



# Emergency Preparedness and Operations Plan

Approved  
May 28, 2002

## **Purpose**

Beyond the daily services that a municipality commonly provides, cities are sometimes called upon to deal with the unexpected - an "emergency". That word describes a wide range of possible occurrences. From the more common emergencies to the most rare, this plan endeavors to lay the groundwork for a coordinated response to a wide range of situations.

As a community in a major metropolitan area, Greenbelt may be exposed to some dangers not experienced by more rural communities. However, that location also provides us with a vast assortment of county, state and federal resources which may be called upon to help cope with those dangers. While it is our deepest hope that these emergencies never take place, we must be prepared for any situation.

This plan is designed as a supplement to the more comprehensive Emergency Operations Plan for Prince George's County, Maryland. This plan details the City's response to specific emergencies and outlines procedures for coping during and after an emergency takes place. As the City Manager of Greenbelt, I endorse this plan and direct all personnel involved to take appropriate actions to put this plan into place and keep it working.

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Date

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## **Declaration of City Emergency**

1) The City Manager must be notified immediately of any situation that has the potential to warrant the declaration of an emergency.

2) Potential emergencies which warrant the declaration of a City state of emergency:

Major Fire	Severe Windstorms and Thunderstorms
Hazardous Materials Incident	Severe Snow and Ice
Major Transportation Accidents	Flooding
High-Rise Disasters	Hurricanes and Tornadoes
Dam Failures	Environmental Disasters
Radiological Emergencies	Terrorism
War or Hostilities	Resource Shortage Emergencies
Civil Disorder	(i.e. water, food, or utilities)

The City Manager has the authority to declare a City State of Emergency in other situations based on his/her best judgment.

3) The result of such a declaration will be for the Emergency Preparedness and Operations Plan to go into effect and the Emergency Operations Center (EOC) to be activated.

4) The City Council will be advised of the declaration of a City State of Emergency as soon as possible once the State of Emergency is declared.

5) A City State of Emergency will be declared automatically if a local (Prince George's County), state (State of Maryland) or federal state of emergency is declared within the boundaries of or including the City of Greenbelt.

6) In the event of a declaration of a City State of Emergency, all City personnel are authorized to carry out the actions specified in this manual for their positions.

7) If coordinated County action is warranted, the City Manager is authorized to communicate directly with the County Executive to request that a Local State of Emergency be declared. This will put the County Emergency Operations Plan into effect.

## Emergency Operations Center

- 1) The City Manager will manage the emergency response from an Emergency Operations Center (EOC). The primary location for the EOC will be the Greenbelt Municipal Building. If the Municipal Building is inaccessible, the EOC will be at the Police Department. Other locations may be designated as necessary.

The EOC (primary location) may be reached at the following phone numbers:

301-474-8000                      301-474-3870  
301-441-8248 (fax)

City Intercom Extensions: 2020, 2024, 2025, 2026, 2028, 2030

Satellite Telephone              800-503-9028

The EOC (secondary location - Police Department) may be reached at the following numbers:

301-474-5454                      301-474-6435 (TTY)  
301-474-7200                      301-507-6520 (fax)  
240-508-8971 (Chief's Nextel)

Satellite Telephone              800-505-8156

- 2) Upon declaration of a City State of Emergency, the following personnel (or their official designees) will report immediately to the EOC:

City Manager	City Clerk
Police Chief	Director of Planning & Community Dev.
Director of Public Works	Director of Recreation
City Treasurer	Director of CARES
Assistant City Manager	Management Analyst and/or
Police Public Information Officer	Executive Associate
Public Information and Communications Coordinator	

The Chief of the Greenbelt Volunteer Fire Department (or his/her designee) will also be asked to report to the EOC. Other personnel, such as a member of the Greenbelt Clergy, may be requested to report, depending on the nature of the emergency.

Personnel may be excused from the EOC at the City Manager's direction. A phone list of all key personnel is located in Appendix A of this plan.

- 3) Upon activation of the EOC, the City Clerk will immediately notify City Council members of the emergency.

- 4) The City Clerk will be directly responsible for informing the Council of the details of the emergency, and the response measures which the City is taking.
- 5) The City Clerk will be responsible for receiving direction and input from the Council members when the City Manager is not directly available, and relaying this input to the City Manager.
- 6) The City Clerk will make arrangements to keep Council members updated on a regular basis, and collect all information necessary to facilitate the contacting of Council members on a 24-hour basis. This provision ensures that Council will be informed of all developments before they are released publicly.
- 7) The City Manager commands the Emergency Operations Center and will make all major policy decisions. Situation permitting, the City Manager will communicate directly with the Mayor and City Council.
- 8) When possible, all personnel must consult with the City Manager before reaching policy decisions or directing major actions.
- 9) The City Manager may appoint any designee to direct field operations following the activation of the EOC.
- 10) The Public Works director shall ensure that a four-wheel drive vehicle, equipped with a radio(s) capable of communicating with both Police and Public Works, is available for use of the EOC. The City Manager may appoint any designee to a reconnaissance team to collect information on the emergency for the EOC. This team will also be equipped with a cellular phone, as provided by the City Manager's office, and a radio to communicate on Police frequencies. Any reconnaissance team shall also be equipped with a map showing the location of all City roads, City facilities, churches, schools, and utility lines.
- 11) If necessary, ham radio operators in or near Greenbelt will be used to broadcast emergency information.

## **General Obligations of Responding Departments and Personnel**

- 1) In a catastrophic situation, City forces will concentrate efforts on protecting lives, and where appropriate and feasible, property. City forces will concentrate on actions that will protect the greatest number of lives.
- 2) Departments which are directly involved in the emergency response are expected to maintain 24-hour operations throughout the course of the emergency. Key personnel or their designees must be available at all times.
- 3) Depending on the severity of the emergency, daily operations of the City are expected to carry on as usual.
- 4) At the direction of the City Manager, Department Directors may be required to take the following steps:
  - a) cancel scheduled employee leave
  - b) require all personnel to work beyond normal shift hours for an extended period
  - c) call back department personnel with no refusals allowed
  - d) alter normal organizational structure to complete required tasks

## **Notification of the Public and Media**

- 1) If it is necessary to notify the public in an emergency, Cable Channel 71 and the City's website, Greenbelt City Link, and Greenbelt Alert will be utilized to broadcast important information to the public. The audio portion of Cable Channel 71 will either be broadcasting live bulletins from the EOC or will be tuned to a station which participates in the Emergency Broadcast System.
- 2) The Public Information and Communications Coordinator and the Police Public Information Officer will be responsible for keeping a current list of all major local television and radio stations, as well as major newsprint organizations (Appendix B). The Public Information and Communications Coordinator and the Police Public Information Officer, operating from the EOC, will communicate all vital information to the local media for dissemination to the public.

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

- 3) In the event that door-to-door communication is warranted, the Police Department will be primarily responsible for the effort. Public Works employees may also be mobilized to participate in a door-to-door communication campaign. If the need arises, other City employees may be asked to participate in such an effort. Door-to-door communications will be managed from the EOC.
- 4) In the event of a media presence during or after the emergency, the Public Information and Communications Coordinator and the Police Public Information Officer will jointly be responsible for organizing and publicizing any press releases or news conferences. They will be responsible for all media relations, including safeguarding restricted information and the privacy of those who may have been traumatized by the emergency.
- 5) Operational personnel should refer all inquiries for information regarding the emergency to the Police Public Information Officer and the Public Information and Communications Coordinator.

## **Evacuation or Relocation**

- 1) Any mass evacuation of Greenbelt residents from Greenbelt will be coordinated by Prince George's County or the State of Maryland. Greenbelt employees will help coordinate any evacuation process.
- 2) City facilities will be opened in the event that a large number of residents are displaced. Recreation facilities such as the Community Center, Youth Center, and Springhill Lake Recreation Center, may be opened to the public by order of the City Manager. Other City facilities which may be suitable for shelter in times of crisis may be so utilized at the direction of the City Manager. The City will also coordinate with the Prince George's County School System to make available any facilities which may be necessary.
- 3) The City will coordinate with the appropriate governmental or public aid organizations to staff and manage any emergency shelter operations housed within the City. Appropriate personnel from the City may be utilized to staff these facilities.
- 4) Appendix C contains a directory of local facilities (and contact information) which may be utilized for shelter in the event of an evacuation or relocation.

## **Continuity of Government**

- 1) In the event of the absence of the Mayor, the Mayor Pro Tem will chair all Council meetings. If both the Mayor and Mayor Pro Tem are absent, meetings of Council will be called to order by the City Clerk. Immediately following the calling of the roll, the three council members will elect a temporary chair for the meeting.
- 2) As governed by City charter, the City Council shall elect a person to fill any vacancy on Council. However, if more than two vacancies result from an emergency, a special election must be called to fill the positions.
- 3) In the absence of the City Manager or his/her designee, the Chief of Police will coordinate all aspects of the City Emergency Preparedness and Operations Plan, and will assume all duties of the City Manager as prescribed in the plan. In the absence of the Chief of Police, the normal chain of command within the Police department will be followed for the duration of the emergency only. When the emergency situation has passed, the Director of Public Works will assume the duties of the City Manager in the absence of the City Manager and Chief of Police. EOC decision-making will consider input from all EOC personnel.
- 4) In the event of the extended absence of the City Manager, the City Council may, in a regular or special meeting, appoint an Interim City Manager. This person shall immediately assume all duties assigned to the City Manager in the Emergency Preparedness and Operations Plan.
- 5) If the Municipal Building is rendered unusable by the emergency, the City Council will meet in the most appropriate and accessible public facility within the city limits. If necessary, the Council may meet outside the city limits to conduct business.
- 6) A special meeting may be called by the City Clerk by written request of the Mayor, City Manager, or any three members of Council.
- 7) In the event that a special meeting of the City Council is called, the City Clerk will be responsible for coordinating the notification of each Council member. The City Clerk, with the assistance of the Public Information and Communications Coordinator, will be responsible for all efforts to publicize the time and location of all meetings.
- 8) It shall be the responsibility of the City Clerk and all department heads to ensure that essential records and documents are safeguarded from the potential severe hazards which are present in emergency situations.

## **Coordination of Resources and Jurisdictional Responsibilities**

- 1) When the City's Emergency Preparedness and Operations Plan is put into effect, all operations will be directed by the City Manager with consultation of the City Council.
- 2) Where appropriate, a reasonable commitment of City resources will be committed before requesting assistance from a higher level of government.
- 3) For all of the emergencies listed on Page 1, Prince George's County has a thorough response plan in place. The City of Greenbelt Emergency Preparedness and Operations Plan is an auxiliary plan, which may be superseded by the Prince George's Plan if the situation warrants.
- 4) The County Emergency Operations Plan may be put into effect with or without the request/consent of the City. When the County plan is in effect, the County will have direction over all emergency operations.
- 5) If a higher level of government declares a state of emergency in or including the City, that jurisdiction will coordinate all emergency response activities. The City will provide consultation and direction to these agencies to aid in the emergency response.
- 6) If the emergency is local but county, state or federal assistance is utilized, the City will maintain control of the response operation.

## **Restoration of City and Public Services**

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

### *Tier I*

- Address life safety issues
- Restore vehicle access along major roads to nearby emergency medical facilities (Crescent Road, Greenbelt Road, Hanover Parkway south of Greenbelt Road, Good Luck Road from Hanover Parkway to Doctor's Hospital)
- Ensure access to police, fire, and emergency services

### *Tier II*

- Facilitate and aid restoration of water distribution and wastewater collection
- Facilitate and aid restoration of electrical, gas, and telephone service
- Ensure vehicle access on arterial, collector, and residential roadways

### *Tier III*

- Restore all other City services as soon as possible, at the direction of the City Manager
- Undertake debris removal

## **Damage Assessment**

- 1) Community Development Inspectors will be responsible for inspecting any structures which may have been damaged during an emergency. They will be charged with determining the structural soundness of buildings, and may be forced to condemn structures for the safety of the general public. In the event that another governmental agency takes jurisdiction, City Community Development Inspectors will assist as directed.
- 2) When action has been taken to ensure the immediate safety of the public, Community Development Inspectors will then be responsible for compiling a report for the EOC summarizing and describing damage to structures within the City.
- 3) The Facilities Maintenance Manager, with the assistance of Community Development, will be primarily responsible for assessing damage to City facilities. This report shall differentiate between major and minor damage, and shall make recommendations regarding the prioritization of needed repairs. Major repairs to facilities which play a primary support role in the provision of public safety (police station, facilities being used as public shelters, EOC, etc.) will take precedent over other major repairs.
- 4) Public Works will be responsible for conducting a site survey of the area affected in the emergency. This survey will assess any damage and necessary repairs to City-maintained property such as streets, sidewalks, storm drains, parks, open space, and any other property maintained by the City. The survey will also be used to advise local utility companies of damage and necessary repairs.
- 5) By command of the Director of the EOC, other City personnel may be mobilized as needed to perform any of the above damage assessment functions.

## **Recovery and Support Functions**

- 1) The Emergency Operations Center will cease operations at the direction of the City Manager when sufficient action has been taken to ensure the safety of Greenbelt residents, and basic City services become functional. The recovery will continue to be directed by the City Manager's Office, with meetings called as necessary to assess the recovery operation and coordinate departmental activities.
- 2) Greenbelt CARES shall provide counseling and support services as may be necessary to cope with the specific emergency. CARES shall coordinate this aspect of recovery, including the contact and inclusion of area social support services, local clergy and other volunteers.

## **Annual Review of the Emergency Preparedness and Operations Plan**

- 1) Each year in October, the Emergency Preparedness and Operations Plan will be reviewed by the City Manager's Office and by Department Heads. Minor changes may be incorporated into the plan at the City Manager's discretion. Substantive changes will be reviewed by the City Council.
- 2) The City Manager's Office will be responsible for reviewing and updating the personnel contact information located in Appendix A and B. This review will coincide with the comprehensive review of the Emergency Preparedness and Operations Plan that will take place each October.
- 3) The City will request that the County allow Greenbelt to participate in any emergency preparedness drills that take place in or near Greenbelt.