Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners
Timothy O'Donnell, *President*
Clifford Sweeney, *Vice President*
Glenn Blanchard, *Treasurer*
Joseph Ritz III
Elizabeth Buckman

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA
January 8, 2018 – 7:30 p.m.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **FUTURE MEETINGS**
   Citizen's Advisory Committee Meeting: January 16, 2018 @ 7:30 p.m.
   Quarterly Planning Commission Meeting: January 29, 2018 @ 7:30 p.m.
   Town Council Meeting: February 5, 2018 @ 7:30 p.m.

4. **MEETING ITEMS**
   - **A. APPROVE MINUTES: DECEMBER 5, 2017**
   - **B. POLICE REPORT**
   - **C. TOWN MANAGER'S REPORT**
   - **D. TOWN PLANNER'S REPORT**
   - **E. COMMISSIONER COMMENTS**
   - **F. MAYOR'S COMMENTS**
   - **G. PUBLIC COMMENTS**
   - **H. ADMINISTRATIVE BUSINESS (DETAILS ATTACHED)**
     - **I.** Catoctin-Ettes, Inc. Community Heritage Day 6K Race for Consideration
   - **I. CONSENT AGENDA: 1 APPOINTMENT**
   - **J. TREASURER REPORT**
   - **K. PLANNING COMMISSION REPORT**
   - **L. AGENDA ITEMS (DETAILS ATTACHED)**
     - **I.** Audit Presentation by Michelle Mills
     - **II.** Budget Transfer from General Fund to Capital Projects Fund for Consideration
     - **III.** Emergency Operations Plan for Consideration
   - **M. SET AGENDA FOR NEXT MEETING: FEBRUARY 5, 2018**

5. **SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS**

6. **ADJOURN**

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Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

draft

A. APPROVE MINUTES: DECEMBER 5, 2017

MINUTES
TOWN MEETING
DECEMBER 5, 2017 – 7:30 P.M.
Emmitsburg Town Office

Present: Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President. **Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer. **Others Present:** Deputy Ted Mostoller

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I. Call to Order
Commissioner Tim O'Donnell, President of the Board of Commissioners, called the December 5, 2017 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited. Upcoming meetings were announced.

Approval of Minutes
The Minutes of the November 6, 2017 Town Meeting were approved as presented. Motion by Commissioner Ritz III, second by Commissioner Blanchard. Vote: Motion carries 3-0 in favor. Commissioner Sweeney and Buckman absent.

Police Report:
Deputy Ted Mostoller presented the police report from November 2017 (exhibit attached). Deputy Mostoller mentioned the Emmitsburg Community Park sign, a street sign, two stop signs, and the Paul's Pit Stop clock were stolen. Deputy Mostoller explained needles were discovered in the drug drop-box in the town office. He reminded the community that needles do not go in the drop box.

Town Managers Report:
Cathy Willets, Town Manager, presented the Town Manager's Report from October 2017 (exhibit attached). Ms. Willets mentioned right-turn only signs were installed at the intersection of East Lincoln Avenue and South Seton Avenue. The Town continues to work with the State Highway Administration (SHA) sidewalk contractor on street light conduits that were damaged during the project. Two dead trees were removed from a local park per DNR. Rainbow Lake is currently at spillway level at 16.6 feet. Ms. Willets explained the town has five wells, and each well has different importance. Currently the wells are at a good level, but staff will continue to monitor the wells. 5.65 inches of precipitation were received in October 2017. There were no spills of untreated sewerage, and the plant exceeded its design capacity on four days due to significant rain. Ms. Willets also noted the new water bill due date resulted in 70 less people paying late.

Note: Commissioner Buckman arrived at 7:37 p.m.

Town Planners Report:
Cathy Willets, Town Manager, presented the Town Planner's Report from October 2017 (exhibit attached). Ms. Willets mentioned Susan Cipperly, Town Planner, attended the October Planning Commission meeting on short-term, transient rental activity. Ms. Cipperly continues to work as a liaison between residents and SHA. Other projects in progress include the Town's Geographical Information System (GIS) mapping, Community Legacy, and MS-4 permit. The Emmit Gardens playground was approved. The Town hopes to have the final playground installed by Spring 2018. There was discussion over the general nature of the SHA project complaints. Town staff gathers the information on complaints and forwards the information onto SHA, who then works with the contractor to correct concerns.

Commissioner Comments:
- Commissioner Ritz III: He wished everyone a Merry Christmas and Happy New Year.
- Commissioner Buckman: She enjoyed the Christmas tree lighting ceremony and recommended using the location in front of the Emmitsburg Community Center because there was more space and it was safer to get to. She also thanked community members for making the Turkey Trot a wonderful event.

- Commissioner Blanchard: He represented the Town at the American Legion Veterans Day celebration. There are already plans for the 2018 celebration. He thanked Commissioner Buckman for the Thanksgiving Day Turkey Trot. He attended the Christmas tree lighting ceremony and recommended the location for future use too. He concluded by commending town staff on the Town's holiday decorations.
- Commissioner O'Donnell: Attended numerous meetings to include Mayor Brigg's award ceremony, the Parks and Recreation meeting, and the Friends of the Emmitsburg Library meeting. He also attended the Frederick County Delegation to the State Legislator meeting where he discussed the Highway User Revenue Fee, recreational assets in Emmitsburg, and a pedestrian connector between Emmitsburg and Mount St. Mary's.

Mayor's Comments:
Mayor Briggs attended numerous meetings in November 2017 (meetings listed in agenda packet). Mayor Briggs mentioned he hopes to have a Christmas tree at the square, but he would be willing to try the new location again. The Town is holding a holiday door decorating competition with prizes. The remaining 47 lots in the Brookfield subdivision have contracts on them. An additional TransIt bus route has been added to Emmitsburg on Tuesday afternoons. The Mayor has been in contact with MML and Middletown on having a local Open Meetings Act class. He was awarded the 2017 Theodore Roosevelt Award. In regards to projects, the Community Pool concrete was poured and the dog park fencing is up. There was discussion over the new TransIt shuttle run, which will be reevaluated in 6 months. The more the route is used, the more days the afternoon stop will be added to.

Note: Commissioner Sweeney arrived at 7:51

Commissioner Comments Continued:
- Commissioner Sweeney: Informed staff of a few SHA signage and concrete concerns he has observed or been informed of. Town staff will address these concerns with SHA.

Public Comments: No general public comment.

Administrative Business:
- National Interscholastic Cycling Association (NICA) Update: Commissioner O'Donnell presented the update. He explained the multi-user trails cannot be used for competitive events because the trails need to be one-way; however, NICA is still interested in using the Town for training activities and conferences. Commissioner O'Donnell reviewed the statistics of the size of the organization and programs offered. He explained NICA has expressed interest in pursuing trails on the Scott Road Farm when the current lease is up. Commissioner O'Donnell expressed a desire to have the NICA organization come to Emmitsburg because of positive impacts it could have on the community. He hopes the Board will support NICA if they decide to use Emmitsburg.
- Premier of Emmitsburg Multi-User Trail Promotional Videos: Commissioner O'Donnell presented the multi-user promotional trail videos. Two videos were played. Commissioner O'Donnell expressed his satisfaction over the videos and mentioned these videos were created by RolleMedia.com to help promote the trails. In the future Commissioner O'Donnell would like to record trail day footage.

Consent Agenda: None.

Treasurer's Report:
Commissioner Blanchard presented the Treasurer's Report for November 2017 (exhibit in agenda packet). The operating balance forward is $5,292,652. The top ten check amounts are listed.

Planning Commission Report:
Commissioner Sweeney mentioned he did not have a Planning Commission report. Ms. Willets explained the Commission is reviewing the personal rental property ordinance, but no decision has been made at this time. The item will be brought to the Board at a later date.

II. Agenda Items

Agenda #1- Resolution Adopting the Frederick County Hazard Mitigation Plan: Dennis Dudley, Director of Emergency Preparedness with Frederick County, presented the Hazard Mitigation Plan. Mr. Dudley mentioned the Hazard Mitigation Plan is needed because it qualifies the Town of Emmitsburg for financial assistance from FEMA, etc. during a disaster. He explained Frederick County hired an agency to research and write the Hazard Mitigation Plan; the Town only needs to accept the plan. Mr. Dudley commended the Town on pursing Emergency Management items, and reiterated this is needed for hazard mitigation funding. The Board had no questions. Commissioner O'Donnell read the Hazard Mitigation Resolution aloud. Copies of the Frederick County Hazard Mitigation Plan dated May 2016 are available at all Frederick County libraries and in the town office.

Motion: Motion to accept the resolution as presented. Motion by Commissioner Sweeney, second by Commissioner Buckman. Vote: Motion carries 5-0 in favor.

Agenda #2- Update on Lagoon Storage Operations at the Waste Water Treatment Plant: Cathy Willets, Town Manager, presented the update on the lagoon. Ms. Willets explained more contents are going to be added between December 15, 2017 and February 28, 2018. The crusted cap will not be broken when the contents are added, which should help control odor. There will be 12 hauling days between 6:00 a.m. and 6:30 p.m. between March 1, 2018 and May 1, 2018 with an attempt to complete the haulings in March when the weather is colder. Mixing will occur under the cap, with a strong attempt to minimize cap breaking. The trucks will not haul the contents through Town, which should also help minimize the smell. The Fall 2018 hauling will occur starting October 1, 2018 for 12 hauling days between 6:00 a.m. and 6:30 p.m. with an attempt to remove most of the contents in late fall when the weather is colder. The Board requested specific time guidelines for the winter operations and straw being added. Mike Oliver, General Manager for the Mid-Atlantic Region for Denali Water Solutions (Denali), explained the current cap is about 8 inches thick with a grass layer on top of the cap. Denali's intent is to not disturb the cap, and the working days are dependent on the weather. There will be a Denali supervisor on site at all times. Denali's personnel have Town staff's information in case of an emergency. PVC pipes have been added for contents to be added without disturbing the cap.

- *Richard Lindsay, 16737 Creamery Road*- Mr. Lindsay expressed concern over adding more gallons to the lagoon, the timing of the haulings, and the trucks causing safety hazards at the Creamery Road and Route 15 intersection. He expressed gratitude over the contractor installing PVC pipes.

Ms. Willets clarified the contractors will be using the intersection at North Seton Avenue and Route 15, and more trucks will be used to decrease hauling time. Daylight hours were chosen because most town residents are at work. The Board and contractor agreed to have straw available on-hand during the hauling to fill in the cap edges as needed.

Agenda #3- National League of Cities Service Line Warranty Program for Consideration: Cathy Willets, Town Manager, presented a summary of the National League of Cities (NLC) Service Line Warranty Program. Ms. Willets highlighted key details on the Service Line Warranty Program to include the program cost, coverage, Board concerns, responses to Board concerns, and actions taken after each meeting that discussed the NLC program. She explained the summarized details were recorded in detail in the December 5, 2017 agenda packet, which also includes direct quotes from John Clapp, Town Attorney, on the program. Ms. Willets summarized Mr. Clapp's recommendations and legal views. Mr. Clapp does not view endorsing the program as creating a liability if the program were faulty and does not view endorsing the program as creating any binding precedents to endorse other products/programs in the future. Ms. Willets also reiterated her contact with the Town of Thurmont and Taneytown, which are current program users. Thurmont's views the program as not incurring liability since the program is performed on private property and private lines. She explained town staff researched the Frederick County Emergency Housing Rehabilitation Program Commissioner Buckman had suggested as an alternative. The Frederick County program is a lien against the property, only available for families under a specific income amount if funds are available at the time of need; back-to-back claims would not be covered within a two to five-year time frame. There was discussion over what to do with the $0.50 revenue stream if the program is pursued. There was discussion over starting a town fund to aid residents in service line repairs instead, which town staff advised against due to audit regulations and the need to replace the town's aging infrastructure. The Board agreed there was a need in Town, but questioned endorsing a single organization. Commissioner O'Donnell expressed concern over the possibility of an incremental charge increase of 3-5% annually for residents who pursue the program. Mayor Briggs reiterated the program is optional for residents. Commissioner Buckman mentioned half the people she spoke with

are for it and half are against it; the people against it are weary of the endorsement. Commissioner Ritz III stated there are other similar programs. Ms. Willets clarified town staff pursued the program because MML advertised it in their newsletter. Commissioner O'Donnell asked if there was a motion to support the program. There was no motion. Commissioner Sweeney stated he would make a motion to approve the program, but he won't because there won't be a second. He believes not pursuing the program will be a mistake for the Town. No motion made.

Set Agenda Items for January 8, 2018 Town Meeting

1. Audit Presentation by Michele Mills
2. Budget Transfer from General Fund to Capital Projects Fund for Consideration
3. Emergency Operations Plan for Consideration

- Admin Business- For Consideration: The Catoctin-ettes 6K Race for Community Heritage Day

Motion to accept the agenda for the January 8, 2018 meeting. Motion by Commissioner Buckman, second by Commissioner Ritz III. Motion carries 5-0 in Favor.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the December 5, 2017 Town Meeting was adjourned at 9:25 p.m. EST. Motion by Commissioner Ritz III, second by Commissioner Sweeney.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved:

draft

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER'S REPORT

Town Manager's Report
November 2017
Prepared by Cathy Willets

Streets:

- Staff & contractor repaired water leak on Carrick Court.
- Boy scouts painted some fire hydrants.
- Staff cold patched some pot holes around Town.
- Staff put flags and banners up on street light poles for Veterans Day.
- Staff worked with GIS analyst on mapping of utilities around Town.
- Staff put up Christmas banners on street light poles on East Main, West Main, & South Seton Ave.
- Staff conducted monthly street sweeping.
- Staff decorated trees & light poles in front of community center building.
- Staff replaced 3 street lights on East Main Street and replaced bulbs in 6 street lights around the community center building.
- Contractor blacktopped water leak patch on South Seton Ave. (by post office) and Carrick Ct.

Sidewalk and Bridge Project:

- Marked utilities for electrical subcontractor: they are installing concrete junction boxes for street lights.
- Staff repaired water line to 104 West Main St. that contractor struck during sidewalk project.
- Staff repaired water leak on service line to 30 West Main Street after contractor dug through the line.

Parks:

- Contractor installed fence around the Community Park dog park.
- Staff weed ate around the Community Park garden plots.
- Staff worked on installing new board fence in Community Park.
- Staff winterized all park restroom buildings.

Water:

- Rainbow Lake is at the spillway level of 16.6 feet.
- The roughing filters are being backwashed four times a day and the DE filters are done 2-3 times per week.
- Well levels (optimum level was determined to be May 2011). Well #1 and #2 usage is down as we are starting to get our lake number. Well #4 shut off.

	May 2011	November 2017	Change
Well #1:	35'	36'	-1
Well #2:	8'	11'	-3
Well #3:	12	44'	-32
Well #4:	108'	OFF	n/a
Well #5:	10'	22'	-12

- Water production and consumption. We produced an average of 280,169 GPD. We consumed an average of 253,016 GPD. The difference is "Backwash Water" ... (15.40%).

  - 39.0% of this water came from wells.
  - 4.8% of this water came from Mt. St. Mary's.
  - 56.2% of this water came from Rainbow Lake.

We purchased 427,700 gallons of water from MSM this month.

Wastewater:

- We received about 2.3" of precipitation this month (the average is 3.62").
    - We have a precipitation **SURPLUS** of 1.62" over the last six months. The average precipitation for the period from June 1 through November 30 is 23.93". We have received 25.5" for that period.

Wastewater Treatment:

- We treated an average of 425,000 GPD (consumed 253,016 GPD) which means that 40.1% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewerage in the month of November.
- We did not exceed the plant's design capacity at any time in the month of November.

Trash: Trash pickup will remain Mondays for the remainder of the month of January.

Meetings Attended:

- 11/01 Met with Mayor, Town Accountant and Auditor to go over FY17 audit
- 11/06 Met with Mayor to discuss pool progress and square project
- 11/06 Attended Town meeting
- 11/07 Met with Mayor to discuss town meeting and agenda
- 11/08 Attended first quarter budget meeting with staff
- 11/08 Met with Commissioner Buckman and staff about Turkey Trot
- 11/09 Attended sidewalk/square project progress meeting
- 11/09 Attended support staff meeting
- 11/09 Met with Mayor to discuss progress meeting
- 11/13 Attended the Governor's Office Grants Conference in Annapolis
- 11/14 Attended full day training seminar on Project Management in Frederick
- 11/15 Met with Mayor
- 11/20 Attended meeting with GHD, Conewago, USDA, Town Attorney and staff regarding the ductile iron pipe issue at the WWTP
- 11/21 Met with Water & Sewer supervisors and Town Clerk to begin work on Standard Operating Procedures for emergency situations at the WTP and WWTP
- 11/27 Met with Mayor
- 11/30 Met with Mayor regarding square project, agenda and transportation

Noteworthy:

- The water plant needs new computer system to keep up with technology. System has not been replaced since water plant was built.
- Dan Fissel took a tour of the watershed and Scott Road Farm with the conservancy group. Status report forthcoming.
- Staff reported the Community Park sign had been stolen at the entrance to Community Park @ West Lincoln Ave. to the deputies.
- Surprise inspection by MDE. Everything is good with our operations at WWTP.
- Staff reported that Hoffman lane sign & post were stolen to the deputies.

PARKING ENFORCEMENT REPORT
November 2017

Overtime Parking	72
Restricted Parking Zone	6
Parked in Crosswalk	
Parked on Sidewalk	
Parked Blocking Road	
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Other Violation	
Left Side Parking	
Meter Money	$648.21 (sidewalk project)
Parking Permits	
Meter Bag Rental	
Parking Ticket Money	$550.00
Funerals	
Total:	**$1,198.21**

D. TOWN PLANNER'S REPORT

Town Planner's Report
November 2017
Prepared by Susan H. Cipperly, AICP

1. Town Meeting Nov. 6 – Prepared and presented PowerPoint with information regarding MS-4 permit requirements.

2. Attended: 1st quarter budget review 11/8, Pre-retirement meeting 11/3.

3. **GIS** – Worked with Dan Fissel and Jim Click regarding priorities for water/sewer mapping.
   ALWI staff person worked with town DPW staff – field work to establish GPS locations for w/s infrastructure.

4. **Flat Run Bridge:** Coordinated with State Highway Administration (SHA) re any questions.

5. **Sidewalk Project:** SHA status meeting Nov. 16 at Square, with design, engineers, contractor, Town staff. Fielded resident complaints and concerns, and passed them along to SHA. Provided info to parking enforcement and office manager regarding daily need to be designated No Parking. Provided wording for website, facebook and Ch. 99. Sent e-mails to business community as needed.

6. **Community Legacy**: Communicated with DHCD contact regarding MHT reviews taking longer than they should (over 30 days). Received approvals for 2 out of 3 projects by end of November, and provided grant agreement paperwork to those 2.

7. **Sustainable Communities program:** Awaiting confirmation of extension of Town's participation in the program. Confirmation should be received in December.

8. **Dog Park** – Fence work commenced 11/16/2017. Paced off fence lines with contractor and discussed minor modifications based on contractor observations and recommendations.

9. **Emmit Gardens Play Area.** Received approval from MDE re floodplain permit. Need to complete Town floodplain permit now that State review is complete – early 2018 completion.

10. **Permits:**
    - Provided additional follow-up info to applicant and Frederick County for short-term lodging Change of Use, and Use and Occupancy permit application. Determined that the use best fit the Town Code definition of Tourist Home.

    - Frederick County fill/grading permit for property next to 507 E Main was approved and fill from both the sidewalk and bridge projects are being deposited there. Town provided comment regarding not covering the sewer lateral and potential issues with drain pipe at rear of property, but there is no Town permit involved.

    - Need to follow up on permit enforcement situations in progress, together with Frederick County permits office.
    - McDonald's upgrade inquiries re permits. (Interior and exterior, and menu boards). Researched past history of approvals.

    - Provided County and Town Use and Occupancy permits to Champion Construction for office in 7 E. Main.

    - Provided information to engineers, realtors, developer staff regarding the remaining 47 lots in Brookfield. (In December, we received word that a contract had been signed with Richmond American Homes.)

11. **Business**. Conferred with owner of Emmitsburg East Industrial Park II regarding renewal of approval for lots in the industrial park.

12. MS-4 permit. Continued work on 2016-2017 report due at end of December, including mapping of town-owned storm drains and outlets.

Upcoming projects/activity as of December 2017 - Planning and Zoning:

GIS Water/sewer mapping with ALWI consultants per contract, followed by input of data.

MS-4 (Municipal Separate Storm Sewer System) permit report for 2016 and 2017 completed before December 30, 2017, describing activities the Town has undertaken to date relative to stormwater permit requirements. Next phase of MS-4 involves development of projects that will give the town credits toward reducing the impacts of impervious surfaces relative to stormwater runoff, pollution, groundwater recharge. This is a major project. Updated Town Board on Nov. 6.

Emmit Gardens playground town permit.

Board of Appeals: Contact new alternate regarding training requirements and arrange BOA meeting to undertake reorganization in January, since there have been new members appointed.

Enforcement: There are several enforcement issues that have been backlogged due to other activity taking precedence. Need to follow up with property owners and Frederick County regarding violations.

Ordinance amendments and revisions: There are topics that have arisen that indicate a need to update sections of the ordinance to reflect newer practices and uses, and to assure that the ordinance meets current legal standards relative to items such as sign regulation, short-term rentals, etc. Continue working on short-term rental solution research and revisit with Planning Commission.

Emmit Gardens tree: Write letter to Potomac Edison regarding one dead White Pine tree located between the utility lines and Flat Run, on town land, to see whether PE would remove it. Online efforts have not yielded any response.

Community Legacy: Process agreements with CL projects approved by MHT, and any requests for reimbursement resulting after completion of work. Prepare and submit quarterly reports for FY2016 & 2017 funds for façade/restoration program, and FY2017 for Square rehabilitation grant.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Meetings Attended:
December 1, Met with town manager
December 1, Theodore Roosevelt award, in Frederick
December 2, Mother Seton School Breakfast with Santa
December 4, Met with town manager
December 4, Town Tree Lighting and Evening of Christmas Spirit
December 5, Met with town manager
December 5, AM meeting with Mount Chief of Staff
December 5, Town Meeting
December 6, Met with town manager
December 6, MML – Frederick chapter- legislative dinner, Delaplaine Visual Arts Center
December 8, Emmitsburg Elementary School decorated Town Christmas tree
December 11, Met with town manager
December 11, Met with editor, Jim Rada, Catoctin Banner
December 11, Meeting with owner of Jubilee
December 12, 8 am – 10 am Frederick County Association of Realtors (FCAR) legislative meeting breakfast at Dutchess Daughter
December 13, Meeting with town manager
December 14, Meeting with town manager
December 14, AM Meeting "Square Revitalization, Sidewalk" staff with SHA and contractor.
December 14, Evening presentation to Boy Scout Troop 727
December 15, Midmorning meeting RE: Community baseball
December 15, Luncheon with Directors of Fire Heritage Center
December 18, Breakfast meeting with Fallen Firefighters Executive Director
December 18, Met with R. Michael Gill, MD Secretary of Commerce. Tim Trainor, President MSMU, Christine Adamow MSMU and Sister Martha.
December 20, Presented certificate of appreciation to Ken Willets for donating the town Christmas tree
December 21, Met with town manager
December 27, Met with Town Clerk (Town Manager on vacation)

Project Updates:
- ***Pool***: Concrete: Back filled. EDC: May 2018, to be open for next summer season.
- ***Dog Park***: Fencing is up. Possibility of opening the dog park late winter, early spring.
- ***Square Revitalization and downtown sidewalk project***: Working on Square. EDC: June 2018.
- ***Flat Run Bridge***: Work is continuing. EDC: fall 2019.

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

I. Catoctin-Ettes, Inc. Community Heritage Day 6K Race for Consideration: Presentation by town staff.

December 4, 2017

Town of Emmitsburg
300A South Seton Avenue
Emmitsburg, MD 21727

Dear Honorable Mayor Briggs, Board of Commissioners and Town Manager of Emmitsburg, MD:

As a follow-up to our presentation at the November 6, 2017 Town Meeting, I would like to thank you for allowing us the opportunity to discuss a proposal for a 6K Race in Emmitsburg as a fundraiser for the Catoctin-Ettes, Inc.

The Catoctin-Ettes, had requested permission to offer a 6K Race as a fundraising event in the Town of Emmitsburg either Saturday, April 14 or 21, 2018. During that discussion, Commissioner Sweeney had presented the idea of offering our event in conjunction with the Emmitsburg Community Heritage Days traditionally held the last Saturday of June. In addition, it was mentioned that we may be able set up a concession stand for an additional fundraising opportunity. As with any organization, I needed to take the proposal back to the Catoctin-Ettes for continued discussion and a Board decision.

After discussion at our recent Board meeting, the Catoctin-Ettes would like to pursue offering a 6K Race on the morning of the 2018 Emmitsburg Community Heritage Days event. Additionally, we would like to request a vendor space to offer a Snowball stand to be operated by our organization.

The Catoctin-Ettes anxiously await the decision rendered by the Board of Commissioners to begin logistically organizing both the 6K Race and the Snowball stand. Thank you, once again, for your time and consideration regarding this request.

Respectfully Submitted,

Kristin Miller, Chairperson
CATOCTIN-ETTES, inc.

I. CONSENT AGENDA

I. Citizen's Advisory Committee (2-year term)

Re-appointment of Conrad Weaver to the Citizen's Advisory Committee.
Term: 11/04/2017 to 11/04/2019

J. TREASURER REPORT

Town of Emmitsburg
CASH ACTIVITY as of December 26, 2017

$5,319,103	Cash Balance December 1, 2017
58,113	Deposits
-202,958	Withdrawals
$5,174,258	Operating Balance Forward

Amount	Vendor Name	Description	Check Date	Check Number
$56,004	State Retirement & Pension	Employer Pension Contributions	12.06.17	37762
20,561	MD Dept of Budget & Mgmt	Nov 17 Health Insurance	12.06.17	37760
19,647	Chesapeake Employers Ins	CY18 Workmans Comp	11.29.17	37730
13,777	Deleon & Stang	FY17 Audit Services	12.06.17	37754
12,700	Long Fence	Dog Park Fence	12.06.17	37758
10,224	UGI Energy Services	Oct 17 Solar Field 2	12.13.17	37815
9,200	Capital Tristate	Pole Fixtures	12.06.17	37752
7,933	UGI Energy Services	Nov 17 Solar Field 2	12.13.17	37815
6,026	Republic Services	Dec 17 Refuse Services	12.13.17	37791
4,068	Frederick County DUSWM	Nov 17 Tipping Fees	12.13.17	37799

Check dates 11.29.17 to 12.26.17

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

I. Audit Presentation by Michele Mills: Presentation at meeting by Michele Mills, Certified Public Accountant with DeLeon & Stang CPAs and Advisors.

AGENDA ITEMS CONTINUED:

II. Budget Transfer from General Fund to Capital Projects Fund for Consideration:
Presentation and handouts provided at meeting by town staff.

AGENDA ITEMS CONTINUED:

III. Emergency Operations Plan for Consideration: Presentation by town staff at the meeting.

The purpose of this Emergency Operations Plan is to define the actions to be taken by the Town of Emmitsburg officials, in coordination with Frederick County, the State of Maryland, federal agencies, and other nongovernment organizations in the event of a significant disaster or emergency within the corporate limits of Emmitsburg. It is intended to work in conjunction with the Frederick County Emergency Operations Plan.

Emergency Operations Plan

draft

Emmitsburg, Maryland

Adopted January 8, 2018

APPROVAL AND IMPLEMENTATION

Town of Emmitsburg, Maryland
Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

_____ _____
Mayor Date

_____ _____
Town Manager Date

RECORD OF CHANGES

Change #	Date of Change	Change Entered By	Date Entered

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BASIC PLAN

I. PURPOSE

The purpose of this Emergency Operations Plan (EOP) is to define the actions to be taken by Town of Emmitsburg, MD (hereafter referred to as Town) officials, in coordination with Frederick County, State of Maryland, federal agencies and other nongovernment organizations in the event of a significant disaster or emergency within the corporate limits of Emmitsburg. This plan is intended to work in conjunction with the Frederick County (hereafter referred to as County) EOP and its more specific functional annexes. This plan establishes the overall roles and responsibilities for emergency operations, as well as the concept of operations for the Town. It is intended to be used in conjunction with established operational procedures, plans and protocols.

II. EXPLANATION OF TERMS

A. Acronyms

BOCC	Board of County Commissioners of Frederick County
DEM	Division of Emergency Management
DFRS	Division of Fire and Rescue Services
DOD	Department of Defense
DOE	Department of Energy
ECC	Emergency Communications Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public information
FCSO	Frederick County Sheriff's Office
FEMA	Federal Emergency Management Agency
HHS	Health and Human Services
IA	Individual Assistance
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
LWP	Local Warning Point
MEMA	Maryland Emergency Management Agency
MEMAC	Maryland Emergency Management Assistance Compact
NCP	National Contingency Plan

NDMS	National Disaster Medical System
NIMS	National Incident Management System
NRF	National Response Framework
OSC	On-Scene Commander
PA	Public Assistance
PDA	Preliminary Damage Assessment
SBA	Small Business Administration
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
TCC	Town Command Center

B. Definitions

1. Emergency Management Assistance Compact (EMAC)

   A congressionally ratified organization that provides form and structure to interstate mutual aid.

2. Emergency Operations Center (EOC)

   Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

3. Emergency Operations Plan (EOP)

   A plan put into effect whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, and occurs within or nearby the community.

4. Emergency Public Information (EPI)

   Emergency information that is disseminated to the public before, during, or after an emergency or disaster.

5. Emergency Situation (See the County EOP for further information).

   As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:

   a. Event- any large-scale emergency, disaster or planned activity that results in the implementation of the Incident Command System (ICS) or Emergency Operations Center (EOC) to manage County resources and command/control activities. An event may include, but is not limited to, tornado, tropical storm, severe thunderstorm with flash flooding, influenza outbreak, large public gathering or public festival.

   b. Incident - situation that is limited in scope and potential effects.

   c. Emergency - a situation larger in scope and more severe in terms of actual or potential effects than an incident.

d. Disaster - the occurrence or threat of significant casualties or widespread property damage that is beyond the capability of the local government to handle with its own resources.

6. Hazardous Material

A substance in a quantity or form posing an unreasonable risk to health, safety, or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, irritative, or strongly sensitizing, and poses a threat to health and the environment when improperly managed. Hazardous materials include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products and industrial solid waste substances.

7. Join Information Center

Central location where Public Information Officers (PIOs) representing agencies or jurisdictions during an emergency gather to coordinate the content of information to be conveyed to the public.

8. Inter-local agreements

Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.

9. Local Warning Point (LWP)

A facility in a city, County, town or community that receives warnings and activates the public warning system in its jurisdictional area of responsibility.

10. Maryland Emergency Management Assistance Compact (MEMAC)

An intrastate assistance compact among local political subdivisions within the State of Maryland.

11. National Contingency Plan

The federal government's plan for responding to both oil spills and hazardous substance releases.

12. National Disaster Medical System (NDMS)

A federally coordinated system that augments the Nation's medical response capability.

13. National Incident Management System (NIMS)

A system mandated by Homeland Security Presidential Directive (HSPD) - 5 that provides a consistent nationwide approach for federal, state, local and tribal

governments, the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.

14. National Response Framework (NRF)

    Part of the National Strategy for Homeland Security that presents the guiding principles enabling all levels of domestic response partners to prepare for and provide a unified national response to disasters and emergencies. Building on the existing National Incident Management System (NIMS) as well as the Incident Command System (ICS), the NRF coordinating structures are always in effect for implementation at any level and at any time for local, state, and national emergency or disaster response.

15. On-Scene-Coordinator (OSC)

    The federal official responsible for providing access to federal resources and technical assistance and coordinating federal containment, removal, and disposal efforts and resources during an oil or hazardous material incident.

16. Standard Operating Guide (SOG)

    A statement written to guide the performance or behavior of departmental staff, whether functioning alone or in groups.

17. Standard Operating Procedure (SOP)

    Approved method for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

18. Town Command Center (TCC)

    The location where Town officials provide direction and control for local response to an emergency or disaster.

19. Unified Command

    Incident Commanders representing agencies or jurisdictions that share responsibility for the incident manage the response from a single Incident Command Post. This allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility or accountability.

III. ASSUMPTIONS

A. Most emergency situations will be handled routinely by the normal responding emergency service agencies.

B. In the event of a significant disaster or emergency, the immediate response priority will be to protect public health and safety, preserve the environment and protect public and private property.

C. Disasters and emergencies can periodically occur within the Town that may require the mobilization and reallocation of Town resources.

D. Certain emergencies or disasters will occur with enough warning that appropriate emergency notifications will be made to ensure some level of preparedness. Other emergencies or disasters will occur with little or no warning.

E. The Town's main responsibility will be to commit available Town resources to save lives and minimize property damage in coordination with the County.

F. For most emergencies or disasters, the Vigilant Hose Company will be the first responders and will implement initial incident command.

G. Assistance may be available through mutual aid from nearby jurisdictions, and through the County Division of Emergency Management (DEM), the Maryland Emergency Management Assistance Compact (MEMAC), the Emergency Management Assistance Compact (EMAC), the National Disaster Medical System (NDMS), and Federal Emergency Management Agency (FEMA).

H. Town residents and businesses can expect to use their own resources and be self-sufficient for at least three days following a significant disaster event.

I. The effects of a disaster or emergency will likely extend beyond the Town boundaries. Many other areas of the County may also experience casualties, property loss and disruption of normal support systems.

J. Employees of the Town may become casualties and/or experience damage to their home or property.

K. Widespread power and communication outages may require the use of alternate methods of providing public information and delivering essential services. Everyday methods of communication may be difficult to use or unavailable due to demand exceeding capacity (i.e. no cell phone service).

L. Upon request, the County, state or federal government will provide outside assistance if local capabilities or resources are overwhelmed or exhausted.

M. Emergency operations will be managed in accordance with the National Incident Management System (NIMS).

IV. CONCEPT OF OPERATIONS

A. Objectives

The objectives of the Town emergency operations are to protect public health and safety and preserve public and private property.

B. General

1. The Town is vulnerable to various natural and technological hazards as detailed in the County Emergency Operations Plan (EOP). The scope and magnitude of these

emergencies may vary from minor impact requiring a minimum response to major impact requiring a significant response.

2. It is the responsibility of Town and County officials to protect public health and safety and preserve property from the effects of hazardous events. This involves identifying and mitigating hazards, preparing for and responding to emergencies, and managing the recovery from emergency situations that affect the Town.

3. It is impossible for government to do everything that is required to protect the lives and property of the population. Citizens of the Town have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. The Town will assist citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations in coordination with the County.

4. The Town has limited capability to respond to emergency situations and will rely on the County to respond to significant incidents within the Town. The County maintains a robust emergency management program that includes organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable communications systems, and contracting for emergency services.

5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during <u>any</u> emergency situation.

6. Town organizations tasked in this plan are expected to develop and keep current SOPs and SOGs that describe how their assigned emergency tasks will be performed. Departments are charged with ensuring the training and equipment necessary for an appropriate response are in place.

7. This plan is based upon the concept that the emergency functions that must be performed by Town departments generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

C. Operational Guidance

1. Initial Response

   a. The Vigilant Hose Company and local law enforcement are likely to be the first agencies on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others, who have legal authority to do so, assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry, where appropriate.

2. Implementation of the Incident Command System (ICS)

a. The first local emergency responder to arrive at the scene of an emergency situation will implement the ICS and serve as the Incident Commander (IC) until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to Town and County officials, identify response resources required, and direct the on-scene response from the ICP.

b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the Town Command Center (TCC) or County Emergency Operations Center (EOC) may be activated to accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an ICP may be established, and direction and control of the response transitioned to the IC.

3. Source and Use of Resources

a. The Town will use their own resources to respond to emergency situations, purchase supplies and equipment, if necessary, and request assistance if the resources are insufficient or inappropriate. The County should be the first channel through which the Town requests assistance when its resources are exceeded.

b. The town manager, or designee, will direct all requests for assistance that cannot be addressed through mutual aid to the County director of DEM or the County EOC.

c. The following are sources for resources that may be available to the Town in responding to disasters and emergencies:

1) Personnel, equipment, and facilities belonging to the Town.

2) Resources available from the County and through mutual aid.

3) Resources available from the private sector through acquisition/purchasing.

4) Resources of the state of Maryland, including the National Guard.

5) Mutual aid available through MEMAC.

6) Mutual aid resources from other states through the EMAC.

7) Resources available from the federal government under the National Response Framework (NRF).

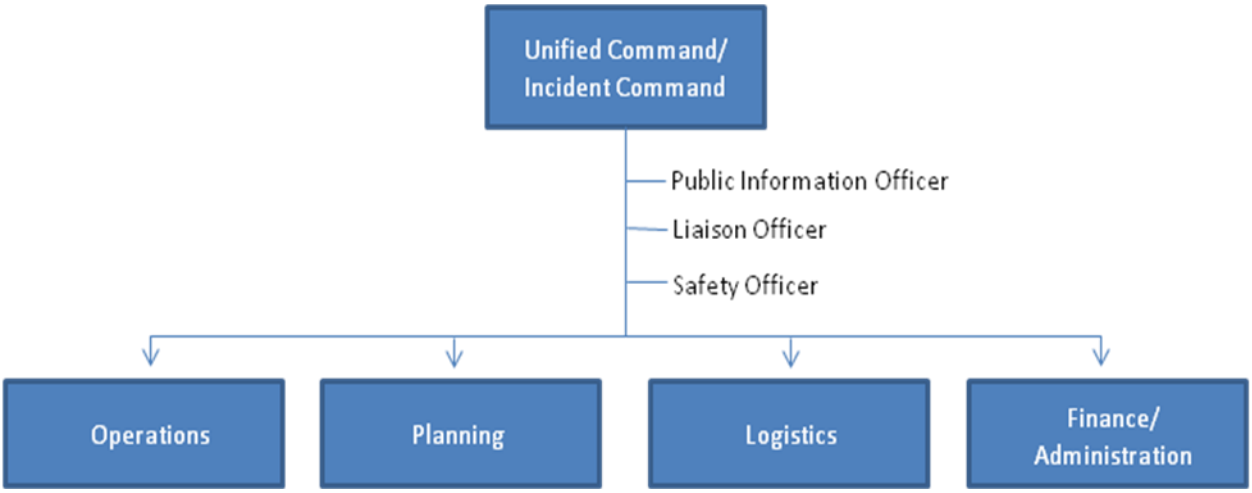
8) Donations, whether monetary, goods or volunteer workers.

D. Incident Command System (ICS)

1. The Town and County will employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies

into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

a. The IC is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions. The chart below depicts the standard ICS organization.



2. An IC using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through their own department or agency.

3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

4. Within the Town, the departments identified in the table below will serve as the primary agency for specific incidents and will assume initial IC role. Depending on the incident type and magnitude, incident command may default to an official of the County Division of Fire and Rescue Services (DFRS), County Division of Health Services (hereafter referred to as Health Department), or the Frederick County Sheriff's Office (FCSO) with support, as needed, from the Town.

Designated Departments for Establishing Incident Command

Incident Type	Department/Agency
Biological incident (e.g. influenza pandemic)	Frederick County Health Department

Building collapse, construction accident	Vigilant Hose Company
Fire	Vigilant Hose Company
Flood	Emmitsburg Public Works Department
Hazardous material	Frederick County DFRS
Hurricane/tropical storm	Coordination: Frederick County DEM Remediation: Town of Emmitsburg
Mass fatality	Depending on the circumstances, the IC could be from FCSO, Emmitsburg Ambulance Company or Frederick County Health Department.
Nuclear/radiological incident	Frederick County DFRS
Pipeline spill/fire or explosion	Frederick County DFRS
Riots, civil disturbances	FCSO
Severe thunderstorms/ tornadoes	Coordination: Frederick County DEM Remediation: Town of Emmitsburg
Terrorist incident	FCSO
Train derailment	Vigilant Hose Company
Water distribution/water quality	Emmitsburg Public Works Department
Winter storm	Coordination: Frederick County DEM Remediation: Town of Emmitsburg
Dam Breach	Town of Emmitsburg

E. Incident Command System (ICS) — Town Command Center (TCC) Interface

1. For major emergencies and disasters, the Town will activate its Command Center, located at 300A S. Seton Avenue, Emmitsburg (alternate location is the Vigilant Hose Company). When the TCC is activated, it is essential to establish a division of responsibilities between the ICP and the TCC. A general division of responsibilities is outlined below.

2. The IC is generally responsible for field operations, including:

   a. Isolating the scene.

   b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

   c. Warning the population in the area of the incident and providing emergency instructions to them.

   d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.

   e. Implementing traffic control arrangements in and around the incident scene.

   f. Requesting additional resources from the TCC or County EOC, whichever is appropriate.

3. The TCC is generally responsible for:

   a. Providing Town resource support for the incident command operations.

b. Issuing public warnings in coordination with the IC.

c. Issuing instructions and providing information to the general public.

d. Organizing large-scale evacuations.

e. Coordinating with the County, as necessary, to provide shelter and mass care arrangements for evacuees.

f. Coordinating traffic control for large-scale evacuations.

g. Requesting assistance from the County, state and other external sources through the County EOC.

F. State, Federal, and Other Assistance

1. State and Federal Assistance

a. If Town and County resources are inadequate to deal with an emergency situation, assistance from the state will be requested through the County. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts.

b. Requests for state assistance will be made in accordance with the County EOP.

2. Other Assistance

a. If resources required to control an emergency situation are not available within the state, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through FEMA.

b. For major emergencies and disasters for which a presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The NRF describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions.

c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense (DOD) has the authority to commit its resources to save lives prior to an emergency or disaster declaration. The Recovery Annex to the County EOP provides additional information on the assistance that may be available during disaster recovery.

G. Emergency Declarations

1. Non-Declared Disasters

   The mayor or town manager may direct Town personnel to respond to emergencies or disasters without a formal declaration of an emergency when the expectation is that Town resources will be used. The town manager, or designee, may redirect and deploy Town resources and assets, as necessary, to prepare for, adequately respond to, and quickly recover from an emergency incident.

2. Emergency Declarations

   There are three types of emergency declarations that may apply to a disaster or emergency within the Town, depending upon the scope and magnitude of the event:

   a. Local Declaration: A local emergency declaration activates the EOP and provides for the expeditious mobilization of Town resources in responding to a major incident. The County may also declare a local state of emergency that includes the Town for incidents that impact other areas of the County.

   b. State Declaration: A declaration of an emergency by the Governor of Maryland provides the Town access to the resources and assistance of the departments and agencies of the state, including the National Guard, in the event local resources are insufficient to meet the needs.

   c. Federal Declaration: The Governor may request a federal emergency or major disaster declaration. In the event that the Town is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the Town, County and the state.

3. Local Emergency Declaration

   A local emergency is declared when, in the judgment of the mayor, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the various Town departments and for assistance from outside the Town.

   a. The declaration of a local emergency by the mayor activates the Town EOP.

   b. The County Executive of Frederick County (BOCC) has the authority to declare a local emergency that may include the Town.

   c. For instances where a resource shortage (e.g. gasoline, heating oil) is substantially or wholly the cause of a local emergency, a local emergency can only be declared by the Governor based upon the request of the mayor through the County director of DEM.

   d. When, in their judgment, all emergency activities have been completed, the mayor or town council will take action to terminate the declared emergency.

   e. A local emergency declaration may be enacted by the mayor for up to seven days. A local emergency may only be extended beyond seven days with approval of the town council.

4. State of Emergency

    a. The Maryland Emergency Management Act, found in the Annotated Code of Maryland, Public Safety Article, § 14-101, et. seq., prescribes the authority and implications of a declaration of a state of emergency by the Governor.

    b. The Governor may declare a state of emergency to exist whenever the Governor finds an emergency has developed or is impeding due to any cause. The state of emergency is declared by executive order or proclamation.

    c. The Governor's Declaration of a State of Emergency provides for the expeditious provision of assistance to local jurisdictions, including use of the Maryland National Guard.

5. Federal Emergency and Major Disaster Declarations

    a. Under the provisions of the Robert T. Stafford Act, the Governor may request the president to declare a major disaster or emergency declaration for incidents that are (or threaten to be) beyond the scope of the state and local jurisdictions to effectively respond.

    b. A presidential Major Disaster Declaration puts into motion long-term federal recovery programs designed to help disaster victims, businesses, and public entities.

    c. An emergency declaration is more limited in scope and without the long-term federal recovery programs of a major disaster declaration. Generally, federal assistance and funding are provided to meet a specific emergency needs or to help prevent a major disaster from occurring.

    d. The major disaster or emergency declaration designates the political subdivisions within the state that are eligible for assistance. There are three major categories of disaster aid available under a major disaster declaration

        1) Individual Assistance (IA): Aid to individuals and households.

            a) Disaster Housing provides up to 18 months temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement.

            b) Disaster Grants may be available to help meet other serious disaster related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property, transportation, medical, dental, and funeral expenses.

            c) Low-Interest Disaster Loans may be available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing, or other damaged

personal property. Loans are also available to businesses for property loss and economic injury.

d) Other disaster aid programs include crisis counseling, disaster-related unemployment assistance, legal aid and assistance with income tax, Social Security, and Veteran's benefits. Other State or local help may also be available.

2) Public Assistance (PA): Aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. PA may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions, and grants for repair of damaged public and private nonprofit schools and educational facilities.

3) Hazard Mitigation: Funding for measures designed to reduce future losses to public and private property.

6. Other Declarations

a. Several federal agencies have independent authorities to declare disasters or emergencies. These authorities may be exercised concurrently or become part of a major disaster or emergency declared under the Stafford Act. These other authorities include:

1) The administrator of the SBA may make a disaster declaration based upon physical damage to buildings, machinery, equipment, homes, and other property as well as economic injury.

2) The Secretary of Health and Human Services (HHS) may declare, after consultation with public health officials, a public health emergency in the event of a significant outbreak of infectious diseases or bioterrorist attack.

3) The U. S. Army Corps of Engineers may issue a disaster declaration in response to flooding or coastal storms.

4) The Secretary of Agriculture may declare a disaster in certain situations in which a County sustained a production loss of 30 percent or greater in a single major enterprise.

5) A federal On-Scene-Coordinator (OSC), designated by the Environmental Protection Agency (EPA), U.S. States Coast Guard, or the Department of Energy (DOE) under the National Contingency Plan (NCP), has the authority to direct response efforts at the scene of a discharge of oil, hazardous substance, pollutants, or contaminants, depending upon the location and source of the release.

7. The Declaration Process

a. A local emergency may be declared by the mayor. The mayor will consult with the County DEM, when possible, to assist with the declaration. The local emergency declaration may be based upon reports of an actual event or on the forecast or prediction of emergency conditions.

b. Whenever a local emergency has been declared, the town manager will immediately notify the County DEM through the County Emergency Communications Center (ECC). The County DEM will notify the Maryland Emergency Management Agency (MEMA).

c. For an incident that affects the Town and other areas of the County, the County, concurrently with the Town declaration or upon the request of the Town, may issue the local emergency declaration.

d. A local emergency must be declared before state and federal assistance can be requested unless a state or federal state of emergency has already been declared.

e. Based upon the request of the County or other information available, the Governor may declare a state of emergency. The Governor's declaration of a state of emergency provides for expedited assistance from state departments, agencies and the Maryland National Guard.

f. Once a determination is made by MEMA that the event is, or may be, beyond the capabilities of the Town, County and state, the Governor may request assistance from FEMA. Generally this request will result in joint federal/state Preliminary Damage Assessment (PDA).

   1) A PDA is an on-site survey of the affected area(s) by federal and state officials to determine the scope and magnitude of damages and to determine if federal assistance is warranted. Generally, a PDA is conducted prior to an official request by the Governor for a declaration of an emergency or major disaster by the president. The County director of DEM will provide assistance in facilitating the PDA process within the Town.

      a) Depending upon the extent and scope of damages provided in the initial reports, PDA teams may be organized to assess damage to private property (Individual Assistance) and/or public property (Public Assistance).

      b) For events of unusual severity and magnitude, state and federal officials may delay the PDA pending more immediate needs assessment activities.

      c) The PDA process verifies the general magnitude of damage and whether federal assistance will be requested.

      d) Based upon the results of the PDA and consultations with FEMA, MEMA will prepare for the Governor's signature an official request for an emergency or major disaster declaration.

g. The presidential declaration will stipulate the types of federal assistance authorized for the Town.

H. Activities by Phases of Emergency Management

1. Mitigation

   The Town will conduct mitigation activities to lessen or eliminate hazards, reduce the probability of hazards causing an emergency situation, or lesson the consequences of unavoidable hazards and participate in the review and updates of the County Natural Hazard Mitigation Plan.

2. Preparedness

   Preparedness activities will be conducted in coordination with the County DEM to develop the response capabilities needed in the event of an emergency.

3. Response

   The Town will respond to emergency situations using the resources available and will request assistance, as needed, through the County for response operations. Response activities include emergency medical services, firefighting, law enforcement operations, evacuation, sheltering and mass care, search and rescue and other associated functions.

4. Recovery

   If a disaster occurs, the Town will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its natural state.

V. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. Organization

1. In the event of a significant emergency or disaster impacting the Town, the mayor, assisted by the town manager, will coordinate emergency operations within the Town and request outside resources, as needed. The TCC will be activated, as necessary, to coordinate the Town's response operations. The Town may request a representative from the County DEM to assist the Town.

2. In the event the County EOC is activated to coordinate operations, the mayor may designate a representative to the County EOC to coordinate activities within the Town.

B. Assignment of Responsibilities

1. The mayor will:

   a. Establish objectives and priorities for the emergency management program and provide general policy guidance.

   b. Serve as, or appoint, a chief spokesperson for the Town during emergency events.

c. Confer with the town manager and other town officials, as appropriate, on policy issues related to the response and recovery operations.

d. Coordinate with other elected officials at the County, regional and state level, including the congressional delegation.

e. Order evacuations and implement this plan.

f. Keep the public informed during emergency situations.

g. In coordination with the County Director of DEM, declare a local state of emergency, request the Governor declare a state of emergency, or invoke the emergency powers of government, when necessary.

h. Request assistance from other local governments, when necessary.

i. Exercise overall responsibility for plans and operations for emergency and disaster assistance within the Town.

2. The town council will:

a. Monitor the emergency response during disaster situations and provide direction where appropriate.

b. Ensure funds are available to support emergency operations as outlined in this plan.

c. Communicate with the public and provide guidance on responding to an emergency or disaster.

d. As necessary, vote to extend a local emergency declaration beyond seven days.

e. Host community meetings to ensure needs are being addressed and information is provided to residents.

f. Promulgate the codes, regulations, and ordinances of the Town, and provide the funds required to implement and enforce an effective mitigation program.

g. Enact emergency ordinances, as appropriate.

3. The town manager will:

a. Activate the Town EOP.

b. Provide direction and control of Town departments and organizations during emergency operations. In the event the TCC is activated, the town manager will serve as the TCC manager.

c. Direct and reallocate Town assets and resources during an emergency.

d. Serve as the lead for the Town in managing recovery operations.

e. Provide available staff and resources to support emergency operations.

f. Provide facilities, as required, for use as staging areas and/or points of distribution

4. The director, Department of Public Works will:

a. Provide personnel, equipment, and supplies to support emergency operations, upon request.

b. Develop and maintain SOPs/SOGs for emergency tasks.

c. Monitor the status of the Town's transportation infrastructure and repair roads and traffic control systems, as necessary.

d. Provide support to the FCSO for traffic control, as necessary.

e. Manage snow and debris removal on Town streets.

f. Provide support for evacuations.

5. The superintendent, Water and Sewer will:

a. Develop and maintain SOPs/SOGs for assigned emergency tasks.

b. Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems and related facilities.

c. Manage the repair and restoration, as necessary, of Town water and sanitary sewer systems.

d. Provide for emergency water supply and assist with distribution.

e. Ensure the continued supply of potable water.

f. Ensure continuous wastewater collection services.

g. In conjunction with the County Health Department, provide warnings and advice for contaminated or low water levels and "boil water" alerts.

6. Law enforcement will:

a. Provide available staff, resources, and facilities to support emergency operations.

b. As appropriate, establish on-scene incident command.

c. Assist in evacuation operations.

d. Provide security of emergency site(s), evacuated areas, shelter areas, vital facilities, supplies, and other assigned locations.

e. Provide assistance in search operations.

f. Provide law enforcement services.

g. Initiate on-scene warning and alerting in cooperation with the Vigilant Hose Company and Emmitsburg Ambulance Company.

h. Provide traffic control and management.

i. Conduct investigations in accordance with Federal, State, and local laws.

7. The Vigilant Hose Company will:

a. Provide fire prevention, suppression and rescue services.

b. Provide support for emergency notifications.

c. As appropriate, establish initial on-scene incident command.

d. Assist in the provision of emergency triage and medical care.

e. Assist in evacuation operations.

f. Assist in search operations

g. Provide emergency medical care, triage, and transportation.

8. Planning and Zoning will:

a. Provide support for damage assessment operations, such as assisting in the identification and location of destroyed property and personnel through cross-referencing property ownership and location.

b. Ensure that rebuilding that occurs following an emergency or disaster complies with the Town's zoning, land-use regulations and comprehensive plan.

c. In coordination with appropriate Town officials, prepare actions that require the passage of an ordinance or regulation. Advantage will be taken of each opportunity to mitigate the effects of any further disaster.

9. Town Attorney will:

a. Advise Town officials concerning legal responsibilities, powers and liabilities regarding emergency operations and post-disaster assistance.

b. Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations.

c. Assist with the preparation of applications, legal interpretations, or opinions.

d. Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster.

e. Assist with the implementation of isolation and quarantine orders and other court orders, as needed.

C. Response Operations Functional Responsibilities

1. The Town EOP is based upon common functions that may be needed following a significant emergency or disaster. These functions are based upon those identified in the County EOP.

a. Warning – the Town will use all means available to provide the Town population with appropriate warning information. This includes radio and television, loudspeakers, sirens and telephones. The Town also has a voice/tone siren system that may be used to provide warnings to the public. The Town receives warning information through the County ECC that serves as the Local Warning Point (LWP) as detailed in the Warning Annex to the County EOP. Upon activation of the TCC, warning activities in the City will be coordinated by the TCC Manager.

b. Communications – the Town will request communication support, as needed, through the County as detailed in the Communications Annex to the County EOP. The Town will coordinate the use of its internal communication assets through the TCC.

c. Radiological Protection – the Town will request support, as needed, from the County as detailed in the Radiological Protection Annex to the County EOP. Primary responsibility for this function is the County DFRS.

d. Evacuation – the Town will be assisted by local fire and ambulance companies with support requested from the County, as needed, as detailed in the Evacuation Annex to the County EOP. The local fire and ambulance companies may provide support in conducting door-to-door warnings and instructions.

e. Damage Assessment – the County DEM has primary responsibility for coordinating damage assessment activities as detailed in the Damage Assessment Annex to the County EOP. The Town will be responsible for damage assessment of critical infrastructure and for providing support and information for damage within the Town boundaries.

f. Firefighting and other Fire/Rescue Functions – the Vigilant Hose Company has primary responsibility for these functions within the Town and will coordinate requests for support through the County DFRS and existing mutual aid.

g. Emergency Medical Services (EMS) – The Emmitsburg Ambulance Company has primary responsibility for this function within the Town and will coordinate requests for support with the County DFRS and existing mutual aid.

h. Law Enforcement – the FCSO has primary responsibility for law enforcement functions within the Town during emergency situations and will provide support as detailed in the Law Enforcement Annex to the County EOP.

i. Direction and Control - primary responsibility for direction and control with the Town is assigned to the mayor, assisted by the town manager. The town

manager will serve as the TCC manager upon activation and will manage the Town's emergency response operations.

j. Hazardous Materials and Oil Spills – the County DFRS has primary responsibility for hazardous material response operations as detailed in the Hazardous Material and Oil Spill Response Annex to the County EOP. The Vigilant Hose Company and Emmitsburg Ambulance Company will provide support, as needed.

k. Search and Rescue – the FCSO has primary responsibility for search operations following a major disaster or emergency as detailed in the Law Enforcement Annex to the County EOP. The Vigilant Hose Company has primary responsibility for rescue operations following a major disaster or emergency as detailed in the Fire and Rescue Annex to the County EOP. The Emmitsburg Ambulance Company and County DFRS will provide support, as necessary.

l. Terrorist Incident – the FCSO has primary responsibility for local response to a terrorist incident as detailed in the Terrorist Incident Annex to the County EOP.

m. Shelter and Mass Care – the County Citizens Services Division has the primary responsibility for shelter and mass care operations as detailed in the Shelter and Mass Care Annex to the County EOP.

n. Health and Medical Services – the County Health Department has the primary responsibility for health and medical service operations as detailed in the Health and Medical Services Annex to the County EOP.

o. Human Services – the County Citizens Services Division has the primary responsibility of coordinating human services as detailed in the Human Services Annex to the County EOP.

p. Transportation – the Town Department of Public Works has primary responsibility for coordinating transportation support. The County will assist, when requested, as detailed in the Transportation Annex to the County EOP.

q. Emergency Public Information (EPI) - The mayor or the mayor's designee will serve as the chief spokesperson for the Town. The Town will coordinate its EPI with the County and assign a representative to the County Joint Information Center (JIC), if activated.

r. Recovery – The town manager will be the lead for recovery operations within the Town and will serve as the Town's point of contact with the County.

s. Public Works and Engineering – the Town's Department of Public Works has the primary responsibility for this function.

t. Utilities – the Town's Superintendent, Water and Sewer, has the primary responsibility for this function.

u. Resource Management – The Town will, upon exhaustion of Town resources, request assistance from the County.

v. Donations and Volunteer Management - the County Citizens Services Division has the primary responsibility for coordinating donations and volunteers during an emergency response as detailed in the Donations and Volunteer Coordination Annex to the County EOP.

w. Legal – The town attorney will provide appropriate advice to Town officials.

VI. DIRECTION AND CONTROL

A. General

1. The mayor, assisted by the town manager, is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations.

2. The town manager will provide overall direction of the response activities of all departments. As necessary, the TCC will be activated to coordinate emergency operations.

3. The IC, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.

4. If the Town's own resources are insufficient or unsuitable to deal with an emergency situation, assistance from the County, other jurisdictions, organized volunteer groups, or the state may be requested.

B. Emergency Facilities

1. Incident Command Post (ICP)

   Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as severe winter storm or area-wide utility outage), an ICP or command posts will be established in the vicinity of the incident site(s). As noted previously, the IC will be responsible for directing the emergency response and managing the resources at the incident scene.

2. Town Command Center (TCC)

   When major emergencies and disasters have occurred or appear imminent, the TCC, located at 300A South Seton Avenue, Emmitsburg, will be activated. The alternate TCC is the Vigilant Hose Company, located at 25 East Main Street, Emmitsburg. The mayor and director of County DEM will determine if a Town liaison will be deployed to the County EOC or a liaison from the County DEM will be deployed to the TCC to coordinate emergency actions between the Town and the County.

   a. The following individuals are authorized to activate the TCC:

      1) Mayor
      2) Town Manager
      3) Director of Public Works

b. The general responsibilities of the TCC are to:

1) Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.

2) Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.

3) Provide resource support for emergency operations.

4) Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.

5) Organize and activate large-scale evacuation and mass care operations.

6) Provide emergency information to the public.

c. Representatives of those departments and agencies assigned emergency functions in this plan will staff the TCC. The interface between the TCC and the ICP is described in paragraph IV.E. above.

C. Continuity of Government

1. A major incident or emergency could include death or injury of key Town officials, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the Town government. It is essential that law and order be preserved and government services maintained.

2. Continuity of leadership and government services is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. A key aspect of this control is the continued capability to communicate official requests, situation reports, and other emergency information throughout the event.

3. The line succession for the mayor is:

a. Mayor
b. Council president
c. Council vice president

4. The line of succession for the town manager is:

a. Director, Public Works
b. Superintendent, Water & Sewer Systems

VII. EVACUATION

State law does not authorize the Governor or local officials to issue mandatory evacuation orders. State and local officials may recommend evacuation of threatened or stricken areas.

A. Evacuation

The purpose of this section is to provide for the orderly and coordinated evacuation of all, or any part, of the population of the Town if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation. This section is intended to work in conjunction with the County EOP.

B. Evacuation Situation

1. The Town is susceptible to both natural and man-made events such as floods, hurricanes, and hazardous material incidents that may necessitate an evacuation of nearby residents, businesses, and other facilities in order to save and protect lives. Evacuations may not always be the best option and Town officials or the on-scene IC may instead order affected populations to shelter in place. However, emergency situations such as a major fire, transportation accidents, hazardous material incidents, or localized flooding may require an evacuation of Town residents.

2. The Town has the primary responsibility for ordering an evacuation and ensuring the safety of its citizens. The decision to evacuate will depend on the type of hazard, its magnitude, intensity, duration, and anticipated time of occurrence, assuming it hasn't already happened.

3. The on-scene IC may implement an evacuation, as necessary, to save lives and establish a zone around the impacted or potentially impacted area. The IC will request assistance from Town officials, as required, to provide notification, traffic management and control, and other support, as necessary. Should an evacuation become necessary, warning and evacuation instructions may be disseminated via radio, television, and other available media outlets, voice/tone siren, door-to-door notifications, etc.

4. The primary means of transportation for evacuees will be by privately owned and operated motor vehicles. Town transportation resources may be utilized to provide supplementary transportation for those in need, including special needs populations, who may require accessible transportation. As necessary, additional transportation assets will be requested from the County.

5. Depending upon the scope and magnitude of the incident, a Unified Command, including the Vigilant Hose Company, Emmitsburg Ambulance Service, County DEM, County DFRS and the FCSO, may be established to coordinate notification to residents and businesses, and to provide direction for the orderly evacuation of the affected area. If the nature of the incident is escalating rapidly, or if large areas are impacted, the TCC may be activated to support the IC.

6. In the event that emergency shelters will need to be established to support evacuations, the Town will request support from the County to establish and operate the shelter(s), as appropriate.

7. Since the Town has no mandatory evacuation law, the mayor, or designee, can only recommend evacuation of a threatened area, not mandate it. However, when the mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area.

8. Town residents are expected to plan for the care of their pets in the event of a disaster or emergency. Companion animals are not be permitted in mass care shelters operated by the County except for service animals that accompany citizens with special needs. However, the County has made provisions for sheltering pets, as necessary, during emergencies. Refer to the County Animal Protection Annex for more information on the sheltering of pets during an emergency.

C. Evacuation Assumptions

1. Most people at risk will evacuate when local officials recommend that they do so. A general estimate is that 80 percent of those at risk will comply when local officials recommend evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or more serious.

2. Some individuals will refuse to evacuate regardless of the threat.

3. When there is sufficient warning of a significant threat, some individuals who are not at risk will evacuate.

4. Some evacuation planning for known hazard areas can, and should be, done in advance.

5. While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.

6. The need to evacuate may become evident at any time and there could be little control over the evacuation start time.

7. In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelters.

8. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.

9. Public information messages that emphasize the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

D. Concept of Operations

1. The IC or, for large-scale emergencies, the mayor, shall assess the need for evacuation. The town manager, as the TCC manager, will plan evacuations and coordinate support among Town departments and the County, as necessary, for the evacuation effort.

2. It may be appropriate to recommend precautionary evacuation of certain residents in advance of a general evacuation recommendation.

3. Evacuating residents with special needs may require specialized transportation.

4. Advanced planning for special needs evacuees must be coordinated to ensure that proper care may be given at designated shelter locations.

5. A recommendation to evacuate will be issued by the mayor or designee. The Town will use all means available to disseminate the evacuation recommendation.

6. Actual evacuation movement will be controlled by the FCSO.

7. The Town will request support, as needed, from the County as outlined in the County EOP. The Evacuation Annex to the County EOP provides additional information.

VIII. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions through mutual-aid and the County EOP.

B. Records

1. Record Keeping for Emergency Operations

The Town is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established Town fiscal policies and standard cost accounting procedures.

a. Incident Costs

All departments shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.

b. Emergency or Disaster Costs

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed records of costs for emergency operations to include:

1) Personnel costs, especially overtime costs.

2) Equipment operation costs.

3) Costs for leased or rented equipment.

4) Costs for contract services to support emergency operations.

5) Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

2. Preservation of Records

   a. In order to continue normal Town operations following an emergency situation or disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each department will include protection of vital records in its SOPs/SOGs.

   b. If records are damaged during an emergency situation, the Town may seek professional assistance to preserve and restore them.

C. Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the town attorney who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

D. Post-Incident and Exercise Review

The mayor is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, an individual or department will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The town manager is responsible for the overall development and completion of the Town's EOP and identified supporting annexes. The mayor is responsible for approving and promulgating this plan.

B. Distribution of Planning Documents

The town manager shall determine the distribution of this plan and its annexes, if any. This plan includes a distribution list (See Appendix 1) that indicates who receives copies of the basic plan and its annexes.

C. Review

This plan and its annexes shall be reviewed annually by local officials. The town manager will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.

2. This plan and its annexes, if any, must be revised or updated by a formal change at least every four years. Responsibility for revising or updating the plan is assigned to the town manager.

3. The town manager is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

X. APPENDICES

Appendix 1	Distribution List
Appendix 2	Town Emergency Contact Information
Appendix 3	Assignment of Town Responsibilities
Appendix 4	Frederick County Emergency Operations Plan Annexes

APPENDIX 1

Distribution List

Jurisdiction/Agency Plan	Basic Plan	Annexes
Town Command Center	1	All
Mayor	1	All
Town Council	5	All
Town Manager	1	All
Director of Public Works	1	All
Parks and Recreation	1	All
Planning and Zoning	1	All
Town Attorney	1	All
Vigilant Hose Company	2	All
Frederick County Division of Emergency Management	1	All
Frederick County Division of Fire and Rescue Services	1	All
Frederick County Division of Health Services	1	All
Frederick County Citizens Services Division	1	All
Frederick County Division of Public Works	1	All
Frederick County Sheriff's Office	1	All
Frederick County Finance Division	1	All

APPENDIX 2

Emmitsburg Contact List

NAME	TITLE	OFFICE	HOME	CELL/PAGER
Donald Briggs	Mayor	301-600-6300	301-447-2140	301-606-1512(C)
Tim O'Donnell	Council President	301-600-6300	301-447-3839	240-472-3695 (C)
Clifford Sweeney	Council Vice President	301-600-6300	301-447-1712	410-984-7132 (C)
Cathy Willets	Town Manager	301-600-6300	240-315-1783	240-315-1783 (C)
Jim Click	Director of Public Works	301-600-6300	301-447-2502	240-674-7450 (C)
Dan Fissel	Superintendent Water & Sewer	301-600-6300	301-334-4874	301-447-1987 (C)

APPENDIX 3

Assignment of Responsibilities

RESPONSIBLE PARTY	ASSIGNMENT
Mayor	• Establish objectives and priorities for the emergency management program and provide general policy guidance. • Serve as, or appoint, a chief spokesperson for the Town during emergency events. • Confer with the town manager and other town officials, as appropriate, on policy issues related to the response and recovery operations. • Coordinate with other elected officials at the County, regional and state level, including the congressional delegation. • Order evacuations and implement this plan. • Keep the public informed during emergency situations. • In coordination with the County director of DEM, declare a local state of emergency, request the Governor declare a state of emergency, or invoke the emergency powers of government, when necessary. • Request assistance from other local governments, when necessary. • Exercise overall responsibility for plans and operations for emergency and disaster assistance within the Town.
Town Council	• Monitor the emergency response during disaster situations and provide direction where appropriate. • Ensure funds are available to support emergency operations as outlined in this plan. • Communicate with the public and provide guidance on responding to an emergency or disaster. • As necessary, vote to extend the disaster declaration for the Town beyond seven days. • Host community meetings to ensure needs are being addressed and information is provided to residents. • Promulgate the codes, regulations, and ordinances of the Town, and provides the funds required to implement and enforce an effective mitigation program. • Enact emergency ordinances, as appropriate.
Town Manager	• Activate the Town EOP. • Provide direction and control of Town departments and organizations during emergency operations. In the event the TCC is activated, the town manager will serve as the TCC manager.

	• Direct and reallocate Town assets and resources during an emergency. • Serve as the lead for the Town in managing recovery operations. • Provide available staff and resources to support emergency operations. • Provide facilities, as required, for use as staging areas and/or points of distribution.
Director, Department of Public Works	• Provide personnel, equipment, and supplies to support emergency operations, upon request. • Develop and maintain SOPs/SOGs for emergency tasks. • Monitor the status of the Town's transportation infrastructure and repair roads and traffic control systems, as necessary. • Provide support to the FCSO for traffic control, as necessary. • Manage snow and debris removal on Town streets. • Provide support for evacuations.
Superintendent, Water and Sewer	• Conduct damage assessments of water supply, distribution and control facilities, sanitary sewer systems and related facilities. • Develop and maintain SOPs/SOGs. • Manage the repair and restoration, as necessary, for Town water and sanitary sewer systems. • Provide for emergency water supply and assist with distribution. • Ensure the continued supply of potable water. • Ensure continuous wastewater collection services. • In conjunction with the County division of Health Services provide warnings and advice for contaminated or low water levels and "boil water" alerts.
Law Enforcement	• Provide available staff, resources, and facilities to support emergency operations. • As appropriate, establish on-scene incident command. • Assist in evacuation operations. • Provide security of emergency site(s), evacuated areas, shelter areas, vital facilities, supplies, and other assigned locations. • Provide assistance in search operations. • Provide law enforcement services. • Initiate on-scene warning and alerting in cooperation with the Vigilant Hose Company and Emmitsburg Ambulance Company. • Provide traffic control and management. • Conduct investigations in accordance with Federal, State, and local laws.
Vigilant Hose Company	• Provide fire prevention and suppression services. • Provide support for emergency notifications to Town officials. • As appropriate, establish initial on-scene incident command.

	• Assist in provision of emergency triage and medical care. • Assist in evacuation operations. • Assist in search operations. • Provide emergency medical care, triage, and transportation
Planning and Zoning	• Provide support for damage assessment operations. • Ensure that rebuilding that occurs following an emergency or disaster complies with the Town's zoning, land-use regulations and comprehensive plan. • In coordination with appropriate Town officials, prepare actions that require the passage of an ordinance or regulation. Advantage will be taken of each opportunity to mitigate the effects of any further disaster.
Town Attorney	• Advise Town officials concerning legal responsibilities, powers and liabilities regarding emergency operations and post-disaster assistance. • Prepare, as appropriate, emergency ordinances (i.e., price gouging and curfews) and local declarations. • Assist with the preparation of applications, legal interpretations, or opinions. • Assist in obtaining waivers and legal clearances needed to dispose of debris and materials resulting from an emergency or disaster. • Assist with the implementation of isolation and quarantine orders and other court orders, as needed.

APPENDIX 4

Frederick County EOP Annex Assignments

ANNEX	ASSIGNED TO:
Annex A: Warning	Director, Emergency Management Division
Annex B: Communications and Information Technology	Director, IIT Division
Annex C: Shelter & Mass Care	Director, Citizens Services Division
Annex D: Radiological Protection	Director, Division of Fire and Rescue Services
Annex E: Evacuation	Director, Public Works Division
Annex F: Fire and Rescue	Director, Division of Fire and Rescue Services
Annex G: Law Enforcement	Frederick County Sheriff
Annex H: Health and Medical Services	County Health Officer
Annex I: Emergency Public Information	County Public Information Officer
Annex J: Recovery	Director, Finance Division
Annex K: Public Works and Engineering	Director, Public Works Division
Annex L: Utilities	Director, Division of Management Services
Annex M: Resource Management	Director, Finance Division
Annex N: Direction & Control	Director, Emergency Management Division
Annex O: Human Services	Director, Citizen Services Division
Annex P: Reserved for future use.	
Annex Q: Hazardous Materials & Oil Spill Response	Director, Division of Fire and Rescue Services
Annex R: Reserved for future use.	
Annex S: Transportation	Director, Public Works Division
Annex T: Donations and Volunteer Management	Director, Citizens Services Division
Annex U: Legal	County Attorney
Annex V: Terrorist Incident Response	Frederick County Sheriff
Annex W: Animal Health Emergency	Director, Animal Control Division
Annex X: Private Sector Coordination	Director, Economic Development Division
Annex Y: Family Support	Director, Citizens Services Division
Annex Z: Damage Assessment	Director, Public Works Division

M. SET AGENDA FOR NEXT MEETING: FEBRUARY 5, 2018

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