

The Metropolitan Washington Council of Governments (COG) coordinates among 17 local jurisdictions that share the National Capital Region. The COG facilitates coordination on regional preparedness issues among these partners in non-disaster periods. A regional plan developed by COG will establish a regional incident communication and coordination system to facilitate sharing of information among the partners on critical regional functions such as transportation, communications, health issues, and others. In an actual public emergency operation, COG will coordinate closely with EMA on information dissemination through the Washington Area Warning Alert System (WAWAS).

**10. National Capital Region (NCR) Partners**

The District must coordinate its preparedness activities closely with the Commonwealth of Virginia, the State of Maryland, and local jurisdictions as these entities are operationally interdependent in many functional areas such as transportation, business, government, and workforce. There are as many or more plans than there are jurisdictions, and they must be compatible in order to be effective. The District encourages the promotion of common terminology and functional- planning operating systems such as an incident management system and a functional response planning approach such as the DRP and the NRP. The DRP has been shared individually with all federal, state, and local partners within the NCR for review and input. This practice will be continued with each update.

**11. Federal Partners**

The District will maintain close coordination with its federal agency partners in non-emergency periods through EMA and each ESF primary agency. The District receives financial assistance from a number of federal grant programs that support District readiness for all hazards. Among those agencies with grant programs are the Department of Homeland Security, the Department of Justice, the Department of Transportation, and the Environmental Protection Agency. These preparedness relationships, built over time between federal and District agencies, prove invaluable in an actual response operation.

Upon declaration of a public emergency, the Mayor, the Director of FEMA Region III, and a representative in the federal government will execute a federal-District agreement for a major disaster. The agreement provides the manner in which federal assistance is made available and contains the assurance of the Mayor that a reasonable amount of District government funds has been or will be expended in alleviating damage caused by the public emergency. The EMA Director or other authorized representative of the Mayor serves as the DC Coordinating Officer (DCCO) who will coordinate requests for federal assistance. The DCCO will execute all necessary documents for any type of public emergency support and assistance.

In any public emergency, the Director of FEMA Region III may direct federal agencies to utilize, donate, or lend their equipment and supplies to state or local governments for their use and distribution. The District will extend services, facilities, and personnel to the federal agencies as necessary without regard to normal working hours, holidays, etc. If emergency work is to be performed by federal agencies, the District will provide the federal government with unconditional rights of entry and an authorization for the work to be performed.

## **12. Military**

Federal military assistance can be requested in accordance with the provisions of the First U.S. Army Military Assistance Plan (Short Title 1A-MAP, dated November 30, 1973). The Director of EMA coordinates all requests for such assistance with the Director of FEMA Region III and the First U.S. Army Headquarters. Mutual support agreements between the District and local military installations are coordinated and negotiated by the EMA Director.

The Joint Force Headquarters National Capital Region (JFHQ-NCR) is responsible for land-based homeland defense, defense support of civil authorities, and military incident management in the NCR. JFHQ-HQ command location for military civil support is at Fort McNair. During incidents of national significance, JFHQ-NCR can activate to provide appropriate levels of military support to save lives, prevent human suffering, or mitigate great property loss. Support is primarily land-based. Support may be in response to a planned event, such as security support during a presidential inauguration, or in response to a natural disaster, insurrection, or terrorist attack.

## F. Emergency Operating Facilities

### 1. Emergency Operations Center\*

The District's Emergency Operations Center (EOC) is located at the Frank D. Reeves Center, at 2000 14<sup>th</sup> St. NW, 8<sup>th</sup> Floor. It is the central facility designated for the command and control of District emergency operations. It is the location where the CMT resides and collects, analyzes, synthesizes, and disseminates critical operational information to all relevant operational entities.

### 2. Emergency Communications Center and Joint Information Center

The Emergency Communications Center (ECC) is located adjacent to the EOC and provides communications support to the operation with all available communication media. Also located adjacent to the EOC is the Joint Information Center for collocation of the public affairs operations of the District. It is staffed 24 hours a day, 7 days a week.

### 3. Regional Incident Communication and Coordination System

The RICCS is a concept cooperatively developed between the District and the Metropolitan Washington Council of Governments, which is being considered as a central coordination entity for communications among National Capital Region jurisdictions in a regional-scope emergency. In the interim while the capability is being established, the District's EOC will serve as the regional center for that purpose.

### 4. Alternate Emergency Operations Center

The Alternate Emergency Operations Center (AEOC) is located at Metropolitan Police Department Headquarters at 300 Indiana Avenue, NW and is the designated alternate operating facility in cases where the EOC has become inoperable for any reason. The AEOC provides the same functions as the EOC. Other alternate locations may be specified as required.

### 5. Metropolitan Police Department Synchronized Operations Command Complex

The Metropolitan Police Department (MPD) Synchronized Operations Command Complex (SOCC) is the command and control center for the MPD and other law enforcement agencies including the Federal FBI and US Secret Service. In cases when the SOCC has become inoperable for any reason, MPD will establish operations at the EOC located in the Frank D. Reeves Center, 2000 14<sup>th</sup> St, NW.

### 6. Public Safety Communications Center\*

The Public Safety Communications Center (PSCC) is located at 310 McMillan Dr., NW and is the central 911 emergency call center for DC

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\* Mid-2006 EOC and PSCC will relocate to the Unified Communications Center (2720 Martin Luther King Jr. Ave. SE)

Fire and Emergency Medical Services Department and Metropolitan Police Department.

**7. DDOT Traffic Management Center**

The District Department of Transportation (DDOT) Traffic Management Center (TMC), is the 24/7 centralized command center for District wide traffic operations. The TMC controls all of the traffic signals and monitors over 100 closed circuit television cameras within the District. The TMC also disseminates traveler information through its highway advisory radio. During emergencies the TMC will dispatch DDOT's Roadway Operations Patrol (ROP) units or other DDOT response team members needed to reestablish the transportation network.

**8. Individual District Agency Operation Centers**

Each District agency with designated critical missions should have an operations center through which its emergency operations are coordinated. These facilities should be capable of communications with the EOC and other critical command and control nodes in an emergency operation.

**9. Mobile Units**

The EMA Mobile Command Vehicle (DC-10) serves as an extension of the EOC and is deployable to the scene of any public emergency situation. The vehicle is equipped with modern technology to support communications, coordination, monitoring, supply, accountability, and security. MPD's mobile unit is called the MPD Mobile Command Center.

**10. Pre-Designated Field Operating Areas**

The District has identified five pre-designated operating areas to stage and mobilize materials, equipment, and other resources. Washington Convention Center, RFK Stadium, and Anacostia Naval Station are the three operating locations within the District. The two locations outside the District are Andrews Air Force Base and Ronald Reagan Washington National Airport.

**G. Emergency Operations Teams**

**1. Consequence Management Team**

The Consequence Management Team (CMT) is the central operational organization led by EMA. It is composed of liaison officers of all District ESFs, as well as liaisons from all other organizations that are engaged or have potential roles in coordinating the response to a public emergency. These include liaisons from the DHS and other federal agencies at the regional or headquarters level, public utilities, Council of Governments, DC Public Schools, Consortium of Universities, business associations, and non-profit and other critical organizations. The CMT organization is

designed to provide the central focus for District response operations. (See Figure 3: Consequence Management Team Structure.)

**2. Rapid Response Teams**

District rapid response teams are fielded when an incident occurs in order to assess damages and determine the immediate needs from the impacted area. The teams are generally composed of EMA, Department of Public Works, and other elements with field operating capability.

**3. Joint Field Office Liaison Team**

The Joint Field Office Liaison Team is composed of District representatives from EMA and District ESFs that deploy to the DHS Joint Field Office in order to establish liaison between the District operations and the federal agency operations when there has been a disaster declaration by the President.

**4. DC Coordinating Officer**

The DC Coordinating Officer (DCCO) is the District's senior representative for purposes of requesting federal assistance from the DHS under the provisions of The Stafford Act. The DCCO (not to be confused with the Defense Coordinating Officer designated by the US Department of Defense) is specified in the Federal-District Agreement as the key agent for processing official requests for assistance under DHS direction. The DCCO is normally located in the Joint Field Office during the early phases of an operation and works closely with the Federal Coordinating Officer, the senior federal representative.

## V. INCIDENT LIFE CYCLE

District agencies are prepared to take a variety of actions to respond to and recover from a public emergency. These actions—ranging from initial notification of an emergency to preparation of a final after-action report—are summarized below. They are not necessarily in sequential order; some may be undertaken concurrently.

### A. Initial Actions

#### Notification

- Upon indication of an imminent or actual public emergency, EMA will notify key personnel and agencies following the tiered notification system outlined in the District Notification Matrix maintained by EMA. Based on the type and seriousness of the event, appropriate personnel are notified with essential elements of information outlining the scope of the incident. The four tiers of key personnel and agencies may be notified depending

on the severity of the event and at the direction of the top tier of personnel.

- EMA contacts select regional and federal response partners based on the severity of the event and the potential for the incident to create an impact outside District boundaries.
- In a major incident the EMA Director contacts the federal Office of Personnel Management, which is the White House contact for DC during a major emergency.
- Following an alert, EMA convenes a conference call with the Mayor and key advisory personnel to discuss the situation and evaluate the City's operation level.
- CMT members may be notified to convene at the EOC for an initial meeting, depending on the nature of the event. CMT members or alternates remain on call to meet at any time during the response.
- EPC members also may be notified for an initial meeting, depending on the nature of the emergency. EPC members or alternates remain on call to meet at any time during the response.

### **Activation**

- With an increase in Operation Levels to Level 4 or 5, EMA informs ESF primary agencies of a CMT activation and provides a time for each activated ESF to report to the EOC, as part of the CMT.
- Primary agencies are responsible for activation of their support agencies if required.
- Agencies may activate their headquarters EOCs to provide coordination and direction to their response elements in the field.
- The CMT assembles at the EOC to assist in assessing the impact of the situation, collecting damage information, and determining requirements.
- The CMT briefs the Mayor or the Mayor's designated liaison officer at the EOC on the assessment of the situation. This information is evaluated to determine if a State of Emergency needs to be declared.
- If a State of Emergency is declared, the Mayor will submit a request for a Presidential Declaration to a FEMA liaison that indicates the estimated extent of damage and the types of federal assistance required. FEMA Headquarters then forwards the Mayor's request to the White House along with a recommended course of action. Concurrent with a

Presidential Declaration of a public emergency and official appointment of a Federal Coordinating Officer, FEMA designates the types of assistance to be made available and the municipalities eligible to receive assistance.

- The CMT Logistics Section supports the establishment of a Disaster Field Office and mobilization center(s).
- The EOC coordinates District support of requirements until the DC Coordinating Officer assumes those responsibilities.
- The Joint Information Center will be established, as required, to provide a central point for coordinating emergency public information activities.
- The CMT coordinates damage assessment and selection of locations for field facilities. It also coordinates mission assignments for direct assistance and procurement of goods and services.
- ESFs act quickly to determine the impact of a public emergency on their own capabilities and to identify, mobilize, and deploy resources to support response activities in the affected area.

## **B. Continuing Actions**

### **Operational Cycle**

The decision-making process of the CMT is enhanced through an operational cycle of planning and execution, which ensures that good incident action plans are developed and the execution of those plans is well managed. The operational cycle may begin with the scheduling of a planned event, the identification of a credible threat, or with the initial response to an actual or impending event.

Whatever the cause, the operational cycle starts with guidance from the Policy Group that provides clear strategic direction to the Command Staff. That direction is developed into a plan listing of comprehensive, tactical objectives with a detailed analysis of the resources and support needed to accomplish tactical objectives by the Command Staff. This plan is called the Incident Action Plan (IAP) and is re-accomplished during each cycle of planning and execution. Typically, the operational cycle will follow the duty cycle of people (8 or 12-hour shifts) so that the plans of one shift are executed by the Operations Section and revised by the Information and Plans Section on the next shift.

IAP development follows five phases:

- Develop situational awareness and an understanding of the emergency,

- Establish incident objectives based on situational awareness and the strategy that tie objectives into an executable plan,
- Develop the IAP,
- Document and disseminate the IAP,
- Evaluate and revise the IAP.

To accomplish this, the Information and Planning Section Chief conducts a Planning Meeting with the CMT Director, Command Staff members, the General Staff Branch Chiefs, and appropriate technical specialists. During this meeting, control objectives are determined, policy, legal, and fiscal constraints identified, and emerging issues developed based on strategic direction from the Policy Group. The Planning Section Chief uses this information to prepare the IAP and coordinate tasking for interdisciplinary “task groups” used to solve problems interfering with attaining an objective. Task group assignments are given to either ELO members or ESF technical experts depending on the complexity of the issue and availability of ESF technical experts. The Information and Planning Section accomplishes administrative oversight of the task groups.

The IAP is used in directing CMT response operations by establishing priorities for ESF actions and providing “task group” solutions to execution issues.

### **Response Operations**

- The EOC augments the CMT to full operations with the addition of staff, including ESF Liaison Officers.
- The CMT is located at the EOC and assumes operational responsibility for coordinating public emergency assistance by identifying needs and priorities.
- The ESF Liaison Officers on the CMT coordinate District assistance under their respective ESF missions. To the extent necessary and possible, they maintain contact with their regional and federal counterparts.
- The CMT Policy Group convenes as needed to address policy issues such as allocation of scarce District resources.
- The JIC conducts briefings for media, Advisory Neighborhood Commissions, District Council members, and Members of Congress and staff as appropriate.
- Working with environmental agencies, the District Environmental Officer identifies environmental and historic resources that might require



consideration under the law as response and recovery efforts are implemented.

- Once immediate response missions and lifesaving activities conclude, emergency teams are demobilized and the emphasis shifts from response to recovery operations. During response operations the CMT Information and Planning Section develops a demobilization plan for the CMT.

### **Situational Awareness**

Situational Awareness is the ability to identify, process, and comprehend the critical elements of information about what is happening as an event unfolds. From the Consequence Management Team perspective this means knowing where emergency needs are greatest, what assets are needed, how to get assets into areas where needed, and the status of assets as they move on-scene and perform actions.

The ability to maintain situational awareness occurs through effective communication of event information from and to Policy, Command, and General Staffs, ESF Primary and Support Agencies, and on-scene personnel. Situational awareness may be maintained and/or improved by:

- Following and completing actions specified in the Incident Action Plan. Do not improvise unless absolutely necessary.
- Recognizing and making others aware when actions deviate from standard procedures.
- Monitoring the performance of immediate team members.
- Providing information in advance when possible.
- Identifying potential or existing problems.
- Continually assessing and reassessing action plan progress as it relates to Policy Group objectives.
- Clarifying expectations and outcomes with other team members.

### **Documenting Actions**

The documentation of actions is paramount to effective communications. Individuals with emergency event information can use this information to adjust their actions. When an individual communicates that information to another individual by telephone or radio, two people can adjust their actions. However, when individuals input emergency event information into an information system (such as WebEOC), in an accurate and timely fashion, that information is now available to every agency connected to the system. Accurate and timely documentation of event actions into information systems and SitReps provide all agencies involved in the event with the effective communication they need to maintain situational awareness.

## C. Recovery Operations

- The CMT Operations Section is the central coordination point among District, regional and federal agencies, and voluntary organizations for delivering recovery assistance programs. The Community Services and Infrastructure Support Branches of the Operations Section assess District recovery needs at the outset of the public emergency and the relevant time frames for program delivery. The branches ensure that District agencies with appropriate recovery assistance programs are notified of the emergency event and share relevant applicant and damage information with all involved agencies.
- The DCCO determines the need for Disaster Recovery Centers in the emergency area. District agencies staff the centers with knowledgeable officials who provide recovery program information, advice, counseling, and technical assistance related to mitigation.
- The Community Services Branch of the CMT coordinates assistance programs to help individuals, families, and businesses meet basic needs and return to self-sufficiency.
- The Infrastructure Support Branch of the CMT coordinates assistance programs to aid the District government and eligible private non-profit organizations to repair or replace damaged public facilities.
- Community Services and Infrastructure Support Branches assist in identifying appropriate agency assistance programs to meet applicant needs, synchronizing assistance delivery, and encouraging incorporation of mitigation measures where possible. Additionally, they track overall progress of the recovery effort, particularly noting potential program deficiencies and problem areas.

### Stand Down

- When a centralized District coordination presence is no longer required, the CMT implements the demobilization plan to transfer responsibilities to recovery assistance program oversight and monitoring, which then shifts back to individual agencies' District offices.

### After Action Critique

- Following a public emergency, the DCCO submits an after-action report through the CMT Information and Planning Section to EMA detailing problems encountered and key issues affecting District performance. Data from these issues and targeted reviews are analyzed and provided, as appropriate, to EMA management, and the EPC for consideration. After a

particularly large or unique public emergency operation, EMA may convene an interagency forum to identify lessons learned. Each District agency involved is encouraged to keep records of its activity to assist in preparing its own after-action report.

## VI. RESPONSIBILITIES

### A. Emergency Support Function Primary Agencies

A District agency designated as an ESF primary agency serves as the District executive agent to accomplish the ESF mission. When an ESF is activated, the primary agency for the ESF has operational responsibility for:

- Orchestrating the District agency support within the functional area for the city;
- Providing an appropriate level of staffing for operations at the EOC;
- Activating and sub-tasking support agencies;
- Managing mission assignments and coordinating tasks with support agencies, as well as other necessary organizations and federal agencies;
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities;
- Executing contracts and procuring goods and services as needed;
- Ensuring financial and property accountability for ESF activities; and
- Supporting planning for short- and long-term emergency operations.
- Reviewing and updating plans and procedures associated with assigned emergency response target capabilities. (*See Figure 7: ESFs Aligned to Target Capabilities.*)
- Training and exercising with support agencies to maintain response capabilities.

### B. Emergency Support Function Support Agencies

When an ESF is activated, each support agency for the ESF has operational responsibility for:

- Supporting the ESF primary agency, when requested, by conducting operations using its authorities, cognizant expertise, capabilities, or resources;
- Supporting the primary agency mission assignments;
- Providing status and resource information to the primary agency;
- Following established financial and property accountability procedures; and
- Supporting planning for short- and long-term emergency operations.
- Supporting the review and update of plans and procedures associated with assigned emergency response target capabilities. (*See Figure 7: ESFs Aligned to Target Capabilities.*)
- Participating with Primary Agency in training and exercising to maintain response capabilities.

### **C. Other District Agencies**

Other District agencies not signatories to the DRP may have authorities, expertise, capabilities, or resources that may be required to support emergency operations. Those agencies may be requested to participate in city planning and operations activities and/or provide support to the field.

### **D. Other District Government Bodies and Regional Government Organizations**

The District government structure includes organizations that have important roles to play in the DRP. In addition, regional and government organizations in which the District is a critical player have capabilities and resources that may be required to support the city's emergency operations activities. The following are some of the key District and regional organizations whose functions make them key players in the DRP:

- ***Emergency Preparedness Council (EPC).*** The Mayor's Emergency Preparedness Council monitors, evaluates and implements the District's preparedness actions. The EPC meets bimonthly and is made up of representatives from all ESF primary and support agencies as well as regional organizations such as the Hospital Association, the Water and Sewer Authority, the Metropolitan Washington Area Transit Authority, and the American Red Cross.

The EPC is chaired by the Deputy Mayor for Public Safety and Justice and staffed by the DC Emergency Management Agency. Specifically the EPC is charged with:

- Continually re-examining the overall state of emergency and disaster readiness of the District of Columbia.
  - Providing a consistent network of District agency expertise to make the District of Columbia government a national leader in comprehensive emergency management.
  - Making recommendations on improving District planning for, response to, and recovery from emergency and disaster events as well as emerging threats.
- 
- ***Advisory Neighborhood Commissions (ANCs)***. ANCs are advisory boards composed of residents elected from the District's diverse neighborhoods. The Commissions are independent bodies that advise the government on policy issues affecting their particular community. There are 37 ANCs in the District, each divided into sub-areas called Single Member Districts, which have approximately 2,000 residents. ANCs consider a wide range of programs and policies affecting their neighborhoods. ANCs were created to ensure input from an advisory board that is made up of the residents of the neighborhoods that are directly affected by government action. In this sense, the ANCs are the body of government with the closest official ties to the people in a neighborhood. ANC Commissioners can play a vital role in communicating information and identifying public concerns about preparedness issues through their frequent meetings and correspondence with citizens in their neighborhoods.
  - ***Political Wards***. The District's 37 ANCs are divided among the eight political wards in the city. Thirteen District City Council Members represent these wards—this legislative body includes a representative elected from each of the eight wards and five members, including the Chairman, elected at-large. The Council conducts its work through standing committees and special committees established as needed. Political wards, represented by their Council members, have significant roles to play in determining resource allocation for emergency programs and operations in each District governmental agency. In addition, as the local elected representative body, the Council seeks citizen participation and holds public hearings for public comment on proposed legislation, policy initiatives, and government operations. The Council also helps citizens access government information and services. Each of these Council responsibilities and authorities is critical to each step of the city's emergency planning process—from determining budget allocations for each city agency that will impact capacity, to fulfill their role as an ESF primary or support agency, to ensuring that District citizens are well informed about preparedness in their city.

- ***DC Local Emergency Planning Council (DCLEPC).*** The DCLEPC was established to monitor and inform the public about the use of hazardous chemicals in the District of Columbia. It is a community committee composed of emergency planning specialists; higher education institutions; environmental watchdog organizations; business leaders, trade, and professional associations in the chemical industry; and representatives from the media, utility companies, and District and federal government agencies. The group comes together monthly to discuss a variety of emergency planning issues from varying perspectives. The DCLEPC provides a forum for discussing both general and agency-specific issues related to the DRP among a range of stakeholders in the city's emergency operations planning and operations processes.
- ***Metropolitan Washington Council of Governments (COG).*** COG is a regional organization of Washington area local governments composed of 17 local governments including the District of Columbia. In general, COG provides a forum for consensus building and policy-making and is critical to implementing intergovernmental policies, plans, and programs. In the area of emergency planning for the region, COG has worked with the District and surrounding jurisdictions to develop regional emergency plans and agreements in a range of areas including: fire, rescue, the Metro transit system, transportation, water and power supply, and snow emergencies. Ensuring consistency in the DRP and regional agreements is vital to the success of both in working effectively to prepare for and respond to potential emergencies in the region.

#### **E. District of Columbia Schools and Area Universities**

- The District schools, through the DC Board of Education, have issued a directive for all schools to develop school emergency response plans and establish school-based Emergency Response Teams. Citywide emergency response drills are required to be conducted each year and security and safety procedures have been developed. In addition, operational guidelines, communication protocols, and procedures for involving law enforcement have been developed. Emergency plans and procedures for the city's schools must be consistent with those set forth in the DRP; and close communication between District primary and support agencies, and the District schools and DC Board of Education is critical.
- The District region is also home to more than 30 colleges and universities, each with their own individual contingency plans. Colleges and universities are faced with a variety of potential hazardous events that pose risks to the students, faculty, administrative staff, and the institution itself. These institutions develop their own business continuity and disaster response plans, documenting roles and responsibilities, resources,

and steps to take in response to an event, and to continue operations after an incident has occurred. The university is a self-contained community, but is also part of a larger community—the city in which it resides. Therefore, planning and response efforts in the District must involve these communities.

## **F. Non-profit and Volunteer Organizations**

- District non-profit organizations, national non-profit organizations, and volunteer organizations located in the District are key to supporting primary and support agencies in emergency operations and planning. Activities of these groups include donation management coordination programs, volunteer services, and overall management of the flow of goods and services during disaster response and recovery operations. It is crucial to establish a consistent framework for coordinating with these organizations to support a response. A key organization in this area is the District of Columbia Voluntary Organizations Active in Disaster (DCVOAD), which coordinates planning efforts by local voluntary organizations that respond to emergencies and disasters. DCVOAD was incorporated in 1999 as a non-profit corporation to establish a process for involving member organizations in the mitigation of, preparedness for, response to and recovery from emergencies and disasters in concert with District, federal, and private sector emergency operations plans.
- Regional offices also have important roles in the DRP, working directly with the District to help plan for disasters and to meet needs when emergencies occur.

## **G. Hospitals and Health Care**

- The District has a partnership with the DC Hospital Association, an organization that represents the interests of 18 member hospitals and 70 associate member hospitals throughout the District. Under this partnership, the DC Hospital Association will serve as a clearinghouse communications center to disseminate information to response personnel regarding hospital capacity and effective transportation of victims in the event of an emergency. Additionally, the DC Hospital Association will coordinate information from hospitals regarding external decontamination facilities for use at an incident site and/or before entering hospitals.

## **H. Private Businesses**

EMA and the Office of Property Management have established communication links with private sector associations to serve as a conduit of information among the different groups and organizations. Information likely to be shared includes details about government closings and evacuation routes. MPD will

also conduct building security and sweep training for building managers on a regular basis.

- ***Building Owners and Managers Association (BOMA)***. BOMA provides a network forum for industry professionals to discuss mutual problems, exchange ideas and share experience and knowledge. BOMA's government affairs and codes subject-matter experts address the needs and interests of office building owners, investors, developers, and managers to national, state, provincial, and local legislators.
- ***District of Columbia Chamber of Commerce (DCCC)***. DCCC is a nonprofit membership organization dedicated to improving the climate for business in DC. DCCC works to expand the economy in Washington, DC by attracting new jobs and creating economic opportunities for its members and District citizens. DCCC also focuses on issues that impact future growth and community development, including arts and culture, education, international trade, and government affairs.
- ***Greater Washington Board of Trade***. The Greater Washington Board of Trade is the largest regional network of business and non-profit leaders and the only group representing all industry sectors. Board of Trade companies in the District of Columbia, Northern Virginia and Suburban Maryland employ 40 percent of the region's private-sector workforce.

Organizations join the Board of Trade to grow their business and help build a better community. The Board of Trade:

- Creates business opportunities through networking events and community-building projects.
- Represents businesses and their employees on a wide range of issues.
- Markets the region as a vibrant place to work and live.

## **I. International Interests**

- In situations with international interests, EMA communicates with the Office of Foreign Missions within the U.S. Department of State. Information will be shared relating to government actions such as established evacuation routes. EMA will also regularly hold meetings and briefings with the embassies about emergency response generally, and about particular security interests and concerns.

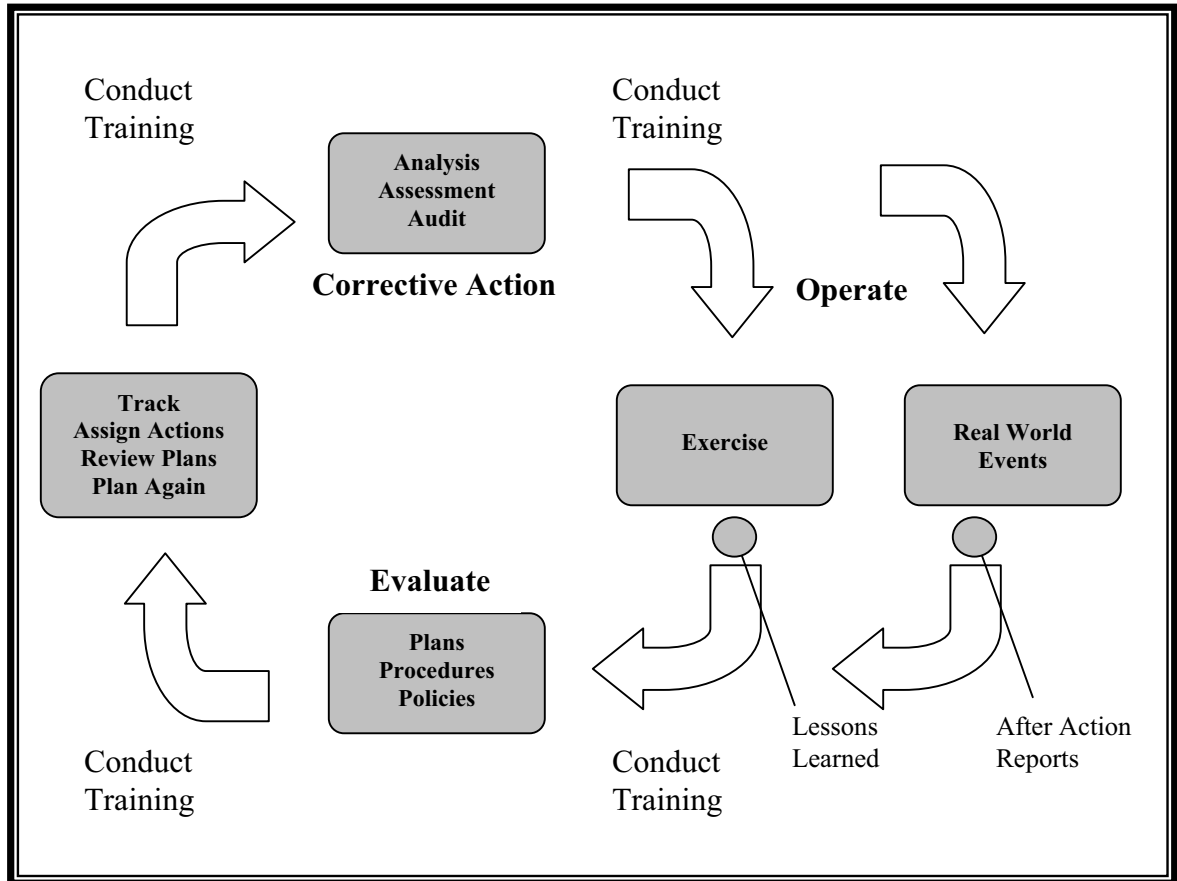
## **VII. PREPAREDNESS CYCLE**

- The DRP will be maintained, reviewed, and updated following a preparedness cycle that includes four phases: Plan, Operate, Evaluate, and Corrective Action.



(See Figure 6: Emergency Management Planning Cycle.) Participation of primary and support District agencies during all phases of this cycle ensures the DRP reflects the current policies, organizational structures, and methodologies utilized by District response organizations.

**Figure 6: Emergency Management Planning Cycle**



- EMA is responsible for coordinating overall planning under the DRP, including review and revision of the DRP, related annexes, and supporting operational procedures. Primary agencies are responsible for taking the lead in preparing and maintaining their specific ESF to the DRP. Primary and support agencies are responsible for planning and coordinating the delivery of emergency assistance. All agencies will contribute to the development of supporting material to the DRP, including regional annexes and appendices, as well as supplements describing specific policies and procedures for public emergency operations.
- The EPC is the principal body that addresses DRP planning and implementation at the working level. It handles issue formulation and resolution, review of after-action reports and lessons learned, significant changes to DRP planning and implementation strategies, and other DRP-related operational issues that involve interagency resolution. District agencies

designate representatives to serve on the EPC and other regional, and interagency bodies and working groups. District agencies also participate in DRP exercises, training, and post-event evaluation activities.

- In the National Capital Region, a regional interagency planning group exists to coordinate interagency and intergovernmental issues related to emergency planning and operations. District agencies, Virginia and Maryland state emergency management agencies, and local municipality emergency management agencies designate representatives to serve on the regional-interagency planning group and to participate in regional preparedness activities. Federal agencies are encouraged to send representatives to regional meetings and to participate in regional exercise and training activities.
- The preparedness of District agencies is demonstrated by the capabilities agencies possess to deliver emergency response assistance. The Department of Homeland Security (DHS) measures the development and maintenance of capability through a concept spanning: National Planning Scenarios, Target Capabilities List (TCL), and Universal Task List (UTL).
- The National Planning Scenarios provide a means for the District to conceptually prepare for a range of potential emergency incidents that address all types of hazards including terrorism, natural disasters, and health emergencies. They represent a minimum number of scenarios rather than every possible threat or hazard. The Scenarios help DHS identify the tasks that must be performed to prevent, protect against, respond to, and recover from a scenario event. Primary ESF agencies will consider these scenarios when preparing for or developing exercises and training to lead their functional area.
- There are 15 National Planning Scenarios:
  1. Improvised Nuclear Device
  2. Aerosol Anthrax
  3. Pandemic Influenza
  4. Plague
  5. Blister Agent
  6. Toxic Industrial Chemical
  7. Nerve Agent
  8. Chlorine Tank Explosion
  9. Major Earthquake
  10. Major Hurricane
  11. Radiological Dispersal Device
  12. Improvised Explosive Device
  13. Food Contamination
  14. Foreign Animal Disease
  15. Cyber
- The UTL identifies the tasks required to prevent, protect against, respond to, and recover from the incidents defined by the Scenarios. It provides very detailed information on what needs to be accomplished and under what conditions accomplishment will occur. This detail serves as a very precise way for District agencies to develop training and exercise objectives, and if necessary, refine plans. The UTL currently contains about 1600 tasks with about 250 tasks identified as critical tasks.

- To prepare for emergency incidents in an orderly way, the tasks in the UTL may be grouped into capabilities. With a focus particularly on critical tasks, it is possible to develop a series of capabilities that provide the means to achieve a measurable outcome resulting from the performance of one or more critical tasks, under specified conditions and standards of performance. These grouped tasks are collected and defined in the TCL.
- The TCL assumes that District agencies currently possess a level of capability to address steady-state operations and smaller-scale emergencies and disasters (i.e. routine firefighting, law enforcement services, or seasonal flooding). The TCL is focused on identifying the unique capabilities and incremental resources related to terrorism, very large-scale disasters, or pandemic health emergencies. Establishing the plans, procedures, systems, interagency relationships, training and exercise programs, and mutual aid agreements required to build capabilities for these emergencies will enhance performance for all hazards response, regardless of incident size.
- There exist 36 Target Capabilities. The capabilities and the District ESFs aligned with them are identified in Figure 7 as specified in the Department of Homeland Security Target Capability List 2.0. The District has identified a primary ESF to be responsible for understanding the current state of the District in supporting a capability, and it shall manage the improvement the District makes in expanding our capability. ESFs that support the primary ESF are also identified.

Figure 7: ESFs Aligned to Target Capabilities

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ESF Primary Agency Target Capability Alignment	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	Energy	Law Enforcement	Long-Term Community Recovery & Mitigation	Media Relations and Community Outreach	Donations and Volunteer Management
Target Capability	Primary (P) and Support (S) ESFs															
Animal Health Emergency Support						P					S					
CBRNE Detection	S	S			S			S		P	S	S	S			
Critical Infrastructure Protection	S	S	S	S	S			S		S	S	S	P		S	
Citizen Preparedness and Participation	S	S	S	S	P	S	S	S	S	S	S	S	S		S	S
Citizen Protection: Evacuation and/or In-Place Protection	S				P	S		S					S			S
Critical Resource Logistics and Distribution	S	S	S	S	P	S	S	S	S	S	S	S	S		S	S
Economic and Community Recovery						S								P	S	
Emergency Operations Center Management					P											
Emergency Public Information and Warning					P											S
Environmental Health and Vector Control	S							P			S					
Explosive Device Response Operations	S			S	S			S	S	S			P			
Fatality Management								P					S			
Firefighting Operations/Support				P												
Food and Agriculture Safety and Defense								P			S					
Information Gathering and Recognition of Indicators and													P			
Intelligence/Information Sharing and Dissemination	S	S	S	S	S	S	S	S	S	S	S	S	P		S	
Intelligence Analysis and Production	S			S	S	S		S	S	S			P			
Interoperable Communications	S	P		S	S	S		S	S	S			S			
Isolation and Quarantine								P								
Law Enforcement Investigation and Operations													P			
Mass Care (Sheltering, Feeding, and Related Services)						P		S								

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
<b>ESF Primary Agency Target Capability Alignment</b>	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	Energy	Law Enforcement	Long-Term Community Recovery & Mitigation	Media Relations and Community Outreach	Donations and Volunteer Management
<b>Target Capability</b>	<b>Primary (P) and Support (S) ESFs</b>															
Mass Prophylaxis								<b>P</b>								
Medical Supplies Management and Distribution	S	S			S		S	<b>P</b>					S		S	S
Medical Surge								<b>P</b>								
On-Site Incident Management	S			<b>P</b>	S				S	S			S			
Planning	S	S	S	S	<b>P</b>	S	S	S	S	S	S	S	S		S	S
Public Health Epidemiological Investigation and Laboratory								<b>P</b>								
Public Safety and Security Response													<b>P</b>			
Responder Safety and Health			S	<b>P</b>	S	S		S	S	S	S	S				
Restoration of Lifelines	S	S	<b>P</b>									S				
Risk Management	DC Office of Risk Management															
Structural Damage and Mitigation Assessment	S		<b>P</b>													
Triage and Pre-Hospital Treatment	S							<b>P</b>								
Urban Search and Rescue									<b>P</b>				S			
Volunteer Management and Donations																<b>P</b>
WMD/Hazardous Materials Response and Decontamination										<b>P</b>						

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## Emergency Support Function #1 Transportation

<b>Primary District Agency:</b>	District Department of Transportation
<b>Support District Agencies:</b>	DC Housing Authority DC National Guard DC Public Schools DC Water and Sewer Authority Department of Employment Services Department of Health Department of Human Services Department of Mental Health Department of Parks and Recreation Department of Public Works Emergency Management Agency Fire and Emergency Medical Services Department Metropolitan Police Department Office of Personnel Office of the Chief Technology Officer Office on Aging Serve DC
<b>Other Supporting Agencies, Jurisdictions, and Organizations:</b>	Amtrak Federal Highway Administration, Division Office Maryland Department of Transportation Maryland Transit Authority Metropolitan Washington Council of Governments PEPCO Virginia Department of Transportation Virginia Rail Express Washington Metropolitan Area Transit Authority
<b>Primary Federal Agency:</b>	Department of Transportation

### ***I. Introduction***

#### **A. Purpose**

Emergency Support Function (ESF) #1 – Transportation supports the District Response Plan (DRP) by providing direct assistance to District of Columbia (District or DC), Federal, regional and other responding agencies as they respond to potential or actual emergencies requiring transportation assets and/or affecting

the transportation network. The transportation network refers to the multimodal system within the District that includes: surface, transit, maritime, and aviation assets. The District Department of Transportation (DDOT) is the primary agency for ESF #1.

## **B. Scope**

ESF #1, when activated by the District Emergency Management Agency (EMA), provides emergency transportation support and guidance to District agencies, citizens, and visitors during a declared public emergency. The scope of ESF #1 activities include:

- Provide traffic management to ensure the effective movement of goods and services.
- Coordinate transportation logistics.
- Perform normal emergency transportation activities under the direct authority of ESF #1 primary agency, DDOT.
- Report the status of and, when necessary, restore the transportation infrastructure.

## **II. Policies**

- A. The primary agency for ESF #1, DDOT, will be the primary agency for all regional and Federal emergency transportation coordination and activities that affect the District.
- B. In the event of ESF #1 activation, all ESF #1 agencies will be organized and operate under a unified command and in accordance with the Incident Command System.
- C. As part of the incident command system, in the event an ESF #1 support agency arrives at the incident scene first, ESF #1 duties will be delegated to that support agency until DDOT arrives.
- D. ESF #1 provides transportation policy, and logistical and operational support during public emergencies. This includes providing, when possible, support agencies with appropriate emergency warning to ensure ESF #1 success.
- E. ESF #1 establishes and maintains a listing of critical transportation infrastructure.
- F. ESF #1 information coordination occurs at the EMA Emergency Operation Center (EOC) located on the eighth floor of the Reeves Building.
- G. Initial ESF #1 information coordination will occur at the Traffic Management Center (TMC) located on the second floor of the Reeves Building. The TMC is the 24/7 traffic monitoring center for the District.



- H. If incident response surpasses ESF #1 capabilities, requests for additional resources from the private sector and/or other regional government agencies will occur via EMA and the EMAC process.
- I. Due to the unique nature of the District of Columbia, the deployment and assistance of Federal assets may be required prior to a Presidential Declared Emergency. In this case, all transportation activities will be coordinated through ESF #1.
- J. DDOT is responsible for tracking all ESF #1 expenses and data collected during the ESF activation.
- K. All public information regarding transportation issues and ESF #1 will be coordinated through the DDOT Public Information Officer (PIO).

### ***III. Situation***

#### **A. Disaster Condition**

By nature a transportation network is an extremely fragile system. Local transportation activities can be hampered due to damaged infrastructure, a surge in use, and/or a loss in capacity. Most public emergencies will create a demand for local transportation resources to support the response, recovery, and restoration of the transportation system.

#### **B. Planning Assumptions**

1. The EMA EOC, will activate ESF #1 at a level appropriate to the level of risk presented by a perceived or actual public emergency.
2. A public emergency occurring within the National Capitol Region will have a negative impact on the District transportation network.
3. During a public emergency the transportation infrastructure will be impacted which could limit access to and from the incident area.
4. A public emergency within or adjacent to the District has the potential to cause loss of life, property, and/or disruption of normal life support.
5. Infrastructure damage and communications disruptions will inhibit efficient coordination of transportation support during the immediate and post-disaster period.
6. Regional emergency transportation coordination and planning is critical to ensure regional transportation stability.

7. During a public emergency, sheltering in place may be determined to be the appropriate protective action versus an evacuation.

#### ***IV. Concept of Operations***

##### **A. General**

1. ESF #1 agencies will coordinate and execute their respective authorities and program responsibilities during and immediately following a public emergency affecting transportation.
2. While activated, ESF #1 will provide situational and status information to ESF #5 on all transportation activities. ESF #1 support agency representatives will collaborate with field personnel to coordinate support with their agencies through various agency operations centers, as necessary.
3. All transportation related requests for District assistance and mission assignments are submitted to the ESF #1 liaison at the EMA EOC for action.

##### **B. Organization**

1. **District Emergency Operation Centers** – As the primary agency, DDOT will operate through its Consequence Management Center (CMC) located on the 7<sup>th</sup> Floor of the Reeves Building during large transportation public emergencies, as determined by DDOT. DDOT may request support agency liaison representatives to report to its CMC if the public emergency situation warrants.

During small transportation public emergencies, DDOT will operate the public emergency through the Traffic Management Center (TMC). The TMC will always be DDOT's initial information and coordination location, since it operates 24/7.

2. **EMA EOC** – DDOT and/or an ESF #1 supporting agency will provide the necessary representation at the EOC and the Consequence Management Team (CMT) until deactivated or released by the CMT Director.
3. **Interagency Liaisons** - DDOT may assign liaison officers to various District agency operations center to ensure transportation actions are properly coordinated. For small public emergencies requiring ESF #1 assistance, transportation operations and command personnel may operate out of that agency's operation center, or the EMA EOC.

**C. Notification**

1. The EMA EOC will notify DDOT of a public emergency situation and the need to activate ESF #1. Then DDOT will immediately notify appropriate primary and support agency personnel of activation. DDOT will also provide notification to regional stakeholders to promote regional coordination.
2. DDOT may receive notification through other means of communications other than the EMA EOC. In this case, DDOT will notify the EMA EOC of the public emergency and begin coordination.
3. If timing permits, DDOT will notify WMATA three hours prior to emergency activation to provide for the coordination of staff to meet increased demand on the transit network.

**D. Response Actions****1. Initial Actions**

- a. Immediately upon notice of an imminent or actual public emergency, DDOT will activate the emergency on-call alert roster. Priority attention will be directed toward staffing the EMA EOC and activating the support agencies at the DDOT CMC and TMC.
- b. Notification will be made to regional stakeholders of the actions being taken as a result of the public emergency.
- c. DDOT will deploy its transportation response teams and Roadway Operations Patrol to the field to assist in reestablishing the transportation network and to develop initial diversionary plans for rerouting traffic around and away from the incident scene.
- d. DDOT and ESF #1 support agencies will execute their emergency response plans in accordance with their internal operation plans, standard operating procedures (SOPs), and concurrently prepare to send representatives to appropriate locations as directed.
- e. The DDOT Traffic Management Center (TMC) will immediately begin assessing the impact of the incident on the District's transportation system and report findings to DDOT management at the EMA EOC or the DDOT CMC. The TMC will also initiate alternative traffic-signaling plans along routes where appropriate.
- f. The Emergency Transportation Annex (ETA) will be implemented as directed.

## 2. Continuing Actions

- a. Continue to monitor, analyze, and report on the transportation network and the stability of the transportation infrastructure.
- b. Coordinate on issues regarding evacuation, accessibility for relief services, and emergency supplies. Issues include identifying staging areas for supplies and routing information for carriers.
- c. DDOT or its designee will process all requests for assistance and mission assignments for ESF #1 support and services for distribution, validation, and/or action in accordance with this ESF and its annexes.
- d. DDOT personnel will continue transportation network damage assessment for all modes of transportation. DDOT will implement strategies aimed at analyzing the effects of the public emergency on the regional transportation system, monitoring transportation network capacity and roadway congestion, and implementing management controls as required.
- e. The DDOT TMC will establish communications, maintain communications, and report and receive assessments and status information.
- f. The DDOT TMC will continue to coordinate with its regional counterparts regarding traffic-signal timing and overall surface-street strategies to ensure consistency.
- g. DDOT will coordinate with the various District agencies, private utilities, federal and regional agencies, and private interests to determine status of construction and other work developments that could impact traffic along designated emergency routes, gateways, and regional routes.
- h. ESF #1, in coordination with MPD and DPW, will identify vehicles that require towing due to the public emergency. ESF #1 will also coordinate the use of the heavy-equipment-towing crane.
- i. ESF #1 will coordinate with DPW Fleet Management Administration (FMA) for the issuing of additional vehicles, if needed during the public emergency.
- j. ESF #1 will assist ESF #3 with the clearing and restoration of the transportation network. ESF #1 will provide priority guidance on critical traffic routes to be cleared.

- k. An ESF #1 representative will coordinate with DPW FMA for the use of DC-owned vehicles for emergency movements of personnel and relief supplies, to determine whether non-District vehicles are needed and to make requests for assistance.
- l. ESF #1 emergency liaison officers at District control centers will remain at their duty locations until deactivated or released by the designated EMA official.

## ***V. Responsibilities***

### **A. Primary District Agency**

**District Department of Transportation (DDOT)**—DDOT will manage and coordinate emergency transportation response operations and restoration of the transportation network during public emergencies. DDOT will ensure ESF #1 is represented at the EMA EOC and other District control centers when requested. The DDOT will ensure situation reports are completed, expenses tracked, and that the information is given to EMA when requested. DDOT personnel serve as the Mayor's single POC regarding transportation issues.

### **B. Support District and Regional Agencies**

1. **DC Housing Authority (DCHA)**—DCHA will provide coordination and support with use of its fleet and crews for the movement of supplies and resources as directed.
2. **DC National Guard (DCNG)**—DCNG will provide intersection control support, transportation infrastructure security, facilitate the transport of disaster-relief supplies, and assist in the evacuation or relocation of persons during public emergencies.
3. **DC Public Schools (DCPS)**—DCPS will provide its fleet of school buses to assist with transport of evacuees to shelters. DCPS will also notify ESF #1 regarding the movement of students during a public emergency.
4. **DC Water and Sewer Authority (DCWASA)**—DCWASA will provide information on waterway emergency access routes during public emergencies. DCWASA will coordinate with ESF #1 pertaining to construction of critical water and sewer facilities and/or destruction or stabilization of structures that affect the transportation system.
5. **Department of Employment Services (DOES)**—DOES will assist in recruitment of emergency manpower, as needed, to assist in the public emergency.

6. **Department of Health (DOH)**—DOH will provide support for persons requiring special transportation. DOH employees and/or volunteers may be requested to staff transportation facilities to provide emergency medical first aid. DOH will provide ESF #1 with guidance on the distribution of the Strategic National Stockpile.
7. **Department of Human Services (DHS)**—DHS is the primary agency coordinating the transportation of persons to and from District shelters. DHS will also coordinate the movement of persons who require special transportation.
8. **Department of Mental Health (DMH)**—DMH will support the movement of persons who require special transportation. DMH will provide support during the movement of mental health patients.
9. **Department of Parks and Recreation (DPR)**—DPR will mobilize its staff, fleet, and volunteers to assist with transportation activities, which may include providing transportation to or assisting with the operation of shelter facilities. City parks and recreational facilities may be requested to be used as transfer points for people leaving an evacuating area who need assistance.
10. **Department of Public Works (DPW)**—DPW will coordinate, obtain, and stage vehicle fleets and crews as designated by ESF #1. The DPW will coordinate the clearing of debris from emergency routes. The DPW will coordinate the staging and use of tow cranes. The DPW will make available the use of Traffic Control Aides and Parking Control Aides, as needed. The DPW and DDOT will also advise on the use of equipment and supplies when developing strategies for protecting the transportation infrastructure.
11. **Emergency Management Agency (EMA)**—EMA will support the ESF #1 coordination process. The EMA will work as an honest broker in resolving issues and multiple requests among multiple ESFs. All ESF #1 requests will go through the ELO stationed at the EMA EOC.
12. **Fire and Emergency Medical Services Department (FEMS)**—FEMS will provide and coordinate emergency transportation for individuals requiring special assistance during a public emergency. FEMS will also coordinate on transportation issues regarding the decontamination and transportation of victims exposed to a toxic element and the decontamination of District and regional vehicles.
13. **Metropolitan Police Department (MPD)**—MPD will provide critical-intersection control and will report on any area transportation disruptions. The MPD will provide escort service for emergency response vehicles when requested. The MPD will be responsible for the coordination of street closings with DDOT and other regional law enforcement agencies. The

MPD, in coordination with DPW, will provide towing cranes, if necessary, to remove parked vehicles from designated emergency evacuation routes during a public emergency. An ESF #1 ELO will be stationed at the JOCC/SOCC when requested for coordination.

14. **Office of Personnel (OP)**—OP will provide ESF #1 with human resource guidance during a public emergency.
15. **Office of the Chief Technology Officer (OCTO)**—OCTO will provide communication and geographic information systems (GIS) support to ESF #1.
16. **Office on Aging (OA)**—DCOA will coordinate on the movement of seniors requiring special transportation to shelter facilities. DCOA will identify and coordinate, to the extent possible, the location of District seniors in need of transport to mass feedings, congregate meals, and food distribution centers. DCOA, through its contractors, will assist in shelter-in-place operations and the coordination of mobile feeding units to serve District senior citizens.
17. **Serve DC – Serve DC** will support ESF #1 when ESF #1 requests transportation related volunteers. This could include, but is not limited to, administrative and/or logistical support.
18. **Washington Metropolitan Area Transit Authority (WMATA)**—WMATA is a key provider of regional emergency transit service during a public emergency. The WMATA will work closely with ESF #1 to ensure continuity regarding transportation information, logistics, and operations. The WMATA will work closely with the DDOT for obtaining and funding additional buses or other equipment during a public emergency. During a public emergency, the WMATA will have a liaison at the EMA EOC.
19. **Virginia Rail Express (VRE)**—VRE will provide emergency transit support and coordination during a public emergency. During a VRE transit rail failure, VRE will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.
20. **Maryland Transit Authority (MTA)**—MTA will provide emergency transit support and coordination during a public emergency. During a MTA transit rail failure, MTA will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.
21. **AMTRAK**—AMTRAK will provide emergency transit support and coordination during a public emergency. During an AMTRAK transit rail failure, AMTRAK will work with DDOT to establish transfer points and

obtain sufficient transportation assets for the follow-on movement of its users.

22. **Federal Highway Administration (FHWA), Division Office**—FHWA will provide guidance and assistance to DDOT regarding Federal laws, assistance, and regulations.
23. **Metropolitan Washington Council of Governments (COG)**—COG will provide support via the RICCS system to ESF #1.
24. **Maryland Department of Transportation (MDOT)**—MDOT will provide emergency coordination and support to DDOT for the transportation network.
25. **PEPCO** – PEPCO will provide support and coordination in the reestablishment of the District’s traffic-signaling system. PEPCO in conjunction with DDOT and ESF #3 and ESF #12 will support in the reestablishment of power caused by down trees.
26. **Virginia Department of Transportation (VDOT)**—VDOT will provide emergency coordination and support to DDOT for the transportation network

### C. **Lead Federal Agency**

**Department of Transportation (DOT)**—DOT is the primary Federal agency for ESF #1 under the National Response Plan (NRP) and will provide direct, technical, and other support to the District through the District ESF #1 and the District’s primary agency for ESF #1, DDOT.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the National Response Plan (NRP) will be implemented by the Department of Homeland Security. Initially, these agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when a Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.



## Emergency Support Function #2 Communications

<b>Primary District Agency:</b>	Office of the Chief Technology Officer
<b>Support District Agencies:</b>	DC Energy Office DC Public Schools DC Water and Sewer Authority Department of Corrections Department of Employment Services Department of Health Department of Human Services Department of Parks and Recreation Department of Public Works District Department of Transportation Emergency Management Agency Fire and Emergency Medical Services Department Metropolitan Police Department Office of Cable Television and Telecommunications Office of Communications Office of Property Management Office of Unified Communications <i>Non-Governmental Organizations:</i> Radio Emergency Associated Communication Teams Verizon
<b>Primary Federal Agency:</b>	Department of Homeland Security/Information Analysis and Infrastructure Protection/National Communications System
<b>Support Federal Agency:</b>	DC National Guard

### ***I. Introduction***

#### **A. Purpose**

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

**B. Scope**

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.

**II. Policies**

- A. The 2000 DC Telecommunications Plan prescribes the planning and use of District communications assets and resources in support of the provisions of the federal communication acts.
- B. Pub. L. 81-686 contains the authority for OCTO to develop plans and coordinate and manage communications support for District organizations during public emergencies.
- C. When a public emergency is of sufficient severity and magnitude to surpass local agencies' capabilities, an appropriate request for private sector support or federal assistance will be initiated.
- D. Emergency response agencies as well as appropriate support agencies and applicable volunteer organizations will provide staff liaison support for the Emergency Operations Center (EOC) when it is activated as required.
- E. Agencies have designated certain personnel as normal, critical, or super-critical users. These designations were made based on each agency staff member's responsibilities during a public emergency.
- F. The following voice/text messaging services have been arranged by ESF #2 for agency personnel in key emergency preparedness agencies in the following categories:
  - 1. Plain telephone service is available for the normal user. They will compete with the balance of the District population and will likely experience severe competition for dial tone.
  - 2. 1-800 number access allows normal users access to less competitive federal government long-distance circuits to complete local calls to pre-assigned District 1-800 numbers.

3. Cingular and Verizon Wireless provide normal cellular service. Users compete with other subscribers for dial tone.
4. Two-way, combination cellular and digital two-way radio service (Sprint/Nextel) provides private network cellular service and point-to-point two-way radio service. Users compete with other Sprint/Nextel subscribers for services provided by Sprint/Nextel. Users do not compete when connecting to another Sprint/Nextel device (Direct Connect).
5. Switch Redirect (SR) relocates District government telephone numbers and subscribed services to District government incident command centers and other emergency locations. SR telephone numbers must be pre-designated, and “unused” phones must be available to activate at the incident command centers or emergency locations.
6. National Security Emergency Preparedness (NSEP) priority cellular service provided by Cingular and Sprint/Nextel, provides priority, non-encrypted service for emergency use over Verizon’s regular cell networks. Verizon will provide NSEP cellular service in 2007.
7. The Government Emergency Telecommunications Service (GETS) landline card provided by the National Communications System (NCS), with AT&T, MCI, and Sprint circuits/lines, provides high-priority long-distance circuits to complete local and long-distance calls. By dialing a pre-designated number, local and long-distance calls will compete on the NSEP federal government long-distance network. Users compete with other high-priority NSEP government users. Call completion depends on first obtaining local dial tone, which GETS does not provide [provided by Essential Service Protection (ESP) (see below)].
8. The Federal Telecommunications System (FTS) 2001 card provided by Sprint supplies high-priority long-distance circuits to complete local and long-distance calls and allows an audio teleconferencing bridge. Users compete with all federal government users.
9. ESP offers priority local dial tone.
10. Home Phone ESP is provided for home phones for a select group of super-critical users.
11. Unified 460 and 800 MHz radio network allows MPD and FEMS first responders to communicate. FEMS first responders can also communicate seamlessly on 800 MHz radios with first responders in the National Capital Region, with the exception of Prince George’s County. MPD requires manual patching in most areas outside the District.

12. The District's Wireless Accelerated Responder Network (WARN) pilot, operating under experimental Federal Communications Commission license, uses 700 MHz spectrum to provide voice, data, and video network for local, regional, and federal first-responders.
- G. Two additional systems that can be accessed are the Washington Area Metropolitan Warning System (WAWAS) and the National Warning System (NAWAS). These systems are set up through FEMA and located at EMA, which serves as the central communications point within the District as well as the Region. They provide communication with and access to local and national military and law enforcement support. The Fire Mutual Aid Response System (FMARS), Police Mutual Aid Response System (PMARS), and public emergency alert system, powered by Roam Secure, can be utilized as well. The public emergency alert system provides comprehensive public alerts to household landlines and cellular data terminals.

### ***III. Situation***

#### **A. Disaster Condition**

1. A public emergency may result from a significant natural disaster, technological emergency, or any other incident that causes extensive damage and/or results in a high volume of requests from all District agencies for services required to save lives and alleviate human suffering. These authorities require accurate and timely information on which to base decisions and guide response actions. Concurrently, commercial communications facilities may sustain widespread damage. At a time when the need for real-time electronically processed information is greatest, the capability to acquire it may be seriously restricted or nonexistent. In such situations, all surviving communications assets of the various government agencies, augmented by extra assets, will be needed immediately to ensure a proper response to the needs of victims of the event.
2. When activated, ESF #2 will coordinate and support communications requirements across the emergency continuum.

#### **B. Planning Assumptions**

1. Initially, District officials focus on coordinating lifesaving activities concurrent with reestablishing control in the disaster area. Working with the communications industry, officials will restore and reconstruct communications facilities as the situation permits.
2. Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to communications facilities.

3. Weather and other environmental factors may restrict the ability of suppliers to deploy mobile or transportable communications equipment into the affected area.
4. The affected area's ability to communicate with the rest of the District may be impaired. Some key individuals may be isolated from their offices and/or operational centers.

#### ***IV. Concept of Operations***

##### **A. General**

1. The Chief Technology Officer will be the single point of contact (POC) for the communications industry in the emergency area for District communications requirements and will coordinate the industry's response. The Chief Technology Officer will coordinate with the federal communications officer regarding possible federal communications requirements.
2. OCTO has overall responsibility for the coordination of communications support in the response area. When communications assistance is requested during a public emergency response, the Chief Technology Officer is the responsible staffer. This officer prioritizes conflicting requests and recommends solutions.
3. The Emergency Management Agency (EMA) controls its communications assets [i.e., Mobile Command Post (DC-10)] in the emergency areas, but coordinates their use with the Chief Technology Officer. Other agencies, such as the Metropolitan Police Department (MPD) and DC Fire and Emergency Medical Services Department (DCFEMS), that provide communications assets in support of the emergency response also would control their organic assets, but would coordinate their use with the Chief Technology Officer and the EMA Director.
4. Communications management will occur on a bottom-up basis; decisions will be made at the lowest level, with only those issues requiring adjudication or additional resources being referred to the next higher management level.
5. Previously distributed emergency telecommunications capabilities and devices will be used throughout the entire ESF #2 operating environment. These capabilities and devices are described above.

**B. Organization**

1. Response operations for a public emergency other than regular duties will normally begin when the DRP is implemented. 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.
2. District ESF #2 operations will normally commence when the DRP is implemented.

**C. Notification**

OCTO is always available to assist industry response operations during day-to-day planning and coordination of communications support, including public emergency response activities. If ESF #2 is activated, OCTO will notify the Chief Technology Officer immediately. OCTO will then alert all emergency communications personnel and volunteers and assume District-level coordination of communications assets as necessary.

Immediately upon receipt of information about the public emergency and upon notification of ESF #2 activation, OCTO will contact EMA for information and guidance on the situation and ongoing response planning, and will coordinate ESF #2 response preparations.

**D. Response Actions****1. Initial Actions**

- a. Immediately upon notification of a public emergency, the Chief Technology Officer will begin gathering damage assessment data from the District government and industry representatives. The Chief Technology Officer, in coordination with the EMA or Consequence Management Team Director, will determine the appropriate level of response for ESF #2 elements. The initial focus of the Chief Technology Officer will be to:
  - Determine operational communications assets available for use within the affected area;
  - Identify communications assets not within the affected area that may be brought physically or employed electronically to support the affected area;
  - Assess actual and planned actions of the commercial communications companies toward recovery and reconstruction of their facilities;

- Validate operational status of ODC 1 and 2 as primary, physical relocation sites (If necessary, move to pre-established plan and relocate critical staff to alternate/backup site);
  - Dispatch telephone, GIS, Internet, and network technicians to EOC;
  - Relocate to ODC 2 and await further instruction from Tier 1 personnel for location and deployment of resources;
  - Ensure relocation of critical staff;
  - Establish and validate telephone connections to EOC;
  - Gather initial data, voice, broadcast, data communications, and data processing damage information;
  - Ensure continuing operations of principal data processing and communications operations. If this is not possible, institute previously established gradual degradation processes and inform the EOC of the institution of these processes; and
  - Remain in continual contact with the EOC, advising of near-term actions being taken to restore priority data processing and communications capabilities.
- b. Communications personnel, in coordination with the Chief Technology Officer, will begin an inventory of District communications assets available to support the recovery mission. District agencies with communications assets may be asked to contribute these assets to the response effort. The Chief Technology Officer as well as the CMT will be kept informed of these assets and their status. Potential Chief Technology Officer actions include the following:
- Obtaining information from ESF #1—Transportation about road, rail, and all transportation conditions in the area, and whether they can be used to get mobile telecommunications systems into the area;
  - Assessing the need for mobile and transportable communications equipment when notified (the Chief Technology Officer may request ESF #2 member organizations to identify assets for possible deployment); and
  - Assessing the need for communications industry support in coordination with the EMA Director and ensuring that such support is available as needed.
- c. ESF #2 support agency representatives will be aware of their capabilities to provide mobile or transportable resources for communications activities.
- d. Support agencies with assets in the disaster area will have representation on ESF #2 and will coordinate required connection to

commercial or government communications resources through the Chief Technology Officer.

## 2. Continuing Actions

- a. ESF #2 will provide information to ESF #5 for situation reports and action planning.
- b. The ESF #2 member organizations that have been tasked to provide assets will confirm with the Chief Technology Officer that those assets have been prepared for movement to the emergency area. Reports of when they have been deployed and have become operational will be provided, as needed.
- c. ESF #2 is responsible for:
  - Coordinating District communications support to responding agencies and quasi-governmental and voluntary relief organizations;
  - Recommending the release of District communications resources when they are no longer required;
  - Maintaining a record for audit of all communications support provided (ESF #2 member organizations' procedures will be used to accomplish this audit.);
  - Providing damage information to the CMT Director and other ESFs regularly, and to other District agencies upon request;
  - In coordination with ESF #5, developing and promulgating information collection guidelines and procedures to enhance assessment, allocation, and coordination of government and industry telecommunications assets.

## V. Responsibilities

### A. Primary District Agency

**Office of the Chief Technology Officer (OCTO)**—OCTO will ensure the provision of adequate communications support to District response operations through coordination with the Chief Technology Officer. The Chief Technology Officer is responsible for:

- Supporting the EOC as required in accordance with the SOPs issued by the EMA Director;
- Ensuring that all information regarding potential and/or actual public-emergency situations with significant communications implications is brought to the attention of the EMA Director;
- Coordinating response activities with EMA and other agencies;



- Monitoring the status of crucial situations that have the potential for developing into a public emergency, and those that may require emergency communications support;
- Coordinating with ESF #12—Energy, for energy regarding the communications industry, emergency fuel resupply, and safe access for telecommunications work crews into emergency areas;
- Monitoring the recovery efforts and, as required, coordinating the provision of telecommunications needed by the District government;
- Providing situation status to the EMA Director as required;
- Monitoring the status of crucial situations that have the potential for developing into a public emergency to determine that adequate communications services are being provided to support response operations;
- Assessing the impact on existing District government communications services;
- Coordinating the restoration and/or rerouting of existing District government communications services and the provisioning of new communications services;
- Coordinating with communications service providers and prioritizing requirements as necessary when providers are unable to satisfy all communications service requirements or when the allocation of available resources cannot be fully accomplished at the field level;
- Coordinating with ESF #2 member organizations to obtain additional communications specialists to augment ESF #2;
- Coordinating with District agencies those special telecommunications industry requests for assistance that support activities, emergency fuel resupply, and safe access for communications work crews into emergency areas; and
- Coordinating with appropriate government and industry representatives in support of Chief Technology Officer requests to meet user requirements for cellular phone assets.
- Continually evaluate and update communication technology.

## **B. Support District Agencies**

1. **DC Energy Office (DCEO)**—DCEO will coordinate with ESF #2 to help facilitate the restoration of energy systems and fuel supplies following a public emergency.
2. **DC Public Schools (DCPS)**—DCPS will utilize the 800-MHz radio system as its secondary communications system and will have a liaison in the EOC.
3. **DC Water and Sewer Authority (DCWASA)**—DCWASA will be available in the EOC to coordinate information with the DCWASA

Command Center to restore service. DCWASA will utilize the 800-MHz system and other alternative methods to communicate in the event of an outage to all of the alternative communications capabilities provided.

4. **Department of Corrections (DOC)**—DOC will utilize its own systems that have an interface with the EOC to conduct operations inside and outside of jail facilities.
5. **Department of Employment Services (DOES)**—DOES will follow OCTO communications procedures. In the event of a telephone system communication failure, DOES will utilize cellular phones, pagers, and computer modems. DOES will participate in the OCTO emergency communications plan, including switching to the 800-MHz radio system, and/or Citywide Channel 1, to ensure that critical information is communicated.
6. **Department of Health (DOH)**—DOH normal communications will rely on the local commercial telephone system, including cellular telephones, pagers, and computer modems. In the event of a telephone system failure, DOH will employ communications work-around procedures to ensure that critical information is communicated. In addition, DOH will utilize the 800-MHz radio system as the backup communications link.
7. **Department of Human Services (DHS)**—The Oak Hill Youth Center of the DHS will maintain emergency communications by the telephone capabilities provided and by 800-MHz radio.
8. **Department of Parks and Recreation (DPR)**—DPR will utilize the 800-MHz radio system to coordinate response efforts during a telecommunications outage. Additionally, DPR, due to its proximity to the EOC, will be able to provide some communications backup equipment using older, non-date-dependent radios during a telecommunications outage.
9. **Department of Public Works (DPW)**—DPW will respond and provide support via personnel, vehicles, and/or supplies. In the event of a breakdown of the District's communications system, DPW will use couriers to deliver documents.
10. **District Department of Transportation (DDOT)**—DDOT will utilize the communications systems as described in the Policies section. In addition, DDOT will operate on Zone A, Group 1 DPW-BTS channel on the 800 MHz radio.
11. **Emergency Management Agency (EMA)**—EMA will utilize its 800 MHz radio; coordinate the use of its communications assets with OCTO, as well

as its interfaces with MPD when required. Additionally, when the situation warrants, EMA will notify surrounding jurisdictions and give updates as required on the WAWAS. EMA will request additional communication assistance through FEMA upon a public emergency declaration. EMA will activate local Radio Amateur Civil Emergency Services (RACES) and Radio Emergency Associated Citizens Teams (REACT) to compliment or augment emergency communications systems.

12. **Fire and Emergency Medical Services Department (FEMS)**—FEMS will utilize the current 800-MHz radio system as the primary communication link. FEMS is co-located with MPD at the Public Safety Communication Center for Emergency 911 support and is capable of receiving and dispatching incoming emergency phone calls.
13. **Metropolitan Police Department (MPD)**—MPD will utilize the UHF radio system as the primary communication link. MPD Emergency 911 support is co-located with DCFEMS at the Public Safety Communications Center and is capable of receiving and dispatching incoming emergency phone calls.
14. **Office of Cable Television and Telecommunications (OCTT)**—OCTT will, in conjunction with District radio stations, broadcast the Emergency Alert System to inform District residents of pending or occurring public emergencies and what actions they should take to protect themselves.
15. **Office of Communications (OC)**—As necessary, OC will keep the public advised of the status of voice and other communication mechanisms.
16. **Office of Property Management (OPM)**—The OPM Protective Services Police (PSP) is equipped with hand-held walkie-talkies and telephones, as well as radios. During public emergencies, the OPM liaison at the EOC will keep PSP aware of all situations within District facilities. OPM will utilize the 800- MHz radio system as the primary communications link.
17. **Office of Unified Communications (OUC)**—OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
18. **Radio Emergency Associated Communication Teams (REACT)**—REACT will support and provide an auxiliary communications network in the event of a breakdown in the District’s communication system, and provide a liaison to the EOC.
19. **Verizon**—Verizon will provide a liaison to the EOC to ensure continuity of services and integrity of its communications infrastructure and coordination efforts during public emergencies. Verizon will review restoration

processes priorities and provide technical explanations to EOC liaisons, as well as provide status briefings to OCTO.

**C. Lead Federal Agency**

- 1. Department of Homeland Security/Information Analysis and Infrastructure Protection/National Communications System (NCS)—**  
The DHS/IAIP/NCS is the coordinator for ESF #2 and will provide direct, technical and other support to the District through the District counterpart ESF, ESF #2.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the National Response Plan (NRP) will be implemented by The Department of Homeland Security. Initially, these agencies will operate out of the FEMA Regional Response Coordination Center (RRCC), as well as provide a liaison to the EOC. Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.

**D. Support Federal Agency**

**DC National Guard (DCNG)—**DCNG will operate on its frequency, which has an interface with the EOC, and will provide a liaison to the EOC.

## Emergency Support Function #3 Public Works and Engineering

<b>Primary District Agencies:</b>	Department of Public Works
<b>Support District Agencies:</b>	DC Energy Office DC Public Schools DC Water and Sewer Authority Department of Consumer and Regulatory Affairs Department of Parks and Recreation District Department of Transportation Emergency Management Agency Metropolitan Police Department Office of Contracting and Procurement Office of Property Management Office of Unified Communications
<b>Primary Federal Agency:</b>	Department of Defense/U.S. Army Corps of Engineers
<b>Support Federal Agency:</b>	National Park Service

### ***I. Introduction***

#### **A. Purpose**

ESF #3—Public Works and Engineering provides technical advice and evaluation, engineering services, coordinates structural inspection, coordinates emergency repair of water and wastewater treatment facilities, distribution for emergency potable water and ice, debris removal, and emergency power support to predetermined facilities.

#### **B. Scope**

ESF #3 activities include the following:

1. Participation in pre-public emergency activities, such as pre-positioning of equipment assessment teams and contractors, and deployment of other advance elements.
2. Participation in needs/damage assessments immediately following a public emergency.

3. If requested by ESF #1 and resources are available, emergency clearance of debris to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, property protection, and health and safety (see ESF #3 Debris Plan and Standard Operating Guidelines for Field Operations (SOG)).
4. Management of debris removal and disposal from public property for lifesaving, property protection, and health and safety (See ESF #3 Debris Plan and SOG).
5. Provision of expedient emergency access routes to damaged waterways for emergency access to public emergency victims.
6. Emergency water supplies until public water utility operations can be restored.
7. Contracting for emergency demolition or stabilization of damaged structures and facilities designated by state or local governments as immediate hazards to public health and safety, or as necessary to facilitate lifesaving operations (e.g., temporary protective measures to abate immediate hazards to the public for health and safety reasons until demolition is accomplished).
8. Emergency contracting to support public health and safety, such as providing for debris removal, potable water, ice, and power (see ESF #3 Debris, Water, Ice and Emergency Power Plans).
9. Technical assistance, including inspection of private residential structures and commercial structures, District-owned and operated building, and public school facilities (see ESF #3 Structural Assessment Plan).
10. Support to other ESFs as outlined in the District Response Plan (DRP).
11. Provision of basic sanitation support excluding portable sanitation facilities (ESF #7), street cleaning, litter can removal, fleet services, parking enforcement, and towing of illegally parked or abandoned vehicles.

## ***II. Policies***

- A. The roles and responsibilities of the Department of Public Works (DPW), District Department of Transportation (DDOT), Water and Sewer Authority (WASA), the Office of Property Management (OPM), and the Department of Consumer and Regulatory Affairs (DCRA), District of Columbia Parks and Recreation (DPR), District of Columbia Public Schools (DCPS) and District of Columbia Energy Office (DCEO) must be closely coordinated to execute ESF #3. Detailed plans for the ESF #3 operations for Emergency Power, Debris

Operations, Potable Water Distribution, Ice Distribution and Structural Assessments can be found in the respective plans attached to this document.

- B. Emergency Management Agency (EMA) Standard Operating Procedures for Debris and Wreckage Removal (January 2001) provides guidance for planning, coordinating, and implementing the debris wreckage removal process following a public emergency.

### ***III. Situation***

#### **A. Disaster Condition**

In a public emergency, damage to public works and engineered systems may be significant. Structures may be destroyed or severely weakened. Homes, public buildings, and other facilities may have to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially- or fully-inoperable. Debris may make streets and highways impassable. A public emergency may affect the lives of many local response personnel and their facilities and prevent them from performing their prescribed emergency duties. Similarly, equipment in the immediate emergency area may be damaged or inaccessible. Sufficient resources may not be available to local agencies to meet emergency requirements. Federal and/or private assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, coordinated effective response.

#### **B. Planning Assumptions**

1. Access to emergency areas will be dependent upon the reestablishment of ground and water routes. In many locations, debris clearance (DDOT/DPW/SWMA) for access and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
2. Early damage assessments will be general and incomplete and may be inaccurate. Rapid assessment of the emergency area is required to determine critical needs and to estimate potential workload or requirements for federal assistance.
3. To minimize threats to public health, emergency environmental waivers and legal clearances will be needed to dispose of emergency debris and materials from demolition activities. Under federal regulations, local authorities are responsible for obtaining required waivers and clearances. Federal agencies are responsible for complying with appropriate federal environmental and historic preservation statutes.
4. Construction equipment and materials and significant numbers of personnel having engineering and construction skills might be required from outside the disaster area.

5. Primary agencies and support agencies will perform tasks under their own authorities, as applicable, in addition to missions received under the authority of the DRP.
6. With the loss of essential public services, basic needs such as refrigeration, electrical power, and water may be lost. Expedient temporary means to provide power to predetermined facilities, water, and ice supplies must be coordinated by ESF #3 (see ESF #3 Emergency Power, Potable Water Distribution and Ice Distribution Plans).
7. In terrorist incidents, including Weapons of Mass Destruction (WMD), response leadership functions will be taken on by the Federal Bureau of Investigation (FBI), specifically those related to assuming control during debris removal operations. *Additional detail regarding WMD can be found in the National Response Plan, ESF #3, December 2004.*

#### ***IV. Concept of Operations***

##### **A. General**

The agencies that comprise ESF #3 will execute their respective authorities and program responsibilities during and immediately following a public emergency. ESF #3 will be represented in the Emergency Operations Center (EOC) and activities will be tracked and monitored. The ESF #3 team will provide damage information to ESF #5—Information and Planning for overall damage assessment, the damage situation, and ESF activities. Support agency representatives will collaborate with District field personnel to coordinate support with their agencies through agency operations centers and ESF #3 ELO, as necessary (see attached ESF #3 Plans for specific details).

##### **B. Organization**

1. **DPW Emergency Operations Center (DPW EOC)**—As the primary agency, DPW will operate from its EOC in the Director’s Office Suite on the 6<sup>th</sup> Floor of the Reeves Center and from its Debris Operations Center at 2750 South Capitol Street SE. DPW may request support agency liaison representatives to report to its EOC if the public emergency situation warrants. ESF #3 support agencies will work with DPW in the 6<sup>th</sup> Floor DPW EOC.
2. **EMA Emergency Operations Center (EOC)**—DPW, OPM, DCPS, and the Water and Sewer Authority (WASA) will provide the necessary representation at the EOC and the Consequence Management Team (CMT) Liaison Officer (ELO) will remain at the EOC until deactivated or released by the CMT Director.



3. **Interagency Liaisons**—DPW will coordinate with EMA to ensure that necessary representatives are immediately provided for the formation of any interagency coordination groups that are established based on the magnitude and scope of the public emergency. The damage assessment representative will be an infrastructure specialist.

## C. Notification

### 1. Primary Agency

The EMA EOC will notify DPW, as the lead agency of ESF #3, of a public emergency situation. DPW will then immediately notify the appropriate emergency response team members within the ESF #3 support function. Upon activation of the EMA EOC, the ESF #3 ELO will be dispatched to and stay in contact with EMA's EOC.

### 2. Support Agencies

Upon receiving notification of EOC activation, DPW, as the primary agency for ESF #3, will determine support agency requirements based on the magnitude and scope of the emergency and coordinate with EMA.

## D. Response Actions

### 1. Initial Actions

The member agencies of ESF #3 will execute their programs in accordance with their operations plans and concurrently prepare to send representatives to the EMA EOC and the DPW EOC to coordinate the functions of ESF #3 as designated by the ESF #3 ELO SOG (to be developed). If there is a Presidential Declaration of Emergency or Major Disaster, a liaison may be provided to the Joint Field Office (JFO) upon request, and the U.S. Army Corps of Engineers (USACE) may send a liaison to the EOC and DPW to coordinate public works activities.

### 2. Waivers and Clearances

ESF #3 agencies will obtain the necessary environmental waivers and legal clearances required for removal and disposal of emergency debris and materials from demolition (see ESF #3 Debris Plan and SOG).

### 3. Continuing Actions

ESF #3 will continue to staff the EOC as long as there is a requirement to coordinate among ESF #3 support agencies and EMA.

## *V. Responsibilities*

### **A. Primary District Agency**

**Department of Public Works (DPW)**—With respect to all emergencies, DPW will coordinate activities from the EOC with direction from the Mayor and key District officials from the CMT. ESF #3 will provide information on access to waterways, staging and removal of debris, emergency power, structural assessments, and potable water and ice distribution. Based on notification from EMA, MPD, or DDOT through the ESF #3 ELO, DPW will provide emergency towing services. At DDOT's request through ESF #3's ELO, DPW will provide vehicles and licensed drivers as available for transportation assistance during an emergency.

### **B. Support District Agencies**

- 1. DC Energy Office (DCEO)**—DCEO will coordinate with ESF #3 to help facilitate the restoration of energy systems and fuel supplies following a public emergency.
- 2. DC Public Schools (DCPS)**—DCPS, jointly with OPM and DCRA, is responsible for the emergency inspection and demolition or stabilization of damaged structures and facilities designated by the District government as immediate hazards to public health and safety or as necessary to facilitate lifesaving operations such as temporary protective measures to abate immediate hazards to the public for health and safety reasons until demolition can be accomplished (see ESF #3 Structural Assessment Plan). DCPS personnel will also support the ESF #3 Emergency Power mission by providing immediate access to affected facilities (see ESF #3 Emergency Power Plan).
- 3. DC Water and Sewer Authority (DCWASA)**—DCWASA will provide maintenance of the public water distribution system, the collection of wastewater and storm water, the delivery of wastewater to the wastewater treatment facility, and the treatment of wastewater. DCWASA will provide overall information to the ESF #3 ELO on supply of adequate amounts of water, temporary restoration of water supply systems, wastewater, and the provision of water for fire fighting. DCWASA will provide expedient emergency access routes to waterways. DCWASA will provide emergency restoration of critical water and sewer facilities, including the temporary restoration of water supplies and wastewater treatment systems.
- 4. Department of Consumer and Regulatory Affairs (DCRA)**—DCRA will cooperate in the coordination effort of EMA for District-wide emergencies where DCRA is deemed an appropriate agency to assist in emergency responses operations. DCRA will participate with other agencies in the preparation of damage survey reports and damage

assessments. DCRA will support the ESF #3 structural assessment process by providing leadership and inspection staff to perform structural assessments throughout the city (see ESF #3 Structural Assessment Plan).

5. **Department of Parks and Recreation (DPR)**—DPR is responsible for clearing, removing and disposing of debris on DPR property. DPR also supports ESF #3 as needed in its efforts to remove and dispose of vegetative debris during the response and recovery phases of an emergency event by providing temporary debris management sites, personnel, equipment and vehicles. Through ESF #16, DPR provides volunteers to ESF #3 for water and ice distribution (see ESF #3 Debris Plan, Debris SOG, Potable Water Distribution Plan, and Ice Plan).
6. **District Department of Transportation (DDOT)**—DDOT will dispatch emergency teams to inspect and report out on the stability and availability of emergency routes, streets, bridges, and ports. DDOT will assist with procurement and execution of contracting for construction management and inspection services. DDOT will coordinate, and offer when available, commercial driver licensed (CDL) drivers and commercial vehicles to support debris removal, the clearing of roadways and the reestablishment of the District's infrastructure. DDOT will need to coordinate with PEPCO regarding down power lines, when supporting debris removal activities that include trees.
7. **Emergency Management Agency (EMA)**—EMA will receive and assemble damage reports from all sources and prepare an incident report for the CMT. The CMT will assess the emergency and provide a copy of their assessment to the primary ESF agencies. The ESF primary agencies will notify their support agencies and implement their COOPs and follow their SOGs. The ESF primary agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.
8. **Metropolitan Police Department (MPD)**—MPD provides police escorts for mobile fueling units. MPD also clears traffic lanes to enable debris removal operations to proceed along access ways (see ESF #3 Debris Plan).
9. **Office of Contracting and Procurement (OCP)**—OCP provides ESF #3 with pre-positioned and emergency contracts for required equipment and services (see ESF #3 operational plans).
10. **Office of Property Management (OPM)**—OPM will be the lead agency in implementing facilities management for District-owned and operated facilities. This includes emergency restoration of critical District-owned and operated facilities, building security, maintenance and repairs, custodial services, and snow removal (from sidewalks, driveways, etc., of District-owned and operated facilities). This also includes energy management, which is the purchasing and distribution of fuel oil to supplement DPW

Fleet Management Administration's fuel supply. Energy services will also track utility services within the District government. OPM's Facilities Operations Maintenance Administration (FOMA) can assist in restoring facilities.

OPM, DCPS, and DCRA are jointly responsible for the emergency inspection and contracting and managing demolition or stabilization of damaged structures and facilities designated by the District governments as immediate hazards to public health and safety or as necessary to facilitate lifesaving operations such as temporary protective measures to abate immediate hazards to the public for health and safety reasons until demolition is accomplished. OPM will support the ESF #3 Emergency Power mission by providing leadership to oversee the process and personnel to provide access to facilities and to install standby generators (see ESF #3 Structural Assessment Plan and Emergency Power Plan for additional details).

11. **Office of Unified Communications (OUC)**—OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.

#### C. **Primary Federal Agency**

**Department of Defense/U.S. Army Corps of Engineers (DOD/USACE)**—DOD/USACE is the coordinator for ESF #3 under the National Response Plan (NRP) and will provide direct, technical, and other support to the District through the District counterpart ESF, ESF #3 and through the District's lead agency for ESF #3, DPW. Coordination with all federal agencies that have a support role to ESF #3 will be accomplished by DOD/USACE in accordance with the NRP.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the National Response Plan (NRP) will be implemented by the Department of Homeland Security. Initially, these agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.

#### D. **Support Federal Agency**

**National Park Service (NPS)**—NPS is the primary Federal ESF #3 agency for clearing, removing and disposing of debris from Federal park properties and monuments.

## Emergency Support Function #4 Firefighting

**Primary District Agency:** Fire and Emergency Medical Services Department

**Support District Agencies:** DC Water and Sewer Authority  
Department of Consumer and Regulatory Affairs  
Department of Health  
Department of Human Services  
Department of Mental Health  
Department of Public Works  
District Department of Transportation  
Emergency Management Agency  
Metropolitan Police Department  
Office of the Chief Medical Examiner  
Washington Metropolitan Area Transit Authority

*Non-Governmental Organizations:*

Potomac Electric Power Company  
Washington Gas Company

**Primary Federal Agency:** Department of Agriculture/Forest Service

### ***I. Introduction***

#### **A. Purpose**

ESF #4—Firefighting supports DC Fire and Emergency Medical Services Department (FEMS) with the response and suppression of urban fires resulting from, or occurring coincidentally with, a public emergency in an extraordinary situation.

#### **B. Scope**

ESF #4 manages and coordinates firefighting activities including search, rescue, containment, suppression, coordination of evacuation in the hazard areas, and delivery of emergency medical services.

## ***II. Policies***

- A. Priority will be given to saving lives and protecting property, in that order.
- B. The Incident Command System (ICS) will be implemented to effectively manage and control resources at the scene of emergencies.
- C. The FEMS Personnel Accountability System will be used to track and control the movement of FEMS personnel.
- D. FEMS will operate at incidents using standard operating guidelines (SOGs). SOGs are predetermined, standardized practices that enable the firefighting units to operate in a coordinated and safe manner.

## ***III. Situation***

### **A. Disaster Condition**

- 1. The management of a large firefighting operation is complex, often involving dozens of firefighting resources. Fire resulting from, or independent of, but occurring coincidentally with, a public emergency may place extraordinary demands on available resources and logistics support systems.
- 2. A public emergency may result in numerous urban fires. The damage potential from fires in urban areas during and after a public emergency exceeds that of all other causes. Fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

### **B. Planning Assumptions**

- 1. Urban fires may result from a natural disaster. They also may occur as the result of another significant event. Large, damaging fires may be common.
- 2. At the time of a public emergency, there may be fires burning in multiple locations in the District. These fires will draw upon the same resources (engines or other tactical and support resources) that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in the public emergency-related firefighting operations competing for resources.
- 3. Telephone communications may be interrupted.

4. FEMS 800 MHz radio communication may be interrupted in certain situations.
5. Bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, and so forth, may hamper access, making conventional travel to the fire location extremely difficult or impossible.
6. Efficient and effective mutual aid among the various local, state, and federal fire-suppression agencies requires the use of ICS in accordance with the National Incident Management System (NIMS), together with compatible firefighting equipment and communications.

#### ***IV. Concept of Operations***

##### **A. General**

1. ESF #4 will manage and coordinate firefighting and fire suppression activities, by mobilizing fire and rescue resources in support of urban firefighting operations. ESF #4 will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with Incident Commanders.
2. Requests for firefighting assistance and resources will be coordinated through the Office of Unified Communications to the appropriate fire and rescue units.

##### **B. Organization**

FEMS is 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. An ICS will be implemented to effectively manage and control resources at the scene of emergencies.

##### **C. Notification**

1. In most cases, fires are reported directly to the Office of Unified Communications via telephone (911).
2. Upon notification by Emergency Management Agency (EMA) of a potential or actual public emergency requiring response, beyond normal response operations, the fire chief or designee will cause all senior command staff officials to be notified by telephone or pager through the Office of Unified Communications.

3. Mutual aid support will generally be requested through the Office of Unified Communications and coordinated through EMA when necessary.

## **D. Response Actions**

### **1. Initial Actions**

- a. The ESF #4 Coordinator—a FEMS officer with the rank of fire captain or higher who will have a working knowledge of the SOGs, resources, and capabilities of FEMS—will do the following:
  - (1) Locate at the EOC within two hours of notification.
  - (2) Establish communication links with primary and/or support agencies.
  - (3) Establish communication links with the Incident Commanders.
  - (4) Establish communications links with the FEMS senior command staff.
  - (5) Obtain an initial fire situation and damage assessment through established intelligence procedures.
  - (6) Contribute to situation reports.
- b. FEMS operations will do the following:
  - (1) Provide command and control of incidents.
    - Institute an incident management system, including unified command as necessary.
  - (2) Provide trained firefighters to the scene.
    - Maintain an adequate on-duty force as first responders.
    - Activate the Department's Mobilization Plan as necessary to call back off-duty personnel.
  - (3) Provide sufficient firefighting apparatus to the scene, as required by immediate firefighting needs.
    - Maintain sufficient front-line fire apparatus for immediate response.
  - (4) Perform search and rescue as necessary.
    - Provide trained search and rescue personnel to the scene.



- (5) Perform technical rescue as necessary.  
Provide trained technical rescue personnel with appropriate equipment to the scene.
- (6) Provide emergency medical technicians and paramedics to the scene with appropriate equipment. Perform triage and emergency medical treatment as necessary.
- (7) Provide EMS transport units to the scene, as required.
  - Perform emergency medical transportation as necessary.
  - Maintain sufficient in-service ambulances.
- (8) Determine if evacuations are needed.
  - Direct and coordinate as needed.

## 2. Continuing Actions

- a. Obtain, maintain, and provide fire situation and damage assessment information through established intelligence procedures.
- b. Determine and resolve, as necessary, issues regarding resource shortages, slow processing, and interagency conflicts.
- c. Maintain close coordination with the support agencies.
- d. Maintain a complete log of actions taken, resource orders, records, and reports.
- e. Document resource expenditures.
- f. Request additional resources as necessary from support agencies, mutual aid providers, the Emergency Management Assistance Compact, and Federal resources.
- g. Procure and maintain sufficient reserve fire apparatus to enable additional units to be placed in service as required.
- h. Activate mutual aid agreements to ensure additional immediate response if necessary from surrounding jurisdictions.
- i. Procure and maintain an adequate stock of medical supplies.
- j. Activate agreements for emergency resupply as needed.
- k. Procure and maintain sufficient reserve ambulances to enable additional units to be placed in service as required.

- l. Activate mutual aid agreements to enable requests for immediate mutual aid ambulance units.
- m. Perform fire/arson investigation.
- n. Maintain an on-duty investigation team for duration of investigation.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Fire and Emergency Medical Services Department (FEMS)**—FEMS responds to calls from residents, visitors, and organizations in the District. FEMS will provide a liaison to the EMA EOC to provide FEMS's operations status. The department accomplishes this responsibility through five areas of operations:

1. Fire Prevention—preventing fires before they occur.
2. Fire Suppression—extinguishing fires that do occur.
3. Special Operations—technical rescue.
4. Emergency Medical Services—providing state-of-the-art pre-hospital emergency medical treatment and transport services.
5. Support Services—including administration, finance, communication, fleet maintenance, research and development, risk management, professional standards, management information and technology services, and departmental training.

### **B. Support District Agencies**

Support agencies will assist at the scene of a fire in accordance with their mission and responsibilities assigned under the DRP.

1. **DC Water and Sewer Authority (DCWASA)**—DCWASA will ensure that adequate water supply is maintained to support firefighting efforts, and increase area pressure if required.
2. **Department of Consumer and Regulatory Affairs (DCRA)**—DCRA will provide engineers to assess structural damage and provide building plans as available for affected structures.
3. **Department of Health (DOH)**—DOH will coordinate health and medical assistance in the District as needed in firefighting efforts. This will be

done through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities. DOH will provide support to Casualty Collection Points (CCP) established by FEMS.

4. **Department of Human Services (DHS)**—DHS will assist in providing for evacuees including food, bedding, supplies, and transportation using contractual services of the National Capital Area Chapter of the American Red Cross.
5. **Department of Mental Health (DMH)**—DMH will coordinate mental health activities within the District through needs assessment and provision of critical incident stress management (CISM) for first responders and crisis counseling for victims/families and special vulnerable populations.
6. **Department of Public Works (DPW)**—DPW will provide on-site sand and salt for slippery conditions, and refueling as necessary.
7. **District Department of Transportation (DDOT)**—DDOT will assist with traffic control and provide traffic operations support to the emergency location.
8. **Emergency Management Agency (EMA)**—EMA will activate the EOC and require ESFs to staff the Consequence Management Team (CMT) and perform an assessment of the situation through Situation Reports (SITREPS), determining the immediate critical needs and the need for federal assistance. The mobile command van will be dispatched to the scene to gather information on the type of hazardous material involved and other data.
9. **Metropolitan Police Department (MPD)**—MPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after a fire to protect the health and safety of persons and the integrity of the fire scene. MPD will also perform criminal investigations as necessary.
10. **Office of the Chief Medical Examiner (OCME)**—OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains, through ESF #8—Health and Medical Services, Fatality Management.

11. **Washington Metropolitan Area Transit Authority (WMATA)**—WMATA will respond with FEMS to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as needed, for evacuating the population.
11. **Potomac Electric Power Company (PEPCO)**—PEPCO will provide an Emergency Response Team (ERT) to address electric power utility disconnects as necessary.
12. **Washington Gas Company (WGC)**—WGC will provide an ERT to address natural gas utility disconnects as necessary.

**C. Primary Federal Agency**

**Department of Agriculture/Forest Service (USDA)**—USDA is the coordinating federal agency for ESF #4 and will provide direct, technical, and other support to the District through ESF #4.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the Department of Homeland Security will implement the National Response Plan (NRP). Initially, these agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the ERT will be in the JFO.

## Emergency Support Function #5 Information and Planning

<b>Primary District Agency:</b>	Emergency Management Agency
<b>Support District Agencies:</b>	DC Public Schools DC Water and Sewer Authority Department of Health Department of Human Services Department of Mental Health Department of Parks and Recreation Department of Public Works Deputy Mayor for Public Safety and Justice District Department of Transportation Executive Office of the Mayor Fire and Emergency Medical Services Department Metropolitan Police Department Office of Cable Television and Telecommunications Office of Communications Office of Personnel Office of the Attorney General Office of the Chief Financial Officer Office of the Chief Technology Officer Office of the City Administrator Office of Unified Communications Serve DC Water and Sewer Authority
<b>Primary Federal Agency:</b>	Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency

### ***I. Introduction***

#### **A. Purpose**

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. Fulfilling this mission supports planning and decision making in the field, at operations centers, and by the Consequence Management Team (CMT).

#### **B. Scope**

During public emergency operations, ESF #5 becomes the Information and Planning Section of the CMT located at the Emergency Operations Center (EOC).

## ***II. Policies***

For events occurring in or around the District of Columbia, ESF #5:

- A. Activates as needed in anticipation of, or immediately following, a public emergency.
- B. Performs as a staff-level function in support of District leadership.
- C. Processes information that is common to one or more operational elements and that contributes to the overall perspective of the public emergency.
- D. Coordinates activities of on-the-ground assessment personnel.
- E. Collects, evaluates, and disseminates incident situation information and intelligence to Command Staff and the Policy Group, prepares status reports, displays situation information, maintains status of resources, and documents the Incident Action Plan.
- F. Tasks support agencies to provide technical expertise and information necessary to develop accurate assessment and analysis of a developing or ongoing situation.
- G. Contacts other organizational elements to provide daily information updates for reporting and analysis requirements of ESF #5.
- H. Supports the District agencies local area network (LAN) administrators in combating and preventing disruptions in the information technology infrastructure.
- I. Determines the status of critical operating facilities.
- J. Notifies the District community through the Emergency Text Alert and Voice Alert Systems as appropriate.
- K. Activates the Emergency Operations Center or Coordination points where the Consequence Management Team and Agency Emergency Liaison Officers deploy.

## ***III. Situation***

### **A. Disaster Condition**

A public emergency or other significant event may be of such severity and magnitude as to require District response and recovery assistance to field efforts to save lives and protect property. ESF #5 will support initial assessment of developing situations and will provide timely and appropriate information to support District agencies in determining whether federal assistance will be required.

## **B. Planning Assumptions**

1. In a public emergency situation, there is a need for a central-collection point in the EOC, where situation information can be compiled, analyzed, prioritized, and prepared for use by decision makers.
2. The field units are the most immediate source of vital information for the EOC staff regarding damage and initial response needs.
3. There is an immediate and continuous demand by officials involved in response and recovery efforts for information about the developing or ongoing public emergency situation.
4. There may be a need to rapidly deploy field observers or assessment personnel to the emergency area to collect additional critical information about resource requirements for victims or to conduct an immediate situation assessment to determine initial District response requirements.
5. Initial Information and Planning Section activities at the EOC may require 24-hour operations.
6. During a public emergency, there is a need for the collection of accurate and timely information from a number of District agencies. This need facilitates the maintenance and support of LANs from the DC Wide Area Network Support Center, as well as telephonic, radio, and cable communications.

## ***IV. Concept of Operations***

### **A. General**

1. The Emergency Management Agency (EMA) will collect, analyze, process, and coordinate the dissemination of information regarding hazard threats, emergencies, and disasters. Under the oversight of the Mayor, EMA will coordinate District assets to provide the necessary emergency assistance before, during, and after the occurrence of public emergencies. EMA will execute actions to facilitate access to the federal disaster assistance process upon depletion of District resources.
2. In response to an incident, emergency responders will initially assess the situation to identify the need for response operations. EMA will develop a situation assessment in order to:
  - Provide a gross assessment of public emergency impacts including the identification of boundaries of the damage area and injuries, type, and severity of damages, including the status of critical facilities;
  - Provide a general assessment of the status of government operations; and
  - Validate the status of operating facilities.

**Figure 5-1: ESF Essential Elements of Information**

ESF Provider EEI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Status of transportation systems	✓					✓	✓	✓				✓	✓			
Status of communication systems		✓		✓	✓								✓			
Access points to emergency areas	✓		✓	✓					✓	✓			✓			
Status of operating facilities	✓	✓	✓	✓		✓										
Hazard-specific information			✓	✓				✓		✓			✓			
Status of critical facilities				✓												
Status of key personnel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Status of emergency/ disaster declaration					✓											
Major issues/activities of ESFs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Resource shortfalls	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Overall priorities for response	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Status of upcoming events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Location of the impacted area	✓		✓	✓		✓		✓		✓		✓	✓			
Social, economic, and political impacts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jurisdictional boundaries involved	✓		✓	✓		✓		✓		✓		✓	✓			
Weather data affecting operations					✓											
Seismic or other geophysical information					✓											
Status of remote sensing and reconnaissance activities	✓		✓	✓	✓								✓			
Status of ESF activation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Donations																✓
Historical and demographic information	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



EEI \ ESF Provider	1		3	4	5	6	7	8	9	10	11	12	13	14	15	16
Status of energy systems			✓									✓				
Estimates of potential impacts based on predictive modeling					✓											
Status (statistics) on recovery programs (human services, infrastructure, Small Business Administration)					✓	✓								✓	✓	✓
Status and analysis of initial assessments (needs assessments and damage assessments, including Preliminary Damage Assessments)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Status of efforts under federal emergency operations plans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Injuries and medical emergencies	✓		✓	✓		✓		✓	✓	✓		✓	✓			
Crowd control problems			✓										✓			
Citizen assistance requests														✓	✓	
Logistical problems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

3. EMA will gather and display certain critical or essential elements of information (EEIs) 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. Critical information will be reported as it develops, and information for situation reports will include, but not be limited to, the EEIs charted above.
4. Each ESF will provide situation reports to ESF #5.
5. The CMT will supply information to the Mayor’s Office of Communications for distribution of information upon direction from the Mayor. ESF #5 will prepare situation reports for use by the Mayor, City Administrator, and other key District officials. EMA and the Public Information Officer’s public information function will coordinate the input required for official statements for the District to ensure consistency and clarity of information. EMA will use all modes of communication at their disposal to disseminate the required information in a timely manner.

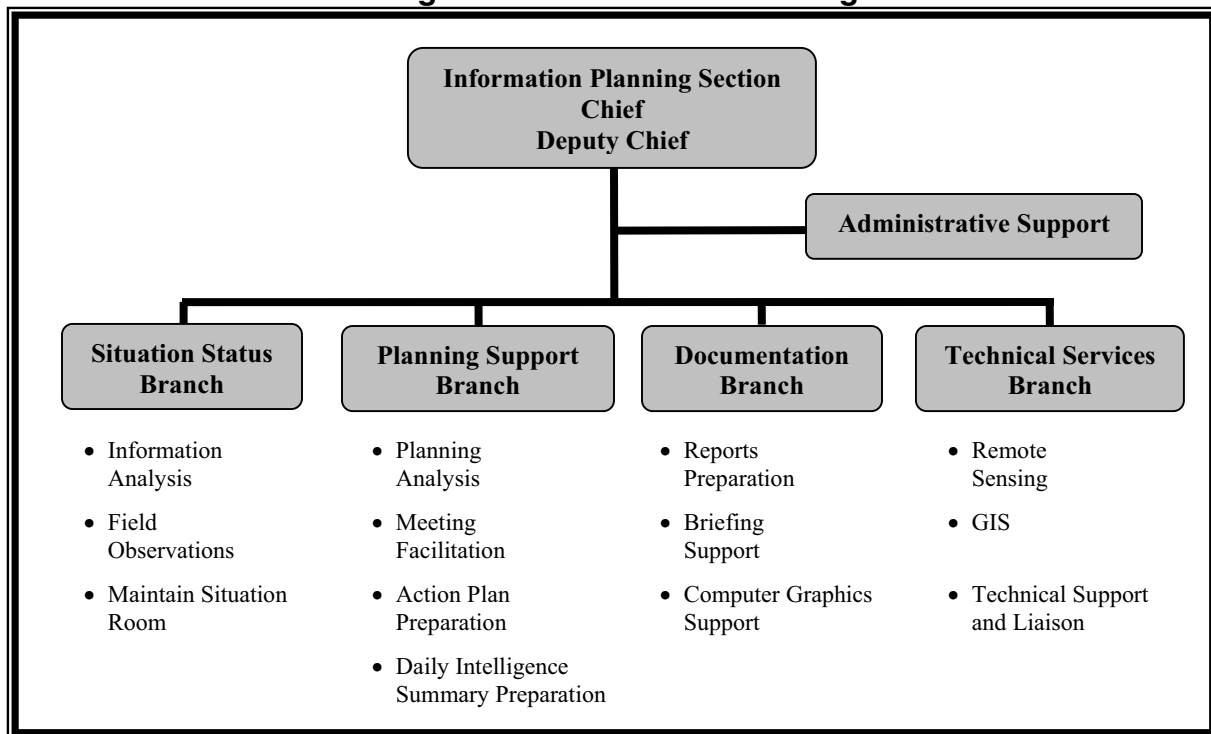
**B. Organization**

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. A second deputy may be necessary in a situation where a night shift would be operating. Each branch should have no more than three or four people.

**1. Basic Organizational Structure for ESF #5**

The organization chart in Figure 5-2 shows a full Information and Planning Section that would operate at the EOC or alternate EOC location. The ESF #5 Section Chief may adjust the size and structure of the Section to fit the needs of the specific situation. The Section Chief consults with the CMT Director to determine the timetable for situation report (SITREP) inputs, SITREP publishing times, and times for daily status briefings. These consultations may include discussions with the Office of the Mayor because of report deadlines established by the Mayor and other leadership elements.

**Figure 5-2: ESF #5 Section Organization**



**2. Situation Status Branch**

- a. Collects, analyzes, and displays information regarding the public emergency and the location of critical resources. Critical resources include special teams, task forces, deployed personnel, and highlights from resource tracking information maintained by the Logistics Section.

- b. Maintains the Situation Room for information displays and collects and analyzes information to be used in the SITREPs, the status briefings, and by other responders.
- c. Develops appropriate media for displaying information, including the overall CMT organizational chart and daily meeting information.

### **3. Planning Support Branch**

- a. Receives information from the Situation Status Branch and uses it to support the different planning needs of the Mayor and EMA.
- b. Analyzes mid- and long-term trends and assists team leadership with the development of strategic plans and formats.
- c. Identifies critical planning issues and provides general planning for response and recovery operations support to the CMT.
- d. Facilitates daily or special planning meetings.
- e. Produces and disseminates, as needed, daily action plans based on the functional plans of other Branches, contingency plans based on specific issues, and long-range management plans concerning personnel or operational priorities.
- f. Produces and disseminates a Daily Intelligence Summary or other reports as requested by the CMT Director and other disaster managers for distribution.

### **4. Documentation Branch**

- a. Receives information from the Situation Status Branch, as well as from other ESFs and other sources, to prepare its products, which include SITREPs, status and informal briefings, and special reports.
- b. Uses status reports of agencies and ESFs leading the District response under other plans to describe response efforts in the SITREPs.
- c. Solicits input to and prepares the after-action report, which is signed by the CMT Director.

### **5. Technical Services Branch**

- a. Coordinates remote sensing and reconnaissance requirements.

- b. Establishes and maintains a Geographical Information Systems (GIS) capability within the Information and Planning Section, including:
  - Acquiring and/or setting up a GIS computer suite and/or coordinating through the Federal Emergency Management Agency (FEMA) Headquarters Information Technology Services Directorate Mapping and Analysis Center (MAC) for temporary use of a deployable GIS computer suite, if available.
  - Generating GIS products and analyses, including maps and tables, and/or coordinating with the MAC to obtain these products.
  - Provides hazard-specific technical advice to support operational planning.
  - Uses additional subject matter experts or technical specialists such as a meteorologist or seismologist, as needed.

## **6. District ESF #5 Interface with Federal ESF #5**

- a. In circumstances where the situation involves or has the potential to involve FEMA and other federal agencies under the National Response Plan (NRP), the Information and Planning Section will contact the FEMA Region III Regional Response Coordination Center (RRCC) in Philadelphia and establish information sharing relationships with them.
- b. In certain circumstances, such as a terrorist event, the CMT shall work in close coordination with the Department of Homeland Security National Response Coordination Center (DHS/NRCC) in Washington, D.C. The Information and Planning Section at NRCC shall be the reporting element through which CMT would report to Department of Homeland Security about incidents and actions.

## **C. Notification**

The EMA EOC will notify relevant agencies in accordance with the Emergency Response Notification Matrix. This brochure identifies the list of key personnel and agencies that are notified during a confirmed or unconfirmed event that has or could impact the District.

The notification system is based on four tiers and depends on the type and seriousness of the event:

- Type – Fifteen different hazards are identified, each with their own unique response requirements.
- Seriousness – For each hazard, levels have been identified. “N” for normal, everyday occurrences: and 1, 2, 3, and 4 for more serious events. A seriousness level of 4 is the most severe.

If the Event is confirmed, Tier 1 personnel are notified of the Essential Elements of Information (EEI). These elements include: who, what, where, and injuries/damage.

Tier 2 and 3 are notified as directed by Tier 1, and Tier 4 is notified as indicated on the matrix.

ESF #5 manages two community notification systems, which can be used to both notify the community of events and provide protective action information. These systems, the Emergency Text Alert and Voice Alert Systems, are supported by the Emergency Communication Center.

## **D. Response Actions**

### **1. Initial Actions**

The Information and Planning Section begins operations in the EOC at the occurrence of the public emergency or upon a pre-incident emergency declaration. In some instances, this could precede the onset of a public emergency (e.g., during an approaching hurricane), when the EMA Information and Planning Section would operate a small monitoring section.

- a. District CMT operations will be initiated, District ESF Liaison Officers (ELO) will staff the CMT and the Information and Planning Section will be activated. The Section will initiate contact with the FEMA RRCC and/or DHS/NRCC.
- b. District ESF activities for Information and Planning begin at the EOC. District information processing operations shall commence simultaneously at the District EOC or other District-designated locations. Then the CMT, including key Information and Planning staff, may be deployed to the emergency response locations.
- c. In cases where the District must coordinate with DHS, the Information and Planning Section initiates communications with the operations area at DHS/NRCC and establishes initial liaison with the FEMA ROCC and/or the Emergency Response Team–Advance (ERT-A).

### **2. Continuing Actions**

Information and Planning Section actions last as long as necessary. Over time, public emergency operations will transition from response to recovery. This transition does not change the mission of Information and Planning, nor does it affect the basic functions of information gathering, analysis, dissemination, and planning. As the tempo of disaster operations slows, the staff of the Information and Planning Section is gradually reduced.

- a. The focus shifts to the economic impact of the public emergency, the effectiveness of program delivery, and the identification of recovery

issues. Normally, there will be an increased need for specific economic and demographic information provided by the Technical Services Branch.

- b. The emphasis in planning during the recovery phase shifts from the daily action plan to long-range management plans. Staff within individual Branches will do much of this planning; Information and Planning Section staff collates the information and facilitates the process.
- c. Situation reporting and formal briefings should continue through the recovery phase, although the frequency of both should be gradually reduced.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Emergency Management Agency (EMA)**—EMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding public emergencies. Under the direction of the Mayor, EMA will coordinate District assets to provide the necessary emergency assistance before, during, and after the occurrence of public emergencies. EMA will execute actions to facilitate access to the federal disaster assistance process upon depletion of District resources.

### **B. Support District Agencies**

1. **DC Public Schools (DCPS)**—DCPS will facilitate student awareness programs of the hazards peculiar to the District through disaster preparedness training, presentations, and communications and will provide regular status updates on DCPS resource needs and issues directly affecting District schools and students, including information on school closings, restrictions, shelters, and so forth.
2. **DC Water and Sewer Authority (DCWASA)**—WASA will be available in the EMA EOC to coordinate information with WASA's Command Center to restore service. WASA will collect, analyze, and disseminate information to facilitate the overall response and recovery operations to the public.
3. **Department of Health (DOH)**—DOH will function as technical medical consultant, assist in the collection of health and medical related information and plan development, and assist in dissemination of health and medical related information to the public, through ESFs #5 and #15.
4. **Department of Human Services (DHS)**—DHS will provide EMA information on social service providers relative to any risk associated with any public emergency involving persons who are physically and mentally

challenged or youth in the juvenile justice system. DHS will plan any contingency services for these populations. DHS will provide information on social services through its command center to EMA and the JIC, collect and analyze social services information to plan public awareness of public emergencies, and produce and disseminate information to the public.

5. **Department of Mental Health (DMH)**—DMH will provide the CMT with a regular assessment of first responders’ “burn out” symptoms and report on counseling and preventative mitigating actions for the public.
6. **Department of Parks and Recreation (DPR)**—DPR will provide updates to ESF #5 on their emergency operation activities, including parks and recreation sites, personnel, and equipment.
7. **Department of Public Works (DPW)**—DPW will provide updates to ESF #5 on their disaster operation activities, including debris removal and disposal operations.
8. **District Department of Transportation (DDOT)**—The DDOT Public Information Officer will assist with the gathering and dissemination of transportation public information. DDOT will provide updates and transportation related information to ESF #5.
9. **Deputy Mayor for Public Safety and Justice**—The Deputy Mayor for Public Safety and Justice will report to the Metropolitan Police Department (MPD) Synchronized Operations Command Complex (SOCC), monitor all relevant law enforcement activities and actions, and regularly report pertinent policies and procedural issues to the EOC/CMT.
10. **Executive Office of the Mayor (EOM)**—The EOM will be the Executive level resource ensuring the planning and the cooperative coordination of all District agencies. The EOM has ultimate responsibility to ensure continuation and restoration of services from District agencies. The Mayor’s Press Secretary serves as spokesperson for the Mayor on all activities of DC government agencies. EMA will coordinate the release of emergency public information concerning consequence management with the Communications Director.
11. **Fire and Emergency Medical Services Department (FEMS)**—The FEMS Public Information Officer will take the lead in disseminating information to the public by way of the JIC. FEMS will provide regular field status updates to EMA via its communications center and/or incident command post.
12. **Metropolitan Police Department (MPD)**—MPD will provide all pertinent information concerning police activities and public emergency or emerging situations to the EMA for dissemination to city officials, the press, other agencies, and the public. Also, MPD’s Public Information Officer will be

available to answer questions and provide information to the public, coordinated through the JIC in ESF #15.

13. **Office of Cable Television and Telecommunications (OCTT)**—The OCTT will utilize Channel 16 and Channel 13 to cablecast emergency information as it becomes available. News briefings by city officials, including the Mayor, the City Administrator, and other top officials will be cablecast live over both channels, preempting regular programming, as required.
14. **Office of Communications (OC)**—The OC will establish and manage a Joint Information Center (JIC) to release critical information to the public and the media under the direction of the Mayor’s Communications Director.
15. **Office of Personnel (OP)**—The DCOP will manage all personnel issues that arise during public emergency operations, including union and management relations, leave policies, personal and workplace safety, special payroll provisions and temporary hiring, and workplace relocation issues.
16. **Office of the Attorney General (OAG)**—OAG will provide legal advice and take legal action for supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OCC will provide legal advice and take legal action for the District government.
17. **Office of the Chief Financial Officer (OCFO)**—The OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments and direct transfers. The OCFO will coordinate with the Office of Contracting and Procurement to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.
18. **Office of the Chief Technology Officer (OCTO)**—OCTO will develop and enforce policies and standards for information technology in the District government. OCTO also provides a GIS capability and a wide area network (WAN) support center 24 hours a day, 7 days a week. This center is specifically designed to troubleshoot and resolve WAN connectivity issues.
19. **Office of the City Administrator (OCA)**—The OCA will perform the EOM’s oversight and advisory functions for the information and planning facets of the District-wide response plan.
20. **Office of Unified Communications (OUC)**—OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
21. **Serve DC** – Serve DC will provide ESF #5 information on volunteer availability and provide donations management information to be provided to



responding agencies. The agency will keep a cadre of trained Emergency Liaison Officers and respond to the EOC when necessary.

### C. Primary Federal Agency

**Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (FEMA)**—FEMA is the primary federal agency for ESF #5 and will provide direct, technical, and other support to the District through the District counterpart ESF, ESF #5, as needed.

Upon the Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the NRP will be implemented by the Department of Homeland Security. Initially, federal agencies will operate out of the FEMA RRCC. When the Joint Field Office (JFO) is established near the disaster area, ESF representatives that comprise the ERT will be in the JFO.

## VI. Terms and Definitions

### A. Types of Plans Employed during EOC Operations

1. **Action Plan:** A verbal or written plan reflecting the Mayor's priorities with tactical objectives for the next operational period being implemented through the EMA/CMT Director.
2. **Contingency Plan:** Targets a specific issue or event that arises during the course of public emergency operations and presents alternative actions to respond to the public emergency.
3. **Functional Plan:** A subset of the action plan developed by individual elements, setting out their operational priorities for addressing the most pressing problems.
4. **Long-Range Management Plan:** The Mayor shall approve the Long Range Management Plan, which will be used by the EMA Director and team management in a large-scale disaster to address internal staffing and disaster organization and team requirements.
5. **Strategic Plan:** Addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

## B. Essential Elements of Information

To assess quickly and accurately the effect of a public emergency on the population and infrastructure of an area, emergency managers require early intelligence on the areas noted below. This information facilitates accurate assessment of what response activities and material are required to save lives, relieve human suffering, protect property and the environment, and expedite response and recovery operations. During the early hours of a disaster and in the absence of “ground truth,” information such as actual on-site surveys or imagery, GIS, computerized predictive modeling, and damage estimation software may be used to develop *initial* estimates of damage. As soon as possible, actual on-site ground surveys will be performed. Sources may include a federal-district preliminary damage assessment and information from federal and District government agencies, among others, to establish “ground truth” for the following EEI as needed:

- Location of the impacted area;
- Social, economic, and political impacts;
- Jurisdictional boundaries involved;
- Status of transportation systems and critical transportation facilities;
- Status of communications systems;
- Access points to the disaster area;
- Status of operating facilities;
- Hazard-specific information;
- Weather data affecting operations;
- Seismic or other geophysical information;
- Status of critical facilities and distribution systems;
- Status of remote sensing and reconnaissance activities;
- Status of key personnel;
- Status of ESF activation;
- Status of disaster or emergency declaration;
- Major issues and activities of ESFs;
- Resource shortfalls and status of critical resources;
- Overall priorities for response;
- Status of upcoming activities;
- Donations;
- Historical and demographic information;
- Status of energy systems;
- Estimates of potential impacts based on predictive modeling (as applicable);
- Status (statistics) on recovery programs (human services, infrastructure, Small Business Administration);
- Status and analysis of initial assessments (needs assessments and damage assessments, including preliminary damage assessments); and
- Status of efforts under federal emergency operations plans, if known.

## Emergency Support Function #6 Mass Care

<b>Primary District Agency:</b>	Department of Human Services
<b>Support District Agencies:</b>	<ul style="list-style-type: none"> <li>Child and Family Services Agency</li> <li>DC National Guard</li> <li>DC Public Libraries</li> <li>DC Public Schools</li> <li>Department of Corrections</li> <li>Department of Employment Services</li> <li>Department of Health</li> <li>Department of Mental Health</li> <li>Department of Parks and Recreation</li> <li>Department of Public Works</li> <li>Department of Youth Rehabilitation Services</li> <li>District Department of Transportation</li> <li>Emergency Management Agency</li> <li>Fire and Emergency Medical Services Department</li> <li>Metropolitan Police Department</li> <li>Office of Property Management</li> <li>Office on Aging</li> <li>Office on Asian and Pacific Islander Affairs</li> <li>Office on Latino Affairs</li> </ul>
	<p><i>Non-Governmental Organizations:</i></p> <ul style="list-style-type: none"> <li>American Red Cross, National Capital Chapter</li> <li>Consortium of Universities</li> </ul>
<b>Primary Federal Agency:</b>	Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency

### ***I. Introduction***

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, and emergency first aid assistance to those impacted by a public emergency. 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. Additionally, ESF #6 supports the establishment and maintenance of systems to provide bulk distribution of emergency disaster relief supplies to disaster victims and response personnel and the collection of information to

operate a Disaster Welfare Information (DWI) system for the purpose of reporting victim status and assisting family reunification.

#### A. Purpose

The purpose of ESF #6 is to promote and ensure a coordinated District capability to provide mass care assistance to victims that have been impacted by a public emergency, including a Weapons of Mass Destruction (WMD) event. (See Terrorism Annex)

#### B. Scope

1. 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, such as the American Red Cross (ARC) and other national voluntary organizations, local church and civic groups, and other entities providing recovery assistance, including federal government agencies.
2. Mass care encompasses the following:
  - a. **Shelter**—Emergency shelter for disaster victims includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or the temporary construction of shelters, and the use of similar facilities outside the disaster-affected area, as needed, in cooperation with communities and adjacent local governments in partnership with the District, should evacuation be necessary. As appropriate and in coordination with all support agencies, temporary services, such as portable toilets, decontamination tents, and showers, will be provided to victims.
  - b. **Food**—Food will be provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food and potable water. Such food operations will apply sound nutritional standards and will, to the extent possible, meet requirements of disaster victims with special dietary needs.
  - c. **Emergency First Aid**—Emergency first aid will be provided to victims and emergency workers at mass care facilities and at designated sites within the public emergency area. This service will be supplemental to, or in conjunction with, emergency health and medical services established to meet the needs of disaster victims under ESFs #4 and #8.

- d. **Disaster Welfare Information**—DWI regarding individuals residing within the affected area will be collected and provided to immediate family members outside the affected area through a DWI system. DWI will also be provided to aid in the reuniting of family members within the affected area who were separated at the time of the public emergency. In addition, as available and appropriate, the DWI system will also be used to assist pet owners in tracking down pets lost as a result of a public emergency and found by District employees or brought to the attention of the District by citizens or response personnel. The Department of Human Services (DHS) and the ARC will coordinate the dissemination of DWI through ESF #5—Information and Planning, ESF #15—Media Relations and Community Outreach, and ESF #16—Donations and Volunteer Management to both inform the public and receive inquiries.
  - e. **Bulk Distribution of Emergency Relief Items**—Sites will be established within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster victims. These items may include clothing, blankets, basic medicine, food and dietary supplements, and so forth.
  - f. **Disaster Mental Health—Department of Mental Health (DMH)** will coordinate with private and federal mental health professionals to serve the mental health needs of the disaster victims. DMH will also monitor the mental health of first responders, support agency staff, and volunteers.
3. ESF #6 will be used in transitioning from basic mass care services to longer-term recovery services managed by the ARC, under its Congressional Charter.

## ***II. Policies***

- A. All mass care activities and services will be provided without regard to color, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status or responsibilities, disability, matriculation, economic status or racial, religious, political, ethnic, or other affiliation.
- B. All mass care activities and services will be provided in accordance with existing DC and federal rules and regulations.
- C. District department and agency personnel assigned to ESF #6 shall be self-sufficient for a minimum of 72 hours following a public emergency occurrence.
- D. All appropriate government, volunteer, and private sector resources will be utilized, as available.

- E. The DWI system is established and operated by the ARC. The DWI system will consist of those persons identified on shelter lists, National Disaster Medical System (NDMS), casualty lists, and any other information made available by District, state, or federal Emergency Operations Center (EOCs) and hospitals. This information will be collected, verified, and made available to immediate family members upon the consent of the sought person, if possible, within or outside the affected area. Information on those injured and remaining within the affected area will be limited to that provided by local medical units to the DWI system. Information on casualties evacuated from the affected area to other medical facilities will be restricted to that provided by NDMS tracking capability. The listing of public emergency-related deaths will be limited to officially confirmed fatalities. The DWI operation will be discontinued as soon as it is practical.

### ***III. Situation***

#### **A. Disaster Condition**

1. The magnitude of the public emergency will be such that the District will be too overwhelmed to assess the public emergency and respond effectively to basic human needs using routine operations. Damage to roads, airports, communications systems, and so forth will hamper emergency response efforts. The movement of emergency supplies may be seriously impeded. People's homes may be destroyed or damaged to the point that entry will not be safe. People may not be able to access homes and other buildings due to damage to the city's infrastructure and transportation systems.
2. Hundreds or thousands of public emergency victims will be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There may be large numbers of dead and injured, which will leave large numbers of specialized population groups (e.g., elderly, children, interned) without support. Families may be separated and unable to reunite. Communications systems may be damaged or destroyed such that individuals will not be able to locate their friends or families or be able to identify alternative housing, feeding, emergency medical care, or other basic needs. Hundreds or thousands of transients such as tourists, students, foreign visitors, and homeless persons may be involved.

#### **B. Planning Assumptions**

1. A public emergency occurs that produces significant casualties and widespread damage. Individuals may develop serious physical, emotional, or psychological problems requiring specialized medical services.

2. Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants.
3. Mass care operations and logistical support requirements will be given high priority by city agencies.
4. Primary city shelter facilities will be available, and/or alternative, secondary sites will be identified in the District or in cooperation with neighboring government counties and states in adjacent locations outside the District.
5. It is anticipated that many individuals will be prepared and self-sufficient for a minimum of 72 hours after an incident; however, it is likely that a significant portion of dislocated citizens and District guests will not be self-sufficient during the initial 72 hours. DHS and support agencies, in conjunction with local voluntary organizations, will need to be able to coordinate the evacuation and registration of victims, administer emergency first aid treatment and mental health counseling, and provide other initial mass care needs for at least the first 72 hours after the public emergency.
6. For significant public emergencies, it is anticipated that federal and national assistance will be forthcoming to support mass care operations, including assistance from the National Capital Chapter of the ARC, and the federal government under the auspices of the FRP and the Stafford Act.
7. The restoration of basic infrastructure (e.g., communications, roads, transportation services, and electricity) may take days, weeks, even months. Ongoing assistance under ESF #6 may be required as the response stage transitions to the recovery stage.
8. Some percentage of the sheltered population will require shelter for an extended period of time.
9. Individuals will be anxious to identify the location and health/condition of friends, family, and loved ones. The makeup of the dislocated will likely be diverse and will require attention to cultural, ethnic, language, and other related needs.
10. The designated lead, DHS, and support agency staff will be trained and certified by the ARC in shelter management and emergency relief and support services.
11. There are agreements in place between the ARC and the agents of the government of the District of Columbia for the administration of shelter care, including shelter registration and the implementation of a DWI system.

12. Verbal or written mutual aid agreements exist between the government of the District of Columbia and federal law enforcement agencies and surrounding municipal governments of the counties in Maryland and Virginia.

#### ***IV. Concept of Operations***

##### **A. General**

1. As part of routine operations, the DC Office of Property Management (OPM) and DC Public Schools, in concert with an agreement with the ARC, and in accordance with ARC protocols, routinely inspects designated shelter space in the District in preparation for a potential event that will require the temporary sheltering of citizens. In addition, the Office of Contracting and Procurement (OCP) establishes procurement agreements from compiled lists of potential supplies, resources, and supply vendors that will be able to provide goods and services in the event of a public emergency.
2. The shelter management team will maintain liaison with and coordinate requests for assistance through the EOC for food, clothing, and medical assistance; provide assistance in the dissemination of public emergency assistance information; provide an evacuees locator service for family members and public officials; maintain and submit records of shelter operations and resource expenditures; and close the shelter(s) when they are no longer needed. (Shelters operated by the ARC will follow ARC guidelines and policies.)

##### **B. Organization**

1. At the District level, ARC, assisted by DHS and the Emergency Management Agency (EMA), will coordinate all ESF #6 activity. Since each support agency will be represented at the EOC, DHS will maintain contact with those representatives as necessary at those locations for the duration of the emergency response period. Support agency representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authorities to commit resources to the response effort.
2. If a Presidential Disaster Declaration is issued, DHS is the point of contact (POC) within the District and will represent this ESF in its dealings with the District Consequence Management Team (CMT) operating from the EOC. The DC Coordinating Officer (DCCO) to the Federal Coordinating Officer will coordinate requests for federal assistance from the District to the Federal Emergency Management Agency (FEMA). DHS will have an



ESF #6 Liaison Officer (ELO) present or available for duty at the Joint Field Office (JFO) on a 24-hour basis for the duration of the emergency response period.

3. There are designated shelters in every ward in case of major disruptions impacting citizens' safety. In coordination with DHS, the ARC, and the Salvation Army, the CMT will coordinate the delivery of food, cots, blankets, and other supplies for sheltered individuals. If the situation warrants, ESF #6 will request the DC National Guard (DCNG) to deploy mobile food kitchens to assist with the food programs, as well as to help with shower facilities and decontamination if needed.

### **C. Notification**

1. Upon notification from EMA, DHS will notify designated staff to initiate response operations, including the Emergency Coordinator and the ESF #6 ELO. The ELO will immediately deploy to the EMA EOC and serve as the primary POC, information gatherer, and coordinator for DHS and ESF #6 response operations.
2. The DHS Emergency Coordinator, or designee, will also notify the pre-designated POC for each support agency and authorize activation of the support agency to support the response operation on an as-needed basis.

### **D. Response Actions**

#### **1. Initial Actions**

- a. DHS, in concert with EMA, will assess the public emergency situation and assess mass care response needs.
- b. ARC will provide technical assistance and advice to DHS and other District and voluntary response organizations.
- c. Although the Oak Hill Youth Center, which is located in Laurel, Maryland, is outside of the specified disaster area, this facility has generators and fuel for 17 to 20 days. During that period, the management will identify and arrange for relocation to secure shelters. When fuel is exhausted, the youth will be bused to secure shelters.
- d. DHS will ensure that its contract providers have medication available for persons in shelters. DHS, as necessary, will also authorize emergency issued food stamps and vouchers to individuals and families to purchase food on the open market as required.

- e. DHS and support agencies may also provide other disaster relief supplies that may be needed by individuals residing in the shelters.
- f. In the event of a public emergency within the city, in which many of the pre-designated shelters have been damaged or destroyed, DHS will work in conjunction with EMA to identify additional, alternative locations within the District or to coordinate with neighboring communities and governments to identify potential shelter locations and facilities.
- g. As opportunities present themselves, DHS, in concert with the Department of Health (DOH), will assist displaced families to locate lost pets and provide information on lost pets returned to the city's care.
- h. DHS will provide planning information to ESF #5 for the evacuation of victims, including the elderly, persons with disabilities, and children in DHS managed buildings, as necessary.
- i. EMA has designated shelters in every ward in case of a major disturbance or public emergency impacting citizen safety. When conditions warrant, EMA will operate the established community-based emergency/disaster shelters for residents. Persons needing shelter are asked to bring clothing, bathing and sanitary supplies, pre-filled prescriptions and other medical needs, denture and eye care materials, and special dietary supplies or requirements. With the exception of guide dogs, pets are not permitted in the shelters. If the situation warrants, EMA will request DCNG deploy mobile food kitchens to assist with the feeding program, and shower facilities.
- j. As needed, mobile food kitchens and other mass care support will be provided outside the shelter system to support response personnel and individuals in need of such services that are not located in the shelters.
- k. As required, DHS will coordinate with the District Department of Transportation (DDOT) and ESF #1 to identify helipad locations for use of helicopter landings for the delivery and pick up of people and goods on an as-needed basis.

## **2. Continuing Actions**

- a. ARC and DHS will continue to operate the shelters once recovery operations commence and families and individuals can return to their homes, find temporary housing, or seek alternative arrangements.

- b. ARC and DHS will continue to coordinate the relocation and reuniting of families until all displaced conditions are resolved.
- c. This effort will include continued assistance to non-residents (e.g., tourists, visitors, etc.) caught in the public emergency and stationed in the shelters until they are able to return to their homes or next destination.

## ***V. Responsibilities***

### **A. Primary District Agency**

1. **Department of Human Services (DHS)**—DHS will ensure that each shelter is staffed to direct the operation of the facility. The staff will be prepared to register all shelter occupants, either individually or by family. Information on the registration form will include each occupant's health condition, any special medicines or medical equipment required, any contagious diseases, physical disabilities, or other special needs. The prescribed National Capital Chapter of the ARC will assist in administration of the shelter and have a supply of the registration forms. DHS will reasonably ensure that customers have care, required medication, and food (especially for physically and mentally challenged persons, the homeless, and seniors).

DHS will coordinate and assist with emergency feeding both inside and outside of the shelter environment. DHS staff will assist in the feeding process by coordinating purchases and reimbursement for emergency food during the crisis period. DHS will provide coordinated supervision and services for persons in the emergency shelters with special needs

### **B. Support District Agencies**

1. **Child and Family Services Agency (CFSA)**—CFSA will mobilize its staff and volunteers to assist in District-wide responses. These resources will primarily be used in emergency shelter operations and staffing. CFSA, in concert with the Metropolitan Police Department (MPD), will oversee the identification, processing, protection of any children who may be separated from their parent(s) or guardian, or children identified or reported to be at risk for neglect or abuse while in the emergency shelters or in the community during a public emergency.
2. **DC Libraries**—DC Libraries will assist with the staffing of designated emergency shelter care facilities and other emergency relief sites, help to staff alternate emergency shelter and/or feeding sites, and assist with the provision of leisure activities at emergency shelter facilities and other emergency relief sites for all age groups.

3. **DC National Guard (DCNG)**—In the event of a declared public emergency, the DCNG will assist MPD with security, both on the streets and in the designated shelters. DCNG will facilitate the transport of disaster relief supplies and equipment and will assist in the evacuation or relocation of victims, as necessary.
4. **DC Public Schools (DCPS)**—DCPS will provide school facilities to be utilized as shelters for emergency sheltering operations, as required. DCPS will provide emergency food, food storage, and cooking facilities for bulk food issuance, as needed, with approval from U.S. Department of Agriculture or other federal agencies, as required.

5. **Department of Corrections (DOC)**—DOC will use internal plans and procedures to ensure safe and secure housing of inmates in the event of a public emergency that requires the closure of part or all of an institution.

DOC will coordinate with EMA, MPD, DHS, and DPR to address issues related to safe and secure shelter of both citizens near correctional institutions and the inmates during public emergencies that affect correctional institutions. The city has identified facilities that have capacity to provide shelter and complete congregate care services if needed. (It may be necessary to move residents away from a correctional facility, if a prison incident is in progress.)

6. **Department of Employment Services (DOES)**—DOES will ensure that facilities located at 609 and 625 H Street, N.E., will be available as emergency shelters/mass feeding centers should they be needed.

DOES will assist in the provision of staff and volunteer resources, as well as recruit emergency manpower to work at emergency shelters, as necessary.

7. **Department of Health (DOH)**—DOH, with medical staff and certified volunteers, will provide emergency first aid services to shelter occupants and assist with medical supply resources when requested and as DOH inventory permits. DOH will ensure oversight and quality of health care that is provided to shelter occupants and will monitor the administration of medications and the provision of special dietary requirements.

8. **Department of Mental Health (DMH)**—DMH will coordinate with private and federal mental health professionals to serve the mental health needs of the disaster victims. DMH will monitor the mental health of first responders, agency staff, and volunteers providing mass care services. DMH will support continued patient care; provide emergency psychiatric care for District residents, workers, and visitors; and coordinate with mental

health service providers to monitor mental health issues and ensure appropriate crisis management support to victims, responders, their families, and others impacted by the public emergency.

9. **Department of Parks and Recreation (DPR)**—DPR will mobilize its staff and volunteers to assist in District-wide responses. Activities may include providing transportation to or assisting with the operation of shelter facilities. In addition, city parks and recreational facilities may be used for staging areas, storage areas, temporary open-air shelter sites, and other uses in support of mass care response efforts. The DPR will also assist with providing children’s activities.
10. **Department of Public Works (DPW)**—DPW will provide solid waste removal and debris removal and assist with the inspection of facilities as required. DPW, in concert with the Water and Sewer Authority, as necessary, and DOH, will ensure that the water and sewer sanitation within the public emergency area are safe.
11. **Department of Youth Rehabilitation Services (DYRS)**—DYRS has custody over youth detained by or committed to the District’s juvenile justice system. DYRS will use internal plans and procedures to ensure safe and secure housing of youth in the event of a public emergency that requires the closure of part or all of a facility.
12. **District Department of Transportation (DDOT)**—DDOT will provide DHS and EMA with current traffic conditions and roadway operation information to support the identification of mass care facilities. DDOT will coordinate with ESF #6 agencies in establishing a system for providing transportation assistance for victims and for needed supplies within a shelter. DDOT will also coordinate with ESF #6 agencies and transit providers in providing transportation to the population in the effected area, which is requested to evacuate.
13. **Emergency Management Agency (EMA)**—EMA will assist in establishing priorities and coordinating the transition of mass care operations with recovery activities based on public emergency situation information and the availability of resources that can be appropriately applied. EMA will provide logistics support, including communications for public emergency operations.

EMA will coordinate the designation and opening of shelters with the building owner or controlling agency.

DHS, in conjunction with EMA, will coordinate arrangement for bedding, cots, food, security, and other essential resources needed at shelters. EMA

will consider the potential duration of a shelter opening, number of persons needing shelter, and location of a public emergency when opening a shelter.

DHS, in conjunction with EMA, will coordinate the various District and federal agencies and private group responses to emergency feeding requirements. In addition, EMA will coordinate the use of federal stockpiles of food through FEMA and the ARC (the designated lead agency for federal mass care provisions under the NRP), if federal assistance is deemed necessary by the Mayor.

EMA will assess the situation and execute an evacuation order after consultation with adjacent jurisdictions. If the movement crosses boundaries and the decision is to evacuate, established evacuation routes will be used unless roads are hazardous or blocked. Alternative evacuation routes will be determined after consultation with EMA, MPD, DPW and DDOT. Citizens will be advised and prepared for the evacuation by information announcements over radio and television, and by use of the emergency broadcast system, if necessary.

14. **Fire and Emergency Medical Services Department (FEMS)**—FEMS will help with evacuation of specific locations (e.g., Metro stations, buildings, etc.), and decontamination, if public safety becomes an issue.
15. **Metropolitan Police Department (MPD)**—MPD will provide support and assistance in cooperation with the EMA and other city agencies in the event that emergency shelters are established. MPD will maintain security of emergency shelters, including control of ingress and egress in coordination with ARC and DHS. MPD will provide support and assistance to facilitate the delivery of emergency food and supplies. MPD will assist in the notification of the public by providing direction and security along predetermined evacuation routes. MPD will assist in ensuring that any evacuation is conducted in an orderly and safe manner.
16. **Office of Property Management (OPM)**—OPM will provide equipment, materials, and trade persons to support mass care efforts. OPM will also identify alternative shelter sites, temporary staging locations, storage locations, and other related services in the event of a public emergency.
17. **Office on Aging (OA)**—OA will assist with the management and care, including the distribution of emergency relief items to District senior citizens at designated sites. OA, through its contractors, will assist with operation of shelter-in-place and mobile feeding units to serve District senior citizens. OA, in concert with other agencies, will coordinate the transport and relocation of District senior citizens to emergency shelter care facilities. OA will assist with staffing emergency shelter facilities situated in communities with large senior citizen populations. OA staff and

volunteers will assist with the operation of designated feeding and health care service sites for District senior citizens.

18. **Office on Asian and Pacific Islander Affairs (OAPIA)**—OAPIA will assist with staffing and language translation services at emergency shelter and health care facilities and emergency relief sites. OAPIA will assist with family reunification efforts for displaced, non- and limited-English speaking individuals. OAPIA will assist with the provision of volunteer translators for emergency medical intervention, routine health care services, crisis intervention, and psychiatric services, at designated emergency response sites and on the mobile units.
19. **Office on Latino Affairs (OLA)**—OLA will assist with staffing and language translation services at emergency shelter and health care facilities and emergency relief sites. OLA will assist with family reunification efforts for displaced, non- and limited-English speaking individuals. OLA will assist with the provision of volunteer translators for emergency medical intervention, routine health care services, crisis intervention, and psychiatric services, at designated emergency response sites and on the mobile units.
20. **American Red Cross (ARC), National Capital Chapter**—The ARC will assist with the management and care of the shelter facilities. In coordination with DHS and EMA, the ARC will arrange for bedding, cots, food, and other essential resources needed at shelters.
21. **Consortium of Universities (CoU)**—CoU will identify and make available alternative sites for emergency shelters. The universities will endeavor to prepare and activate educational and recreational facilities for their use as shelters, as needed. CoU will provide language and cultural resources as available to assist in the shelters.

### C. Primary Federal Agency

**Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA)**—The coordinating federal agency for ESF #6 will provide direct, technical, and other support to the District through the District counterpart ESF #6 Primary Agency, in this case the Department of Human Services.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the NRP will be implemented by the Department of Homeland Security. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the JFO is established near the disaster area, the

agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.



## Emergency Support Function #7 Resource Support

<b>Primary District Agency:</b>	Office of Contracting and Procurement
<b>Support District Agencies:</b>	DC Public Schools Department of Employment Services Department of Health Department of Human Services Department of Parks and Recreation Department of Public Works District Department of Transportation Emergency Management Agency Fire and Emergency Medical Services Department Metropolitan Police Department Office of Personnel Office of Property Management Office of the Attorney General Office of the Chief Financial Officer Office of the Chief Technology Officer
	<i>Non-Governmental Organizations:</i> Consortium of Universities of the Washington Metropolitan Area University of the District of Columbia
<b>Primary Federal Agency:</b>	General Services Administration

### ***I. Introduction***

#### **A. Purpose**

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.

#### **B. Scope**

ESF #7 provides equipment, materials, supplies, and personnel to District of Columbia (DC) entities for emergency operations. It sets the stage for the District to continue operations even in the event of a public emergency, while being self-sufficient from the first 24 hours up to 72 hours, from the local stocks, private sector, and other District jurisdictions. The Chief Procurement Officer (CPO) is the primary executive manager for ESF #7. The powers and authorities of the

CPO are delegated, as needed, to four other officials as noted below. Resource requirements include emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.

Provision of care, food, and water to support victims is within the existing authorities of the Office of Contracting and Procurement (OCP). Provision of care, food, and water for staff in circumstances active in District Response Plan (DRP) operations requires additional authorization.

## ***II. Policies***

- A. In accordance with assigned responsibilities and upon implementation of the DRP, ESF #7 agencies will provide assistance to the affected areas.
- B. Support agencies will furnish resources to support ESF #7 requirements, including agency-specific lists of emergency supplies and procurement personnel necessary to establish operations effectively at the national and regional levels. Support of ESF #7 will continue as needed throughout the response effort.
- C. Equipment and supplies will be provided from current DC stocks and warehouses set to be prepared for a public emergency, or, if necessary, from the private sector and surrounding jurisdictions.
- D. OCP and the Emergency Management Agency (EMA) support of other ESFs will be through ESF #7 as part of Consequence Management Team (CMT) responsibilities.
- E. When possible, all procurement will be supported by a written justification. However, the urgency associated with a resource need may necessitate verbal tasking directly from the Command Staff. In such situations, ESF #7 will document who is requesting the procurement and the reason for the request.
- F. OCP will maintain a written inventory of resources obtained from the various ESF Primary and Support Agencies that are most likely to be needed in a public emergency. This list will be maintained as a separate document from the DRP in order to keep it current.

## ***III. Situation***

### **A. Disaster Condition**

A public emergency could cripple the productive capability of the DC's key agencies, as well as that of the surrounding metropolitan area, to respond. The city government, with the assistance of the federal government as needed, will have the capacity to meet the most foreseeable requirements. Critical resource

shortages may include power, fuel in winter, potable water in times of drought, or water supply interruption or as a secondary effect of flooding. There will be shortages in the local area of a wide variety of supplies necessary for emergency population survival, such as cots, sheets, blankets, pillows, pillowcases, tents for temporary shelter, and plastic and paper items for mass feeding. This support is generally provided to ESF #6—Mass Care.

## **B. Planning Assumptions**

1. The probable shortage of a critical resource may be known to District government officials in advance of the actual shortage, allowing measures to be undertaken in order to lessen the impact. In some cases, shortages will occur completely without warning.
2. Local businesses and organizations are willing, whenever possible, to assist the community and the District government during a period of resource shortage, particularly following a large-scale disaster. The city's mutual aid agreements with Maryland and Virginia and neighboring counties should also be accessed if these areas have not been impacted by the public emergency.
3. The District government maintains lists of all classes of critical resources, personnel, supplies (mass care, in particular), and equipment that may be needed in the city, as well as the names, addresses, and telephone numbers of government and private agencies that have the resources.

Agency and departmental critical resources lists are fundamental to the effective response of the District government to public emergency activations. Procurement transactions, pricing, and vendor relationships need to be established prior to events requiring activation of the Emergency Operations Center (EOC). Protracted procurement processes may result from insufficient or nonexistent critical resource lists.

4. In any public emergency, donations will be received and managed by ESF #16—Donations and Volunteer Management, and media coverage requesting donations should be a sustained effort.
5. Federal government assistance will be requested to supply unmet needs of response agencies.

## ***IV. Concept of Operations***

### **A. General**

1. When the probability that additional resources (materials and services) will be needed becomes apparent, EMA will take the lead role in ensuring

coordination of District government agencies in implementing contingency plans and recommending courses of action to the Mayor during a crisis period.

2. OCP has emergency procurement mechanisms (credit cards) and authorities, which are activated by an executed and signed Mayoral declaration of a state of emergency. OCP staff, performing in the EOC, expects to work from existing inventories and stores as defined by departmental materials lists. In the event emergency procurement transactions are required by the circumstances, both competitive and noncompetitive procurements actions are authorized and will be undertaken.
3. The Chief Financial Officer (CFO) will finance emergency procurements charged to the OCP credit cards. The CFO will determine the budget unit to be charged for necessary transactions. Procurement transactions occurring within departments and agencies are the financial responsibility of the executing department.
4. When possible, separate emergency procurement accounts will be established within PASS to help account for emergency expenditures. In this way, emergency procurement orders are entered into PASS and paid for via purchase cards held by OCP. This permits orders to be tracked from requisition through receipt and payment.
5. Blanket purchase agreements may be utilized to obtain office supplies, equipment, and response gear (e.g., gloves, masks, disinfectant). Requests for response-related resources from any District agencies would be funneled through ESF #7, led by a designated resource manager, who will:
  - Direct/supervise the activities of personnel involved in managing resources;
  - Coordinate with the EOC manager 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.
6. Emergency victims will take precedence in the allocation of resources. The EMA Director and senior agency staff will set specific priorities. Response agencies will sustain themselves during the first 24 hours of a public emergency, with the possibility of sustaining themselves up to three days.
7. The primary source of personnel, equipment, materials, and supplies will be from existing city and federal agencies, as necessary. Support that cannot

be provided from city agencies may be secured from federal sources or donations.

8. Under the provision of DC Law 3-149, the Mayor has the authority to restrict the sale of commodities, goods, and resources during periods of shortage, as well as alter businesses' hours of operations during this period.
9. Each agency of the District government would be required to prepare an impact statement showing the adverse effect, if any, that the shortage or emergency condition would have on the overall operation of the agency and the disruption of services to the public.
10. Purchase prices and contract costs, where possible, should be established prior to an event to prevent price gouging and the use of "no-bid" contracts. Prepositional contracts are a method to ensure the availability and cost of emergency resources and should be established as part of the ESF planning process. Additionally, during an emergency District agencies will communicate with neighboring jurisdictions to reduce competition for the same resource.

## **B. Organization**

1. EMA serves as the central clearinghouse for coordinating District government resources supporting public emergencies. EMA, the CMT, and other critical agency liaisons will work together to allocate critical resources on a priority basis. The CMT will address the efforts and activities necessary to evaluate, locate, procure, and provide essential material resources for mission critical agencies.
2. OCP will work directly with EMA to quickly identify sources and purchase the requisite goods as deemed necessary by the Director of the CMT. The OCP CPO has an established delegation of powers and authority to the Assistant Director of Public Safety, the Assistant Director for Human Services, the Assistant Director for the Integrated Product Team and to the Attorney General. The CPO and the four positions identified above have the legal authority to bind the District in procurement actions. They may act independently in the absence of the CPO.

## **C. Notification**

The designated resource manager will be among those initially notified of a public emergency. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.

## **D. Response Actions**

### **1. Initial Actions**

- a. The resource manager should determine whether to activate additional facilities or personnel, such as a Donations Coordination Team and associated telephone banks, donation receiving areas, and warehouses.
- b. Donations Management planning will coordinate its resource management activities in conjunction with ESF #16—Donations and Volunteer Management, with voluntary organizations and federal agencies and organizations such as the American Red Cross (ARC) and the Federal Emergency Management Agency (FEMA).
- c. OCP will conduct ongoing needs assessments, including gathering information from agencies on what is needed, how much is needed, who needs it, where it is needed, and when it is needed.

### **2. Continuing Actions**

- a. The District will conduct ongoing needs assessment begun in initial phase and prioritize needs.
- b. Resource requests will be logged and prioritized. The resource manager will be updated regularly about needs and status of requests.
- c. Documented purchase prices and contract costs will be compared for pre-event pricing for resources and similar contracts.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Office of Contracting and Procurement (OCP)**—OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited. OCP will work directly with EMA to quickly identify sources and purchase the requisite goods as deemed necessary by the CMT Director.

Resource support is expected to be conducted from the EOC. However, resource support should be able to operate from alternate sites in the Washington Area Region should the primary site be compromised. Alternate sites for resources support activities are identified and may be activated at the direction of the CPO or those with delegated authority.

**B. Support District Agencies**

1. **DC Public Schools (DCPS)**—DCPS will provide school facilities to be utilized as shelters for emergency sheltering operations and storage and distribution of procured items to District agencies. DCPS will provide a liaison to the EOC.
2. **Department of Employment Services (DOES)**—DOES, in cooperation with EMA, will manage issues related to the recruitment of manpower during a public emergency and will serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES, in coordination with all other critical agency liaisons will work together to allocate critical manpower resources on a priority basis. DOES will ensure the continuation of unemployment benefits payments and employer tax collections, disability and workers compensation payments, summer youth employment programs, Job Training Partnership Act (JTPA) programs, and Job Services activities.
3. **Department of Health (DOH)**—DOH will identify, obtain, and allocate needed medical resources; recommend policy direction; and direct resources according to needs and potential impact on District-wide services.
4. **Department of Human Services (DHS)**—DHS will manage procurements with its service providers and ensure that payments are made to providers. DHS and the CFO will assist in providing EMA with resources and supplies for District-wide public emergencies in concurrence with availability. DHS will fully mobilize resources to restore the operational functions of its facilities throughout the city and Oak Hill (Laurel, Maryland). DHS will activate its DHS EOC at DC Village to ensure continuity of DHS services.
5. **Department of Parks and Recreation (DPR)**—DPR has a volunteer organization of approximately 1,000 individuals with a variety of skills and abilities. DPR, at the direction of the EMA Director, will mobilize its staff to assist in District-wide responses.
6. **Department of Public Works (DPW)**—DPW will supply fuel, as needed, via fueling operations or mobile fuel trucks. DPW will also provide personnel and equipment to assist the District in any emergency response operations.
7. **District Department of Transportation (DDOT)**—DDOT will provide the needed information to OCP, to receive the needed resources for reestablishing damaged infrastructure. DDOT will also coordinate with OCP in acquiring additional transportation resources whether it is for construction or for the movement of the population.

8. **Emergency Management Agency (EMA)**—EMA will compile reports and data on the availability or shortage of critical resources in the District that may have to be controlled by Executive Order for the duration of the public emergency. EMA receives and compiles status reports from key District agencies on the availability or shortage of needed supplies and resources to alleviate the problem. EMA, the CMT, and other critical agency liaisons will work together to allocate critical resources on a priority basis. EMA will address the efforts and activities necessary to evaluate, locate, procure, and provide essential material resources for mission critical agencies.
9. **Fire and Emergency Medical Services Department (FEMS)**—FEMS will coordinate with EMA in managing critical resources under their control, including notification when resources are about to be or have been depleted.
10. **Metropolitan Police Department (MPD)**—MPD will maintain security of emergency area(s), including ingress and egress in coordination with EMA. MPD will notify EMA of any critical resource shortfalls. During a public emergency, MPD will maintain security of facilities used to store large inventories of emergency physical resources. MPD will also provide escort and security services for large shipments of emergency physical resources to the disaster site.
11. **Office of Personnel (OP)**—OP will coordinate with agencies to identify and deploy personnel resources before, during, and after the public emergency.
12. **Office of Property Management (OPM)**—OPM will be mobilized during the public emergency to monitor and provide continued services to DC agencies. OPM will have available the necessary and technical personnel to provide continuous services to critical agencies. OPM's Facilities Operations Maintenance Administration (FOMA) can provide equipment, materials, and trade persons on a reimbursable basis.
13. **Office of the Attorney General (OAG)**—OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
14. **Office of the Chief Financial Officer (OCFO)**—OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments and direct transfers. The



CFO will coordinate with OCP to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.

15. **Office of the Chief Technology Officer (OCTO)**—OCTO will establish and maintain an office for the purpose of monitoring and reporting system failures throughout District agencies. The public information function will create, prepare, and disseminate information related to the public emergency.
16. **Consortium of Universities of the Washington Metropolitan Area**—The Consortium of Universities will serve as an information agent for student volunteers and facility shelters and will broker information concerning resources and requirements among the consortium members.
17. **University of the District of Columbia (UDC)**—UDC will serve as an information agent for student volunteers and facility shelters. UDC can serve as a Field Operation Unit, and offers the use of their large gymnasium and large sports field.

#### C. **Primary Federal Agency**

**General Services Administration (GSA)**—GSA through a Mission Assignment/Request for Federal Assistance from the Federal Emergency Management Agency (or other federal agency) can provide technical and other support to the District government through OCP, the District counterpart ESF.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the National Response Plan will be implemented by the Department of Homeland Security. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center. Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team will be in the JFO.

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## Emergency Support Function #8 Health and Medical Services

<b>Primary District Agency:</b>	Department of Health
<b>Support District Agencies:</b>	Child and Family Services Agency DC Water and Sewer Authority Department of Human Services Department of Mental Health Department of Parks and Recreation District Department of Transportation Emergency Management Agency Fire and Emergency Medical Services Department Office of Contracting and Procurement Office of the Chief Medical Examiner Office of Unified Communications Serve DC
	<i>Non-Governmental Organizations:</i> American Red Cross DC Hospital Association DC Health Care Alliance DC Nurses Association DC Primary Care Association Nursing Home Association Medical Society of DC Medical Chirurgical Society of DC National Medical Association
<b>Primary Federal Agency:</b>	Department of Health and Human Services

### ***I. Introduction***

#### **A. Purpose**

ESF #8—Health and Medical Services provides coordinated District assistance and resources to identify and respond to public health and medical care needs during a public emergency. Assistance provided under ESF #8 is directed by the Department of Health (DOH) and is supported by several agencies within the District as well as the coordination between the agencies and private health service providers.

## **B. Scope**

ESF #8 provides for a coordinated and effective District of Columbia government approach to providing health and medical assistance in the immediate aftermath of a public emergency that impedes routine health and medical services provided within the District of Columbia. The support is categorized in the following functional areas:

1. Health surveillance, including infectious disease surveillance and epidemiological investigation
2. Communicable disease control including isolation and quarantine
3. Assessment of health/medical needs, including in-patient capacity
4. Decontamination of victims and health and medical personnel
5. Public health informational/risk communication on public health issues
6. Reception of the Strategic National Stockpile and distribution of prophylactic medications
7. Medical care personnel
8. Health/medical equipment and supplies
9. EMS provision and coordination
10. Medical consultation, coordination, and control
11. Patient distribution
12. Patient tracking
13. In-hospital care
14. Fatality management and victim identification
15. Food/drug/medical device safety
16. Worker health/safety
17. Radiological/chemical/biological hazards consultation and technical assistance
18. Mental health care for victims, worried well, response personnel, health and medical personnel and general public
19. Potable water/wastewater and solid waste disposal testing
20. Animal disease vector control
21. Veterinary services and animal control
22. Security services at health and medical facilities

## **II. Policies**

- A The roles and responsibilities of DOH, the Department of Mental Health (DMH), the DC Fire and Emergency Medical Services Department (FEMS), and other supporting agencies will be closely coordinated in the Health Emergency Coordination Center of the DOH and the Emergency Operations Center of the EMA to successfully execute the mission of ESF #8.
- B ESF #8 will be implemented when a public emergency has occurred and the Mayor has determined that a response is warranted.

- C. In accordance with assignment of responsibilities in ESF #8, and further tasking by the primary ESF #8 agency, each support agency will contribute to the overall response, but will retain control over its own resources and personnel.
- D. ESF #8 is the primary source of public health and medical response/information for all District officials involved in response operations.
- E. All local and regional organizations (including other ESFs participating in response operations) will report public health and medical requirements to the ESF #8 lead agency through the Consequence Management Team (CMT) in the Emergency Operations Center (EOC).
- F. To ensure patient confidentiality, ESF #8 will not release medical information on individual patients to the general public.
- G. Appropriate information on casualties/patients will be provided as needed to the American Red Cross (ARC) or appropriate District agency for inclusion in the Disaster Welfare Information (DWI) system for access by the public.
- H. Requests for recurring reports of specific types of public health and medical information will be submitted to ESF #8. ESF #8 will develop and implement procedures for providing these recurring Situation Reports (SITREPS) to the CMT and others through ESF #5—Information and Planning.
- I. The primary District Joint Information Center (JIC) located at the EOC is established to support the District Response Plan (DRP) and will be authorized to release general medical and public health response information to the public.
- J. DOH will be the lead agency in ensuring enhanced surge capacity as needed to adequately triage and treat large numbers of casualties/patients through the use of ESF #8 resources, coordination with area hospitals and Fire/EMS services, and regional mutual aid agreements.

### ***III. Situation***

#### **A. Disaster Condition**

- 1. A significant public emergency may impede or prohibit the delivery of routine health and medical services. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be severely damaged or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems. Medical and health care facilities that remain in operation and have the

necessary utilities and staff will probably become overwhelmed. In the event of a sudden increase in the need for health and medical services, medical supplies and equipment may quickly run out, including pharmaceuticals, blood products, medicines, equipment, and other related consumable supplies.

2. Critical and long-term patients in existing hospital or health care facilities may need immediate relocation from these facilities if they are damaged or inoperable. Uninjured persons who require routine medications, such as insulin, anti-hypertensive drugs, digitalis, and dialysis may have difficulty in obtaining these medications and treatments because of damage/destruction of normal supply locations, general shortages, or lack of access due to damaged transportation infrastructure.
3. If the event's negative impacts last for several days or weeks, there could be health and medical complications and issues involving relocation, shelters, vector control, potable water, wastewater, and solid waste.
4. A major medical and environmental emergency resulting from chemical, biological, or nuclear Weapons of Mass Destruction (WMD) could produce a large concentration of specialized injuries, illnesses, fatalities, and other problems that could overwhelm health care facilities within the District. (See Bioterrorism Annex.)

## **B. Planning Assumptions**

1. The resources routinely available within the affected emergency area may be inadequate to clear casualties from the scene or treat them in nearby/immediate health care facilities. Mobilization of city resources, and possible neighboring community resources based on established partnering agreements, may be urgently needed for triage, treating casualties in the emergency area, and then transporting them to the closest appropriate hospital or other health care facility.
2. Medical resupply may be needed throughout the emergency area. ESF #8 will have the responsibility of identifying, ordering, receiving, and distributing such supplies.
3. In an event that causes large numbers of casualties, ESF #8 agencies may be required to set up and staff Mass Casualty Collection Points where patients can be stabilized while they await transportation to appropriate medical care facilities.
4. In a major public health emergency, operational necessity may require the transportation of patients to other medical health facilities by alternative means.

5. A terrorist release of WMD, industrial accident, or other HazMat event may lead to toxic water/air/land environments that threaten surviving populations and response personnel, including exposure to hazardous chemicals, biological agents, radiological substances, and contaminated water supplies and food products.
6. The damage and destruction of a major public emergency may result in numerous deaths, and may require coordination and outside assistance for body location and recovery, extrication, examination, identification, storage, and release, as well as coordination with law enforcement for evidentiary purposes.
7. The damage and destruction of a major public emergency may result in the injury and death of pets and other animals in and around the disaster zone. Veterinary service and animal control capabilities may be stretched, and disease and vector control problems associated with animal fatalities may impact public health in and around the emergency location.
8. The stress, loss, and pain caused as a result of the public emergency may result in the District's mental health system becoming overwhelmed, producing urgent need for mental health crisis-counseling for emergency victims, response personnel, and their families.
9. Assistance in maintaining the continuity of health and medical services may be required, especially for citizens with long-term and ongoing health care needs, as well as continuity of services for critical or acute care patients.
10. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury. Disruptions may dislocate tourists and visitors who will become disoriented and be unfamiliar with the District and, thus, may have difficulty in identifying and locating health and medical support services in the event of a disaster. Tourists and visitors may have difficulty in obtaining access to needed medicines or treatments and may not be able to access hotels or other locations where they may be keeping their medicine. It may be difficult for medical and health service providers to obtain records and medical histories of tourists and visitors, which may be critical to providing effective treatments and cures to such individuals that may have been impacted by the event.
11. Primary medical treatment facilities may be damaged or inoperable, thus assessment and emergency restoration to necessary operational levels or the establishment of alternate medical care facilities is a basic requirement to stabilize the medical support system.

12. The presence of multiple federal agencies and facilities and foreign embassies and missions presents special planning, training, coordination and response requirements.

#### ***IV. Concept of Operations***

##### **A. General**

1. ESF #8 will coordinate with support agencies to monitor events and track health and medical needs and requirements during the activation. Based on this ongoing assessment, DOH will direct resources, coordinate the delivery of services, and collect information from and coordinate among government agencies and between government agencies and private sector health and medical service providers.
2. For the duration of the activation, ESF #8 will continue to provide input to ESF #5 on the general medical and public health response activities. In the event that the DC EOC is activated, ESF #8 will dispatch an Emergency Liaison Officer (ELO) to EMA and maintain at least one ELO on duty for each shift until the response is terminated.
3. DOH will notify ESF #8 partners of any District-wide public emergency via the Health Alert Network. Critical staff and key decision makers will also be contacted directly to ensure their input. DOH response will be initiated at the Health Emergency Coordination Center (HECC) and will provide comprehensive feedback and remain in close contact with the DOH ELO in the EOC.

##### **B. Organization**

1. **ESF #8 Operations Centers**—As a primary agency, DOH will operate from its HECC and link with the operations centers of the other support agencies.
2. **EOC**—DOH and other ESF #8 support agencies will provide representation at the EOC as part of the CMT as required and will remain until deactivated or released by the CMT Director or designee.
3. **Interagency Liaisons**—DOH will coordinate with EMA to ensure that appropriate representatives are immediately available to participate in interagency coordination groups that may have been established based on the type and scope of the public emergency.



### C. Notification

1. Upon notification by EMA that a major public emergency has occurred, DOH will alert appropriate personnel and activate and staff the DOH HECC to facilitate communications with DOH providers and to assist EMA with the coordination of DOH activities with the overall District response. DOH coordinators will be posted at the EOC and at other command and control sites, as requested (e.g., EMA Mobile Command Centers -DC10 and -DC11).
2. In conjunction with EMA and with other appropriate primary agencies and support agencies, DOH will make a rapid initial assessment of the situation and, as appropriate, notify, and activate one or more ESF #8 support agencies. In addition, the DOH liaison at the EOC will begin initial discussions and coordination with the primary agencies of other ESFs to ensure that effective health and medical services will continue to be provided to those impacted by the event.
3. It should be noted that notification of a covert bioterrorism incident might flow from DOH to EMA when such an event is detected by health surveillance systems.

### D. Response Actions

#### 1. Initial Actions

- a. When activated under this plan, DOH will implement its Rapid Response Team Emergency Operations Plans. If appropriate, it will also activate its Bioterrorism Plan.
- b. DOH will coordinate with support agencies to assist in providing health and medical services to citizens directly and indirectly impacted by the public emergency, as well as response personnel and others involved in the incident. This will include providing direction and assistance to ESF #8 support agencies and the primary agencies of other ESFs that have public health components, including ESF #1—Transportation; ESF #3—Public Works and Engineering; ESF #4—Firefighting; ESF #6—Mass Care; ESF #9—Urban Search and Rescue; ESF #10—Hazardous Materials; and ESF #11—Food.
- c. As needed, DOH will request and coordinate the delivery of health and medical services with DHS and DHHS. Requests for assistance from EMA may also be directed toward the US Army Corps of Engineers, U.S. Public Health Service, and Centers for Disease Control and Prevention.

- d. In the event of a mass-fatality incident, an onsite temporary facility will be established for initial recovery, case number assignment, and documentation of remains (as permitted by hazardous conditions). If necessary, decontamination will be conducted here, prior to moving bodies to other facilities. Remains will be removed from this staging site to a temporary mortuary facility for further examination and identification. If a mass casualty event approaches or exceeds the District's capacity to handle fatalities, federal DMORT teams may also be requested through the DC Office of the Chief Medical Examiner (OCME).
- e. The District's Strategic National Stockpile Plan will be implemented, if indicated.
- f. The District's Fatalities Management Plan will be implemented as required.
- g. DOH will coordinate with District health and medical service providers, including DC Hospital Association, hospitals, and health care facilities (including medical and dental facilities) by ensuring that the DC Hospital Association's Hospital Mutual Aid Radio System (HMARS) is activated. DOH will:
  - 1. Coordinate the protection of the public from communicable diseases
  - 2. Coordinate the systems to monitor and report on the safety of food and water supplies to citizens not displaced but impacted, relief workers, and displaced citizens residing in temporary shelters
  - 3. Coordinate systems to monitor health information and inspect and control sanitation measures
  - 4. Coordinate the systems to monitor and respond to vector and epidemic control needs and provide immunizations
  - 5. Assist, as needed, with the acquisition of medical supplies, resources, medications, and other needs
  - 6. Assist, as needed, with laboratory testing and release of results and related activities
  - 7. Assist in the coordination of the delivery of injured victims to hospitals and service providers to reduce overcrowding or overwhelming service providers
  - 8. If necessary, activate the Emergency Healthcare Reserve Corps to supplement existing medical resources
  - 9. Ensure that HMARS is activated and regularly monitored
  - 10. Coordinate resources with area hospitals and EMS service providers to ensure appropriate and reliable service and access to service within and around the public emergency zone

11. Assist with the tracking and identification of injured victims and provide information, as appropriate to the media, the public, and other community stakeholders through ESF #15—Media Relations and Community Outreach

## 2. Continuing Actions

- a. As the event begins to stabilize, DOH will continue to monitor health and medical-related activities by performing situational assessments. DOH will continually acquire and assess information about the public emergency situation. DOH will continue to attempt to identify the nature and extent of health and medical problems and establish appropriate monitoring and surveillance of the situation to obtain valid, ongoing information.
- b. Based on the specific needs of a particular incident, DOH may determine that specialized support teams (e.g., mental health team, vector management and control team, veterinary services support team, etc.) may need to be formed to support health and medical service providers; deliver assistance to the community; coordinate activities; provide technical and consultation advice; assist in coordinating with federal service providers; and address intermediate and long-term health and medical needs up to the time that normal and routine operations are achieved.
- c. As fatality examinations are completed, identified remains will be made available for release to funeral homes. Remains not yet identified will be held and catalogued. Further testing by other means (radiographs, fingerprints, or DNA) may be necessary to confirm identification prior to release, which may require services of other entities. The Office of Chief Medical Examiner (OCME) will coordinate with ESF #13—Law Enforcement and ESF #6—Mass Care through the Family Assistance Center to receive data to make identifications and to provide notification to families. OCME will provide information to ESF #5 concerning the results of medication examinations, and to ESF #15 for release to the public.

## V. Responsibilities

### A. Primary District Agency

**Department of Health (DOH)**—DOH acts as the lead agency for ensuring the provision of emergency health and medical services to District residents, workers, and visitors. DOH coordinates the health and medical response from appropriate District, regional, federal, and private agencies, working through EMA to assist with coordination of the District’s overall emergency response.

1. Provide leadership in directing, coordinating, and integrating the overall efforts to provide medical and public health assistance.
2. Coordinate and direct the activation and deployment of resources of health/medical personnel, supplies, and equipment.
3. Coordinate the evacuation of patients from the disaster area when evacuation is deemed feasible and appropriate.
4. Arrange for the establishing of active and passive surveillance systems for the protection of public health.
5. Coordination with the support agencies in directing and prioritizing health and medical activities.
6. Coordination to ensure that a sufficient number of trained medical personnel are stationed at each mass care site.
7. Coordination with ESF #2 to ensure that a working system of communications with the Emergency Operations Center has been established. This may include radio, telephone, or cellular telephones.
8. Coordination with ESF #7 for key supplies and equipment.
9. Coordination with ESF #7 (Resource Support) and ESF #16 (Donations and Volunteer Management) for supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.
10. In addition to those activities previously stated, ESF #8 will coordinate with ESF #16 regarding the activities of volunteers actively engaged in providing assistance.
11. Develop and maintain a roster of personnel that staff the ESF. Sufficient staffing will be available for 24 hours per day, seven days per week.
12. Record incoming requests for assistance, track who was assigned to respond and the action taken.
13. Establish a protocol for prioritizing response activities.
14. Coordinate activities with other ESFs.

## **B. Support District Agencies**

1. **Child and Family Services Agency (CFSA)**—CFSA will ensure the safety of the children under their care and provide emergency intake services for children separated from their families as a result of the health public emergency.
2. **DC Water and Sewer Authority (DCWASA)**—DCWASA will coordinate activities with the appropriate divisions of the Environmental Health Administration to ensure the safety and potability of the District's water supplies.
3. **Department of Human Services (DHS)**—DHS will be the lead agency in providing mass care and sheltering. Through its Office of Facilities

Management, DHS will continue to operate its facilities management services, including supplying generators, water, and security personnel.

4. **Department of Mental Health (DMH)**—DMH will provide patient care and the movement, as well as psychiatric care for District residents, workers, and visitors. DMH will monitor and respond to mental health issues and coordinate with mental health service providers to ensure appropriate support to victims, responders, their families, and others impacted by the public emergency. DMH will provide laboratory services, medical personnel, pharmacists, and mental health providers as needed to supplement DOH medical teams and the National Pharmaceutical Stockpile Plan.
5. **Department of Parks and Recreation (DPR)**—DPR will assist other support agencies in providing facilities and personnel as needed for mass care, sheltering, and alternative triage and treatment sites.
6. **District Department of Transportation (DDOT)**—DDOT will coordinate with DOH on the requirements for the transportation of the National Pharmaceutical Stockpile. DDOT will support MPD on the perimeter control during a public health emergency and provide traffic management plans around closed locations.
7. **Emergency Management Agency (EMA)**—EMA will initiate the emergency notification process, establish the citywide EOC, and provide overall inter-agency coordination.
8. **Fire and Emergency Medical Services Department (FEMS)**—FEMS will coordinate response activities with DOH and will report to the CMT on the capacity and capability of hospital emergency rooms, space availability, and related matters. FEMS will provide pre-hospital care and transport during public emergencies. FEMS will respond to emergency medical calls for residents, visitors, and organizations in the District. FEMS and MPD dispatch centers are co-located at McMillan.
9. **Office of Contracting and Procurement (OCP)**—OCP will assist in obtaining critical health and medical supplies and equipment and, if necessary, commercial facilities.
10. **Office of the Chief Medical Examiner (OCME)**—OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.

11. **Office of Unified Communications (OUC)**—OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
12. **Serve DC**—Serve DC will support ESF #8 when medical related volunteers are requested to include the Medical Reserve Corps. This could include, but is not be limited to, administrative and/or logistical support. Information on the types of donations that would be most beneficial to assist victims during the disaster will be provided to Serve DC.
13. **Non-Governmental Organizations**—DC Hospital Association, DC Health Care Alliance, American Red Cross, Medical Chirurgical Society of DC, DC Primary Care Association, National Medical Association, and DC Nurses Association will provide information to response personnel regarding hospital capacity, medical staff availability, effective transportation of victims, and options to avoid overcrowding.

### C. Primary Federal Agency

**Department of Health and Human Services (DHHS)**—The Department of Health and Human Services is the primary federal agency for ESF #8 and will provide direct, technical, and other support to the District through ESF #8.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the Department of Homeland Security will implement the NRP. Initially, federal agencies will operate out of the Initial Operating Facility (IOF). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.

## Emergency Support Function #9 Urban Search and Rescue

**Primary District Agency:** Fire and Emergency Medical Services Department

**Support District Agencies:** DC National Guard  
Department of Consumer and Regulatory Affairs  
Department of Health  
Department of Human Services  
Department of Mental Health  
Department of Public Works  
Emergency Management Agency  
Metropolitan Police Department  
Office of Contracting and Procurement  
Office of the Chief Medical Examiner  
Office of Unified Communications  
Washington Metropolitan Area Transit Authority

*Non-Governmental Organizations:*

George Washington University Medical Center  
Howard University Hospital  
Potomac Electric Power Company  
Washington Gas Company

**Primary Federal Agency:** Department of Homeland Security/Emergency  
Preparedness and Response/Federal Emergency  
Management Agency

### ***I. Introduction***

#### **A. Purpose**

ESF #9—Urban Search and Rescue rapidly deploys components of the DC Fire and Emergency Medical Services Department (FEMS) to provide specialized lifesaving assistance in the event of a public emergency involving structural collapse or other technical rescue.

#### **B. Scope**

Operational activities include conducting physical search and rescue in collapsed buildings; providing emergency medical care to trapped victims; assessment and control of gas, electricity, and hazardous materials; and evaluating and stabilizing damaged structures. Additional capabilities include trench-collapse rescue, confined-space rescue, high-angle rescue and swift-water rescue.

## ***II. Policies***

- A. As the primary agency for ESF #9, FEMS develops urban search-and-rescue (US&R) policy, provides planning guidance and coordination assistance, standardizes unit procedures, evaluates operational readiness, and funds special equipment and training requirements.
- B. An Incident Command System (ICS) will be implemented to effectively manage and control resources at the scene of emergencies, in accordance with the National Incident Management System (NIMS)
- C. The Personnel Accountability System will be used as an incident site US&R accountability system to track and control the movement of FEMS personnel.
- D. Standard operating guidelines (SOGs) are predetermined standardized US&R practices that enable the firefighting units to operate in a coordinated and safe method.

## ***III. Situation***

### **A. Disaster Condition**

Public emergencies vary widely in scope, degree of devastation, and threat to human life. For example:

1. In situations that entail structural collapse, large numbers of people may require rescue and medical care.
2. Because the mortality rate among trapped victims rises dramatically after 72 hours, US&R must be initiated without delay.
3. In the course of response, rescue personnel may encounter extensive damage to the infrastructure, such as buildings, roadways, public works, communications, and utilities. Such damage can create environmental safety and health hazards, such as downed power lines, unsafe drinking water, and unrefrigerated food.
4. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for emergency victims and rescue personnel.
5. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder, or crime.



## **B. Planning Assumptions**

1. Many structural collapses may result from a natural disaster. They also may occur as the result of a significant manmade event.
2. At the time of a public emergency, there may be structural collapses elsewhere in the District. These structural collapses will draw upon the same resources (engines or other tactical and support resources) that would be needed to support US&R and other emergency operations. It must be assumed that some US&R resources will become scarce, resulting in the disaster-related US&R operations competing for resources.
3. Telephone communications may be interrupted.
4. FEMS 800-MHz radio communication may be compromised, either totally or in part.
5. Access may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel to the incident location extremely difficult or impossible.
6. Depending on the scope of the incident, Mutual Aid Agreements may need to be enacted to allow FEMS to access additional US&R resources from surrounding jurisdictions.
7. Efficient and effective mutual aid among the various local, state, and federal US&R teams requires the use of ICS together with compatible US&R equipment and communications.
8. Local residents, workers, and/or converging volunteers may initiate search-and-rescue efforts but will usually lack specialized equipment and training. (See ESF #15—Donations and Volunteer Management.)
9. In situations where there are significant US&R shortfalls in the area, and a Presidential Declaration of disaster or emergency has been made, ESF #9 may request federal assistance from FEMA and Federal ESF #9 US&R resources through the Consequence Management Team (CMT).

## ***IV. Concept of Operations***

### **A. General**

FEMS, as the primary agency for ESF #9, 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. The FEMS US&R team is able to remain self-sufficient for approximately 48 hours.

## **B. Organization**

1. The US&R system is an integrated system of US&R units, support teams, and technical specialists.
2. The system is built around core units prepared to deploy immediately and initiate US&R operations on implementation of ESF #9 of the District Response Plan. Primarily, FEMS personnel, who are experienced and trained in collapsed structure search-and-rescue operations, staff these units.
3. Incident Support Teams (ISTs) provide coordination and logistical support to US&R units during emergency operations. They also conduct needs assessments and provide technical advice. Teams are formed with personnel from US&R units, District government emergency response organizations, and private sector organizations.
4. A Regional Incident Management Team (IMT) can be activated to support incident command system (ICS) functions.
5. Technical specialists provide expertise in various US&R disciplines. They are mobilized as needed from within the District and surrounding jurisdictions.

## **C. Notification**

1. In most cases, these types of incidents are reported directly to 911 at the Office of Unified Communications.
2. Upon notification by the Emergency Management Agency (EMA) of a potential or actual event requiring response, beyond normal response operations, the FEMS Chief or designee will ensure a telephone call or page is made through the Office of Unified Communications to notify all senior command staff officials.
3. Mutual aid support will generally be requested through the Office of Unified Communications and coordinated through EMA when necessary.
4. Numerous sources may notify the Emergency Operations Center (EOC) of incidents with the potential for structural collapse. EMA will notify FEMS.

## D. Response Actions

### 1. Initial Actions

- a. The ESF #9 Coordinator—a FEMS officer with the rank of fire captain or higher, who will have a working knowledge of the SOPs, resources, and capabilities of FEMS, will:
  - Locate at the EOC within two hours of notification;
  - Establish communication links with primary and/or support agencies;
  - Establish communication links with the Incident Commanders;
  - Establish communications links with the FEMS senior command staff;
  - Obtain an initial situation and damage assessment through established intelligence procedures; and
  - Contribute to situation reports.
- b. Immediately following initiation of operations, the ESF #9 coordinator will establish and maintain a chronological log of US&R events and information obtained from the field.
- c. FEMS Operations will:
  - During the initial stages of the public emergency, serve as the single point-of-contact (POC) for responding task forces and IST members for situation information and response status of US&R resources;
  - Provide command and control of incidents and institute the incident management system including unified command as necessary.
  - Provide trained US&R personnel to the scene and activate the department's Mobilization Plan, as necessary, to call back off-duty personnel.
  - Provide sufficient technical equipment for immediate delivery to the scene.
  - Perform search and rescue as necessary.
  - Perform triage and emergency medical treatment as necessary and provide emergency medical technicians and paramedics to the scene with appropriate equipment.
  - Perform emergency medical transportation, as necessary, and provide EMS transport units to the scene.

## 2. Continuing Actions

- a. Retain an adequate on-duty force of US&R-trained personnel.
- b. Maintain preloaded shoring and bracing equipment truck(s).
- c. Maintain readily available back-up supplies.
- d. Ensure critical medical supplies are replenished.
- e. Activate agreements for emergency resupply as needed.
- f. Procure and maintain sufficient reserve ambulances to enable additional units to be placed in service as required.
- g. Request additional resources as necessary.

## V. Responsibilities

### A. Primary District Agency

**Fire and Emergency Medical Services Department (FEMS)**—FEMS will coordinate the search-and-rescue operations and the use of rescue and extrication resources during public emergencies. The FEMS US&R team is dispatched with Fire and Emergency Medical units to incidents involving search-and-rescue efforts. Fire and Emergency Medical units will provide on-scene, pre-hospital emergency medical care.

FEMS establishes, maintains, and manages the US&R response system, including pre-emergency activities such as training, equipment purchase, and evaluation of operational readiness.

FEMS maintains a memorandum of understanding (MOU) with appropriate agencies to ensure a functional US&R team is maintained by having necessary specialists, not available with FEMS, trained and ready to respond as needed. FEMS also maintains mutual aid agreements to ensure additional immediate response if necessary from surrounding jurisdictions.

FEMS responds to and coordinates US&R operations for incidents of collapsed structures and the use of rescue and extrication resources during acts of terrorism.

### B. Support District Agencies

1. **DC National Guard (DCNG)**—DCNG provides search-and-rescue capability as well as temporary emergency shelters. DCNG can also provide traffic control, emergency transportation, evacuation of civilian

population, communications assistance, area security, protection from theft and looting, medical services, aircraft for monitoring, surface radiation monitoring, radiation hazard plotting, wind and weather data, and control of reentry, as needed, during US&R.

2. **Department of Consumer and Regulatory Affairs (DCRA)**—DCRA will provide information and building plans for unsafe or collapsed structures to the extent that such information is available and plans exist. DCRA will also provide structural engineers to inspect these structures and serve on the IST.
3. **Department of Health (DOH)**—DOH will coordinate health and medical activities within the District through clinical assessment and management by health care facilities, mental health assistance for those affected, and assessment of health and medical needs.
4. **Department of Human Services (DHS)**—DHS helps provide for evacuees' needs, including food, bedding, supplies, and transportation, using contractual services of the National Capital Area Chapter of the American Red Cross (ARC).
5. **Department of Mental Health (DMH)**—DMH will coordinate mental health activities within the District through needs assessment and provision of critical incident stress management (CISM) for first responders and crisis counseling for victims/families and special vulnerable populations.
6. **Department of Public Works (DPW)**—DPW will provide on-site refueling and on-site sand and salt, as necessary, for slippery conditions. DPW will provide debris removal in accordance with their Debris Removal Plan. In concert with the Office of Contracting and Procurement (OCP), DPW will help coordinate heavy equipment, operators, and riggers to support US&R efforts as necessary, per the Debris Removal Plan. DPW, in concert with OCP, will provide additional resources for delivery of shoring lumber to the site, as required.
7. **Emergency Management Agency (EMA)**—EMA will provide a logistical/resource specialist for IST. The mobile command van will be dispatched to the scene to gather information on the type of hazardous material involved and other data.
8. **Metropolitan Police Department (MPD)**—MPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after an incident to protect the health and safety of persons, as well as the integrity of the incident scene. MPD will also perform criminal investigations as necessary, and canine assistance as available for US&R activities.

9. **Office of Contracting and Procurement (OCP)**—OCP will provide procurement specialist to assist ISTs in acquiring necessary contracts, services, and resources.
10. **Office of the Chief Medical Examiner (OCME)**—OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
11. **Office of Unified Communications (OUC)**—OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
12. **Washington Metropolitan Area Transit Authority (WMATA)**—WMATA will respond with FEMS to any incident involving collapses and other situations in underground Metro property; will provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and will provide Metro buses, as needed, for evacuating the population.
13. **George Washington University Medical Centers and Howard University Hospital**—These hospitals will provide “go teams” for specific medical care, such as response for entrapped trauma patients.
14. **Potomac Electric Power Company (PEPCO)**—PEPCO will provide emergency response teams to address electric power utility disconnects as necessary.
15. **Washington Gas Company (WGC)**—WGC will provide emergency response teams to address natural gas utility disconnects as necessary.

### C. Primary Federal Agency

**Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA)**—DHS/EPR/FEMA is the coordinating federal agency for ESF #9 under the National Response Plan and will provide direct, technical, and other support to the District through the District counterpart ESF, in this case FEMS, if needed, including calling in US&R teams from across the country.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the Department of Homeland Security will implement the NRP. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center. Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team will be in the JFO. DHS/EPR/FEMA US&R teams will deploy to the disaster site when requested to assist the Incident Commander in operations.

## Emergency Support Function #10 Hazardous Materials

**Primary District Agency:** Fire and Emergency Medical Services Department

**Support District Agencies:** DC Hospital Association  
DC National Guard  
Department of Employment Services  
Department of Health  
Department of Human Services  
Department of Mental Health  
Department of Public Works  
District Department of Transportation  
Emergency Management Agency  
Metropolitan Police Department  
Office of the Chief Medical Examiner  
Office of Unified Communications  
Washington Metropolitan Area Transit Authority

**Primary Federal Agency:** Environmental Protection Agency

### ***I. Introduction***

Within the context of the ESF, 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 (WMD).

#### **A. Purpose**

The purpose of ESF #10—Hazardous Materials is to provide 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 (DC).

#### **B. Scope**

Major activities include the control, containment, identification, assessment, mitigation, and monitoring of hazardous material released into the environment. The delivery of emergency medical services to victims of hazardous material incidents, as well as the decontamination of victims and emergency responders by the DC Fire and Emergency Medical Services Department (FEMS), is

addressed in this ESF. ESF #10 also coordinates the removal and disposal of hazardous materials with appropriate agencies and/or contractors.

## ***II. Policies***

- A. As the primary agency for ESF #10, FEMS develops hazardous materials policy, provides planning guidance and coordination assistance, standardizes unit procedures, evaluates operational readiness, and funds special equipment and training requirements.
- B. The Incident Command System (ICS) will be implemented to effectively manage and control resources at the scene of emergencies involving hazardous materials, in accordance with the National Incident Management System (NIMS).
- C. The FEMS Personnel Accountability System will be used to track and control the movement of FEMS personnel at emergency incidents.
- D. The District of Columbia executes responses to hazardous materials incidents according to the policies outlined in the following documents:
  - *DC Comprehensive Hazardous/Toxic Materials Emergency Response and Weapons of Mass Destruction* (October 2001);
  - *DC Fire and Emergency Medical Services Department ICS/Standard Operating Guidelines (SOG) for Hazardous Materials Incidents*;
  - *DC Fire and Emergency Medical Services Department Medical Protocols for Patient Care*;
  - *DC Fire and Emergency Medical Services Guidelines for Response to Weapons of Mass Destruction Incidents*;
  - *DC Fire and Emergency Medical Services Standard Operating Guidelines for Response to Bombing Incidents*; and
  - *National Response Plan (NRP) ESF #10—Hazardous Materials Annex* for applicable federal laws and related annexes.

## ***III. Situation***

### **A. Disaster Condition**

Natural or human-caused disasters could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities that produce, generate, use, store, or dispose of hazardous materials could be damaged so severely that existing spill-control apparatus and containment measures are not effective. Facilities that use large quantities of hazardous chemicals, such as wastewater treatment plants, significantly contribute to this risk. Areas at risk for hazardous materials transportation accidents lie along highways, rail lines, pipelines, rivers, and port areas. These risks are further compounded by other hazards such as floods and hurricanes. Terrorist incidents involving WMD, including chemical, biological, and radiological material,



represent additional risks associated with hazardous materials. (See Terrorism Annex)

## **B. Planning Assumptions**

1. An extensive transportation system serves the area in and around DC and is used by both commercial and private vehicles, making a technological public emergency an increasing possibility. The Department of Public Works (DPW) has designated and posted hazardous cargo routes for trucks through the city. Maps have been created showing the railroad system and barge routes. Areas adjacent to these transportation systems are most at risk from the occurrence of an incident. Additionally, terrorist incidents that involve the intentional release of hazardous materials, as well as the possible use of chemical, biological, radiological, and other WMD, place other areas of the city under additional risks.
2. Immediately prior to a hazardous materials incident, all emergency support systems are fully operational.
3. Densely populated areas will be adversely affected by a hazardous materials incident.
4. Major hazardous materials incidents can produce extremely hazardous situations when they occur in or near commercial plants or public facilities.
5. Hazardous materials incidents may result from a natural disaster. They also may occur as the result of accidental or intentional releases and terrorist acts.
6. At the time of a public emergency, hazardous materials incidents may occur anywhere in DC. These incidents will draw upon the same resources (engines or other tactical and support resources) that would be needed to assist other emergency operations. It must be assumed that some resources will become scarce, resulting in disaster-related hazardous materials operations competing for resources.
7. Telephone communications may be interrupted.
8. The FEMS 800-MHz radio communication may be compromised, either totally or in part.
9. Access may be hampered by bridge failures, traffic congestion, damaged road systems, air traffic restrictions, and so forth, making conventional travel to incident locations extremely difficult or impossible.

10. Efficient and effective mutual aid among the various local, state, and federal hazardous material teams (HAZMAT) requires the use of the ICS together with compatible HAZMAT equipment and communication systems.
11. Several federal agencies are on a 24-hour standby to assist with cleanup of hazardous materials incidents. These include the Environmental Protection Agency (EPA), the Department of Energy, and the Coast Guard.

#### ***IV. Concept of Operations***

##### **A. General**

ESF #10 will manage and coordinate hazardous materials incident control, containment, and mitigation activities, including rescue and fire suppression activities. This will be accomplished by mobilizing hazardous materials resources in support of hazardous material containment and rescue operations. ESF #10 will use established hazardous materials support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the FEMS Incident Commander.

##### **B. Organization**

The HAZMAT team is an integrated system of hazardous material units, support teams, and technical specialists.

1. The system is built around core units prepared to deploy immediately and initiate hazardous material control, containment, and rescue operations on implementation of ESF #10 of the District Response Plan (DRP). Primarily FEMS personnel who are experienced and trained in hazardous materials operations staff these units.
2. The FEMS Hazardous Material Task Force provides support and coordination to the Hazardous Material Unit during emergency operations.
3. Hazardous materials technicians and specialists provide expertise in hazardous materials disciplines.

##### **C. Notification**

1. In most cases, hazardous material incidents are reported directly to the Office of Unified Communications via telephone (911).
2. Upon notification by the Emergency Management Agency (EMA) of a potential or actual event requiring response beyond normal response

operations, or through other notification such as a direct all call, the FEMS Chief or designee will ensure that the Office of Unified Communications notifies all senior command staff officials of FEMS by telephone or pager .

3. Mutual aid support will generally be requested through the Office of Unified Communications and coordinated through EMA when necessary.
4. The EMA Emergency Operations Center (EOC) or Office of Unified Communications may receive notification of hazardous materials incidents from a number of sources.
5. As soon as the need for hazardous materials assets has been established, the ESF #10 Coordinator (FEMS) will develop recommendations for EMA management on the type and quantity of resources to be alerted or activated.
6. Additional Federal resources, such as the National Medical Response Team (NMRT) may be issued Alert Orders upon request to the appropriate Federal agency, placing them in a state of heightened readiness to respond if subsequently activated. Alert Orders will generally state the time frame within which activation decisions are expected.

## **D. Response Actions**

### **1. Initial Actions**

- a. The ESF #10 Coordinator, a FEMS officer with the rank of fire captain or higher who will have a working knowledge of the SOGs, resources, and capabilities of the FEMS will:
  - Within two hours of notification, locate at the EOC as a member of the Consequence Management Team (CMT);
  - Establish communication links with primary and/or support agencies;
  - Establish communication links with the Incident Commander;
  - Establish communications link with the FEMS senior command staff;
  - Obtain an initial hazardous materials incident situation and damage assessment; and
  - Contribute to situation reports.
- b. FEMS operations will:
  - (1) Provide command and control of the incidents.
    - Institute the incident management system including unified command as necessary, in accordance with the National Incident Management System (NIMS).

- Notify the MPD SOCC, who will then notify all appropriate law enforcement agencies.
- (2) Provide trained hazardous materials personnel to the scene.
    - Activate the department's Mobilization Plan as necessary to call back off-duty hazardous materials trained personnel.
  - (3) Provide sufficient technical equipment for immediate delivery to the scene.
    - Maintain hazardous materials frontline response unit for immediate response.
  - (4) Perform triage and emergency medical treatment as necessary.
    - Provide emergency medical technicians and paramedics to the scene with appropriate equipment.
  - (5) Perform patient decontamination as necessary.
    - Provide ready-deployable decontamination equipment including tents and heaters, showers and water heaters, and other necessary supplies.
    - Provide mass decontamination using fire apparatus and other means, if necessary.
    - Decontaminate emergency responders when indicated.
  - (6) Perform emergency medical triage, treatment, and transportation, as necessary.
    - Provide EMS transport units to the scene.
    - Maintain sufficient in-service ambulances.

## 2. Continuing Actions

- a. Activate additional mutual aid agreements with appropriate jurisdictions to ensure that adequate back-up support for hazardous materials units is available as needed.
- b. Maintain an adequate on-duty force of hazardous materials technicians as first responders throughout the duration of the incident.
- c. Procure and maintain a cache of necessary supplies to perform extended operations, on an emergency basis as necessary throughout the duration of the incident.

- d. Procure and maintain an adequate stock of medical supplies, including antidote kits, on an emergency basis as necessary throughout the duration of the incident.
- e. Activate agreements for emergency resupply as needed.
- f. Procure and maintain sufficient reserve ambulances and other reserve apparatus to enable additional units to be placed in service as required.
- g. Activate and maintain mutual aid agreements requesting immediate mutual aid ambulance units, as needed.
- h. Request additional resources, as needed.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Fire and Emergency Medical Services Department (FEMS)**—FEMS will maintain the protection of life and property from fire hazards in public emergency situations with emphasis on incidents involving the release of hazardous materials and the use of WMD. FEMS will provide emergency medical care to victims affected by chemical, biological, and radiological contaminants and will provide patient decontamination prior to transport to a hospital emergency department. Specific responsibilities will be to:

- Establish a Command Post and institute incident command or unified command, as necessary;
- Isolate the area with the assistance of law enforcement agencies;
- Deny entry to the hazardous areas with the assistance of law enforcement agencies;
- Identify the hazardous materials involved;
- Assess the situation;
- Establish Isolation Zones (hot, warm, cold);
- Perform rescues in contaminated areas;
- Conduct operations in contaminated areas;
- Provide the delivery of emergency medical services including triage treatment and transportation to victims of hazardous materials incidents;
- Control/contain the incident;
- Decontaminate victims and emergency responders when indicated;
- Monitor downwind/downhill/downstream hazards;
- Evacuate/shelter in place as needed with the assistance of law enforcement agencies, when needed;
- Request additional resources, as needed;
- If indicated, preserve the crime scene and notify law enforcement officials of a potential criminal/terrorist event;

- Coordinate decontamination, containment, public notification, etc. with DOH and EMA.

## **B. Support District Agencies**

Support agencies will assist at the scene of a hazardous materials incident in accordance with their mission and responsibilities assigned under the DRP.

Under the terms of the region's Council of Governments' (COG) mutual aid compacts, National Capital area jurisdictions may assist in responding to a hazardous materials emergency in the District of Columbia when the FEMS resources are unavailable and/or require added assistance. A regional Incident Management Team (IMT) can be requested through the mutual aid compact.

- 1. DC Hospital Association**—DC Hospital Association will work with FEMS to coordinate information from hospitals regarding external decontamination facilities for use at site and/or before entering hospitals. The DC Hospital Association also serves as a clearinghouse communications center to disseminate information to response personnel regarding hospital capacity and effective transportation of victims, and to avoid overcrowding.
- 2. DC National Guard (DCNG)**—DCNG loans specific equipment and mobilizes units to provide the following:
  - Traffic control,
  - Emergency transportation,
  - Evacuation of civilian population,
  - Search and rescue,
  - Communications assistance,
  - Area security,
  - Protection from theft and looting,
  - Medical services,
  - Aircraft for monitoring,
  - Surface radiation monitoring,
  - Radiation hazard plotting,
  - Wind and weather data, and
  - Control of reentry.
- 3. Department of Employment Services (DOES)**—DOES provides technical support (e.g. fit testing) through their Office of Occupational Safety and Health.
- 4. Department of Health (DOH)**—DOH will provide technical assistance on the health and medical impact of hazardous materials and determine appropriate care for victims. DOH will provide information to the public

about self-protection. DOH will help the DC Environmental Health Administration assess environmental damage and assist in cleanup and recovery planning (e.g., toxic substance, air quality, water quality, and radiological sampling.) DOH's Emergency Health and Medical Services Administration (EHMSA) will provide medical consultation to the Incident Commander, provide advice on health risks and recommendations, and support pre-hospital care. Other offices, such as the Preventive Health Service Administration and the Medical Assistance Administration, will be involved, as needed. DOH will provide assistance in the direction and control responsibilities at a hazardous materials accident scene to determine the environmental damage and suggest course of action involving oil spills, hazardous chemicals, or radioactive material. DOH will provide support to Casualty Collection Points established by FEMS.

5. **Department of Human Services (DHS)**—DHS will assist in providing for evacuees' needs, including food, bedding, supplies, and transportation, using contractual services of the National Capital Area Chapter of the ARC.
6. **Department of Mental Health (DMH)**—DMH will activate its emergency plan to perform assessment, critical incident stress management (CISM) for first responders, crisis counseling, and mitigation actions.
7. **Department of Public Works (DPW)**—DPW will provide on-site refueling and on-site sand and salt, as necessary for slippery conditions. DPW will provide debris removal, in accordance with their Debris Removal Plan, and emergency vehicle removal. In concert with the OCP, DPW will help coordinate the removal of hazardous materials in public space through the use of a contractor, per their Debris Removal Plan.
8. **District Department of Transportation (DDOT)**—DDOT will assist FEMS with traffic management and incident coordination during hazardous material incidents that occur along the District transportation network.
9. **Emergency Management Agency (EMA)**—EMA will activate the EOC and required ESFs under the Consequence Management Team (CMT); gather, collate, analyze, and distribute necessary information and intelligence to support the incident; and perform assessment of the situation through SITREPS, determining the immediate critical needs and the need for federal assistance. The mobile command van will be dispatched to the scene to gather information on the type of hazardous material involved and other data. EMA, in conjunction with the Local Emergency Planning Committee (LEPC), shall maintain copies of Tier I and/or Tier II hazardous materials reports for reference by the CMT

10. **Metropolitan Police Department (MPD)**—MPD will provide perimeter security and staging area security to protect life and property from hazardous material accidents. If necessary, MPD will conduct door-to-door warnings in an area impacted by a hazardous material accident. MPD will assist with traffic control in pedestrian/vehicle areas, if necessary, and help notify the public of any emergency evacuation. MPD will also assist with explosive ordinance processing and disposal with Military District of Washington, and will perform criminal investigations, as necessary.
11. **Office of the Chief Medical Examiner (OCME)**—OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
12. **Office of Unified Communications (OUC)**—OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
13. **Washington Metropolitan Area Transit Authority (WMATA)**—WMATA will respond with FEMS to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as needed, for evacuating the population. SOPs are in place for implementing appropriate actions and providing logistical support for all incidents involving HAZMAT situations/releases.

#### C. Primary Federal Agency

**Environmental Protection Agency (EPA)**—EPA is the coordinating federal agency for ESF #10 and will provide direct, technical, and other support to the District through FEMS.

Upon the Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the Department of Homeland Security will implement the NRP. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO. Also, EPA and/or the Coast Guard (USCG) may initiate operations without a Presidential Declaration under the National Contingency Plan (NCP), providing an On-Scene Coordinator (OSC) to manage the federal assets employed in the operation. The OSC will operate with the Incident Commander in a Unified Command arrangement.



The National Response Team (NRT), composed of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair (Director, Chemical Emergency Preparedness and Prevention Office), and the USCG serves as Vice-Chair. Other members of the NRT include:

- Federal Emergency Management Agency
- Department of Defense
- Department of Energy
- Department of Agriculture
- National Oceanic Atmospheric Administration
- Department of Health and Human Services
- Department of Interior
- Department of Justice
- Department of Labor
- Department of Transportation
- Department of State
- Nuclear Regulatory Commission
- General Services Administration
- Department of the Treasury

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## Emergency Support Function #11

### Food

<b>Primary District Agency:</b>	Department of Human Services
<b>Support District Agencies:</b>	Child and Family Services Agency DC National Guard DC Public Schools Department of Employment Services Department of Health Department of Mental Health Department of Parks and Recreation Emergency Management Agency Metropolitan Police Department Office of Contracting and Procurement Office on Aging
	<i>Non-Governmental Organizations:</i> American Red Cross Consortium of Universities
<b>Primary Federal Agency:</b>	Department of Agriculture

#### ***I. Introduction***

##### **A. Purpose**

The purpose of ESF #11—Food is to identify, secure, and arrange for the transportation and provision of food assistance to affected victims and response staff/volunteers following a public emergency or other event requiring an emergency response.

##### **B. Scope**

To accomplish this function, activities will be undertaken to identify food assistance needs in the aftermath of a public emergency. These activities will include coordinating with the American Red Cross (ARC), Emergency Management Agency (EMA), Department of Human Services (DHS), and local, federal, and voluntary organizations to determine food assistance needs; obtaining appropriate food supplies; arranging for transportation of those food supplies to designated shelters and/or staging areas within the disaster area; and authorizing disaster food stamp assistance.

## ***II. Policies***

- A. ESF #11 will be activated by District officials upon notification of occurrence of a potential or actual public emergency.
- B. Actions undertaken for ESF #11 will be guided by and coordinated with District and local disaster officials.
- C. Food supplies secured and delivered by ESF #11 will be suitable for either off-site distribution or congregate meal service, as appropriate.
- D. Transportation and distribution of food supplies within the affected area will be arranged by federal, District, local, and voluntary organizations.
- E. Agencies responsible for ESF #6—Mass Care involved in mass feeding will coordinate and support, as appropriate, ESF #11. (Office on Aging Memorandum of Understanding with Meals on Wheels, etc.)
- F. The use of congregate feeding arrangements will be encouraged as the primary outlet for disaster food supplies.
- G. Priority will be given to moving critical supplies of food into areas of acute need and then to areas of moderate need.
- H. Upon notification that commercial channels of trade have been restored, District officials may authorize the use of disaster food stamp program procedures, located in ESF #6—Mass Care.

## ***III. Situation***

### **A. Disaster Condition**

A significant public emergency may deprive substantial numbers of people access to food or the means to prepare food. In addition to substantial disruption to the commercial food supply and distribution network, a major disaster may destroy, partially or totally, food products stored in the affected area.

### **B. Planning Assumptions**

1. Approval of requests from the Mayor or disaster relief organizations for access to and/or distribution of food may be given by telephone, radio, or written communications, depending on circumstances, within 12 hours of the public emergency.
2. Within the emergency area, the following conditions may exist:

- a. Fifty percent of the food processing and distribution capabilities in the District of Columbia are disrupted.
  - b. Seventy-five percent of the water supply is unusable, requiring juices or potable water supplies to be made available to the affected population. (Note: Potable water also will be supplied by ESF #3—Public Works and Engineering.)
  - c. There is a near-total disruption of energy sources (e.g., electricity and gas). The only sources available are oil for generators and propane tanks. Most commercial cold storage and freezer facilities are inoperable.
3. On the fringes of the geographic areas affected, there may be schools and small institutions with large inventories that are estimated to be sufficient to feed up to 10,000 people for three days and supply their fluid needs for one day (i.e., a minimum of 1,800 calories and 3 gallons of liquid per day per person).

#### ***IV. Concept of Operations***

##### **A. General**

1. ESF #11 will provide public emergency food supplies to designated disaster staging areas and/or authorize the issuance of disaster food stamps, also located under ESF #6—Mass Care.
2. At all times, requests for food, including types, amounts, and destination locations, will be processed through the Consequence Management Team (CMT) at the Emergency Operations Center (EOC). It is expected that the DHS will be the point of contact (POC) for all District-initiated requests for food assistance.
3. 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. During the first 72 hours following a notification of a public emergency, this ESF will be staffed at least in the EOC around the clock. After this 72-hour period, continuation of 24-hour operations will be reconsidered by the CMT and the District ESF #11 Liaison Officer, who is the official POC within DHS for any matter pertaining to ESF #11.

**B. Organization**

1. At the District level, ARC, assisted by DHS and EMA will coordinate all ESF #11 activity. Since each support agency will be represented at the EOC, DHS will maintain contact with those representatives as necessary at those locations for the duration of the public emergency response period. Support agency representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authorities to commit resources to the response effort.
2. If a Presidential Disaster Declaration is issued, DHS will process its requests for federal assistance through the CMT to the District Coordination Officer (DCO), who will make a formal request to the Federal Coordinating Officer (FCO). After a mission assignment has been made from FEMA to ESF #11 or another agency, ESF #11 will coordinate the delivery of assistance. DHS will have a representative present or available for duty at the Joint Field Office (JFO) on a 24-hour basis for the duration of the emergency response period.

**C. Notification**

1. The EOC will notify DHS of implementation of the District Response Plan (DRP). The DHS official then will notify the other primary agencies, and the appropriate District agency officials will notify their respective staffs. DHS will maintain the database of emergency staff contacts for all agencies. Staff notification and assignments may be designated from staff home locations rather than work locations as the emergency area and time dictate.
2. DHS officials will attend meetings of the CMT and will be available as necessary for the duration of the initial response period.

**D. Response Actions****1. Initial Actions**

- a. DHS will determine the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.
- b. ARC and DHS will catalog available resources of food, transportation, equipment, storage, and distribution facilities, and be able to locate these resources geographically.
- c. ARC will evaluate the adequacy of available resources relative to need on a geographical basis.

- d. The Department of Health (DOH) will develop procedures to maximize the inspection of all food to determine, to the extent possible, that all such identified food is safe and fit for human consumption.
- e. ARC and DHS will coordinate the shipment of food to staging areas within the emergency area, with the assistance of the Metropolitan Police Department (MPD), the District Department of Transportation (DDOT), and the Department of Public Works (DPW).
- f. The Office of Contracting and Procurement (OCP) will initiate direct market procurement of critical food supplies not available from existing ARC inventories or other authorized sources.

## 2. Continuing Actions

- a. DHS will expedite requests, if any, for emergency issuance of food stamps after access to commercial food channels has been restored.
- b. ARC and DHS will activate pre-established agreements and set up logistical links with organizations involved in long-term congregate meal services.
- c. ARC and DHS will establish need for and use of a predetermined process for the replacement of food products transferred from existing program inventories.

## V. Responsibilities

### A. Primary District Agency

**Department of Human Services (DHS)**—DHS will respond to the activation of the ESF and will assist the ARC with bulk food or meal acquisition and emergency feeding both inside and outside of the shelter environment. DHS will coordinate the deployment of District agency staff for feeding, facilitate food acquisition and distribution by coordinating purchases and reimbursement, and oversee logistics for emergency food supplies during the crisis period. DHS will also activate the Disaster Food Stamp and Voucher Issuance Program within 72 hours to authorize emergency issued food stamps and vouchers to its eligible customers and families to purchase food on the open market, as necessary. DHS will determine—in coordination with the ARC, EMA, Salvation Army, and other sources of information—the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.

**B. Support District Agencies**

1. **Child and Family Services Agency (CFSA)**—CFSA will mobilize its staff and volunteers to assist in District-wide feeding and will help staff the Disaster Food Stamp and Voucher Issuance program sites, as necessary. CFSA will also oversee the identification, processing, protection, and feeding of any children who may be separated from their parent(s) or guardian(s), or children identified or reported to be at risk for neglect or abuse, either in the shelters or in the community during the emergency period.
2. **DC National Guard (DCNG)**—DCNG will coordinate and provide, upon public emergency declaration, mobile feeding facilities and personnel, and will assist with the delivery of bulk food and cooking supplies.
3. **DC Public Schools (DCPS)**—DCPS will provide food storage and mass feeding/food distribution center sites, if needed. DCPS can also help identify emergency food vendors, especially those who offer pre-packaged food in children's portions as needed.
4. **Department of Employment Services (DOES)**—DOES, in coordination with EMA, will help recruit emergency manpower to assist in emergency feeding requirements and the delivery of emergency food and supplies.
5. **Department of Health (DOH)**—DOH will monitor the emergency food assistance program to ensure that food is transported, stored, handled, prepared, and served in accordance with safe food practices.
6. **Department of Mental Health (DMH)**—DMH will provide bag meals in emergency situations. A three-hour lead-time will be required for preparation of the meals. DMH will provide storage space, refrigeration, and food preparation at St. Elizabeth's Hospital for bulk meals/food supply stockpiles.
7. **Department of Parks and Recreation (DPR)**—DPR will mobilize its staff and volunteer organization as directed by DHS to assist in District-wide responses. Activities may include providing transportation or assisting with mass feeding.
8. **Emergency Management Agency (EMA)**—EMA will help coordinate the various District and federal agencies and private group responses to emergency feeding requirements, including community food banks. EMA will help DHS coordinate use of federal stockpiles of food through FEMA if federal assistance is deemed necessary by the CMT.



9. **Metropolitan Police Department (MPD)**—MPD will provide support and assistance, in cooperation with DHS and other city agencies, in the event that emergency food is required. MPD will maintain security around emergency feeding areas including control of ingress and egress, in coordination with DHS and EMA. MPD will provide support and assistance to facilitate the delivery of emergency food and supplies. MPD will help notify the public by providing direction and security along predetermined routes to reach central food locations and will assist in ensuring that any ingress and egress to such locations is conducted in an orderly and safe manner.
10. **Office of Contracting and Procurement (OCP)**—OCP will manage the development and execution of emergency food/meal contracts to supplement ARC supplies for emergency events and mass care feedings or food distribution to large staging areas.
11. **Office on Aging (OA)**—OA will provide technical assistance in the management and feeding of the elderly housed in the shelters. OA will identify, to the extent possible, the location of seniors in need of transport to mass feedings, congregate meals, and food distribution centers.
12. **American Red Cross (ARC)**—ARC will coordinate with EMA in the identification and processing of food requests and will coordinate with DHS and other support agency personnel upon the receipt of food or meals for distribution to or the feeding of persons housed in the shelters or in mass feeding staging areas.
13. **Consortium of Universities (CoU)**—CoU will advise the EMA and DHS on the availability of alternative feeding sites or food preparation centers that may be in proximity to the public emergency site(s). CoU will provide any available facility resources and volunteer staff for the preparation, serving, or distribution of meals and bulk food. CoU will also provide support services such as language interpreters or cultural interventions, as needed and available.

### C. Primary Federal Agency

**Department of Agriculture (USDA)**—USDA is the coordinating federal agency for ESF #11 and will provide direct, technical, and other support to the District through the District's lead agency for ESF #11.

Upon the Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the National Response Plan will be implemented by the Department of Homeland Security. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center. Later, when the JFO is established near the

disaster area, the agency ESF representatives that comprise the Emergency Response Team will be in the JFO.

## Emergency Support Function #12

### Energy

<b>Primary District Agency:</b>	DC Energy Office
<b>Support District Agencies:</b>	Department of Public Works District Department of Transportation Emergency Management Agency Public Service Commission
	<i>Non-Governmental Organizations:</i> Metropolitan Washington Council of Governments Potomac Electric Power Company Washington Gas
<b>Primary Federal Agency:</b>	Department of Energy
<b>Support Federal Agency:</b>	Department of Defense/U.S. Army Corps of Engineers

#### ***I. Introduction***

##### **A. Purpose**

ESF #12—Energy helps restore the District’s energy systems following a public emergency. The DC Energy Office (DCEO) 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.

##### **B. Scope**

ESF #12 gathers, assesses, and shares information on energy system damage and estimates on the impact of energy system outages/shortages within the District of Columbia. The purpose of this ESF is to facilitate 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.

Within the ESF #12 agencies are 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. For instance, damage to the electric power system, in the District, could have a rippling effect

on supplies, distribution, or transmission systems of electric power or petroleum products in the neighboring states of Virginia and Maryland.

## ***II. Policies***

- A. The ESF #12 priorities will be to protect lives and property; maintain the continuity of government, business, transportation, emergency services, and other critical infrastructures within the District of Columbia; and assist other ESFs by aiding in the restoration of damaged energy systems.
- B. DCEO will assign an ESF Liaison Officer to temporary duty at the District Emergency Operations Center (EOC) or other augmentation facility, as needed, to be a member of the Consequence Management Team (CMT).

## ***III. Situation***

### **A. Disaster Condition**

The suddenness and devastation of a public emergency, either natural or human-caused, may sever key energy infrastructure, constraining supply in affected areas and, most likely, adversely impacting adjacent areas, especially those with supply links to the directly affected areas. Such an event also could affect transportation, communications, and other infrastructure necessary for sustaining public health and safety, as well as maintaining the continuity of government and a number of critical infrastructures within the District of Columbia.

### **B. Planning Assumptions**

- 1. There may be widespread and possibly prolonged electric power outages or interruptions.
- 2. There may be widespread and possibly prolonged disruption to the supply and distribution of natural gas.
- 3. Transportation and telecommunication infrastructures may be affected.
- 4. Delays in the delivery of petroleum-based products may occur as a result of loss of commercial electric power.

## ***IV. Concept of Operations***

### **A. General**

- 1. ESF #12 will consolidate utility reports identifying the assessment of fuel and electric power damage, energy supply and demand, and estimates to repair such systems, as follows:

- a. Coordinate closely with officials to establish priorities to restore critical customer facilities and coordinate the provision of temporary, alternate, or interim sources of emergency fuel and power.
  - b. Obtain current information regarding damage to energy supply and distribution systems and obtain estimates for restoration.
2. ESF #12 will provide timely and credible energy supply assessments and restoration forecasts in times of disaster in coordination with the U.S. Department of Energy (DOE).
  3. ESF #12 will provide technical experts on energy supply production and delivery to coordinate energy information exchange.
  4. ESF #12 will coordinate with other ESFs in order to provide timely and accurate energy impact information and recommend options to mitigate impacts.
  5. ESF #12 will operate around-the-clock from the EMA EOC as long as necessary.
  6. ESF #12 will attain information regarding energy impacts and provide input to situation and other reports through the EOC.
  7. ESF #12 will coordinate among federal and mutual aid state officials and energy industries in the region regarding priorities to repair damaged energy systems.

## **B. Organization**

DCEO will coordinate all ESF #12 activity. Because each support agency may be represented at the EOC, the ESF #12 Team Leader will maintain 24-hour contact with those representatives, as necessary, at those locations for the duration of the emergency response period. Support agency representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authority to commit resources to the response effort.

If a Presidential Disaster Declaration is issued, the ESF #12 Team Leader is the POC within the District and will represent this ESF in its dealings with the District Coordination Officer (DCO), who will issue requests for federal assistance to the Federal Coordinating Officer. After a mission assignment is issued by the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) to a federal ESF or agency, the District ESF #12 will coordinate the delivery of assistance for ESF #12. The ESF will have an ESF Liaison Officer present or

available for duty at the Joint Field Office (JFO) on a 24-hour basis for the duration of the emergency response period.

### **C. Notification**

1. The EOC will notify the ESF #12 Team Leader of implementation of the District Response Plan (DRP). The ESF #12 Team Leader will then notify the other primary agencies and appropriate officials by telephone, pager and/or email.
2. The ESF #12 Team Leader will attend any CMT meetings and be available, as necessary, for the duration of the initial response period.

### **D. Response Actions**

#### **1. Initial Actions**

- a. Activate the disaster response procedures.
- b. Send an ESF #12 representative to the EOC.
- c. Identify priorities to repair damage and communicate that to facilities.
- d. Coordinate with utility representatives to identify government actions that will help obtain needed resources to repair or restore damaged energy systems.
- e. Use available information to determine the status and assess the energy impacts of the public emergency, including public agency and government resources needed to respond.
- f. Provide periodic situation and any other reports to the EOC as directed by EMA.
- g. Receive and respond to requests for information from neighboring states, local governments, regional bodies, federal agencies, and industry.

#### **2. Continuing Actions**

- a. Serve as the focal point for receipt of reports on damage to energy supply and distribution systems and requirements for system restoration.
- b. Advise authorities on priorities for energy restoration process, assistance, and supply.

- c. Assist industry, District, and local emergency response actions.
- d. Locate fuel for transportation, communications, and emergency operations in coordination with the U.S. Army Corps of Engineers (USACE).
- e. Recommend actions to conserve petroleum fuel, electric power, and natural gas, and provide for rationing, as necessary.
- f. Coordinate the collection and reporting of energy supply information to the public.

## ***V. Responsibilities***

### **A. Primary District Agency**

**DC Energy Office (DCEO)**—As the primary District agency for ESF #12, DCEO gathers, assesses, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas during plan activation. DCEO coordinates with all the support agencies to help facilitate the restoration of energy systems and fuel supplies following a public emergency.

### **B. Support District Agencies and Regional Agencies**

1. **Department of Public Works (DPW)**—DPW will provide fuel supplies as needed.
2. **District Department of Transportation (DDOT)**—DDOT will facilitate and coordinate in the restoration of damaged transportation infrastructure within the public right-of-way to reestablish utilities. DDOT will coordinate with PEPCO regarding down power lines caused by trees.
3. **Emergency Management Agency (EMA)**—EMA provides the administrative and logistical mechanism through which ESF #12 interacts with the other ESFs in the EOC at a specified operating location.
4. **Public Service Commission (PSC)**—PSC will provide emergency regulatory action as appropriate to facilitate PEPCO, Washington Gas, and any other suppliers under its mandate in the restoration of services to their customers.
5. **Metropolitan Washington Council of Governments (COG)**—COG will provide consultation and coordination to ensure that emergency responses to issues related to the generation, distribution, and supply of energy are conducted in a regional context.

6. **Potomac Electric Power Company (PEPCO)**—PEPCO provides electrical services to the public and businesses of the District. PEPCO will ensure communications with the EOC and, if necessary, provide a liaison to the EOC to ensure the effective operation of its communications and coordination of efforts during public emergencies, specifically monitoring the power grid and its impact on the District. PEPCO will provide operational/restoration information reports on response activities to the EOC. Additionally, PEPCO will help EMA prepare an impact statement outlining the effects of a long-term power outage on government operations, as well as the potential threat to the health, welfare, and safety of citizens in the affected areas.
7. **Washington Gas (WG)**—WG provides natural gas to the public and businesses of the District. WG will ensure communications with EOC and, if necessary, provide a liaison to the EOC to ensure effective operation and coordination efforts during public emergencies. WG will provide information on restoration efforts, the areas affected by a gas shortage/outage, the gas distribution impacts of a long-term outage, and the threat to the health, welfare, and safety of citizens. Also, WG will provide assistance to EMA in issuing statements concerning a natural gas shortage or outage situation, including safety recommendations regarding gas appliances and systems during shortage/outage periods.

### C. Primary Federal Agency

**Department of Energy (DOE)**—DOE is the coordinating federal agency for ESF #12 and will provide direct, technical, and other support and guidance to the District through the District counterpart, DCEO. In addition, DOE will support the District in the event of a WMD incident. This DOE support is outlined in Attachment J to the “National Capital Region Weapons of Mass Destruction Incident Contingency Plan.”

Upon the Presidential Declaration of an emergency or major disaster the Department of Homeland Security will implement the NRP. The authority for this action is detailed in the Robert T. Stafford Disaster Relief Act as Amended, April 1999. Initially, operations are run from the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.

### D. Support Federal Agency

**Department of Defense/U.S. Army Corps of Engineers (DOD/USACE)**—In support of DOE, as the coordinating federal agency for ESF #3, in a federally declared disaster DOD/USACE will provide electrical generators and other support services as needed to supplement the District’s efforts in the temporary restoration of electrical service.



## Emergency Support Function #13 Law Enforcement

<b>Primary District Agency:</b>	Metropolitan Police Department
<b>Support District Agencies:</b>	DC Housing Authority DC Public Schools Department of Corrections Department of Health Department of Public Works Department of Youth Rehabilitation Services District Department of Transportation Emergency Management Agency Fire and Emergency Medical Services Department Office of Property Management Office of the Attorney General Office of the Chief Medical Examiner Office of Unified Communications
	<i>Non-Governmental Organizations:</i> DC National Guard
<b>Primary Federal Agency:</b>	Department of Justice

### ***I. Introduction***

#### **A. Purpose**

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 Metropolitan Police Department (MPD) and federal law enforcement agencies.

#### **B. Scope**

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 District Response Plan (DRP) as a member of the District Consequence Management Team (CMT), as well as its execution of response activities in the law enforcement area.

## ***II. Policies***

MPD will implement its emergency operations plan in accordance with the response levels specified herein.

## ***III. Situation***

### **A. Disaster Condition**

MPD and support agencies for ESF #13 must be ready to respond to emergency situations at all times. Some emergencies can be anticipated, planned for, and managed, while others can arise without warning. A well-coordinated and executed plan will ensure that any emergency situation is managed effectively to reduce the effects of the emergency.

### **B. Planning Assumptions**

1. There may be little or no warning before the onset of an event.
2. The Mayor of the District has sufficient legislative authority (DC Law 3-149) to act during public emergencies to preserve the public peace, health, and safety of the citizens of the District.
3. In a public emergency, law enforcement resources may be directly impacted and potentially degraded. In the event that the District cannot effectively control the situation, the Mayor can request federal assistance through proper channels.

## ***IV. Concept of Operations***

### **A. General**

1. When an emergency situation is anticipated or erupts, MPD will dispatch personnel to the affected area. MPD will establish mutual aid liaisons (as appropriate) and assess the situation. Those personnel will coordinate any requests for additional District law enforcement resources and make requested resources immediately available.
2. Coordination of the use of other city, local, and federal law enforcement agencies will be managed by MPD. Should the situation escalate or require additional law enforcement resources from outside the affected area, such resources will be dispatched in conjunction with the support agencies. The police will provide all necessary security to the DC Fire and Emergency Medical Services Department (FEMS), medical personnel, and public utility personnel while performing emergency tasks.

3. When a public emergency is caused by a terrorist act or Weapons of Mass Destruction incident, MPD leads response management coordination for the District, including close coordination with the Federal Bureau of Investigation (FBI), U.S. Secret Service, National Capitol Police, U.S. Park Police, and other federal agencies and organizations as necessary. The FBI will be the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities, and the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (FEMA) will be the primary federal agency for domestic incident management.

## **B. Organization**

The DC Chief of Police will direct and control all police operations and activities relating to the management of the public emergency. A command center will be established at police headquarters from which the chief will:

- Monitor and conduct police field operations;
- Receive reports from police commanders;
- Maintain logs on essential elements of information relating to arrests, injuries, deaths, personnel distribution, traffic control, and property damage;
- Initiate requests for law enforcement assistance under existing required mutual aid agreements;
- Coordinate through the Emergency Operations Center (EOC) all requests from non-law enforcement for resources and/or equipment required for federal government, other DC government agencies, or the private sector;
- Brief the Mayor and other DC government officials on the status of events and the measures being taken to bring the emergency under control; and
- Ensure adequate police coverage is provided to all neighborhoods.

## **C. Notification**

Upon notification of a public emergency, MPD will alert appropriate personnel and activate and staff the Synchronized Operations Command Complex (SOCC) to facilitate communication. To assist the Emergency Management Agency (EMA) in the coordination of MPD activities with the overall District response, MPD liaisons will be posted at the EOC and at other command and control sites, as requested (e.g., Mobile Command Center/DC10).

In conjunction with EMA and with appropriate other primary agencies and support agencies, MPD will make a rapid initial assessment of the situation and, as appropriate, notify and activate one or more ESF #13 support agencies.

## **D. Response Actions**

Although all ESFs follow the District Operation Levels when determining and responding to an emergency, MPD has also developed its own Response Actions, which, if activated, follow the guidelines below.

1. Level I Response (GREEN)—No creditable risk of a threat to public safety, routine security is implemented, normal department activities continue.

### **a. Personnel**

- (1) Identify law enforcement needs as they relate to crisis operations.
- (2) Encourage and assist law enforcement employees to be prepared for personal, natural, technological, and homeland security emergencies.
- (3) Conduct emergency preparedness training for employees and families.
- (4) Periodically inspect all protective equipment and apparel.

### **b. Facilities**

- (1) Ensure all buildings are secured to prevent theft or tampering.
- (2) Secure all unused law enforcement assets to ensure against theft, tampering, or destruction.
- (3) Review physical security measures for all law enforcement facilities and upgrade to meet the threat of foreign and domestic terrorism.
- (4) Review communications among all law enforcement and other public safety responders to a critical incident. Also ensure redundancy for cyber information systems.

### **c. Operations**

- (1) Develop a communications plan for emergency and other key personnel.
- (2) Develop emergency operations and business continuity plans.

- (3) Encourage and assist employees to be prepared for personal, natural, technological, and homeland security emergencies.
  - (4) Conduct training for employees on physical security precautions.
  - (5) Budget for physical security measures.
  - (6) Implement actions listed under “District Response Plan, Terrorism Annex.”
  - (7) Work with National Capital Region law enforcement to conduct risk assessments on potential terrorist targets, regionally.
  - (8) Review critical incident response plan and through coordination with regional law enforcement update to handle additional threats posed by foreign and domestic terrorism.
  - (9) Review communications capabilities and upgrade to allow for efficient and effective communications among all law enforcement and other public safety responders to a critical incident.
  - (10) Review information protection measures to ensure proper security measures are being utilized for the collection, storage, and transmission of information.
  - (11) Identify, develop, and conduct consequence response training for all police response personnel.
2. Level II Response (BLUE)—A general risk to public safety with no credible threats to specific targets. (Continue response initiated in lower threat conditions).
- a. Personnel**
    - (1) Review, update and routinely exercise functional areas of plans.
    - (2) Review and update the recall list for all members of the department.
  - b. Facilities**
    - (1) Review physical security precautions to prevent theft, unauthorized entry, or destruction of property.

**c. Operations**

- (1) Announce the increase in threat level to the public and all law enforcement employees.
  - (2) Announce that the Threat Condition has been elevated and decide on implementation of response.
  - (3) Ensure that key leaders are familiar with the emergency operations and business contingency plans.
  - (4) Have Public Information Office, in coordination with other public safety agencies and with public media, develop a system to routinely notify the public of information related to the elevation of the threat level.
  - (5) Ensure that coordination with all emergency management and response functions are adequately staffed.
  - (6) Develop and conduct response scenario training for all police personnel.
  - (7) Review and enhance intelligence operations within the Metropolitan Police Department to allow for early detection and the formulation of an adequate defense mechanism for the District of Columbia.
  - (8) Estimate countermeasures required protecting potential targets identified through risk assessment.
  - (9) Review adequacy of current Mutual Aid Agreements with other facilities, states, and/or with local government for use during emergencies. Modify as necessary.
3. Level III Response (YELLOW)—A significant possibility of a major threat to public safety. (Continue responses initiated in lower threat conditions).

**a. Personnel**

- (1) On duty personnel primarily used.
- (2) Limited recall may be required.
- (3) Members may be held over.

- (4) Union contracts may be suspended in accordance with Collective Bargaining Agreements.

**b. Facilities**

- (1) All facilities open with manned checkpoints.
- (2) 100% ID check.
- (3) 100% verification of all deliveries to include plain view searches.
- (4) All members to be on alert for suspicious packages or persons.

**c. Operations**

- (1) SOCC/JOCC in full or partial operation commanded by a Captain.
- (2) All radio frequencies staffed and operational 24 hours.
- (3) Activation of prisoner control.
- (4) Implementation of the traffic plan.
- (5) Partial or full Civil Disturbance Unit/Mobile Field Force (CDU/MFF) activation.
- (6) Sworn members have emergency equipment readily available, including gas mask and helmet for all members and personal protection equipment and apparel issued to members of CDU/MFF.
- (7) Establish liaisons with appropriate local and federal agencies.
- (8) Supplement security at selected government buildings, embassies, transportation centers, etc., as needed.
- (9) Court activities and hearings continue.
- (10) Coordination with media established.
- (11) Contact with EMA and key city officials established.

- (12) Special attention to be paid to locations identified in the Metropolitan Police Department's "Operational Contingency Plan" and "Resource Guide."
  - (13) Activation of the "Personnel Contingency Plan" contained in the "Operational Contingency Plan" to supplement staffing requirements.
4. Level IV Response (ORANGE)—Information/Intelligence indicating that a major threat to public safety is imminent. (Continue responses initiated in lower threat conditions).
- a. Personnel**
- (1) Department partially or fully mobilized through recall of selected sworn and essential civilian members.
  - (2) Sworn and civilian union contracts suspended in accord with agreements.
  - (3) Members on leave or day off shall contact their command or SOCC.
  - (4) Selected sworn and civilian members of the department placed on 12-hour tours.
  - (5) Sworn members in uniform (except undercover and other selected members).
  - (6) Days off cancelled.
  - (7) Optional sick leave suspended and clinic operational 24 hours.
- b. Facilities**
- (1) All facilities open with established controlled access for both members and public.
  - (2) 100% ID check.
  - (3) All visitors to police facilities are escorted within those facilities.
  - (4) Parking and traffic restrictions around police facilities and other selected locations.



- (5) 100% verification of all deliveries to include full content search, escort of all non-police department vehicles while on or within police facilities.
- (6) Screening of all packages to off-sight handling facilities.
- (7) Mail diverted to off-sight handling facilities.

**c. Operations**

- (1) SOCC/JOCC in full operation commanded by an Assistant Chief or his designee.
- (2) Sworn Command members to periodically contact with JOCC for updates.
- (3) All radio frequencies staffed and operational 24 hours.
- (4) Adjust traffic plan accordingly.
- (5) Selected CDU/MFF platoons activated and deployed accordingly.
- (6) Sworn members to have in their possession all emergency equipment and protective apparel.
- (7) Coordination with COG and appropriate local and federal agencies established.
- (8) Supplement security at selected government buildings, embassies, and transportation centers, etc. as appropriate.
- (9) Emergency investigative and forensic plan activated.
- (10) Emergency dispatching plan activated.
- (11) Activation of mutual aid agreements.
- (12) Security established and staffed at key infrastructure facilities as identified in the “Operational Contingency Plan” and “Resource Guide.”
- (13) Activation of Special Threat Action Teams (STAT).
- (14) Activation of Emergency Services Teams.

- (15) Coordination with media established.
  - (16) Request adjustments to court activities and hearings.
5. Level V Response (RED)—A major threat to public safety is in progress or has occurred. (Continue responses initiated in lower threat conditions).
- a. Personnel**
    - (1) Department fully mobilized through recall of selected sworn and essential civilian members.
    - (2) Members on leave or day off shall contact their command or SOCC.
    - (3) All members on 12-hour tours.
    - (4) Sworn members in uniform (except undercover and other selected members).
    - (5) Annual leave and days off cancelled.
    - (6) Optional sick leave suspended and clinic operational 24 hours.
    - (7) Committed leave to be reviewed on a case-by-case basis.
  - b. Facilities**
    - (1) All police facilities open with established checkpoints.
    - (2) Parking restrictions around facilities and specific locations, with vehicle traffic passing through controlled access.
    - (3) Full content search of all vehicles before entering parking facilities.
    - (4) 100% verification of all deliveries to include full-content search, escort of all non-governmental vehicles.
    - (5) Screening of all packages.
    - (6) All mail is diverted to off-sight facilities for screening.
  - c. Operations**
    - (1) SOCC/JOCC in full operation command by Assistant Chief.

- (2) Sworn Command members shall routinely contact the JOCC.
- (3) Adjust traffic plan accordingly.
- (4) All CDU/MFF platoons fully activated and deployed accordingly.
- (5) Sworn members have all emergency equipment readily available, including gas mask and helmet for all members. CDU/MFF members shall carry issued protective equipment.
- (6) Coordination with COG and appropriate local and federal agencies established.
- (7) Supplement security at selected government buildings, embassies, transportation centers, etc.
- (8) Emergency investigative and forensic plan is activated.
- (9) Emergency dispatching plan in operation.
- (10) Request activation of National Guard, if needed.
- (11) Possible activation of mutual aid agreement.
- (12) Court activities and hearings suspended as authorized by Chief Judge.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Metropolitan Police Department (MPD)**—MPD will be in direct liaison with the EMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. MPD will keep the EMA apprised of police operations with regular status reports to the EOC. All emergency police responses for major incidents or other critical situations shall be coordinated through the MPD SOCC. MPD will be responsible for the delivery of both emergency and non-emergency police service to the public. If necessary, the entire department will be fully mobilized to ensure a continuity of service and effective police response in the event of an emergency or other critical situation. In addition to existing internal standard operating procedures (SOPs), MPD will be in contact with other city, local, and federal police agencies to ensure that the safety of the public is not compromised by domestic or foreign terrorist threats or acts.

**B. Support District Agencies**

1. **DC Housing Authority (DCHA)**—DCHA will use its law enforcement capabilities and security personnel to coordinate with MPD to ensure public safety at District housing sites, specifically, and the District population, in general.
2. **DC Public Schools (DCPS)**—DCPS will coordinate with MPD to ensure the safety of the system’s students, faculty, and staff, as well as to protect the school facilities and other DCPS properties.
3. **Department of Corrections (DOC)**—DOC will direct operations inside the institution affected by any public emergency. DOC will coordinate all actions necessary to restore the institution to normal operations. DOC will coordinate with MPD during operations outside of the facility.
4. **Department of Health (DOH)**—DOH will coordinate health and medical assistance in the District. This will be done through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities.
5. **Department of Public Works (DPW)**—DPW will assist MPD and EMA via communication and contact with the Emergency Coordinator in the DPW.
6. **Department of Youth Rehabilitation Services (DYRS)**—DYRS has custody over youth detained by or committed to the District’s juvenile justice system. DYRS will use internal plans and procedures to ensure safe and secure housing of youth in the event of a public emergency that requires the closure of part or all of a facility.
7. **District Department of Transportation (DDOT)**—DDOT will help identify traffic posts, develop emergency routes, identify staging areas, and establish access routes for emergency vehicles. DDOT will also supply vehicles and equipment, when available, to serve as perimeter devices to secure a location or a road closure.
8. **Emergency Management Agency (EMA)**—The operational command and control for recovery management in any public emergency is the EOC operated by EMA. A liaison from EMA will be provided to the SOCC. A liaison from MPD will be provided to the EOC as a representative of ESF #13 to ensure effective and seamless communication between the two command and control centers.

9. **Fire and Emergency Medial Services Department (FEMS)**—FEMS is the primary agency for the Fire Investigation Team and a member of the DC Arson Task Force (ATF). FEMS will also perform search and rescue operations and coordinate that activity with MPD.
10. **Office of Property Management (OPM)**—Protective Service in OPM is responsible for security at the District’s leased or owned property.
11. **Office of the Attorney General (OAG)**—OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
12. **Office of the Chief Medical Examiner (OCME)**—OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
13. **Office of Unified Communications (OUC)**—OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.

#### C. **Non-Governmental Organizations**

**DC National Guard (DCNG)**—DCNG will provide manpower to MPD to assist in management of the designated 142 critical intersections in the city, and in other capacities.

#### D. **Primary Federal Agency**

**Department of Justice (DOJ)**—DOJ is the coordinating federal agency for ESF #13 and will provide direct, technical, and other support and guidance to the District through the counterpart ESF Primary District Agency—in this case, MPD.

Upon the Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the National Response Plan (NRP) will be implemented by the Department of Homeland Security. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.

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## **Emergency Support Function #14 Long-Term Community Recovery and Mitigation**

<b>Primary District Agency:</b>	Emergency Management Agency
<b>Support District Agencies:</b>	DC Housing Authority Department of Employment Services Department of Health Department of Housing and Community Development Department of Public Works Department of Small and Local Business Development District Department of Transportation Housing Finance Agency Office of Contracting and Procurement Office of Partnerships and Grants Development
<b>Primary Federal Agency:</b>	Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency

### ***I. Introduction***

#### **A. Purpose**

ESF #14 provides a framework for Federal Government support to regional, District, and local governments, nongovernmental organizations (NGOs), and the private sector to enable community recovery from long-term consequences of a disaster affecting the District.

#### **B. Scope**

Assistance under this function consists of two components:

1. Recovery activities are those actions that enable disaster victims to begin the process of rebuilding their homes; replacing property; resuming employment; restoring businesses; permanently repairing, rebuilding, or relocating public infrastructure.
2. Mitigation activities are those actions that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

## *II. Policies*

- A. Recovery involves actions needed to help individuals and communities return to normal after a disaster. The Federal Joint Field Office (JFO) is the central coordination point among regional, District, and local agencies and voluntary organizations for delivering recovery assistance programs.
- B. Long-term environmental recovery may include cleanup and restoration of public facilities, businesses, and residences; re-establishment of habitats and prevention of subsequent damage to natural resources; protection of cultural or archeological sites; and protection of natural, cultural, and historical resources from intentional damage during other recovery operations.
- C. The Human Services and Infrastructure Support Branches of the JFO Operations Section assess District recovery needs at the outset of an incident and develop relevant timeframes for Federal long-term recovery program delivery.
- D. Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. The Federal JFO is the central coordination point among regional, District, and local agencies and NGOs for beginning the process that leads to the delivery of Federal mitigation assistance programs.
- E. The Community Recovery and Mitigation Branch of the JFO Operations Section coordinates the delivery of all Federal mitigation programs within the District.
- F. While the Federal Government possesses substantial resources that can be used in time of disaster: regional, District, and local governments, and the private sector primarily define and address risk reduction and long-term community recovery priorities.
- G. District agencies will continue to coordinate Federal immediate recovery assistance to the District under appropriate authorities while additional, long-term assistance is coordinated through ESF #14.
- H. Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature.
- I. The Federal Government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
- J. Assistance through ESF #14 should facilitate the application of loss-reduction, building science expertise to the rebuilding of critical infrastructure.



### ***III. Situation***

#### **A. Disaster Condition**

A public emergency or other significant event may be of such severity and magnitude as to require long-term community recover and mitigation. ESF #14 will provide the overall coordination of federal, District government, and private sector recovery from long-term consequences of a disaster affecting the District.

#### **B. Planning Assumptions**

1. The probable shortage of a critical resource may be known to District government officials in advance of the actual shortage, allowing measures to be undertaken in order to lessen the impact. In some cases, shortages will occur completely without warning.
2. Local businesses and organizations are willing, whenever possible, to assist the community and the District government during a period of resource shortage, particularly following a large-scale disaster. The city's mutual aid agreements with Maryland and Virginia and neighboring counties should also be accessed if these areas have not been impacted by the public emergency.
3. The District government maintains lists of all classes of critical resources, personnel, supplies (mass care, in particular), and equipment that may be needed in the city, as well as the names, addresses, and telephone numbers of government and private agencies that have the resources.
4. Agency and departmental critical resources lists are fundamental to the effective response of the District government to public emergency activations. Procurement transactions, pricing, and vendor relationships need to be established prior to events requiring activation of the Emergency Operations Center (EOC). Protracted procurement processes may result from insufficient or nonexistent critical resource lists.
5. In any public emergency, donations will be received and managed by ESF #16—Donations and Volunteer Management, and media coverage requesting donations should be a sustained effort.
6. Federal government assistance will be requested to supply unmet needs of response agencies.

## ***IV. Concept of Operations***

### **A. General**

1. The Emergency Management Agency is responsible for all ESF #14 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating and maintaining Standard Operating Procedures (SOPs). All ESF #14 supporting agencies will assist the DCEMA in the planning and execution of the above. All ESF #14 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF #14 planning and response operations.
2. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure continual operational readiness.

### **B. Organization**

ESF #14 will normally activate with the opening of the Joint Field Office (JFO). ESF #5 will coordinate ESF #14 functions until the JFO opens.

### **C. Notification**

The EMA EOC will notify relevant agencies in accordance with ESF #5 SOPs.

### **D. Response Actions**

1. The EOC will be staffed according to EOC procedures. Necessary actions to protect the public will have been implemented. Initial recovery activities will begin after the disaster assessment is complete.
2. When conditions allow, rapid and thorough assessments must be conducted to:
  - a. Assess the overall damage to homes and to businesses
  - b. Assess the overall damage to critical public facilities and services
  - c. Determine whether those damages are sufficient to warrant supplemental federal disaster assistance.
3. Predictive modeling will be used (e.g., HAZUS-MH multi-hazard loss estimation methodology) to determine vulnerable critical facilities as a basis for identifying recovery activities.

4. Depending on the results of the damage assessment, the Mayor may request a Presidential Disaster Declaration, which would make the District eligible for a variety of federal assistance programs. To assist in coordinating these programs, the Mayor will appoint a District Coordinating Officer (DCO) and a District Hazard Mitigation Officer (DHMO).
5. Upon activation of a JFO, EOC operations may terminate and District operations transferred to the JFO.
6. Following a Presidential Disaster Declaration, the DHMO will develop and execute a mitigation plan. This plan will:
  - a. Reduce socio-economic consequences of the emergency
  - b. Assign staff to identify and document economic impact and losses avoided due to previous mitigation and new priorities for mitigation in affected areas
  - c. Identify appropriate federal and state programs to support implementation of long-term recovery plans
  - d. Include a procedure for the assessment and revision of mitigation plans, as necessary.
7. The DHMO will work with the Public Assistance Program to ensure that all Stafford Act Section 406 mitigation opportunities are identified. Section 406 provides for direct federal assistance for repairs and improvements to eligible damaged public facilities.
8. The DHMO will work with FEMA and appropriate District agencies to develop a disaster specific mitigation Implementation Strategy. The Implementation Strategy will include an overview of the disaster, geographical and mitigation measure priorities, and a Joint Field Office Action Plan.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Emergency Management Agency (EMA)**—EMA will coordinate long-term community recovery and mitigation efforts under ESF #14. To accomplish this, EMA will identify, train, and assign personnel to staff ESF #14 in the Joint Field Office, and notify all ESF #14 supporting agencies upon activation. Specific responsibilities include:

- Develop predictive modeling systems, to include HAZUS-MH multi-hazard loss estimation methodology, to determine vulnerable critical facilities as a basis for identifying recovery activities.
- Coordinate with other District agencies to address key issues for disasters such as temporary and permanent housing, debris removal, decontamination and environmental restoration, restoration of public facilities and infrastructure, and short- and long-term economic recovery.
- In coordination with the federal government, assign staff to identify and document economic impact and losses avoided due to previous mitigation projects and new priorities for mitigation in affected areas.
- Develop and organize damage assessment teams and plans to obtain and analyze damage assessment data.
- Coordinate identification of appropriate federal and state programs to support implementation of long-term recovery plans.
- Coordinate assessment and revision of existing risk analysis and mitigation plans.
- Provide technical assistance in community planning.
- Coordinate recovery and mitigation grant programs.

## **B. Support District Agencies**

1. **DC Housing Authority (DCHA)**—DCHA will coordinate the use of its fleet and crews to assist with the movement of supplies and resources as required to support ESF #14.
2. **Department of Employment Services (DOES)**—DOES will manage issues related to the recruitment of manpower during a public emergency and will serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES will work with ESF Liaison Officers to allocate critical manpower resources on a priority basis. DOES will ensure the continuation of unemployment benefits payments and employer tax collections, disability and workers compensation payments, summer youth employment programs, Job Training Partnership Act (JTPA) programs, and Job Services activities.
3. **Department of Health (DOH)**—DOH will identify, obtain, and allocate needed medical resources; recommend policy direction; and direct resources according to needs and potential impact on District-wide services. Additionally, DOH will plan for and provide technical assistance for contaminated debris management and environmental remediation.
4. **Department of Housing and Community Development (DHCD)**—DHCD will plan for and provide economic recovery and growth assistance, and provide technical assistance in community planning and economic assessment. Additionally, DHCD will identify, train, and assign personnel

to maintain contact with and prepare to execute missions in support of ESF #14

5. **Department of Public Works (DPW)**—DPW will plan for and coordinate debris management.
6. **Department of Small and Local Business Development (DSLBD)**—DSLBD will foster economic growth and development of Local, Small and Disadvantaged Business Enterprises (LSDBEs) through supportive legislation, business development programs, agency and public/private contract compliance. Additionally, OLBD will identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF #14.
7. **District Department of Transportation (DDOT)**—DDOT will provide status and resource information concerning reestablishing any part of the transportation infrastructure that is damaged. Additionally, DDOT will plan for and provide technical assistance in transportation planning and engineering, and coordinate transportation assistance programs.
8. **Housing Finance Agency (HFA)**—HFA will help stimulate and expand home ownership and rental opportunities by issuing tax-exempt Mortgage Revenue Bonds to lower costs of single-family and rental housing. HFA will identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF #14.
9. **Office of Contracting and Procurement (OCP)**—OCP will assist in obtaining critical resources needed for long-term community recovery.
10. **Office of Partnerships and Grants Development (OPGD)**—OPGD will offer services and assistance to increase the capacity of District government agencies and nonprofit organizations to be informed about and successfully compete for federal, District, and foundation grant dollars. Additionally, OPGD will identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF #14.

### C. Primary Federal Agency

**Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA)**—DHS/EPR/FEMA is the coordinator for ESF #14 under the National Response Plan (NRP) and will provide direct, technical, and other support to the District through the District counterpart ESF, ESF #14. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

Upon the Presidential Declaration of an emergency or major disaster under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the NRP will be implemented by DHS/EPR/FEMA. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives who comprise the Emergency Response Team will be in the JFO. Long-term Community Recovery and Mitigation will be organized as a part of either the JFO.

## **Emergency Support Function #15 Media Relations and Community Outreach**

<b>Primary District Agency:</b>	Office of Communications, Executive Office of the Mayor
<b>Support District Agencies:</b>	DC Public Schools Department of Health Department of Human Services Department of Mental Health Department of Parks and Recreation Department of Public Works District Department of Transportation Emergency Management Agency Executive Office of the Mayor Fire and Emergency Medical Services Metropolitan Police Department Office of Cable Television and Telecommunications Office of the Attorney General Office of the Chief Technology Officer Office of the Chief of Staff, Executive Office of the Mayor Office of Community Affairs, Executive Office of the Mayor Office on Asian and Pacific Islander Affairs Office on Latino Affairs Serve DC
<b>Primary Federal Agency:</b>	Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency

### ***I. Introduction***

#### **A. Purpose**

ESF #15—Media Relations and Community Outreach provides guidance on the media relations and community outreach function to expedite the District of Columbia’s (DC) ability to help citizens recover from the effects of a public emergency. This function supports DC agencies, as needed, after a public emergency in gathering and disseminating information. ESF #15 serves as a direct link to media outlets, community leaders, and DC residents and works in

close coordination with other program elements to develop and deliver critical information during and immediately following a public emergency.

In the event of a public emergency involving the activation of federal response plans (e.g., the National Response Plan (NRP), the National Contingency Plan, etc.), ESF #15 will coordinate with the federal community and other District response agencies to support information collection and dissemination to the public, the media, and other interested parties. Similarly, in the event of a multi-jurisdictional event involving both the District and surrounding areas, ESF #15 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.

## **B. Scope**

This annex discusses the policies, responsibilities, and concept of operations for the ESF #15 elements in a potential, imminent, or declared disaster. The mission of ESF #15 is to contribute to the well being of the community following a public emergency by disseminating accurate, consistent, timely, and easy-to-understand information. Specific objectives are to:

- Assess and convey the nature of the emergency to the public quickly in a form that is accessible, factually accurate, and easily understood.
- Provide critical information to the media and general public concerning the District's response to the emergency.
- Provide critical information concerning the public emergency support assistance, including shelter information, recovery assistance, and District and federal assistance availability.
- Provide accurate authoritative information to minimize rumors and false information.

## **II. Policies**

- A. This ESF is responsible for assessing and documenting the social, political, and cultural aspects of a disaster area that might affect the public emergency response and recovery effort.
- B. This ESF is designed to ensure that affected citizens are aware of available District and/or federal disaster assistance programs and how to access them.
- C. All information being disseminated to the public must follow the guidelines established by the Mayor's Office of Communications.
- D. This ESF will establish and staff the Joint Information Center (JIC), as needed.



### ***III. Situation***

#### **A. Disaster Condition**

1. After a public emergency, normal means of communications in the affected area may be destroyed or severely disrupted; therefore, only limited and incomplete information may be expected from the area until communications can be restored.
2. The period immediately following a public emergency is critical in setting up the large and complex mechanism that will be needed to respond to the emergency public information and news requirements generated.
3. After a public emergency, District and federal assistance may be available and a need will exist to inform the public on the types of assistance being offered.

#### **B. Planning Assumptions**

1. ESF #15 personnel will deploy simultaneously with other initial disaster response elements as warranted by the situation.
2. Up-to-date and pre-programmed resource databases will be available to provide established contacts, relationships, and rosters of District government officials, media, and appropriate community groups and organizations.
3. ESF #15 will coordinate with all elements of the District's government to ensure that information disseminated in the field is accurate, timely, and consistent.

### ***IV. Concept of Operations***

#### **A. General**

1. Preparation by Emergency Management Agency (EMA) staff for an anticipated or actual event will include coordinating with the District response agencies, collecting relevant information on the situation, alerting required staff, and deploying ESF #15 personnel to the Emergency Operations Center (EOC), the Executive Office of the Mayor (EOM), and any mobile command center (DC10) in or near the affected area.
2. In coordination with other staff elements, an initial media relations and community outreach plan, with disaster-specific guidance and objectives, will be prepared jointly by the Director of Communications and the Director of the Office of Community Outreach and representatives of the

appropriate District agencies at the beginning of each public emergency operation.

3. This ESF will be performed jointly by personnel from the various involved District organizations and other involved organizations (e.g., the American Red Cross (ARC), other neighboring states, and the federal government), as appropriate, working to achieve the objectives specified in the Media Relations and Community Outreach Plan.
4. As needed, field personnel will be organized and dispersed throughout the affected area. They will include trained personnel who know the community. The cultural, racial, and ethnic makeup of the affected population (including languages spoken) will be taken into consideration to the extent possible when making field team assignments.
5. The Community Outreach element coordinates closely with the affected District response agencies to identify community leaders (e.g., grassroots, political, religious, educational, business, labor, ethnic) and neighborhood advocacy groups that will assist in rapidly disseminating information, identifying unmet needs, establishing ongoing dialogue and information exchange, and facilitating collaborative multi-organizational and multi-level planning and mutual support for public emergency recovery (e.g., federal and/or District, as appropriate based on the conditions and scenario of the public emergency).

## **B. Organization**

1. The Chief of Staff has designated the Director of Communications and the Director of the Office of Community Outreach as the lead ESF #15 coordinators to support public and community information dissemination at the earliest possible moment upon District awareness that a public emergency is imminent or has occurred.
2. The Community Outreach element is responsible for organizing and managing the field component, which interfaces with response entities, community organizations, and emergency victims. The field component may be divided into geographic areas and sectors, depending on the size and nature of the public emergency. Area managers are assigned to disasters that affect a large geographic area and/or have a large number of sector teams. Area managers assist in the supervision of sector teams to maintain an appropriate management span of control and enhance day-to-day communications. Each Community Outreach sector will have an assigned sector manager who reports to the Community Outreach Coordinator or designee located at the EOC.

**C. Notification**

In response to an anticipated or actual event, ESF #15 critical staff will be notified, activated, and deployed. Staff from other District agencies and departments may be used to augment operations in public emergency, as needed.

**D. Response Actions**

## 1. Initial Actions of Media Personnel

- a. Direction of and decision-making about media relations and public information operations at the Joint Information Center (JIC) will be the responsibility of the Mayor's Director of Communications.
- b. An individual at the JIC will be designated to take the lead on all housekeeping activities (maintenance, equipment supplies).
- c. A coordination desk will be established in the public information work area, staffed by public information officers. This will serve as a central point from which all information (announcements, status reports, responses to queries, plans for briefings, etc.) will be disseminated. There will also be a work area for public information within the Emergency Operations Center.
- d. An initial news release will be issued no later than one hour from the time a readiness level-3 condition has been declared.

## 2. Initial Actions of Outreach Personnel

- a. Direction of and decision-making about community outreach activities will be the responsibility of the Department, Chief of Staff, or his or her designee.
- b. Establish contact via fax/phone with Ward Based Emergency Command Centers and key community leaders (Faith, Asian, and Latino).
- c. Establish contact via fax/phone with DC Councilmembers; Members of Congress, including Members from the region, Congressional leadership and members of the House and Senate District Committees, and the Governors of Virginia and Maryland.
- d. Receive status reports from Ward Command Center personnel concerning emergencies and casualties in the neighborhoods.

- e. Translate media advisories and press releases into foreign language for dissemination.
- f. Determine need to engage volunteer corps, and in which specific areas.

### 3. Continuing Actions of Media Personnel

- a. In an emergency, oral communications (e.g., briefings and responses to queries) become the primary method of informing the news media.
- b. News briefings will be conducted on a regular basis or as events dictate. All official news briefings shall be conducted by senior officials, preferably by the Mayor and shall be held at the EOC whenever possible. Technical briefers and well-versed public information officers will be available to handle queries by phone and in person between news briefings.
- c. Organizations wishing to speak at news briefings will coordinate with the JIC.
- d. Mass distribution channels will be used by JIC staff for distribution of information (fax, email, broadcast) that is available in writing.
- e. Significant rumors that surface in calls from the public or news media should be reported to the JIC, particularly if a pattern is observed which indicates that an erroneous rumor is circulating. Accurate information on the subject will then be provided by the coordination desk to all organizations and to the news media at the JIC.
- f. Emergency advisories utilizing Channel 16 or Channel 13 may be activated to provide additional emergency information as it becomes available. The Office of Cable Television and Telecommunications will coordinate with the appropriate local radio stations to broadcast emergency advisories.
- g. The Federal Emergency Alert System can be activated if needed when directed by the mayor, or his or her designee.
- h. The District's Web site, as a critical source of information for the news media and the public, will be updated every 30 minutes or as needed.

- i. Additional agency public information officers will be identified and may be located at non-JIC response sites.
4. Continuing Actions of Outreach Personnel
    - a. Maintain a two-way exchange of information between JIC Personnel and Ward Command Center Personnel.
    - b. Provide updated information (via fax and phone) to key community and civic leaders, JIC media personnel, DC Councilmembers, Members of Congress, Governors of Maryland and Virginia and necessary ESF's.
    - c. Communicate needs of communities with service providing agency contacts such as: Department of Health (medical), Department of Human Services (food), Department of Parks and Recreation (shelter).
    - d. As necessary, engage volunteer corps. Direct to various staging centers throughout the city in accord with needs assessed by Ward Command Center Personnel.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Office of Communications, Executive Office of the Mayor (EOM)**—The Office of Communications, EOM will ensure that the ESF #15 function promotes equal access to disaster assistance consistent with appropriate District and federal laws, regulations, mandates, and policies (e.g., Title VI of the Civil Rights Act, American with Disabilities Act).

Under ESF #15, the Office of Communications, EOM will establish and adhere to standardized procedures that provide for an effective level of community relations services to disaster victims, the public, the media, and other interested and involved organizations. The Office of Communications, EOM with support from representatives from other District offices and organizations, volunteer organizations, and other sources, will prepare briefings, communication plans, press releases, fact sheets, newsletters, pamphlets, and other communications and outreach materials. These actions will take place through the Joint Information Center (JIC). Furthermore, other assistance related to outreach functions will be provided (e.g., creating and updating District Web sites, conducting public meetings, providing translators to visitors/tourists impacted by the disaster), as needed.

In the event of a public emergency involving a District and/or federal government response, the Media Relations Coordinator will collaborate with Federal Public Information Officers from the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) and other organizations to ensure timely, reliable, consistent, and accurate information is made available to the public, affected communities, and other relevant parties. This collaboration will take place through the JIC, located at the Reeves Center, which will be activated by the Chief of Staff. Responsibilities of the JIC include, but are not limited to:

- Monitoring news reports and media outlets to track information concerning the event, ensuring accuracy of reporting, and taking action to correct misinformation and incorrect information concerning the disaster response, recovery, and mitigation operations that appear in the news media;
- Maintaining contact with and gathering information from federal, District, and voluntary organizations taking part in disaster response operations;
- Handling news conferences and press operations for disaster area tours by government officials and the press;
- Coordinating with the Logistics Section to provide basic facilities, such as communications, office space, and supplies, to help the news media disseminate information to the public; and
- Providing staff and other resources for a JIC operation.

## **B. Support District Agencies**

Each District agency has specific responsibilities to provide timely, effective, accurate information to the citizens and visitors of the District. In the event of a public emergency, each District entity shall coordinate the distribution of information to ESF #15 for dissemination to the public, the media, and other involved organizations through the Office of Communications to ensure accurate, consistent, timely, and reliable information.

The following District agencies will provide staff and resources to support the collection of information and the dissemination of messages and information to disaster victims and the general public to promote public health and safety:

1. DC Public Schools
2. Department of Health
3. Department of Human Services
4. Department of Mental Health
5. Department of Public Works
6. Department of Parks and Recreation
7. District Department of Transportation
8. Emergency Management Agency
9. Executive Office of the Mayor
10. Fire and Emergency Medical Services
11. Metropolitan Police Department

12. Office of Cable Television and Telecommunications
13. Office of Community Outreach, Executive Office of the Mayor
14. Office of the Attorney General
15. Office of the Chief of Staff, Executive Office of the Mayor
16. Office of the Chief Technology Officer
17. Office on Asian and Pacific Islander Affairs
18. Office on Latino Affairs
19. Serve DC

### C. Primary Federal Agency

#### **Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA)—**

The Department of Homeland Security is the coordinator for National Response Plan (NRP) ESF #15 and will provide direct, technical, and other support to the District through the District ESF #15 Liaison Officer, in conjunction with ESF #5—Information and Planning.

Upon the Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the NRP will be implemented by DHS/EPR/FEMA. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives, who comprise the Emergency Response Team, will be in the JFO. Wherever FEMA chooses to establish its operation, there will be a JIC established to coordinate the joint federal-District message to the public.

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## Emergency Support Function #16 Donations and Volunteer Management

**Primary District Agency:** Serve DC

**Support District Agencies:** DC Public Schools  
Department of Corrections  
Department of Employment Services  
Department of Health  
Department of Human Services  
Department of Mental Health  
Department of Parks and Recreation  
Department of Public Works  
Emergency Management Agency  
Executive Office of the Mayor  
Fire and Emergency Medical Services Department  
Metropolitan Police Department  
Office of Communications  
Office of Property Management  
Office of the Chief Technology Officer

*Non-Governmental Organizations:*

Adventist Community Service  
American Red Cross, Headquarters  
American Red Cross, National Capital Chapter  
Capitol Area Food Banks  
Catholic Charities, USA  
Church World Services  
Consortium of Universities  
DC Volunteer Organizations Active in Disasters  
DC Vision  
Greater DC Cares  
Humane Society  
Local and Community Organizations  
Lutheran Social Services  
Mennonite Disaster Services  
National Catholic Disaster Relief Committee  
National Organization of Victims Assistance  
Salvation Army  
Southern Baptist Disaster Relief  
University of the District of Columbia  
Volunteers of America  
Other Disaster Relief Agencies

**Primary Federal Agency:** Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency

**Other Federal Support Organization:** District of Columbia National Guard

## ***I. Introduction***

### **A. Purpose**

ESF #16—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. Any reference to donated goods and services in this annex means unsolicited goods and unaffiliated volunteer services. This plan does not affect the established procedures of voluntary agencies regarding their respective procedures for solicited goods and services. The procedures outlined are for the coordination, acceptance, control, receipt, storage, distribution, and disposal of donation management responsibilities.

ESF #16 outlines a donations management program for the District, which can be implemented for large-scale, high-visibility disasters, or for smaller-scale disasters, which may also generate a flow of unsolicited donated goods and volunteer services. It strives to adhere to the National Donations Management Strategy as outlined in the National Response Plan.

ESF #16 is the primary District agency that strengthens and promotes volunteer activities through the application of three focus areas: partnerships, national service, and volunteerism. Volunteer programs include the Citizen Corps, AmeriCorps, and Learn and Serve Homeland Security.

### **B. Scope**

This guidance applies to all agencies, organizations, and personnel with direct and indirect donations management responsibilities under the District Response Plan (DRP).

## ***II. Policies***

- A. Full use of existing voluntary organization donations systems is encouraged before the assistance of the federal or District governments is sought.

- B. The District government looks principally to those voluntary organizations with established donation management structures already in place to receive and deliver appropriate donated goods to emergency victims.
- C. Necessary response activities for donations management that may be undertaken by Serve DC before a Mayoral or Presidential Declaration will be closely coordinated with other District officials, the DC Emergency Management Agency (EMA), and appropriate volunteer agency representatives.
- D. The District government encourages donors interested in making financial contributions and/or volunteering their personal services to affiliate with a recognized nonprofit voluntary organization to facilitate their involvement in public emergency relief activities.

### ***III. Situation***

#### **A. Disaster Condition**

The donation management coordination program for the District will be implemented once it is determined that the public emergency is of such magnitude or is receiving such high-media attention that donations management at the District level is needed.

#### **B. Planning Assumptions**

1. Donations management response activities may be necessary before a public emergency declaration, and hence, require rapid coordination to mitigate potential donations problems in the response phase of disaster operations.
2. In the event of a public emergency causing large-scale loss of life and destruction of property, donors will offer assistance of virtually any kind, including cash, goods, equipment and loan of equipment, and the services of individuals.
3. Offers of assistance will be made directly to all levels of government—federal and District—as well as to voluntary organizations.
4. In less-than-large-scale or “high-visibility” public emergencies, donations management will be handled by voluntary organizations with or without federal or District involvement.
5. Certain key preparedness steps are critical for the successful implementation of this ESF. Those steps include:
  - a. Training of participating organizations.

- b. Donations management exercises.
  - c. Public education including the widespread dissemination of the Donations Management Brochure L-217 (English and Spanish versions).
  - d. After-action briefings on donations management operations.
6. Lack of a management system for donated goods and volunteer services may easily result in further chaos and confusion in response and recovery operations. Unsolicited shipments of donated goods and large numbers of unaffiliated volunteers may interfere and impede critical disaster response and recovery operations.

#### ***IV. Concept of Operations***

##### **A. General**

1. Serve DC will serve as the primary agency for managing donations during a public emergency. Management of donations requires a coordinated effort by all involved government entities, voluntary and community-based organizations, the business sector, and the media.
2. Serve DC will coordinate the establishment of the Donations Coordination Hotline where offers are taken and processed by an experienced Donations Coordination Team (DCT) able to negotiate with the donors regarding shipping, receiving, and distribution.
3. The Serve DC Donations Coordinator works closely with voluntary organizations and agencies to form the DCT. The Donations Coordinator, in conjunction with voluntary organization partners and the DCT, is in charge of developing donations management plans and managing the flow of goods and services during public emergency response and recovery operations.
4. Serve DC coordinating activities may include:
  - Enhancing voluntary organization coordination;
  - Assisting in establishing a DCT and Donations Coordination Center(s);
  - Securing District warehouse spaces, points of entry, and checkpoints through OPM.
  - Providing technical and managerial support, (excluding solicitation of donations to non-District government organizations);
  - Establishing a network of information and contacts to assist donations specialists in the field;
  - Providing donations management communications support as necessary, (excluding solicitation of donations to non-District government organizations);

- Making early contact with the key Donations Coordinators of the national voluntary organizations for donations situation assessment;
- Working through ESF #15 (Media Relations) in coordinating community committees that provide service to Serve DC by disseminating information to District residents;
- Based on the affected community's request for assistance and needs, providing donations program guidance, a Donations Coordinator, and other assistance, as appropriate;
- As needed and with the appropriate federal agencies, coordinating international offers of assistance that meet acceptance criteria established by the District and the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) (excluding solicitation of donations to non-District government organizations); and
- Coordinating with ESF #5 (EMA) to provide information updates from all participating agencies to maintain essential information for the plan.

DCTs will coordinate through the Joint Information Center for the timely release of information by ESF #15 to the public regarding the needs of victims, agencies involved in public emergency relief, acceptable donations, volunteers, and readily available points of contact (POCs) to ensure appropriate and essential donations management.

## **B. Organization**

### **1. Donations Coordination Team Leader**

- a. The Serve DC DCT Leader and Volunteer Coordinator will serve as the liaison to the Consequence Management Team (CMT). Following deactivation, the team leader will continue to coordinate the DCT.
- b. The DCT Team Leader will have a clear understanding of the National Response Plan to ensure an appropriate interface with private resources.

### **2. Donations Coordination Team**

The Donations Coordination Team is an operational team led by Serve DC and made up of voluntary agencies, community based organizations, and District social service agencies involved in distributing donated goods and/or utilizing volunteers.

- a. Membership for this team can include a representative from the following agencies:
  - Adventist Community Service;

- American Red Cross, National Capital Chapter;
  - Capitol Area Food Banks;
  - Catholic Charities, USA;
  - Church World Services;
  - DC Vision;
  - District Transportation Officials;
  - FEMA Donations Coordinator;
  - Greater DC Cares;
  - Humane Society;
  - Local and Community Organizations (as appropriate);
  - Lutheran Social Services;
  - Mayor's Office;
  - Mennonite Disaster Services;
  - National Catholic Disaster Relief Committee;
  - National Guard;
  - National Organization of Victims Assistance;
  - Salvation Army;
  - Southern Baptist Disaster Relief;
  - Volunteers of America; and
  - Other Disaster Relief Agencies (as indicated).
- b. The DCT *can* be organized into 5 sections:
- 1) Phone Bank Operations
  - 2) Donations Processing
  - 3) Resource Management (Logistics)
  - 4) Volunteer Coordination
  - 5) Media Relations
- c. Serve DC will establish and manage the Donations Coordination Hotline depending on nature of disaster, media visibility, early signs of collection drives, and level of calls being received by emergency management organizations.
- d. The DCT will activate a warehouse management system to hold all donations and shipments away from the disaster area.
- e. The DCT will work closely with ESF #15 to get clear and regular messages to the media, as well as conduct donations intelligence particularly by monitoring news sources for collection drives.
- f. The DCT may form a Volunteer Management Program to provide information on volunteer response to ESF #5. The DCT will inform the community of volunteer needs and opportunities, and the process required to volunteer.

- g. The DCT will obtain an active needs survey coordinated through the EOC.
- h. The DCT will prepare an after-action report identifying strengths and weaknesses in the team's performance.
- i. The DCT will provide continuous, ongoing training efforts to all team members.

### **C. Notification**

1. If ESF #16 is activated, a Serve DC ESF Liaison Officer (ELO) will immediately report to the EOC. The team leader will then alert all public emergency donations personnel and volunteers and assume District-level coordination of donations as necessary.
2. Immediately upon receipt of information about the public emergency and upon notification of District Response Plan implementation, the Serve DC ELO will coordinate with ESF #5 to make response preparations.

### **D. Response Activities**

#### **1. Initial Actions**

As part of the EOC activation, the CMT Director will direct the Donations Coordinator to initiate the following activities, as needed:

- Establish contact and begin to coordinate with representatives from established voluntary organizations;
- Work through existing processes and procedures for enabling non-established volunteer organizations to engage in supporting the response and contributing support;
- Ensure close coordination among regional relief center(s), staging areas, local EOCs, and federal organizations and agencies;
- Provide status updates and other information to ESF #5—Information and Planning, the Community Relations & Public Information coordinator, and the Executive Office of the Mayor (EOM), as requested;
- Establish a toll-free helpline to provide information and to provide a resource to enable volunteers and voluntary organizations to provide donations;
- For public emergencies resulting in the activation of the National Response Plan (NRP), coordinate with FEMA and federal donation coordination representatives, as outlined in the Volunteers and Donations Management Support Annex of the NRP;
- Establish an incident-specific donations plan;

- Work with existing procedures, forms, and records management systems to track the flow, quantity, types, and distribution of donations;
- Identify donations collection and distribution sites by coordinating with representatives of EMA located at the District EOC; and
- Produce reports concerning donation and volunteer activities. These reports are to be distributed to relevant District response agencies, including EMA, the Metropolitan Police Department (MPD), the DC Fire and Emergency Medical Services (FEMS), and the Mayor's Office.

## ***V. Responsibilities***

### **A. Primary District Agency**

**Serve DC**—Serve DC will serve as the primary agency for managing donations during a public emergency. This is done through the Donations Coordinator working with government entities, voluntary and community-based organizations, the business sector, and the media.

### **B. Support District Agencies**

1. **DC Public Schools (DCPS)**—DCPS will provide space/facilities and staff to support DCTs and for receiving, organizing, and distributing donations.
2. **Department of Corrections (DOC)**—Utilizing staff and selected, prescreened volunteers, DOC will help collect, coordinate, and distribute donations.
3. **Department of Employment Services (DOES)**—DOES, in cooperation with Serve DC, will manage issues related to the recruitment of manpower during a public emergency and will serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES, in coordination with all other critical agency liaisons, will work together to allocate critical manpower resources on a priority basis.
4. **Department of Health (DOH)**—DOH will provide information on the types of donations that would be most beneficial to assist victims during the disaster.
5. **Department of Human Services (DHS)**—DHS will work with volunteer organizations to coordinate the delivery of donated goods and services to shelters and to assist with FEMA procedures relative to emergency declarations.



6. **Department of Mental Health (DMH)**—DMH has established a Clearinghouse Communication Center for volunteers to provide mental health services for those seeking assistance. This clearinghouse also acts as a referral service for local community members seeking such support.
7. **Department of Parks and Recreation (DPR)**—DPR will provide space/facilities and staff to support DCTs and for receiving, organizing, and distributing donations.
8. **Department of Public Works (DPW)**—DPW will provide transportation assistance to support the DCTs or voluntary organizations in distributing donated goods and services.
9. **Emergency Management Agency (EMA)**—EMA will serve as a support agency managing requested resources. EMA manages the notification to Serve DC during an incident, as well as provides requests for volunteers and donated goods through ESF #5.
10. **Executive Office of the Mayor (EOM)**—EOM will conduct the community relations aspects of requesting donated goods for public emergencies.
11. **Fire and Emergency Medical Services Department (FEMS)**—FEMS will coordinate with Serve DC in managing donations, including notification when donations are about to be or have been depleted.
12. **Metropolitan Police Department (MPD)**—MPD will provide security at donation receiving and staging locations and provide escort assistance.
13. **Office of Communications (OC)**—OC will ensure that timely, reliable, consistent, and accurate information is made available to the public, affected communities, and other relevant parties.
14. **Office of Property Management (OPM)**—OPM will be mobilized during the public emergency to aid in warehousing and staging of donated goods and services.
15. **Office of the Chief Technology Officer (OCTO)**—OCTO will provide information technology and information management support to assist in monitoring and tracking donations.

### C. Non-Governmental Organizations

1. **American Red Cross (ARC), Headquarters**—ARC will assist Serve DC and DCVOAD in donations management and distribution. The ARC will provide a referral to interested donors about drives, hotlines, or agencies that do collect donated items that can be warehoused. The American Red Cross will also work with Serve DC to recruit and train local volunteers as needed in a relief operation.
2. **American Red Cross (ARC), National Capital Chapter**—The National Capital Chapter of the ARC will assist in the donations management and distribution. The ARC will provide a referral to interested donors about drives, hotlines, or agencies that do collect donated items that can be warehoused. The American Red Cross will also work with Serve DC to recruit and train local volunteers as needed in a relief operation.
3. **Consortium of Universities**—Participating DC-based colleges and universities, as part of the Consortium, may serve as information and technical expertise depots for volunteers and staging areas.
4. **DC Volunteer Organizations Active in Disasters (DCVOAD)**—DCVOAD will establish a process for involving member organizations in the mitigation of, preparedness for, response to, and recovery from a public emergency.
5. **Salvation Army**—The Salvation Army will assist Serve DC in donations management, as well as open and operate food distribution centers needed as a result of a public emergency. They will also assist in identifying and implementing a strategic warehouse plan and will assist in managing warehouses.
6. **Other Non-Governmental Organizations**—The other non-governmental organizations (Adventist Community Service; Catholic Charities, USA; Capitol Area Food Banks; Church World Services; DC Vision; Greater DC Cares; Humane Society; Local and Community Organizations; Lutheran Social Services; Mennonite Disaster Services; National Catholic Disaster Relief Committee; National Organization of Victims Assistance; Southern Baptist Disaster Relief; Volunteers of America; University of the District of Columbia; and Other Disaster Relief Agencies) provide assistance, as needed, for the management of volunteers and donations.

**D. Primary Federal Agency****Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA)—**

DHS/EPR/FEMA will assist the District through the National Donations Strategy, with participation by federal and District emergency management personnel assisted by private voluntary organizations. DHS/EPR/FEMA will serve as the primary federal agency for managing donations during a federally-declared disaster.

Upon the Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, the Department of Homeland Security will implement the National Response Plan. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center. Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the Emergency Response Team will be in the JFO.

**E. Other Federal Support Organization**

**District of Columbia National Guard**—The District of Columbia National Guard will support the safe collection and distribution of donated goods and services.

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## APPENDIX A: CATALOG OF AGREEMENTS

The following is a list of mutual aid agreements and compacts that are applicable to this plan and to emergency operations in the District.

1. Federal/State Agencies
  - a. National Weather Service (Forecast Office)—January 1, 1988 (Dissemination of Severe Weather Information).
  - b. Federal Emergency Management Agency—October 1986 (Continuing Use of FEMA National Radio System).
  - c. Interstate Compact—State of Maryland, May 1954.
  - d. Interstate Compact—Commonwealth of Virginia, June 1954.
2. Intergovernmental
  - a. Greater Metropolitan Washington Police and Fire Rescue Services Mutual Aid Operational Plan—December 1983.
3. Private Sector
  - a. Joint Agreement for Emergency Services and Support Civil Air Patrol—1988.
4. Memorandum of Understanding—Washington Chapter, National Defense Transportation Association—May 1987.

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## APPENDIX B: AUTHORITIES

The following are the authorities that provide the legal basis for this District Response Plan.

### District

1. D.C. Law 3-149, effective March 5, 1981, D.C. Official Code sec. 7-2301 *et seq.* (2001), Public Emergencies.
2. D.C. Official Code sec. 7-2201 *et seq.*, Civil Defense Declaration of Intent.
3. D.C. Official Code sec. 7-2209, Civil Defense Compacts.

### Federal

1. Public Law 81-686, Chapter 686, approved August 11, 1950.
2. Public Law 81-873, approved September 30, 1950.
3. Public Law 81-875, 1950, States and Local Governments—Federal Aid.
4. Public Law 81-920, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state, and local levels for all hazards
5. Public Law 83-343, approved April 22, 1954.
6. Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood
7. Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident
8. Public Law 89-665 (16 USC 470 *et seq.*), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters
9. Public Law 91-671, Food Stamp Act, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster
10. Public Law 93-234, Flood Disaster Protection Act, as amended, provides insurance coverage for all types of buildings
11. Public Law 93-288, as amended, which provides authority for response assistance under the National Response Plan, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts

12. Public Law 95-124, Earthquake Hazards Reduction Act of 1977, designed to reduce the risk to life and property from future earthquakes
13. Public Law 95-510, Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, which requires facilities to notify authorities of accidental releases of hazardous materials
14. Public Law 96-342, approved September 8, 1980, Improved Civil Defense.
15. Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, which governs hazardous materials planning and right-to-know
16. Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants
17. Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act, which provides funding to improve capability to respond to hazardous materials incidents
18. Stewart B. McKinney Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management Food and Shelter Program
19. Older American Act of 1965, as amended, reimburses states for social services provided to older Americans following a Presidential Declared disaster
20. National Flood Insurance Act of 1968, 42 USC 4001 ET seq.
21. Weapon of Mass Destruction, Title 18, U.S.C. 2332a
22. Homeland Security Act of 2002
23. Homeland Security Presidential Directive-5, *Management of Domestic Incidents*
24. Maritime Safety Act of 2001
25. Aviation and Transportation Security Act of 2001
26. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (42 U.S.C. 5121 *et seq.*) (88 Stat. 143) (The Stafford Act.)



## Summary of District of Columbia Official Code Provisions Related to Emergency Planning and Operations

### DIVISION 1 — GOVERNMENT OF THE DISTRICT

§ 1-204.11. **Subsection (b)** provides that the chairman of the D.C. Council acts as the Mayor when the Office of the Mayor is vacant.

§ 1-204.22. Provides for the general powers, duties, and functions of the mayor to execute laws and administer the affairs of the District, including authority to designate officer(s) who may execute and perform the powers and duties of the mayor during periods of disability or absence from the District, administer the personnel functions of the District, delegate functions, propose legislation, and issue and enforce administrative orders.

§ 1-204.23. Provides that the mayor shall be the central planning agency for the District, coordinating municipal government planning activities and the preparation and implementation of District elements of the comprehensive plan for the Nation's Capital.

§ 1-204.50a. **Subsection (a)** Establishes an emergency cash reserve fund that may be used for unanticipated and nonrecurring extraordinary needs of an emergency nature, including a natural disaster or calamity as defined by the Stafford Act or in the event of a state of emergency declared by the mayor. **Subsection (b)** Establishes a contingency cash reserve fund to be used for nonrecurring needs, including expenses associated with unforeseen weather or other natural disasters, unexpected obligations created by federal law, or new public safety or health needs or requirements.

§ 1-207.31. Provides for the exchange of services between the United States government and District government, by mutual agreement, with cost reimbursement to be provided other than for costs incurred by the Metropolitan Police Department in assisting the Secret Service, at the request of the Director, to carry out the Secret Service's protective duties.

§ 1-303.01 - .03. Provides police regulatory authority, authorizing the Council to make and modify, and the mayor to enforce, such reasonable and usual police regulations as are set forth therein or as the Council deems necessary for the protection of lives, limbs, health, comfort, and quiet of all persons and protection of all property within the District.

§ 1-303.42. Authorizes the mayor, pursuant to Council regulations, to expend funds without advertising to meet conditions caused by emergencies such as riot, pestilence, public unsanitary conditions, flood, fire, storm, and similar disasters.

§ 1-319.01 - .02. Establishes District policy to use volunteer citizens in governmental programs and directs the mayor to promulgate regulations governing the use of volunteers by District government entities.

§ 2-303.12. Authorizes contracting officers to make emergency procurements when there is an imminent threat to the public health, welfare, property, or safety under emergency conditions, as defined by rule, with maximum practical competition.

§ 2-904. Establishes the District's Office of Energy. **Subsection (g)** provides that the Office shall prepare an emergency energy shortage contingency plan designed to protect the public health, safety, and welfare, minimize the adverse impact on the physical, social, and economic well-being of the District, and provide for the fair and equitable allocation of scarce energy resources during emergency energy shortages, including reduced energy use during a state of emergency declared by the Mayor.

§ 2-1105. Defines the "Washington metropolitan region" to include the District, the counties of Montgomery and Prince Georges in the State of Maryland, and the counties of Arlington and Fairfax and the cities of Alexandria and Falls Church in Virginia.

§ 5-127.04. Vests the Mayor and members of the police force with the common-law powers of constables, with minor exceptions.

§ 5-123.03. Authorizes the Mayor, upon an emergency of riot, pestilence, invasion, insurrection, or during any day of public election, ceremony, or celebration, to appoint citizen special police, without pay, who shall exercise the powers and duties of District police officers.

§ 5-133.05. Provides that District laws and regulations for the protection of public or private property and the preservation of peace and order extend to public buildings and grounds belonging to the United States within the District.

§ 5-133.17. Authorizes cooperative agreements between the Metropolitan Police Department and federal law enforcement agencies to assist the Department in carrying out crime prevention and law enforcement activities.

§ 5-301. Shields federal law enforcement officers, from agencies that have entered into a cooperative agreement with the Metropolitan Police Department pursuant to § 5-133.17 that provides authority to make arrests in the District for nonfederal offenses, with the same legal status and immunity from suit as an MPD officer.

§ 5-414. **Subsection (a)** authorizes the Council to enter into and renew reciprocal agreements with Washington metropolitan region jurisdictions to establish and carry out a plan of mutual aid, through the furnishing of firefighting personnel and equipment, to extinguish fires and preserve life and property in emergencies in such jurisdictions. **Subsection (b)** requires that the parties waive claims against the other parties and indemnify and save harmless the other parties from third party claims. **Subsection (c)** authorizes the Mayor to make available to the federal government District Fire Department personnel and equipment to extinguish fires and save lives on federal property anywhere in the Washington metropolitan region.

§ 5-417.01. Authorizes the Fire Chief and the Fire Marshal to investigate the causes, origin, and circumstances of every fire, explosion, or hazardous materials emergency in which the Fire Department has a reasonable interest. The Metropolitan Police Department, however, shall be the primary investigative agency for such incidents that involve critical injury, death, or assaults with intent to kill. The Fire Marshall and such other personnel designated by the Fire Chief are invested with the general police powers, including arrest, as regular members of the MPD.

§ 5-1307. Makes it unlawful for any person to knowingly, recklessly, or with culpable negligence interrupt, disrupt, impede, or otherwise interfere with the transmission of a two-way radio communication informing or inquiring about an emergency or to transmit false information about an emergency on any two-way radio frequency.

§ 7-131. – 140. Provides legal authority to prevent the spread of communicable disease. The Mayor is authorized, upon the advice of the Commissioner of Public Health (now the Director of the Department of Health), to issue rules to prevent and control the spread of communicable diseases, including requirements and procedures for restriction of movement, isolation, and quarantine. Persons believed to be carriers of communicable diseases who are a danger to the lives and health of others may, by written order of the Director of the Department of Human Services, be detained in an institution or place designated by the Director. Such person may be detained, provided that specified legal protections are provided, until such person is no longer a threat to the public health and safety. In carrying out these provisions, the Director has broad powers to access buildings for inspection. Anyone who interferes with persons carrying out duties and functions related to carrying out the authority of **Subsections 131 to 140** has committed an unlawful act.

§ 7-2201. Provides a statement of congressional intent that the District shall develop plans and programs to provide necessary protection, relief, and assistance for persons and property in the event that enemy attack, sabotage, or other hostile action shall occur or become imminent.

§ 7-2202.0 – 2208. Establishes in the District government an Office of Emergency Preparedness (designated the Emergency Management Agency by Mayor's Order 98-189, Jan. 8, 1999, hereinafter referred to as EMA). EMA is authorized and directed, subject to the discretion and control of the Mayor, to: (1) prepare a comprehensive plan and program for civil defense, to be integrated into federal civil defense plans and those of nearby states and appropriate political subdivisions; (2) institute training and public information programs, organize, equip, and train civil defense units, and take other preparatory steps in advance of actual disaster; (3) conduct studies and surveys of District civil defense resources and capabilities and plan for the emergency use thereof; (4) develop and enter into mutual aid agreements with states and political subdivisions thereof for reciprocal civil defense aid and mutual assistance, consistent with the national civil defense plan and program; (5) employ personnel and expend funds; (6) cooperate with governmental and nongovernmental agencies, organizations, associations, and other entities to coordinate civil defense activities in the District; (7) accept facilities, supplies, and funds from the federal government; (8) use services, supplies, and facilities of District departments, offices, and agencies and, when

authorized by the Mayor, use District funds to match federal funds for the purchase of civil defense equipment and supplies; and (9) perform such other functions as the Mayor may assign.

**§ 7-2209.** Authorizes the Mayor to enter into and execute to interstate civil defense compacts with the states and sets forth the substance of the language to be used for such compacts.

**§ 7-2301.** Defines terms, including “Emergency operations plan” and “Public emergency.” Emergency operations plan means the District’s state plan for public emergency preparedness and prevention pursuant to the Disaster Relief Act of 1974 and **§ 7-2302.**

**§ 7-2302.** Public emergency means any disaster, catastrophe, or emergency situation where the health, safety, or welfare of persons in the District is threatened by reason of the actual or imminent consequences within the District of: (1) enemy attack, sabotage, or other hostile action; (2) severe and unanticipated resource shortage; (3) fire; (4) flood, earthquake, or other serious act of nature; (5) serious civil disorder; (6) any serious industrial, nuclear, or transportation accident; (7) explosion, conflagration, or power failure; or (8) injurious environmental contamination which threatens or causes damage to life, health, or property.

**§ 7-2302. – 2303.** Authorizes the Mayor to establish a program of public emergency preparedness using appropriate District agencies, to include: (1) the development of an emergency operations plan that sets forth a program to prepare for and provide assistance necessary for regulations and procedures, and the conduct of exercises; (2) post public emergency evaluations; (3) periodic program review; and (4) coordination of federal and public notice requirements and transmittal to the Council for review and approval or disapproval.

**§ 7-2304. – 2308.** Governs the issuance of emergency executive orders by the Mayor, their duration and extension, publication requirements, and other authority. The Mayor is authorized under **§ 7-2304** to issue an emergency executive order upon reasonable apprehension of the existence of a public emergency and a determination that such order is necessary for the immediate preservation of the public peace, health, safety, or welfare, and as a prerequisite to requesting emergency or major disaster assistance under the Disaster Relief Act of 1974. Such order shall define: (1) the existence, nature, extent, and severity of the public emergency; (2) the measures necessary to relieve the public emergency; (3) the specific requirements of the order and the persons upon whom the order is binding; and (4) the duration of the order. Upon issuing the order the Mayor may issue an emergency executive order, which shall state:

- (1) Expend appropriated funds to carry out public emergency service missions and responsibilities;
- (2) Implement provisions of the emergency operations plan without regard to certain operating procedures;
- (3) Implement measures to protect persons and property in the District, including evacuation of persons in the District to District emergency shelters or to shelters outside of the District with the approval of the Governor of the

- receiving state, and to provide for the reception, sheltering, maintenance and care of such evacuees. Evacuation of any personnel or activity of the federal government requires the consent of the President or be conducted pursuant to a prearranged evacuation plan;
- (4) Require the shutting off, disconnection, or suspension of service from, or by, gas mains, electric power lines, or other public utilities;
  - (5) Destroy or remove from the District contaminated real or personal property;
  - (6) Issue orders or regulations to govern the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resources as required by the emergency operations plan or any federal emergency plan;
  - (7) Direct the hours during which business can be conducted and direct persons or classes of persons to remain off the public streets if a curfew is required;
  - (8) Establish public emergency service units;
  - (9) Expand District governmental units concerned with public emergency services;
  - (10) Exercise operational direction over all District departments and agencies;
  - (11) Procure supplies and equipment, institute training and public information programs and take other steps to insure adequately trained and equipped personnel;
  - (12) Request predicator assistance or the declaration of a major disaster from the federal government, certify the need for federal disaster assistance, and commit needed District funds to alleviate the damage, loss, hardship, and suffering resulting from the disaster; or
  - (13) Prevent or reduce harmful consequences of the disaster.

The Mayor is also authorized under § 7-2305 to issue regulations or recommend specified legislation to the Council. § 7-2306 provides that an emergency order can be effective for no more than 15 calendar days after it is signed by the Mayor, can be rescinded if the emergency abates, and can be extended for up to an additional 15 days, upon request of the Mayor, if the Council adopts an emergency act. Provisions are made for extenuating circumstances, publication of emergency orders, adoption of implementing rules and regulations, and inter-jurisdictional coordination. § 7-2307 Provides a fine for the violation of an emergency executive order and § 7-2308 suspends the District's Administrative Procedure Act for actions taken pursuant to an emergency order until after the expiration date of the order.

**KEY WORD INDEX TO D.C. CODE EMERGENCY PLANNING AND  
OPERATIONS PROVISIONS (by D.C. Code §)**

BUSINESS HOURS: 7-2304. – 2308.

COMMUNICABLE DISEASES: 7-131. - 140.

COUNCIL—POWERS AND DUTIES: 1-303.01 – 03.; 1-301/42.; 5-414.

CURFEW: 7-2304. – 2308.

EMERGENCY EXECUTIVE ORDER: 7-2304. – 2308.

EMERGENCY MANAGEMENT AGENCY: 7-2202. – 2208.

EMERGENCY OPERATIONS PLAN: 7-2301.; 7-2302. – 2303.; 7-2304. – 2308.

EMERGENCY PLANNING: 2-904.; 7-2201.; 7-2202. – 2208.; 7-2301.

EMERGENCY RADIO: 5-1307.

ENERGY RESOURCES: 2-904.

EVACUATION: 7-2304. – 2308.

FEDERAL GOVERNMENT: 1-207.31; 5-133.05; 5-301.; 7-2302. – 2303.; 7-2304. – 2308.

FIRE DEPARTMENT: 5-417.01.; 7-2304. – 2308.

FUNDS: 1-303.42.; 1-303.50A.; 2-302.12; 7-2304. – 2308.

INTERJURISDICTIONAL COMPACTS, AGREEMENTS, and COOPERATION: 5-414.;  
7-2209.; 7-2302. – 2303.

ISOLATION: 7-131. – 140.

LAW ENFORCEMENT AUTHORITY: 1-303.01. - .03.; 5-127.04.; 5-417.01.

MAYOR – POWERS AND DUTIES: 1-204.22.; 1-204.23.; 1-303.01. - .03.; 1-303.42.; 5-  
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## APPENDIX D: DEFINITIONS AND ACRONYMS

### DEFINITIONS

**Amateur Radio Emergency Services (ARES)** – A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

**Commission on National and Community Service** – An office under the Executive Office of the Mayor that will run competitive grant processes and administer grant funds to local nonprofit or public organizations, institutions of higher education, and District government agencies.

**Consequence Management** – Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Crisis Management**.

**Council of Governments (COG)** – A regional organization of Metropolitan Washington area local governments composed of 17 local governments surrounding our nation's capital, plus area members of the Maryland and Virginia legislatures, the U.S. Senate, and the U.S. House of Representatives

**Crisis Management** – Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Consequence Management**.

**Critical Infrastructures (CI)** – Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Cyber** – Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

**DC Public Service Commission** - An independent District Government agency established by Congress in 1913 to regulate the electric, gas, and telephone companies in the District by functioning as a quasi-judicial agency.

**Defense Support of Civil Authorities (DSCA).** Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

**Disaster Medical Assistance Team** – A group of medical professionals and support that stabilizes and transports victims of disasters.

**Disaster Mortuary Response Team** – A group of forensic specialists that provides victim identification and mortuary services.

**Emergency** – As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

**Emergency Alert System (EAS)** – A system established by the FCC in November of 1994 to replace the Emergency Broadcast System (EBS) as a tool the President and others might use to warn the public about emergency situations.

**Emergency Broadcast System (EBS)** – A system replaced by the EAS that was composed of AM, FM, and TV broadcast stations; low-power TV stations; and non-Government industry entities operating on a voluntary, organized basis during emergencies at national, state, or operational (local) area levels.

**Emergency Coordinating Officer (ECO)** – A person who manages the functions of the Emergency Operations Center.

**Emergency Operations Center (EOC)** – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

**Emergency Operations Plan (EOP)** – The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

**Emergency Support Function (ESF)** – A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

**Federal Radiological Monitoring and Assessment Center (FRMAC)** – An operations center usually established near the scene of a radiological emergency from which the federal field monitoring and assessment assistance is directed and coordinated.

**First Responder** – Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

**Geographic Information System (GIS)** – A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e. data identified according to their locations.

**Hazardous Material (HAZMAT)** – For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

**Hazard Mitigation Grants Program (HMGP)** – A program administered by the FEMA to provide grants to States and local governments for implementing long-term hazard mitigation measures after a major disaster declaration.

**Incident** – An occurrence or event, natural or human caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP)** – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command System (ICS)** – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small, as well as large, and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

**Incident of National Significance (INS)** – Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and in appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and to provide the basis for long-term community recovery and mitigation activities.

**Joint Field Office (JFO)** – A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

**Joint Information Center (JIC)** – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Liaison Officer** – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Mitigation** – Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes,

floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury

**National Incident Management System (NIMS)** – A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as: the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan (NRP)** – The NRP establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC], et seq.). The NRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management. (Source: NRP Terrorism Incident Annex, April 1999)

**National Response Team (NRT)** – The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

**Preparedness** – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

**Prevention** – Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing

processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Recovery** – The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

**Response** – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Terrorism** – Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

**Weapons of Mass Destruction (WMD)** – Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).



**ACRONYMS****A**

<b>AEOC</b>	Alternate Emergency Operations Center
<b>AFB</b>	Air Force Base
<b>ANCs</b>	Advisory Neighborhood Commissions
<b>ARC</b>	American Red Cross
<b>ARES</b>	Amateur Radio Emergency Services
<b>ARG</b>	Accident Response Group
<b>ARL</b>	Advance Recovery Liaison

**B**

<b>BDC</b>	Bomb Data Center
<b>BOMA</b>	Building Owners and Managers Association

**C**

<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear, Explosive
<b>CDC</b>	Centers for Disease Control and Prevention
<b>CDRG</b>	Catastrophic Disaster Response Group
<b>CDU</b>	Civil Disturbance Units
<b>CEMP</b>	Comprehensive Emergency Management Plan
<b>CEO</b>	Chief Executive Officer
<b>CERCLA</b>	Comprehensive Environmental Response, Compensation, and Liability Act
<b>CFO</b>	Chief Financial Officer
<b>CFSA</b>	Child and Family Services Agency
<b>CHEMTREC</b>	Chemical Transportation Emergency Center
<b>CHPPM</b>	Center for Health Promotion and Preventive Medicine
<b>CIRG</b>	Crisis Incident Response Group
<b>CISD</b>	Critical Incident Stress Debriefing
<b>CISM</b>	Critical Incident Stress Management

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<b>CMC</b>	Command Management Center
<b>CMT</b>	Consequence Management Team
<b>CMU</b>	Crisis Management Unit
<b>CNCS</b>	DC Commission on National and Community Service
<b>CoM</b>	Consequence Management
<b>COG</b>	Continuity of Government
<b>COG</b>	Council of Governments
<b>CoU</b>	Consortium of Universities
<b>CPO</b>	Chief Procurement Officer
<b>CrM</b>	Crisis Management
<b>CRU</b>	Crisis Response Unit
<b>CWS</b>	Church World Services
<b>D</b>	
<b>DC</b>	District of Columbia
<b>DCEO</b>	District of Columbia Energy Office
<b>DEST</b>	Domestic Emergency Support Team
<b>DCHA</b>	District of Columbia Hospital Association
<b>DCHA</b>	District of Columbia Housing Authority
<b>DCLEPC</b>	District of Columbia Local Emergency Planning Council
<b>DCMR</b>	District of Columbia Municipal Regulations
<b>DCNG</b>	District of Columbia National Guard
<b>DCCO</b>	DC Coordinating Officer
<b>DCOA</b>	District of Columbia Office on Aging
<b>DCOP</b>	District of Columbia Office of Personnel
<b>DCPL</b>	District of Columbia Public Libraries
<b>DCPS</b>	District of Columbia Public Schools
<b>DCRA</b>	Department of Consumer and Regulatory Affairs
<b>DCT</b>	Donations Coordination Team
<b>DCVOAD</b>	District of Columbia Volunteer Organizations Active in Disasters

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<b>DCWSA</b>	District of Columbia Water and Sewer Authority
<b>DDOT</b>	District Department of Transportation
<b>DFOLT</b>	Disaster Field Office Liaison Team
<b>DHCD</b>	Department of Housing and Community Development
<b>DHHS</b>	Department of Health and Human Services
<b>DHS</b>	Department of Human Services
<b>DISR</b>	Department of Insurance and Securities Regulation
<b>DMAT</b>	Disaster Medical Assistance Team
<b>DMCR</b>	Disaster Management Central Resource
<b>DMH</b>	Department of Mental Health
<b>DMORT</b>	Disaster Mortuary Response Team
<b>DMV</b>	Department of Motor Vehicles
<b>DOC</b>	Department of Corrections
<b>DOD</b>	Department of Defense
<b>DOE</b>	Department of Energy
<b>DOES</b>	Department of Employment Services
<b>DOH</b>	Department of Health
<b>DOJ</b>	Department of Justice
<b>DOT</b>	Department of Transportation
<b>DPR</b>	Department of Parks and Recreation
<b>DPW</b>	Department of Public Works
<b>DRP</b>	District Response Plan
<b>E</b>	_____
<b>EAS</b>	Emergency Alert System
<b>EBS</b>	Emergency Broadcast System
<b>ECC</b>	Emergency Communications Center
<b>ECO</b>	Emergency Coordinating Officer
<b>EEI</b>	Essential Element of Information
<b>ELO</b>	ESF Liaison Officer
<b>EMA</b>	Emergency Management Agency

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<b>EMS</b>	Emergency Medical Services
<b>EMT</b>	Emergency Medical Technician
<b>EOC</b>	Emergency Operations Center
<b>EOF</b>	Emergency Operations Facility
<b>EOM</b>	Executive Office of the Mayor
<b>EOP</b>	Emergency Operations Plan
<b>EPA</b>	Environmental Protection Agency
<b>EPC</b>	Emergency Preparedness Council
<b>ERP</b>	Emergency Response Plan
<b>ERT</b>	Emergency Response Team
<b>ERT-A</b>	Emergency Response Team – Advance Element
<b>ERTU</b>	Evidence Response Team Unit
<b>ESF</b>	Emergency Support Function
<b>ESP</b>	Essential Service Protection
<b>EST</b>	Emergency Support Team
<b>ETC</b>	Emergency Transportation Coordinator
<b>F</b>	_____
<b>FBI</b>	Federal Bureau of Investigation
<b>FBI-JTTF</b>	Federal Bureau of Investigation Joint Terrorism Task Force
<b>FBIOSC</b>	FBI On-Scene Commander
<b>FCO</b>	Federal Coordinating Officer
<b>FEMA</b>	Federal Emergency Management Agency
<b>FEMS</b>	Fire and Emergency Medical Services Department
<b>FEST</b>	Foreign Emergency Support Team
<b>FMA</b>	Fleet Management Administration
<b>FMAP</b>	Flood Mitigation Assistance Program
<b>FMARS</b>	Fire Mutual Aid Response System
<b>FHMO</b>	Federal Hazard Mitigation Officer
<b>FOIA</b>	Freedom Of Information Act
<b>FOMA</b>	Facilities Operations Maintenance Administration

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<b>FRMAC</b>	Federal Radiological Monitoring and Assessment Center
<b>FRMAP</b>	Federal Radiological Monitoring and Assessment Plan
<b>FS</b>	Forest Service
<b>FTS</b>	Federal Telecommunications System
<b>G</b> _____	
<b>GETS</b>	Government Emergency Telecommunications Service
<b>GIS</b>	Geographic Information System
<b>GSA</b>	General Services Administration
<b>GWUMC</b>	George Washington University Medical Center
<b>H</b> _____	
<b>HazMat</b>	Hazardous Materials
<b>HECC</b>	Health Emergency Coordination Center
<b>HFA</b>	Housing Finance Agency
<b>HMARS</b>	Hospital Municipal Aid Radio System
<b>HMGP</b>	Hazard Mitigation Grants Program
<b>HMRU</b>	Hazardous Materials Response Unit
<b>HQ</b>	Headquarters
<b>HRT</b>	Hostage Rescue Team (CIRG)
<b>HSGP</b>	Homeland Security Grant Program
<b>HTIS</b>	Hazardous Technical Information Services (DoD)
<b>HUH</b>	Howard University Hospital
<b>I</b> _____	
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>ICT</b>	Incident Command Team
<b>IED</b>	Improvised Explosive Device
<b>IMS</b>	Incident Management System
<b>IND</b>	Improvised Nuclear Device
<b>INS</b>	Immigration and Naturalization Service
<b>IRAP</b>	Interagency Radiological Assistance Plan

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<b>IRC</b>	Information Resource Commission
<b>IST</b>	Incident Support Team
<b>J</b>	_____
<b>JCE</b>	Joint Coordinating Element
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>JOC</b>	Joint Operations Center
<b>L</b>	_____
<b>LAN</b>	Local Area Network
<b>LFA</b>	Lead Federal Agency
<b>LHMO</b>	Local Hazard Mitigation Offices
<b>LHMS</b>	Local Hazard Mitigation Strategy
<b>M</b>	_____
<b>MAC</b>	Mapping and Analysis Center
<b>MARS</b>	Mutual Aid Resource System
<b>MCI</b>	Microwave Communications Incorporated
<b>MDOT</b>	Maryland Department of Transportation
<b>MECC</b>	Mobile Emergency Communications Center
<b>MEDCOM</b>	Medical Command
<b>MERL</b>	Mobile Emergency Radiological Laboratory
<b>MME</b>	Mass Migration Event
<b>MMRS</b>	Metropolitan Medical Response System
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MPD</b>	Metropolitan Police Department
<b>MSU</b>	Medical Support Unit
<b>MWCOG</b>	Metropolitan Washington Council of Governments
<b>N</b>	_____
<b>NAP</b>	Nuclear Assessment Program
<b>NAWAS</b>	National Warning System

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<b>NBC</b>	Nuclear Biological Chemical
<b>NCP</b>	National Oil and Hazardous Substances Pollution Contingency Plan (National Contingency Plan)
<b>NCR</b>	National Capital Region
<b>NCS</b>	National Communications System
<b>NDMS</b>	National Disaster Medical System
<b>NDPO</b>	National Domestic Preparedness Office
<b>NEST</b>	Nuclear Emergency Search Team
<b>NETC</b>	National Emergency Training Center
<b>NFA</b>	National Fire Academy
<b>NFIP</b>	National Flood Insurance Program
<b>NGB</b>	National Guard Bureau
<b>NHC</b>	National Hurricane Center
<b>NHS</b>	National Highway System
<b>NMRT</b>	National Medical Response Team
<b>NPS</b>	National Park Service
<b>NRC</b>	Nuclear Regulatory Commission
<b>NRCC</b>	National Response Coordination Center
<b>NRCS</b>	National Resource Conservation Service
<b>NRP</b>	National Response Plan
<b>NRT</b>	National Response Team
<b>NSC</b>	National Security Council
<b>NSEP</b>	National Security Emergency Preparedness
<b>NTIS</b>	National Technical Information Service
<b>NWS</b>	National Weather Service
<b>O</b>	_____
<b>OAG</b>	Office of the Attorney General
<b>OAPIA</b>	Office on Asian and Pacific Islander Affairs
<b>OC</b>	Office of Communications
<b>OCA</b>	Office of the City Administrator

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<b>OCFO</b>	Office of the Chief Financial Officer
<b>OCME</b>	Office of the Chief Medical Examiner
<b>OCO</b>	Office of Community Outreach
<b>OCP</b>	Office of Contracting and Procurement
<b>OCFO</b>	Office of the Chief Financial Officer
<b>OCTO</b>	Office of the Chief Technology Officer
<b>OCTT</b>	Office of Cable Television and Telecommunications
<b>ODP</b>	Office of Domestic Preparedness (Department of Homeland Security)
<b>OEP</b>	Office of Emergency Preparedness
<b>OFCEM</b>	Office of the Federal Coordinator for Meteorology
<b>OIG</b>	Office of the Inspector General (USDA)
<b>OLA</b>	Office on Latino Affairs
<b>OLBD</b>	Office of Local Business Development
<b>OPGD</b>	Office of Partnerships and Grants Development
<b>OPM</b>	Office of Property Management
<b>OSC</b>	On-Scene Coordinator or On-Scene Commander
<b>P</b> _____	
<b>PAO</b>	Public Assistance Officer
<b>PDA</b>	Preliminary Damage Assessment
<b>PDAT</b>	Preliminary Damage Assessment Team
<b>PDD</b>	Presidential Decision Directive
<b>PECN</b>	Private Emergency Communications Network
<b>PEPCO</b>	Potomac Electric Power Company
<b>PIO</b>	Public Information Officer
<b>PHS</b>	Public Health Service
<b>PMRS</b>	Police Mutual Response System
<b>POC</b>	Point of Contact
<b>PSC</b>	Public Service Commission
<b>PSCC</b>	Public Safety Communications Center



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<b>PSP</b>	Protective Services Police
<b>R</b>	_____
<b>R&amp;D</b>	Research and Development
<b>RAC</b>	Regional Assistance Committee
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RAG</b>	Reliability Assessment Group
<b>RAP</b>	Radiological Assistance Program
<b>RC</b>	Recovery Center
<b>RCRA</b>	Research Conservation and Recovery Act
<b>RDD</b>	Radiological Dispersal Device
<b>REACT</b>	Radio Emergency Associated Communication Teams
<b>REAC/TS</b>	Radiation Emergency Assistance Center/Training Site
<b>REEF</b>	Radiological Emergency Evaluation Facility
<b>REMP</b>	Radiological Emergency Management Plan
<b>RERO</b>	Radiological Emergency Response Operations
<b>RFA</b>	Request for Federal Assistance
<b>RIAT</b>	Rapid Impact Assessment Team
<b>RIC</b>	Reconstruction Information Center
<b>RICCS</b>	Regional Incident Communication and Coordination System
<b>RM</b>	Recovery Manager
<b>RO</b>	Radiological Officer
<b>RPA</b>	Request for Public Assistance
<b>RRCC</b>	Regional Response Coordination Center
<b>RRIS</b>	Rapid Response Information System (FEMA)
<b>RRT</b>	Rapid Response Team
<b>RSO</b>	Radiation Safety Officer
<b>S</b>	_____
<b>SAC</b>	Special Agent in Charge (FBI)
<b>SAMAS</b>	State Automated Management Accounting System
<b>SAR</b>	Search and Rescue

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<b>SARA</b>	Superfund Amendments and Reauthorization Act
<b>SBA</b>	Small Business Administration
<b>SCAT</b>	Staff Coordination and Assessment Team
<b>SCBA</b>	Self-Contained Breathing Apparatus
<b>SIOC</b>	Strategic Information and Operations Center (FBI HQ)
<b>SITREP</b>	Situation Report
<b>SLG</b>	State and Local Guide
<b>SOP</b>	Standard Operating Procedure
<b>SMO</b>	State Mitigation Officer
<b>SMRAP</b>	Southern Mutual Radiological Assistance Plan
<b>SNAG</b>	Special Needs Advisory Group
<b>SNTF</b>	Special Needs Task Force
<b>SOCC</b>	Synchronized Operations Command Complex
<b>SQM</b>	State Quarter Master
<b>SR</b>	Switch Redirect
<b>STP</b>	Emergency Surface Transportation Evacuation Plan
<b>T</b>	_____
<b>TAG</b>	Technical Advisory Group
<b>TAG-EOC</b>	Technical Advisory Group Emergency Operations Center
<b>TIA</b>	Terrorist Incident Appendix
<b>TMC</b>	Traffic Management Center
<b>TRIS</b>	Toxic Release Inventory System
<b>TSP</b>	Telecommunications Service Priority
<b>U</b>	_____
<b>UC</b>	Unified Command
<b>UCS</b>	Unified Command System
<b>UDC</b>	University of the District of Columbia
<b>USACE</b>	United States Army Corps of Engineers
<b>USAR</b>	Urban Search and Rescue
<b>USC</b>	U.S. Code

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<b>USCG</b>	United States Coast Guard
<b>USDA</b>	U.S. Department of Agriculture
<b>USDA Forest Service</b>	U.S. Department of Agriculture, Forest Service
<b>USFA</b>	U.S. Fire Administration
<b>V</b> _____	
<b>VA</b>	Department of Veterans Affairs
<b>VDOT</b>	Virginia Department of Transportation
<b>VOAD</b>	Voluntary Organizations Active in Disasters
<b>W</b> _____	
<b>WARS</b>	Weekly Activity Report System
<b>WASA</b>	Water and Sewer Authority
<b>WATS</b>	Wide Area Telephone Service
<b>WAWAS</b>	Washington Area Warning Alert System
<b>WEHTS</b>	Washington Elderly Handicapped Transportation Service
<b>WGC</b>	Washington Gas Company
<b>WMATA</b>	Washington Metropolitan Area Transit Authority
<b>WMD</b>	Weapons of Mass Destruction
<b>WMD-CST</b>	WMD Civil Support Team

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