



# District Response Plan

September 2015



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**District of Columbia  
Response Plan**

**Prepared By:**

Homeland Security and Emergency Management Agency  
2720 Martin Luther King Jr. Ave., SE  
Washington, DC 20032

**September 2015**

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# ADMINISTRATIVE AND HANDLING INSTRUCTIONS

The *District Response Plan* is a public document and approved for appropriate distribution in its original form. No changes should be made to the content of the *District Response Plan* without approval by the District of Columbia Homeland Security and Emergency Management Agency.

*This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security.*

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## APPROVAL AND IMPLEMENTATION PAGE

The District of Columbia uses a community-based, all-hazards approach to disaster management. To this end, the District has developed the *District Response Plan* (District of Columbia Homeland Security and Emergency Management Agency, 2014). This plan provides a collaborative and systematic approach for the Whole Community—that is, the individuals and communities; private and nonprofit sectors; faith-based and nongovernmental organizations; and local and Federal governments—of the District to improve capabilities in order to properly prepare to respond to any and all-hazards that may affect the District. This plan will help District officials accomplish the District’s Response Mission Statement.

This plan supersedes all previous *District Response Plans* and is in accordance with existing Federal and District statutes.

To fully implement this plan, those who have positions outlined in the roles and responsibilities section commit to:

- Support the *District Response Plan* concept of operations and carry out assigned functional roles and responsibilities to ensure the effective, orderly, cost-effective, and timely delivery of emergency assistance
- Continue to develop, refine, and implement District and regional planning, exercise, and training activities to maintain necessary operational capabilities; validate the continuity and other support emergency plans
- Integrate planning and operational contingencies for addressing functional and access needs requirements within all emergency plans and procedures
- Cooperate with the senior leadership to provide effective oversight of disaster operations
- Make maximum use of existing authorities, organizations, resources, systems and programs to reduce disaster relief costs

### Response Mission Statement

To provide tiered, scalable, flexible, and adaptable capabilities that allows for coordinated planning in times of calm and effective and unified response in times of crisis within or impacting the District of Columbia, to save lives, protect property and the environment, stabilize the community, and meet basic human needs.

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## PREFACE

The District of Columbia Homeland Security and Emergency Management Agency (HSEMA) is the lead organization formally designated with coordinating emergency response in the nation’s capital. *D.C. Code § 7-2202.0-2208* established HSEMA as the agency responsible for preparing a comprehensive homeland security and emergency management (formerly civil defense) program that integrates with the federal and private sectors and surrounding jurisdictions comprising the National Capital Region. HSEMA is responsible for developing and maintaining a comprehensive emergency management plan and establishing emergency management training and exercise programs to sustain a cadre of well-trained emergency personnel to implement efficient and effective preparedness, response, recovery, and mitigation capabilities before, during, and after disasters. In addition, the agency shall assume responsibility for implementing alert, warning, and public information programs associated with disaster management.

The District Response Plan (DRP) was developed in accordance with *the District of Columbia Homeland Security, Risk Reduction and Preparedness Act of 2006* and *the Public Emergency Act of 1980, D.C. Law 3-149*, which designates the HSEMA Director to act on behalf of the Executive Office of the Mayor in matters related to disaster management. The DRP describes the mechanism and structure for mobilization of District resources and conducts activities to address the consequences of any major disaster or emergency. Assistance from other local and state entities may be available through mutual aid agreements, memoranda of understanding, and the Emergency Management Assistance Compact. Federal assistance may be available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, as well as individual agency authorities, to save lives; protect public health, safety, property, and the environment; alleviate damage and hardship; and reduce future hazard vulnerabilities.

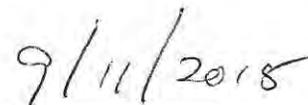
In accordance with *D.C. Code § 7-2302-2303*, HSEMA shall establish and maintain a program of public emergency preparedness. District government agencies shall galvanize as one team, under one plan to seamlessly execute their disaster response missions associated with natural and human-caused disasters. Therefore, the precepts outlined in the DRP apply to all departments, agencies, and instrumentalities of the District of Columbia Government that fall under the authority of the Mayor.

Adoption of the DRP confirms my personal commitment to continue to advance the District Preparedness System through the equitable application of the critical assets and resources of the District government with the goal of making our whole community more resilient and resistant to the impacts of natural, technological hazards and from adversarial threats.



**Christopher T. Geldart**

*Director, Homeland Security and Emergency Management Agency*



Date

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# TABLE OF CONTENTS

Administrative and Handling Instructions ..... iii

Approval and Implementation Page..... v

Preface .....vii

Table of Contents ..... ix

**1.0 Introduction..... 1**

    1.1 Purpose..... 2

    1.2 Scope..... 3

    1.3 Applicability ..... 3

    1.4 Limitations..... 4

    1.5 Structure and Integration..... 4

**2.0 Policy ..... 9**

    2.1 Guiding Principles ..... 9

    2.2 Authorities..... 9

    2.3 Policies ..... 11

**3.0 Situation and Assumptions ..... 13**

    3.1 Preparedness Activities ..... 13

    3.2 Response Planning Considerations ..... 16

    3.3 Planning Assumptions..... 25

**4.0 Concept of Operations ..... 27**

    4.1 Response Mission Essential Priorities and Critical Tasks ..... 27

    4.2 Emergency Response Operations..... 30

    4.3 Response Coordination Facilities..... 32

    4.4 Emergency Operations Center Critical Functions ..... 34

    4.5 Emergency Operations Center Organization Structure ..... 35

    4.6 Coordination, Direction, and Control..... 44

    4.7 Transition from Response to Recovery Operations ..... 55

    4.8 Deactivation of the Emergency Operations Center ..... 56

<b>5.0 Roles and Responsibilities</b> .....	<b>57</b>
5.1 District Agency General Responsibilities .....	57
5.2 Public and Non-Public Agency Responsibilities .....	59
<b>6.0 Finance, Administration, and Logistics</b> .....	<b>127</b>
6.1 Administration .....	127
6.2 Finance .....	128
6.3 Logistics Management and Resource Support .....	130
<b>7.0 Plan Development, Implementation, and Maintenance</b> .....	<b>131</b>
7.1 Plan Development .....	131
7.2 Plan Implementation.....	132
7.3 Plan Maintenance.....	132

## APPENDIX

<b>A. Acronym List</b> .....	<b>137</b>
<b>B. Emergency Support Function Primary and Support Agencies</b> .....	<b>143</b>
<b>C. Glossary</b> .....	<b>159</b>
<b>D. References</b> .....	<b>163</b>
<b>E. Record of Key Changes</b> .....	Error! Bookmark not defined.
<b>F. Emergency Support Function (ESF) Executive Summaries</b> .....	<b>165</b>
Transportation.....	ESF #1
Communications.....	ESF #2
Public Works and Engineering .....	ESF #3
Firefighting .....	ESF #4
Emergency Management .....	ESF #5
Mass Care, Food, Emergency Assistance, Housing, & Human Services .....	ESF #6
Resource Support .....	ESF #7
Public Health and Medical Services.....	ESF #8
Search and Rescue .....	ESF #9
Oil and Hazardous Materials Response.....	ESF #10
Energy .....	ESF #12

Law Enforcement ..... ESF #13  
Damage Assessment ..... ESF #14  
External Affairs..... ESF #15  
Volunteer and Donations Management ..... ESF #16  
Business and Industry ..... ESF #17  
Military Support to Civil Authority..... ESF #18

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# 1.0 INTRODUCTION

The District of Columbia (hereafter referred to as the District or DC) is a unique governmental entity in the United States. It is simultaneously considered a city, a state, and a federal entity. Its Capital City designation, along with the complex set of legal authorities associated with that designation, provides a distinct set of challenges in disaster response planning.

The *District Response Plan* (hereafter also referred to as the *DRP*) provides guidance on how District agencies and departments, nongovernmental organizations (NGO), voluntary organizations, and regional and federal partners respond to disasters in the District with the goal of protecting life and property and ensuring public safety. In addition, the *DRP* organizes the District agencies and departments that are involved in homeland security and emergency management into functional areas according to capabilities, skills, resources, and authorities. Using this functional organization, the *DRP* outlines how resources will be leveraged and implemented and how federal, regional, private sector, and nonprofit partners will be engaged for support as incident conditions warrant.

Previous versions of the *DRP* were customarily developed as comprehensive emergency management plans – the content of which encompassed preparedness, response, recovery, and mitigation information. This practice has been formally amended with the promulgation of the *District Preparedness Framework* (hereafter referred to as the *Framework* or *DPF*). The *Framework* sets the doctrine for how the District builds, sustains, and delivers core capabilities in support of the District Preparedness Goal. The *Framework* has become the District’s principal comprehensive emergency management doctrine, providing details on the concept of operations of the District Preparedness System (DPS). The *Framework* is supported by mission area base plans in each of the District’s four mission areas, as shown in Figure 1-1. The four mission area base plans include:

- District Prevention/Protection Plan
- District All-Hazards Mitigation Plan
- **District Response Plan**
- District Recovery Base Plan

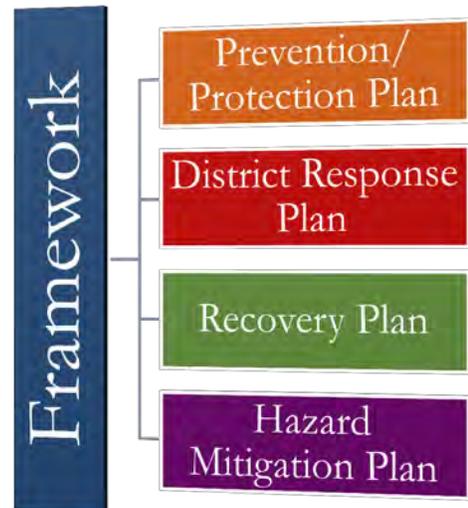


Figure 1-1: District Preparedness Framework

The formal promulgation of the *District Preparedness Framework* as the District’s comprehensive emergency management plan allows for the content of the *DRP* to be focused exclusively on describing the processes, procedures, and resources that will be utilized toward accomplishing response-operations, mission essential priorities, and critical tasks.

## 1.1 Purpose

The primary purpose of the DRP is to define and formally institute the policies, processes, and procedures that the District would utilize during response and immediate recovery operations.

### 1.1.1 Desired End State and Goal

The District successfully accomplishes its response mission through collaborative partnerships with District, federal, regional, and other public and non-public entities.

To achieve a successful end state, District stakeholders should effectuate the concepts outlined in the DRP to ensure that operational activities are coordinated in an efficient and effective manner. The precepts outlined in the DRP are geared toward unifying the coordination efforts of District agencies and departments, non-governmental and voluntary organizations, regional and federal partners involved in emergency management and homeland security. The ultimate goal of these entities during response operations is to protect life and property and to ensure public safety and well-being. To achieve this goal, the DRP:

- Establishes the concepts and policies under which elements of the District government will operate before, during, and immediately following an emergency
- Sets forth lines of authority and organizational relationships, and focuses on emergency measures that are essential for the protection of the public
- Establishes the structure that the District will utilize to implement emergency notification and activation procedures
- Describes the functional roles and responsibilities of District agencies in executing the Emergency Support Functions (ESFs)
- Provides processes for the integration of ESF resources in a coordinated response effort
- Coordinates response activities with volunteer, private nonprofit, and faith-based organizations active in disasters, and the business community
- Provides the framework for the District government to coordinate with National Capital Region (NCR) jurisdictions and Federal Emergency Management Agency (FEMA) Region III state partners
- Addresses roles, relationships, and inter-dependencies among District, regional, and federal agencies during emergencies and disasters within the District
- Addresses overlap with other emergency response plans, to include a continuity of operations (COOP) plan and continuity of government (COG) contingencies to ensure sustainment of essential functions

#### Response Mission Statement

To provide tiered, scalable, flexible, and adaptable capabilities that allows for coordinated planning in times of calm and effective and unified response in times of crisis within or impacting the District of Columbia, to save lives, protect property and the environment, stabilize the community, and meet basic human needs.

## 1.2 Scope

The scope of the DRP is limited to the actions taken once an incident occurs and through the immediate recovery actions needed to stabilize the situation. The actions taken before an incident happens are detailed in the *District Protection and Prevention Plan*, whereas the actions taken during intermediate and long-term recovery phase operations are detailed in the *District Recovery Plan*.

Although each of the mission area plans define particular phases of the homeland security and emergency management continuum, it is important to note that the actions that happen during the protection, prevention, response, recovery, and mitigation phases are fluid – there is not one moment when one mission area operations ends then the next mission area operations begin. Often, there are areas that are related to mission critical tasks that are able to transition more quickly to be addressed by the next organization, while others may take longer to transition. Figure 1-2 illustrates this transition, and how there are periods of overlap.

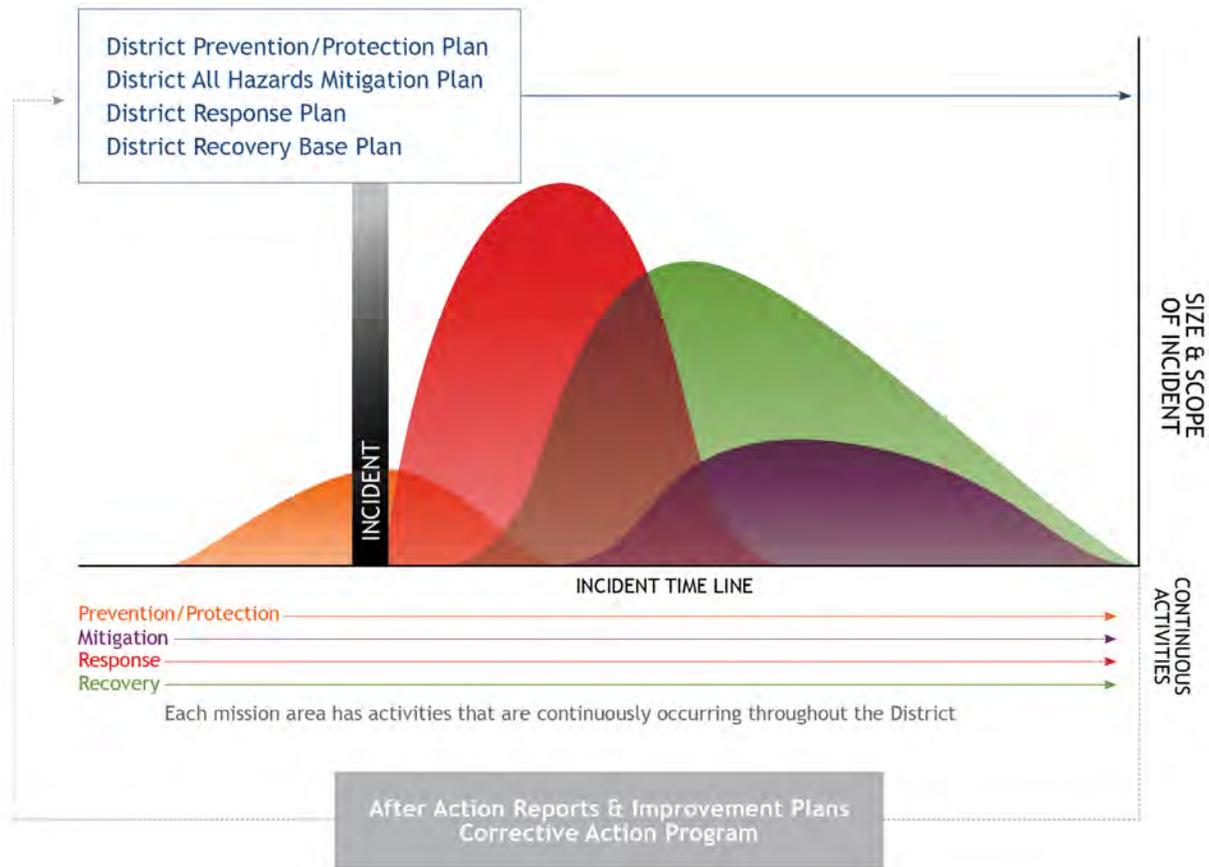


Figure 1-2: District Preparedness System with Integrated Mission Areas

## 1.3 Applicability

The information contained in the DRP applies to all District agencies, NGOs including the faith-based community, private entities, civic leaders, and organizations that serve as traditional and non-traditional

partners in providing assistance during an emergency. The DRP utilizes a multi-disciplinary approach based upon the *National Incident Management System* (NIMS).

For the purposes of the DRP, any reference to District agencies includes District departments. Additionally, other non-governmental or quasi-governmental organizations, including DC Water, American Red Cross (ARC), District colleges and universities, volunteer organizations, and private sector organizations including utilities, function as non-governmental support agencies in coordinating emergency response efforts.

### 1.3.1 Key Definitions

The DRP addresses the concept of operations for the District's response to emergencies, as defined by the *District of Columbia Code* § 7-2301(3):

“Public emergency” means any disaster, catastrophe, or emergency situation where the health, safety, or welfare of persons in the District of Columbia is threatened by reason of the actual or imminent consequences within the District of Columbia of:

- (A) Enemy attack, sabotage or other hostile action
- (B) Severe and unanticipated resource shortage
- (C) Fire
- (D) Flood, earthquake, or other serious act of nature
- (E) Serious civil disorder
- (F) Any serious industrial, nuclear, or transportation accident
- (G) Explosion, conflagration, power failure
- (H) Injurious environmental contamination which threatens or causes damage to life, health, or property
- (I) Outbreak of a communicable disease that threatens or causes damage to life, health, or property

## 1.4 Limitations

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District agencies will endeavor to make every reasonable effort to respond in the event of an emergency. However, District resources and systems may be overwhelmed. The responsibilities and tenets outlined in the DRP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time. There is no guarantee implied by the DRP that a perfect response to emergency or disaster incidents will be practical or possible.

## 1.5 Structure and Integration

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### 1.5.1 Integration with District Plans

The DRP is one of several plans that fall under the auspices of the *District Preparedness Framework*. The *Framework* formally establishes the doctrine to enable the District's emergency management and homeland security stakeholders to effectively prepare to prevent, protect against, respond to, recover from, and mitigate against all hazards that threaten life, property, public safety, economy, the

environment, critical infrastructure, and lifelines in the District. The *Framework* aligns with federal preparedness guidelines as defined in *Presidential Policy Directive 8* (PPD-8). Figure 1-3 graphically depicts the relationship of the DRP to the *Framework*, the District Mission Area Plans, and other DRP implementing documents.

Based on the circumstances of a public emergency, the DRP may be implemented as the only response plan, or it may be implemented in concert with other emergency plans. The DRP is intended to facilitate multi-agency and multi-jurisdictional coordination in response to extraordinary situations associated with planned events and no-notice incidents. It is grounded on strategic-level policies and supported by operations plans and tactical-level procedures. In addition, District departments and agencies that have major roles and responsibilities as designated in the DRP are tasked with developing and maintaining their designated ESF operations plans, hazard-specific plans, department-specific plans, Standard Operating Procedures (SOPs), and emergency response checklists.

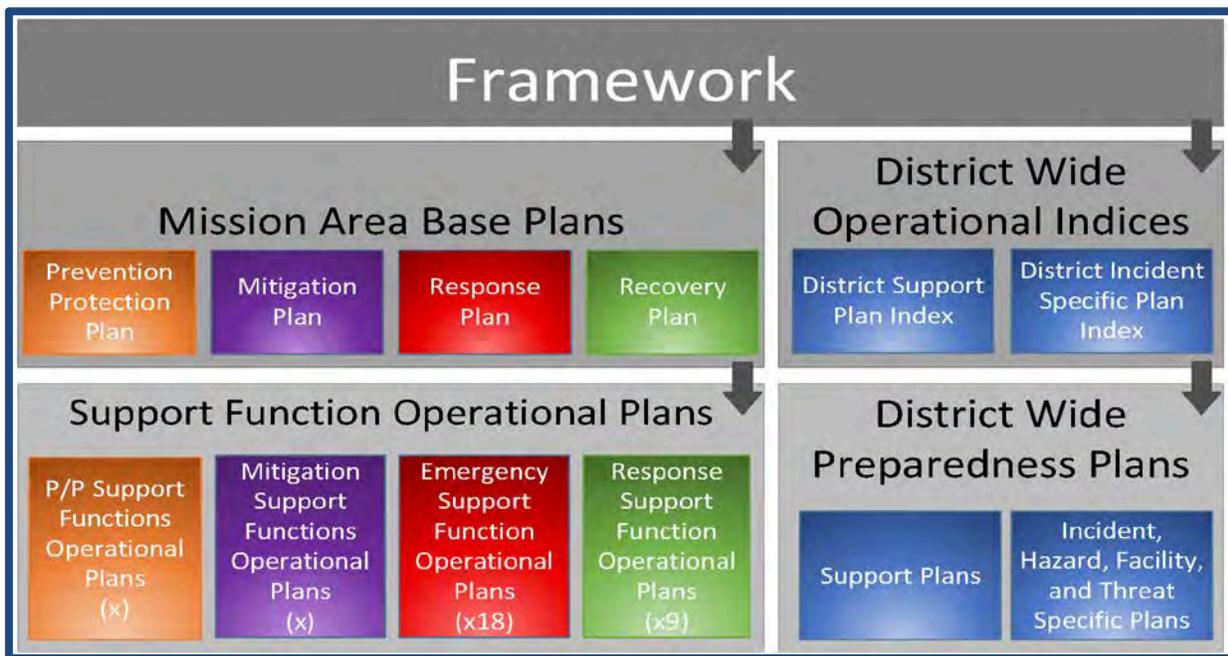


Figure 1-3: District Preparedness System Plans

The DRP is supplemented by operational plans, including the *State Operations Guide* (SOG) and the *Field Operations Guide* (FOG). Additionally, the DRP is supported by tactical plans, including the *District Joint All-Hazard Operations Center (JAHOC) SOP* and the *Washington Regional Threat and Analysis Center (WRTAC) SOP*.

- **JAHOC SOP** and **WRTAC SOP:** These SOPs identify HSEMA’s operational procedures including coordination; communication; resource allocation; and information collection, vetting, and dissemination for these two entities.
- **State Operations Guide:** The SOG is designed to translate the frameworks and guidance of the DRP into a detailed set of guidelines that personnel can use to maintain, activate, operate, and deactivate the District Emergency Operations Center (EOC). This guide is intended to serve as a “how to” for staff assigned to manage, staff, and or support the District EOC. The SOG outlines the processes, procedures, and lines of communication required facilitate each of

the mission critical tasks associated with EOC functions. The SOG is designed to work in conjunction with the DRP, the FOG, and other District Department Operations Center (DOCs) SOPs.

- Field Operations Guide:** The purpose of the FOG is to act as the intermediate framework between an understanding of EOC operations and tactical-level field operational guidance. The FOG has been established to provide effective management of multi-agency incident and/or event coordination.

### 1.5.2 Structure of the District Response Plan

The DRP is the District’s mission area base plan. It contains information regarding the response mission area and is the primary document that defines the concepts used during response operations in the District. The DRP has a base plan and supporting annexes that include ESF, incident-specific, and support annexes (see Figure 1-4 below).



Figure 1-4: Structure of the *District Response Plan*

#### 1.5.2.1 *District Response Base Plan*

The body and appendices of the DRP make up the base plan for the District’s response mission; this plan describes relevant policies, the concept of operations, roles and responsibilities, and the incident life cycle. The DRP provides an overview of the District’s response system at the policy and operational level, providing an overview of the organizational and management concepts. The primary audience for

the base plan is the Mayor, Agency Executives, Senior Leadership, and anyone interested in getting the big picture on emergency response operations in the District. The DRP contains the following sections:

- **Introduction:** Establishes the purpose and scope of the DRP
- **Policy:** Provides broad statements describing policies of the Districts emergency response organization
- **Situation & Assumption:** Narrows the scope of the DRP by defining the Districts response posture, as well as defining key planning assumptions that formed the basis of the plan
- **Concept of Operations:** Establishes the authority for coordination, direction, communications, and control for emergency response operations within the District
- **Roles and Responsibilities:** Defines the emergency roles, responsibilities, and functions of various levels of government agencies, private sector, and volunteer organizations
- **Administration & Logistics:** Clarifies administrative and logistical support to emergency response operations, and the actions to be taken to obtain outside assistance from other public and non-public entities
- **Plan Development, Implementation, & Maintenance:** Outlines maintenance, training, and exercise requirements for this plan
- **Appendices:** The appendices to the DRP contain additional supporting information and references

### 1.5.2.2 Emergency Support Function Annex

The ESF Annex organizes the District agencies and departments into 18 ESFs. Each of the ESFs begin with its associated executive summary that describe the purpose and scope of each function, the operating policies, the planning assumptions, the concept of operations, and the responsibilities of the primary and support agencies. Each ESF is managed by a lead agency, which has been selected based on its expertise, authorities, resources, and capabilities in the functional area. Table 1-1 identifies each ESF with the designated primary agency. The tools included in this Annex assist District Government Administrators and Emergency Liaison Officers (ELOs) in their performance of their assigned duties in the event of a public emergency within the District.

ESF Name		Primary Agency
ESF 1	Transportation	District Department of Transportation
ESF 2	Communications	Office of Unified Communications Office of the Chief Technology Officer
ESF 3	Public Works and Engineering	Department of Public Works
ESF 4:	Firefighting	Fire and Emergency Medical Services
ESF 5	Emergency Management	Homeland Security and Emergency Management Agency
ESF 6	Mass Care, Food, Emergency Assistance, Housing and Human Services	Department of Human Services
ESF 7	Resource Management	Office of the Chief Procurement Officer
ESF 8	Public Health and Medical Services	Department of Health

ESF Name		Primary Agency
ESF 9	Search and Rescue	Fire and Emergency Medical Services
ESF 10	Oil and Hazardous Materials Response	Fire and Emergency Medical Services
ESF 11	TBD	TBD
ESF 12	Energy	Department of Energy & Environment
ESF 13	Law Enforcement	Metropolitan Police Department
ESF 14	Damage Assessment	Department of Consumer and Regulatory Affairs
ESF 15	External Affairs	Executive Office of the Mayor, Office of Communications
ESF 16	Donations and Volunteer Management	Serve DC
ESF 17	Business and Industry	Deputy Mayor of the Office of Planning and Economic Development
ESF 18	Military Support to Civil Authority	Homeland Security and Emergency Management Agency

**Table 1-1: Primary Agencies Organized by Emergency Support Functions**

### **1.5.2.3 Support Annexes**

While not printed in the DRP, Support Annexes provides information on common functional processes and administrative requirements necessary to ensure efficient and effective emergency management. The Support Annexes include, but are not limited to: Administration of Criminal Justice, Animal Protection, Critical Infrastructure Protection, Emergency Transportation, Special Events, Worker Safety and Health, COOP, Catastrophic Incident Planning, and DC Government Shutdown Plan.

### **1.5.2.4 Hazard/Incident Specific Annexes**

While not printed in the DRP, these Annexes provide information on contingency or hazard situations that require more detailed guidance from the DRP. The Incident Annexes include, but are not limited to: Surface Oil and Hazardous Materials Incident, Pandemic Influenza Plan, Terrorism, Hurricane Plan, and Bioterrorism Plan.

## 2.0 POLICY

This section describes the fundamental values and beliefs, or principles, which are the foundation for all of the District's response efforts. The section also summarizes the specific guidance that operationalizes those values and beliefs. The *District Preparedness Legal Handbook* contains District and federal authorities related to emergency response. Defining this information sets the stage for the operations and responsibilities in this plan, and ultimately, District response operations.

### 2.1 Guiding Principles

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The operations presented in the *District Response Plan* are guided by the principles established for the DPS in the *District Preparedness Framework*. The principles focus specifically on response issues and considerations:

- **Engaged Partnership:** The whole community – including residents, workforce, private and nongovernmental stakeholders, and regional and federal partners – should be communicated with before, during, and after and engaged in response operations.
- **Tiered Response:** Most incidents begin and end at the District level; however, the impact of an incident can require additional support from neighboring jurisdictions or from the federal government. The District's response procedures and protocols are structured to include supplementary levels of support when additional resources or capabilities are needed.
- **Scalable, Flexible, and Adaptable Operational Capabilities:** As incidents change in size, scope, and complexity, District response efforts must adapt to meet evolving requirements.
- **Unity of Effort through Unified Command:** Successful response operations are dependent on a clear understanding of the roles and responsibilities of all participating District, regional, and federal governmental and nongovernmental entities. The Unified Command system provides the structure for all involved entities to support each other in achieving incident objectives while maintaining their own authority, responsibility, and accountability.
- **Readiness to Act:** Effective response requires a readiness to act, established and maintained through planning, training, and exercises, which is balanced with an understanding of the risks and hazards the District as a whole, as well as responders, face.

### 2.2 Authorities

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Other than the original source document(s) that define the relevant laws and regulations, the *District Preparedness Legal Handbook* is the primary repository of District laws, regulations, and binding agreements that pertain to emergency and disaster response. In addition to describing the legal context of the District's emergency management operations, the *Legal Handbook* also provides numerous references to facilitate additional research, sample Mayor's Orders from past disasters and emergencies, and includes a list of points of contact in the District and in relevant Federal agencies.

The authorities listed below provide information about District laws that are critical to response operations. This information is also detailed in the *Legal Handbook*:

- The **District of Columbia (District) Public Emergency Act of 1980 (D.C. Official Code 7-2301 *et seq.*)**, as amended by the Homeland Security, Risk Reduction and Preparedness Act of 2006, authorizes the Mayor to issue an emergency executive order, when confronted by an emergency, to preserve the public peace, health, safety, or welfare of the District. The issuance of an emergency executive order may do the following:
  - Expend funds appropriated to the District government sufficient to carry out emergency service missions and responsibilities
  - Implement provisions of the DRP, notwithstanding established operating procedures relating to the day-to-day responsibilities of public safety, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and expenditure of public funds
  - Prepare for, order, and supervise the implementation of measures designed to protect persons and property in the District
  - Require the shutting off, disconnection, or suspension of service from, or by, gas mains, electric power lines, and other public utilities
  - Issue orders related to public utilities, hazardous materials, sales of goods and services, and curfews
  - Establish emergency services units, as appropriate
  - Expand existing departmental and agency units concerned with emergency services, as appropriate
  - Exercise operational direction over all District government departments and agencies during the period when an emergency executive order may be in effect
  - Take all preparatory steps, including the partial or full mobilization of emergency services units in advance of an actual event. Such programs can be integrated and coordinated with the emergency services plans and programs of the federal government and of the neighboring states and political subdivisions thereof
  - Request pre-disaster assistance or a declaration of an emergency from the federal government, certifying the need for federal disaster assistance and committing the use of a certain amount of District government funds to alleviate the damage, loss, hardship, and suffering resulting from the event
  - Declare that response to lifesaving and life-protecting requirements under the DRP has precedence over other District response activities, with possible exceptions in cases of national security
- Under **D.C. Official Code sec. 7-2201 *et seq.***, Civil Defense Declaration of Intent, as amended, the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) has been delegated primary responsibility for coordinating District homeland security, emergency preparedness, planning, management, and disaster assistance functions.

## 2.3 Policies

Anticipating the response challenges and establishing policies before disaster events will lead to efficient and effective response operations. This requires gaining perspective from community stakeholders and understanding their capabilities and needs. In some cases this may require the development of new policies, while in others, it may require revising existing policies to ensure they lead to functional operations after a disaster event. As these new or revised policies are identified, they will be incorporated into the *District Preparedness Framework*.

The *Framework* details all of the policies that have been adopted to standardize the District’s preparedness approach. Table 2-1 includes the policies and their relation to response operations.

Policy	Relation to Response Operations
Continuity of Operations	The COOP planning policy of the District has a significant impact on the District’s recovery operations. The actions each agency takes under their COOP plans and operations after a disaster affects the ability to provide recovery assistance to the population of the District and will also guide the beginning of recovery actions to bring that agency back to a steady state of operations.
Emergency Preparedness Council	The Mayor’s Emergency Preparedness Council (EPC) monitors, evaluates, and oversees implementation of District preparedness actions.
National Incident Management System (NIMS)/ Incident Command System (ICS)	NIMS is the standard and comprehensive framework for response operations established by Homeland Security Presidential Directive 5 (HSPD-5). The District adopted this approach, along with the Incident Command System (ICS), to standardize their approach to response operations. While NIMS is an approach to response operations, these standardized elements are applicable to establishing comprehensive and systematic recovery operations.

Table 2-1: Response Related District Policies

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## 3.0 SITUATION AND ASSUMPTIONS

### Facts and Figures

- 61.4 square miles of land and 6.9 square miles of water
- 601,723 DC residents (2010 U.S. Census)
- More than 400,000 people commute into the District for work from Maryland, Virginia, West Virginia, and Pennsylvania, surging the daytime population to over 1 million
- 4.4 million residents in the National Capital Region (2010 U.S. Census)
- 6.2 million residents in the greater Washington DC area
- Seat of the federal government
- Around 45,300 businesses
- Around 17 colleges and universities
- Hundreds of museums, monuments, theaters, and attractions
- Four military installations
- More than 18 million visitors annually

The District has the unique character of service as our nation’s capital. All three branches of the federal government are located within the boundaries of the City, including the White House, the U.S. Capitol, and the Supreme Court. In addition, the District hosts approximately 45,300 businesses, a number of colleges and universities, and 4 military installations. Any significant incident caused by natural, technological, or adversarial means will not only adversely affect the District’s ability to continue to provide regular public service functions, but would likely produce cascading effects that have national and/or international implications.

All public emergencies that affect the District will require the augmented allocation of resources in order to save lives, protect property and infrastructure, conserve the environment, and preserve the economy. During normal District administrative and governing process, the balance of allocating emergency management resources is continuously weighed against other competing public service needs, such as education, economic development, and infrastructure improvement projects. However, in the midst of disaster response operations, little hesitation is placed on allocating resources toward addressing life safety property protection concerns.

### 3.1 Preparedness Activities

During steady-state posture, District agencies carry out their respective operational mandates using routine administrative protocols and procedures. These routine response operations are coordinated thru dispatch center(s) and/or by the activated DOCs. A critical component of steady-state operations involves conducting



Figure 3-1: Emergency Preparedness Cycle

emergency preparedness activities in order to establish processes and procedures that allow for the surge of resource in the event of an emergency or significant event.

Preparedness actions are ongoing activities that take place prior to an emergency. All District response entities actively participate in activities that prepare them to respond to all credible threats and hazard. As such, District agencies that have designated roles and responsibilities within the DRP have representatives assigned to various working groups, sub-committees, and steering groups that fall under the auspices of the District EPC.

### 3.1.1 Emergency Preparedness Council

The Mayor's EPC monitors, evaluates, and oversees implementation of District preparedness actions. The EPC meets quarterly and is comprised of executive-level representatives from all ESF primary agencies as well as regional organizations, such as the DC Hospital Association, DC Water, the Metropolitan Washington Area Transit Authority (WMATA), and ARC.

The EPC is co-chaired by the Deputy Mayor for Public Safety and Justice and the HSEMA Director and staffed by HSEMA. The EPC is charged with:

- Providing access to a network of District agency expertise to make the District of Columbia government a national leader in comprehensive emergency management
- Continually reexamining the overall state of emergency and disaster readiness of the District of Columbia
- Making recommendations on improving District homeland security and emergency management infrastructure, including coordinating planning, response, and recovery from emergency and disaster events as well as emerging threats

In the event of a public emergency, most EPC members take on their role as members of the Mayor's Consequence Management Team (CMT).

### 3.1.2 District of Columbia Emergency Response System

The District of Columbia Emergency Response System (DCERS) supports District departments and agencies in developing, refining, and expanding the capacity and capabilities of the District's mission areas, which include: Prevention and Protection, Mitigation, Response, and Recovery. DCERS is chaired by the HSEMA Director and comprised of representatives from those District departments and agencies that have primary and support responsibilities for ESFs from the response mission area, as well as those departments and agencies that support other mission areas.

DCERS serves as a collaborative partnership between relevant District government agencies and other public and non-public sector partners to bolster emergency management and homeland security capacity through the integration of plans, training, exercises, resource allocation, information-sharing, and program management. DCERS makes recommendations to the EPC regarding programmatic areas and projects that should be funded and capabilities that should be strengthened within the District. As depicted in Figure 3-2, the Response Working Group is a part of the DCERS committee structure. The Response Working Group is responsible for identifying planning, organizational, equipment, training, exercise, and evaluation needs to enhance the District's response capabilities.

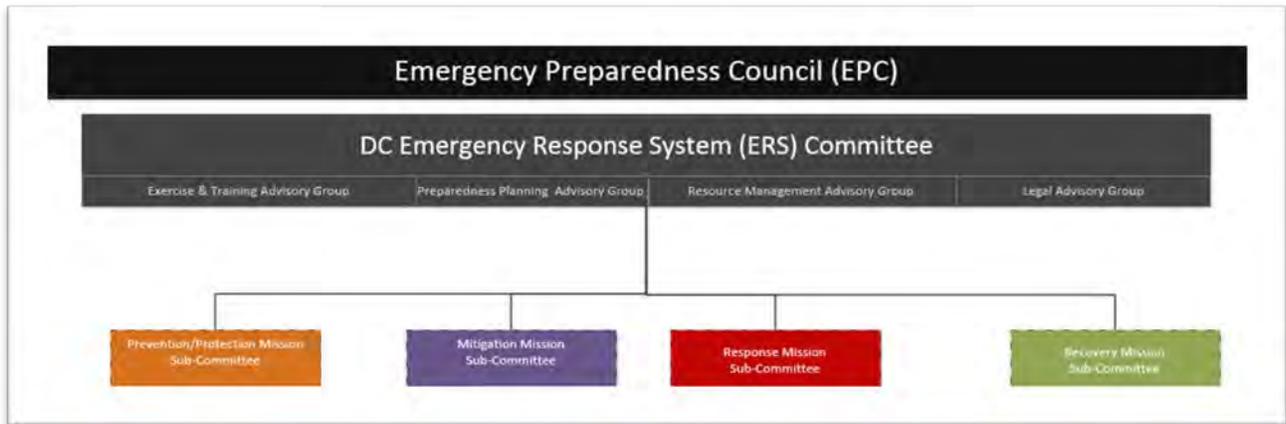


Figure 3-2: DCERS Sub-Committees and Working Groups

DCERS has incorporated FEMA Core Capabilities as a key component of the District’s homeland security and emergency management strategy; with the goal of enhancing the District’s ability to effectively protect against, prevent, mitigate, respond to, and recover from all hazards and threats. The DCERS Response Working Group utilizes the Response Mission Area Core Capabilities as a guide to assess the District’s response plans, organization, training and exercise programs, and equipment and to make recommendations on programmatic and funding priorities specific to the response mission area. The FEMA Core Capabilities are depicted in Figure 3-3, with the Response Mission Area Core Capabilities highlighted in red.

Prevent	Protect	Mitigate	Response	Recover
Planning	Planning	Planning	Planning	Planning
Public Information & Warning	Public Information & Warning	Public Information & Warning	Public Information & Warning	Public Information & Warning
Operational Coordination	Operational Coordination	Operational Coordination	Operational Coordination	Operational Coordination
Forensics & Attribution	Access Control & Identity Verification	Community Resilience	Critical Transportation	Economic Recovery
Intelligence & Information Sharing	Cybersecurity	Long-Term Vulnerability Reduction	Environmental Response / Health & Safety	Health & Social Services
Interdiction & Disruption	Intelligence & Information Sharing	Risk & Disaster Resilience Assessment	Fatality Management Services	Housing
Screening, Search, & Detection	Interdiction & Disruption	Threats & Hazard Identification	Infrastructure Systems	Infrastructure Systems
	Physical Protective Measures		Mass Care Services	Natural & Cultural Resources
	Risk Management & Protection Programs & Activities		Mass Search & Rescue Operations	
	Screening, Search, & Detection		On-Scene Security & Protection	
	Supply Chain Integrity and Security		Operational Communications	
			Public & Private Services & Resources	
			Public Health & Medical Services	
			Situational Assessment	

Figure 3-3: FEMA Core Capabilities List

## 3.2 Response Planning Considerations

When planning for response actions for a public emergency, there are multiple factors that must be taken into account in order to properly prepare to execute the response operations. This section highlights key considerations that must be taken into account when developing executable emergency response plans.

### 3.2.1 District Hazards

The District has taken significant steps to better understand and document hazards in the region. The *District Preparedness Framework* provides information about the natural, technological/accidental, and human/adversarial hazards that the District faces. In addition, the *2013 District All-Hazards Mitigation Plan* and the *2013 Threat and Hazard Identification and Risk Assessment Report* establish the probability and impact of each identified threat and hazard.

Understanding the potential threats and hazards that the District faces is a critical step, because each hazard presents sets of unique challenges for response operations. Some hazards may impact the District simultaneously and have cascading effects, therefore, the District must have a flexible structure to respond to and recover from the impacts attributable to such events, from small to complex.

Table 3-1 includes definitions of all of the threats and hazards that the District has identified as well as the determination of the probability of occurrence over the next three to five years and impact on the District of these hazards. Refer to the *2013 District Hazard Mitigation Plan* for additional information on these threats and hazards.

Hazard	Description	Probability	Impact
Natural Hazards			
Floods	Floods are caused by a temporary inundation of water onto normally dry land areas. A flash flood is rapid flooding of a specific area caused by intense rainfall or the collapse of a man-made structure, such as a dam. Floods can cause secondary natural hazards, including subsidence.	Medium	High
Winter Storms	Winter storms consist of extreme cold and heavy snowfall or ice. Winter storms can cause secondary natural hazards, including flooding, severe thunderstorms and tornadoes, and high winds.	High	High
Thunderstorms and Tornadoes	Thunderstorms are composed of lightning and rainfall, and can intensify to cause damaging hail, high winds, tornadoes, and flash flooding. Tornadoes are spawned by severe thunderstorms and consist of a rapidly rotating funnel of air that gusts between 65 and over 200 miles per hour depending on the intensity of the storm.	High	High

Hazard	Description	Probability	Impact
Extreme Temperatures	Extreme temperatures can present either as severe hot or cold temperatures that can cause injury or death to the population. Severe heat in the District is typically characterized by a combination of high temperatures and exceptionally humid conditions. Extreme cold temperatures can accompany winter storms and can be characterized either by the low air temperature or a low wind chill, which factors in the air temperature and wind speed.	High	High
Hurricanes, Tropical Storms, and Tropical Depressions	Hurricanes, tropical storms, and tropical depressions are types of tropical cyclones, or low pressure areas of closed circulation winds. The hazard components and risks of these storms include storm surge, extreme rainfall, high winds, thunderstorms, and tornadoes.	Medium	High
Earthquakes	Earthquakes consist of sudden ground motion, shaking, or trembling that can damage buildings and bridges; disrupt gas, electric, and phone service; and trigger landslides, avalanches, flash floods, fires, or tsunamis.	Low	Medium
Pandemic	A pandemic is an epidemic occurring over a wide geographic area, usually affecting a large number of people, which can cause injury, result in death, and overwhelm resources.	Medium	Medium
<b>Technological and Human-Caused Hazards</b>			
Radiological and Hazardous Material Release	Radiological and other hazardous materials can present a hazard to the population if released in an uncontrolled manner either from the fixed site of their use or storage or during transport. The specific extent of the hazard can depend on the type and amount of material released. Effects and risks of radiological and hazardous material releases can be exacerbated by natural hazards, including rain, high winds, and fires.	Medium	Medium
Urban Fires	Urban fires consist of uncontrolled burning in residential, commercial, industrial, or other properties.	Medium	Medium
Utility Failure	Utility failures are the interruption or loss of electrical or natural gas service for an extended period of time.	Medium	High
Transportation Incidents	Transportation accidents can drastically affect the daily movement of people and goods throughout an area. These accidents can involve the following systems: motor vehicles, bus/subway, air, and railroad.	Medium	Medium
<b>Human-Caused</b>			
Special Events, Demonstrations, and Civil Disobedience	Special events, demonstrations, and civil disobedience require extensive logistical planning and substantial District resources for traffic and crowd control, food safety, sanitary facilities, street detours and closings, emergency medical services (EMS), public transportation, police/fire support, and pre- and post-event debris management.	High	Medium

Hazard	Description	Probability	Impact
Terrorism	<p>Terrorism is “the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. It includes, but is not limited to: :</p> <ul style="list-style-type: none"> <li>■ Cyber attacks</li> <li>■ Bioterrorism</li> <li>■ Improvised Explosive Devices</li> <li>■ Chemical Agents</li> <li>■ Radiological Dispersal Devices</li> <li>■ Aircraft as a Weapon</li> </ul>	Medium	High

Table 3-1: District Threats and Hazards

### 3.2.2 Demographics

In 2013, the population of the District was approximately 649,449 people. As Table 3-2 shows, the District also has very high commuter and tourist populations. The *District Preparedness Framework* provides more detailed information and reference information about the District demographics.

Population Characteristic	Estimate
Total Population (2013)	646,449
Commuter Population (2013)	539,543
Tourist Population (2012)	18,500,000
Student Population (2013)	86,883

Table 3-2: District Population Characteristics Estimate

The demographics in the District can vary depending on the day, time, and season in which an event or incident could occur. This is due to the influx of regional, national, and international visitors, the around 180 embassies, the international organizations within the District; and the student population that attend the District’s numerous colleges and universities,

The District’s demographics should be considered when looking at response actions. These considerations can help identify challenges and limitations; help anticipate needs; and also bring awareness to possible dependencies and interdependencies. Below are the main elements that should be considered when addressing response efforts:

- **Ethnicity:** The District is a diverse community that includes individuals and families from different cultural and economic backgrounds. These cultural needs must be considered when offering recovery services to survivors in the District.
- **Language:** English is the most predominantly spoken language in the District, but approximately 15% of the population is non-English speaking, which affects service provision and messaging during response
- **Religion:** There is a large catholic base in the District; but there is also a strong presence of Southern Baptist, Methodist, Muslim, Latter Day Saints, and Judaism faiths. The understanding

of the role of religion in response and recovery is critical for successful operations. In many cultures, residents turn to their place of worship for support and services.

- **Vulnerable Populations:** There are some populations—the young, the elderly, persons with access and functional needs, those with limited-English proficiency, persons below the poverty level, including the homeless, and the inmate population—who are more vulnerable during and after disasters. Table 3-3 provides detailed breakdown estimates of vulnerable populations in the District. Ensuring the provision of services and recovery-related messages to these populations is critical to ensuring successful recovery operations.

Providing messages and services to these populations involves many considerations, as the needs of these populations vary greatly. However, response planners and operational personnel must identify the needs of these populations to successfully respond to a disaster and identify the means for addressing these needs.

Population Characteristic	Estimate
Persons under 5 years (2012)	6%
Persons 65 years and older (2012)	11%
Persons with access and functional needs (2011)	11%
Language other than English spoken at home (persons 5 years and older) (2008-2012)	14.9%
Persons below poverty level (2008-2012)	18.5%
Homeless population (2013)	1%
Inmate population (2013 average daily population)	1%

Table 3-3: District Vulnerable Population Estimate

### 3.2.3 Economic and Employment Factors

In order to have successful response operations, the District must take into account the economic status of its residents. Lessons learned from previous disasters indicate that low-income families and communities often suffer disproportionately from disasters. Listed below are some reasons why low-income families and communities are often more vulnerable to public emergencies:

- Many low-income families live in areas prone to natural disasters, such as floodplains, where land is typically cheaper.
- Low income families often lack adequate resources to prepare for and recover from disasters, such as the funds to board up their house, a car to evacuate, or a place to stay if they must leave their home. With fewer assets, little insurance, and less diversified income sources, families struggling to make ends meet are less likely to store resources for a “rainy day.”
- In many cases, low-income persons may experience greater social marginalization such as fewer options for safe shelter with friends and family during an evacuation due to their lack of social networks outside of their immediate neighborhood.

By taking the individuals and community economic profile into account, planners can begin to develop strategies for reducing disaster vulnerability in low-income families and communities.

### 3.2.4 Critical Facilities and Infrastructure

Within the District, a network of facilities provides essential support functions in case of disasters and emergencies. Critical facilities and infrastructure such as government buildings, utility plants, highways, bridges, and tunnels are critical assets to the continuity of operations within the District. These facilities are considered critical in maintaining the overall functionality of the District's emergency services network. These facilities are essential to ensure provision of infrastructure, critical systems, and other governmental services. In the event of a disaster that compromises any of these structures, the cascading effects could be detrimental. During such a breakdown, an effective response will depend on the adaptability of the whole community, including District residents, first responders, and emergency managers. The restoration of services to these facilities is essential to successful response and recovery operations.

In addition to the District government structure and facilities, the District is home to the federal enclave, including the three branches of the federal government and numerous nationally symbolic icons and highly historical documents. While these are federal assets, it is incumbent upon District government officials to collaborate with federal partners to mitigate loss.

The District has identified critical facilities and infrastructure in the *District Critical Infrastructure/Key Resource Plan*. Additionally, the *District Preparedness Framework* and *All-Hazards Mitigation Plan* also contain detailed information on the number and types of these critical facilities and infrastructure.

### 3.2.5 Government Structure

The District of Columbia was founded in 1791 and incorporated in 1871; however, the District did not have an elected local government until the passage of the *1973 Home Rule Act*, which delegated legislative responsibilities to the Mayor and Council and established the District Court System. The District has three governing branches:

#### **3.2.5.1 Executive Branch**

The District is governed by one locally elected Mayor and a 13-member Council. The District's Mayor serves as the District's chief executive officer.

#### **3.2.5.2 Legislative Branch**

The City Council consists of a representative from each of the District's eight wards, a council chairman, and four members who are elected at-large. All legislative powers are vested in the Council with approval by Congress. The Mayor and Council oversee the programs and operations of government agencies.

#### **3.2.5.3 Judiciary Branch**

The District Court System includes the Superior Court of the District of Columbia and the District of Columbia Court of Appeals. Judges are appointed by the President and are operated by the Federal Government. The Court System includes nine divisions that provide support to both the Superior Court of the District of Columbia and the District of Columbia Court of Appeals. The Executive Office is responsible for the administration and management of the District of Columbia Courts.

In the event of an emergency the chief judge of either court to delay or extend deadlines for office closures and court matters for up to 14 days. The *DC Courts and Public Defender Service Act of 2011* amended the DC Code to officially allow this action.

The District elects a non-voting, at-large Congressional delegate to the U.S. House of Representatives but has no representation in the U.S. Senate. As a unique entity, though *the 1973 Home Rule Act* delegated legislative responsibilities to the District, the Congress retains the right to review and overturn laws created by the council and intervene in local affairs.

For emergency management purposes, the District is considered both a local jurisdiction, as well as a state. These distinctions play a critical role in determining how the District interacts with our federal and state partners, especially when discerning factors needed to trigger federal assistance during a disaster.

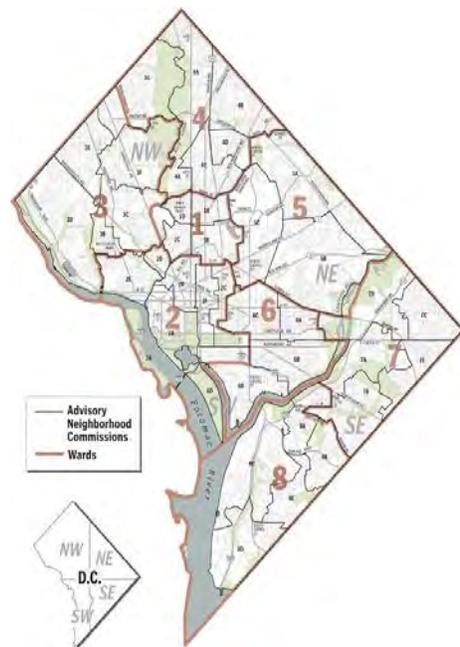
**3.2.5.4 Political Wards**

Thirteen District City Council members represent these political wards. The City Council is the legislative body that includes a representative elected from each of the eight political wards and five members, including the Chairman, elected at-large. Political wards, represented by their Council members, have significant roles in determining resource allocation for programs and operations within each District government agency. As the local elected representative body, the Council seeks citizen participation and holds public hearings for public comment on proposed legislation, policy initiatives, and government operations. In addition, the Council helps residents to access government information and services. Each of these Council responsibilities and authorities is critical to each step of the District’s emergency planning process—from determining budget allocations for each agency that will affect capacity, to fulfilling their role in response processes, to ensuring that District residents are well informed about community preparedness.

**3.2.5.5 Advisory Neighborhood Commissions**

Advisory Neighborhood Commissions (ANCs) are advisory boards composed of residents elected from the District’s diverse neighborhoods. The ANCs are independent bodies that advise the government on policy issues affecting their particular community. There are 37 ANCs in the District, each divided into subareas called Single Member Districts, which have approximately 2,000 residents. The District’s 37 ANCs are divided among the eight political wards.

ANCs consider a wide range of programs and policies affecting their neighborhoods. ANCs were created to ensure input from an advisory board that is made up of the residents of the neighborhoods that are directly affected by government action. In this sense, the ANCs are the body of government with the closest official ties to the people in a neighborhood. ANC commissioners can play a vital role in providing community situational awareness during emergencies,



**Figure 3-4: District Wards and Advisory Neighborhood Commissions**

communicating information, and identifying public concerns about preparedness issues through their frequent meetings and correspondence with residents in their neighborhoods.

### 3.2.6 Federal Government

The District maintains close coordination with federal agency partners during non-emergency periods through HSEMA and each ESF primary agency. The District receives financial assistance from several federal grant programs that support District readiness for all hazards. Among those agencies with grant programs are the U.S. Department of Homeland Security (USDHS), FEMA, the U.S. Department of Justice (DOJ), the U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA). The strength of these preparedness relationships have been cultivated over time between federal and District partners. These relationships are invaluable and contribute greatly toward a seamless response operation.

The District utilizes a pro-active approach to disaster management. During planned events or emergency that allow for advance warning – like a special event or hurricane – or no-notice events, federal coordination will always occur. This coordination is necessary and becomes increasingly important during incidents, which lead to a presidential declaration under the *Stafford Act*.

HSEMA maintains contact with FEMA Region III before, during, and after emergencies and disasters. This coordination provides an opportunity for District and federal partners to collaborate regarding effective implementation, validation, and testing of networks, programs, plans, and processes. These actions ensure timely implementation of prevention, protection, mitigation, response, and recovery activities. In addition, this collaborative partnership becomes increasingly essential in facilitating efforts leading to issuance of a disaster declaration.

The Office of National Capital Region Coordination (NCRC) serves as the federal coordination point for homeland security activities relating to the NCR, in accordance with *Public Law 107-296, Sec. 882, Homeland Security Act of 2002*, as amended. The NCRC works closely with the FEMA Region III Regional Response Coordination Center (RRCC) and FEMA headquarters disaster operations directorate, until a Federal Coordinating Officer (FCO) is on scene and establishes a Joint Field Office (JFO).

Due to the significant presence of the federal government in the District and the NCR, the NCRC performs coordination role involving more than 270 federal agencies and the NCR. The NCRC implements the following actions:

- Oversee and coordinate federal programs and relationships with state, local, and regional authorities in the NCR
- Coordinate USDHS activities relating to the NCR
- Provide NCR state, local, and regional authorities with information, research, and technical support to coordinate with these stakeholders and the private sector on preparedness to ensure adequate planning, information sharing, training, and execution of preparedness activities
- Develop a process for receiving meaningful input from state, local, and regional authorities and the private sector in the NCR to assist in the development of the homeland security and emergency management plans and activities of the federal government

- Serve as liaison between the federal government and state, local, and regional authorities and the private sector in the NCR to facilitate access to federal grants and other programs

## 3.2.7 Military

### 3.2.7.1 Military Support to Civil Authorities

Federal military assistance can be requested in accordance with the provisions of the *First U.S. Army Military Assistance Plan (Short Title 1A-MAP, dated November 30, 1973)*. The HSEMA Director coordinates all requests for such assistance with the FEMA Region III Regional Administrator and the First U.S. Army Headquarters. The regional Defense Coordinating Official (DCO) serves as the single point of contact for requesting assistance from U.S. Department of Defense (DOD). Mutual support agreements between the District and local military installations are coordinated and negotiated by the HSEMA Director.

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

Requests for assistance that require the use of military assets that cannot be provided directly by JFHQ-NCR Joint Task Force are elevated to and coordinated with U.S. Northern Command (USNORTHCOM). USNORTHCOM possesses planning cells that will determine the best military asset available to complete the mission requirement. USNORTHCOM command and control agencies will coordinate use of assets with FEMA, JFHQ-NCR, and the HSEMA Director.

### 3.2.7.2 DC National Guard

The DC National Guard (DCNG) operates as a federal asset under the oversight of the Secretary of the Defense. DCNG has personnel, power, and materials that may be used to support the District government during emergency operations, when requested through the appropriate military channels. The DCNG may provide support to a number of ESFs, including law enforcement, transportation, communications, medical resources, security, traffic control, mass care, and other operations.

When DCNG assistance is needed, the Mayor, or the HSEMA Director acting as the Mayor's agent, must coordinate the request through the Commanding General of the DCNG. The Commanding General notifies the Under Secretary of the Army of the request and its nature. The Under Secretary consults with the Attorney General and the Secretary of Defense on the request. The Attorney General establishes policies to be observed by military forces in the event they are used for military support to civil authorities in the District. If approved by the Under Secretary of the Army, the Commanding General advises the Mayor of the decision and commits resources as necessary to assist within the parameters established by the Under Secretary and the Attorney General. If advance coordination is possible, HSEMA will coordinate with the DCNG Military Support Officer.

### 3.2.8 Sovereign Jurisdictions

The District is home to around 180 international embassies, which mean there are over 180 sovereign and international borders that must be respected when an emergency, terrorist event, or other incident takes place. Given the wide range of federal, state, and international jurisdictions involved, coordination and information sharing is crucial to increasing preparedness and response in the District. In situations with international interests, HSEMA communicates with the Office of Foreign Mission within the U.S. Department of State. Information is shared relating to government actions, such as established evacuation routes.

### 3.2.9 Regional Partners and Dependencies

Beginning in 1957, the non-profit association, the Metropolitan Washington Council of Governments (COG) also established networks among federal, state, and local governments in the NCR. COG includes Arlington, Fairfax, Loudoun, and Prince William counties in Virginia; Frederick, Montgomery, and Prince George counties in Maryland; and the District of Columbia. Figure 3-5 illustrates the jurisdictions in the NCR. COG is a coordination and planning association for transportation; environment; housing and urban planning; health and human services; homeland security and public safety; and cooperative purchasing issues in its member city, county, state, and federal municipalities.

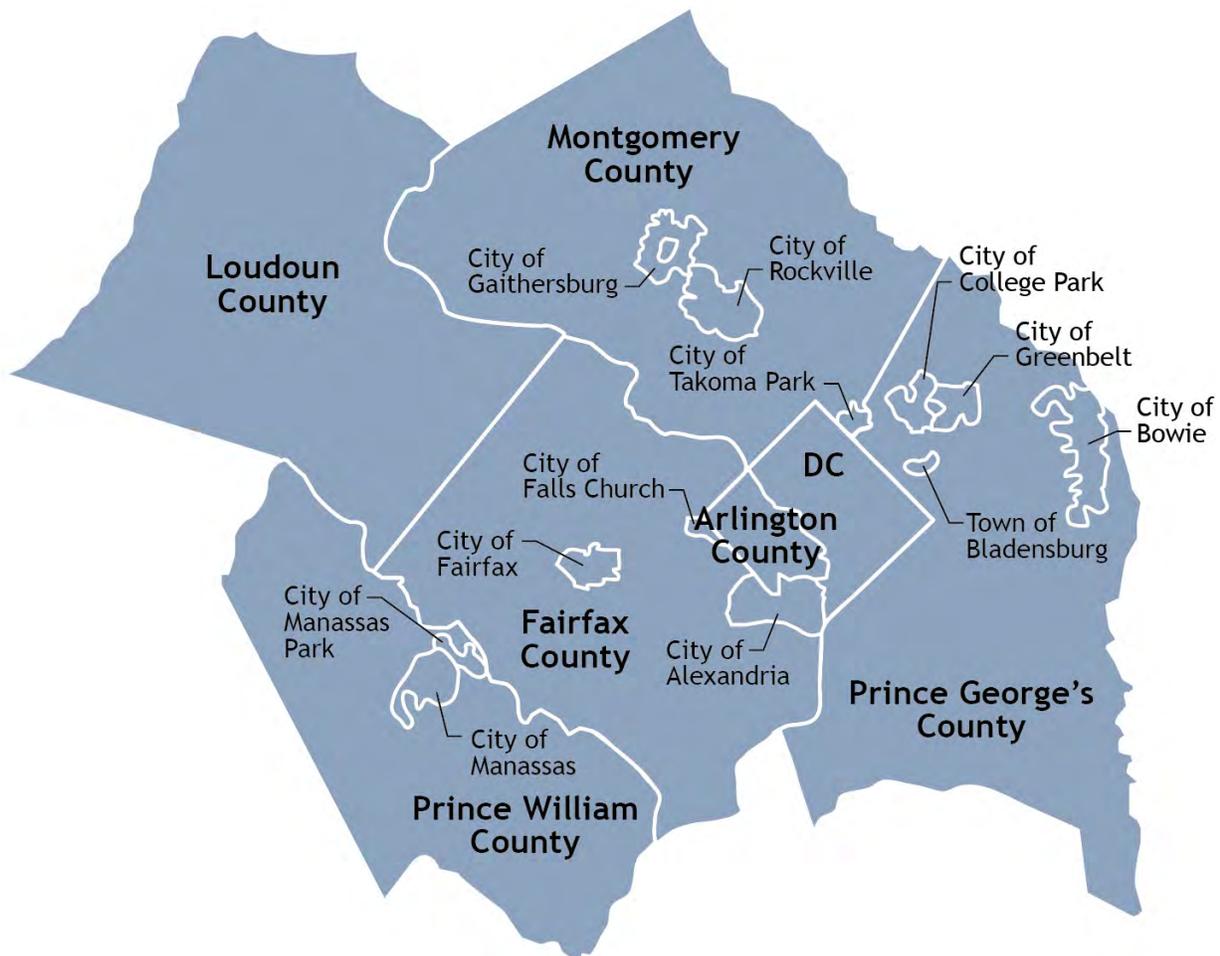


Figure 3-5: National Capital Region Member Jurisdictions

Responding to larger disaster events creates a bigger emphasis on regional dependencies. Many larger disaster events can be beyond the capabilities of the local jurisdictions and require cooperation and support from others in the region. This becomes a significant issue when others in the community and the region are experiencing the same challenges and needs. In situations such as these, this amplifies the challenges and in many cases increases needs. This creates stresses on systems and resources that may not have been anticipated.

### 3.3 Planning Assumptions

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Below is a list of the assumptions that were made in the development of the *District Response Plan*:

- The District of Columbia will remain the seat of power for the Federal Government after a disaster through response and recovery operations
- Nothing in the Plan alters or impedes the ability of District departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, Executive Orders, and directives
- The DRP focuses on addressing response phases actions as well as “short-term” recovery efforts
- The concepts and process presented in the DRP will be vetted and validated by all key stakeholders through the Plan maintenance process, including through exercises, or as the Plan is implemented after a disaster
- Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning
- Hazards can occur simultaneously or consecutively, such as a winter storm with local flooding or an earthquake during winter followed by an influenza epidemic. The District can also suffer from hazards occurring elsewhere that, due to their effect on the supply of goods and services induce critical shortages of such essentials as electricity, petroleum products, natural gas, and food
- As the population in the District increases, so will the consequence of the impact from various emergencies
- The initial response by the District government will be to take actions that have the greatest potential to save life and protect critical public infrastructure
- Emergency conditions may rapidly escalate, deplete critical resources, and exceed agency response capabilities. Each District agency and volunteer organization will document and seek reimbursement, as appropriate, for expenses incurred during emergency operations
- District, federal, and private sector partners collaborate in advance of the event to identify planning contingencies and facilitate effective response
- The District will utilize established communications systems and assure redundant communications capability
- Officials will enlist regional and federal assistance in event of emergency, diminished resources or response capabilities through mutual aid agreements (MAAs) with jurisdictions in the NCR,

through the Emergency Management Assistance Compact (EMAC), and through requests to FEMA

- Emergencies involving mass casualties could pose logistical challenges and tax medical assets in the District and the NCR
- Emergency responders and hospitals may have limited capability to isolate and treat casualties contaminated with chemical, biological, radiological, nuclear, and/or explosive (CBRNE) material
- Emergencies may cause injury, fatalities, property loss, and disruption of normal support systems. A large number of casualties, heavy damage to buildings and basic infrastructure, and disruption of essential public services may overwhelm District capabilities
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. Public awareness and education programs are required to ensure that residents will take appropriate advance actions to reduce their vulnerability, especially during the first 72-96 hours after an emergency or disaster
- The District will maintain a cadre of well-trained personnel to fulfill federal and District mandates. District agencies will participate in the development of supporting plans and procedures, training opportunities, and exercises in order to achieve and maintain optimal readiness capabilities
- The emergency planning process engages the “whole community.” Private sector, nonprofit, volunteer, and other NGOs are vital to the homeland security and emergency management infrastructure. In addition, the planning process is transparent and synchronizes coordination, collaboration, and communication among multi-disciplinary stakeholders within the policy, coordination, and tactical levels
- Media attention must be considered, with the District preparing to deal with representatives from local, national, and international print and electronic media within one hour of the incident

## 4.0 CONCEPT OF OPERATIONS

The primary purpose of the District Preparedness System is to ensure that agencies are prepared to prevent, protect against, respond to, recover from, and mitigate against the impacts from all threats and hazards. In most situations, District agencies will be the first and primary responders. Under special circumstances such as terrorist incidents, nuclear material incidents, public health emergencies, or mass migration events, federal agencies may have the primary jurisdiction for the overall response effort. However, the District’s resources will likely provide the first response for all incidents impacting the jurisdiction.

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

Recognizing the importance of utilizing a standardized emergency response system, the District formally adopted NIMS as the principle system for conducting incident management. As designed by *HSPD-5*, NIMS is a consistent, nationwide approach for federal, state, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. ICS principles and practices will be employed during all emergencies in District for organizing resources to emergencies of any complexity or duration.

### 4.1 Response Mission Essential Priorities and Critical Tasks

#### 4.1.1 Response Mission Essential Priorities

The primary purpose of the DRP is to provide guidance and procedures for response and immediate recovery operations, which take place from the moment the incident happens through to the immediate recovery phase. After an incident occurs, operational focus is centered on ensuring that the District is able to effectively respond to the public emergency. During this phase, emphasis is placed on achieving the following mission essential priorities:

- Saving and sustaining lives
- Stabilizing the incident
- Rapidly meeting basic human needs
- Restoring basic services and community functionality
- Establishing a safe and secure environment
- Supporting the transition to recovery

These efforts may last from a few hours to an extended period of time – several days or weeks – depending on the prevailing situation and on-scene circumstances.

#### 4.1.2 Response Mission Critical Tasks

Mission critical tasks are responsibilities that are vital to achieving the desired outcome. The District utilizes FEMA Core Capability guidance to develop response mission critical tasks. These capabilities serve as a guide for agencies to either build capability, or sustain existing capability in order to

implement the response mission area. Table 4-1 below provides a crosswalk of the response mission area core capabilities and associated critical tasks aligned with the District ESF structure.

Core Capability	Response Mission Area Critical Tasks	Lead ESF
Planning	Develop operational plans that adequately identify critical objectives based on the planning requirements, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the time frame contemplated in the plan using available resources	All
Public Information and Warning	Inform all District key stakeholders affected by the incident, by utilizing all means necessary, including accessible tools, of critical lifesaving and life-sustaining information to expedite the delivery of emergency services and aid the public in taking protective actions	All
	Deliver credible messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery	
Operational Coordination	Mobilize all critical resources and establish command, control, and coordination structures within the affected community and other coordinating bodies in surrounding jurisdictions and maintain, as needed, throughout the duration of an incident	All
	Enhance and maintain NIMS-compliant command, control, and coordination structures to meet basic human needs, stabilize the incident, and transition to recovery	
Critical Transportation	Establish physical access through appropriate transportation corridors and deliver required resources to save lives and to meet the needs of disaster survivors	ESF 1
	Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality	
Environmental Response/ Health and Safety	Conduct health and safety hazard assessments and disseminate guidance and resources, to include deploying hazardous materials teams, to support environmental health and safety actions for response personnel and the affected population	ESF 8 ESF 10 ESF 14
	Assess, monitor, perform cleanup actions, and provide resources to meet resource requirements and to transition from sustained response to short-term recovery	ESF 10
Fatality Management	Establish and maintain operations to recover a significant number of fatalities over a geographically dispersed area	ESF 8
Infrastructure Systems	Decrease and stabilize immediate infrastructure threats to the affected population, to include survivors in the heavily-damaged zone, nearby communities that may be affected by cascading effects, mass care support facilities, and evacuation processing centers with a focus on life-sustainment and congregate care services	ESF 1 ESF 2 ESF 3 ESF 4
	Re-establish critical infrastructure within the affected areas to support ongoing emergency response operations, life sustainment, community functionality, and a transition to recovery	ESF 9 ESF 14

Core Capability	Response Mission Area Critical Tasks	Lead ESF
Mass Care Services	Move and deliver resources and capabilities to meet the needs of disaster survivors, including individuals with access and functional needs	ESF 6
	Establish, staff, and equip emergency shelters and other temporary housing options, ensuring that shelters and temporary housing units are physically accessible for individuals with disabilities and others with access and functional needs	
	Move from congregate care to non-congregate care alternatives, and provide relocation assistance or interim housing solutions for families unable to return to their pre-disaster homes	
Mass Search and Rescue Operations	Conduct search and rescue (SAR) operations to locate and rescue persons in distress, based on the requirements of District authorities	ESF 4 ESF 9
	Initiate community-based SAR support operations across a wide geographically dispersed area	
	Ensure the synchronized deployment of District and regional teams to reinforce ongoing SAR efforts and transition to recovery	
On-scene Security and Protection	Establish a safe and secure environment in an affected area	ESF 13
	Provide and maintain on-scene security and meet the protection needs of the affected population over a geographically dispersed area while eliminating or mitigating the risk of further damage to persons, property, and the environment	
Operational Communications	Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between District, regional, and federal first responders	ESF 2 ESF 5
	Re-establish sufficient communications infrastructure within the affected areas to support ongoing life-sustaining activities, provide basic human needs, and transition to recovery	
Public and Private Services and Resources	Mobilize and deliver governmental, nongovernmental, and private sector resources within and outside of the affected area to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors	ESF 5 ESF 7 ESF 17 ESF 17 ESF 18
	Enhance public and private resource and services support for an affected area	
Public Health and Medical Services	Deliver medical countermeasures to exposed populations	ESF 8 ESF 4
	Complete triage and the initial stabilization of casualties and begin definitive care for those likely to survive their injuries	
	Return medical surge resources to pre-incident levels, complete health assessments, and identify recovery processes	
Situational Assessment	Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident	ESF 5 ESF 14 ESF 15 ESF 17

Core Capability	Response Mission Area Critical Tasks	Lead ESF
	Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery	

Table 4-1: Core Capabilities, Mission Critical Tasks, and ESF Crosswalk

## 4.2 Emergency Response Operations

### 4.2.1 District Emergency Operations Center

When a significant incident occurs, the District will move to an elevated coordination structure which will include activating the District’s EOC to coordinate District response efforts. Table 4-2 provides general definitions of the operational stages:

Operational Stages		Activation Level	Definition
Stage One	EOC Stage One Operations or EOC (1)	Minimum	EOC (1) is active at all times and encompasses watch activities that are conducted on a regular basis 365 days a year regardless of activation stage. The activities in this stage are carried out in the JAHOC, otherwise known as the HSEMA Watch Office. This stage is active in all steady-state conditions and encompasses the EOC’s day-to-day operations, including coordination of regularly occurring and non-critical incidents and alerting related to these incidents. These operations are governed by the JAHOC SOPs.
Stage Two	EOC Stage Two Operations or EOC (2)	Elevated	EOC (2) response will be handled by local District resources and/or NCR resources and existing MAAs. During this stage, the EOC may activate additional personnel to coordinate the response and provide the necessary resources.
Stage Three	EOC Stage Three Operations or EOC (3)	Full level of activation	EOC (3) involves the activation of the EOC management teams and all ELOs. The response needs of the incident may also require significant federal involvement, including coordination with federal entities and the use of/request for federal resources. This stage is considered full activation of the EOC.

Table 4-2: Emergency Operations Center Operational Stages

The EOC is maintained at a steady state to monitor incidents and maintain situational awareness. In the context of the DRP, EOC activation is the escalation from Stage 1 to Stage 2 or 3. An elevated stage of the EOC will normally come as a result of request from the on-site Incident Commander of any first responding agency or when the incident or event exceeds the capacity of the JAHOC. The following District positions have the authority to activate the EOC: Mayor, Deputy Mayor for Public Safety and Justice, HSEMA Director, and the HSEMA Director’s designee.

If an incident occurs or if a situation arises that has the potential to become a significant incident, the HSEMA Director, Assistant Director of Operations, and EOC Manager is notified by the JAHOC. The HSEMA Director may also convene the District CMT, when warranted.

When the incident escalates to the point where multiple agencies are involved and/or resource needs exceed the capability of the responding agency, the District EOC becomes the central point for the coordination of these resources and for District agencies' support to the lead agency. The District EOC - in close collaborations with area command, the DOCs and/or other public and non-public stakeholders, is the location that centralizes the collection and dissemination of information about the emergency. When the District EOC is activated:

- Coordination processes and structures are established between and among the DOCs and the EOC, as well as with other public and non-public stakeholders
- The appropriate District EOC Section(s)/Branch(es)/Unit(s) will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required
- If activated, the Incident Commander will coordinate directly with their respective DOC and may communicate directly with the EOC
- The District EOC will assist the DOCs in supporting field operations

The District EOC serves as the centralized coordination, direction, and control point for all significant emergencies and provides the mechanism for the assignment of resources, and coordination with agency, regional, national, and federal agencies and non-public entities during emergencies. The EOC will be activated when the threat of loss of life and/or excessive property damage may occur and when incidents require a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal, day to day emergency situations.

Regardless of complexity, the District EOC will serve as the highest level of control for the District. As such, the EOC will appropriately interface with the next level of government - the Federal Government as well as with regional and national partners. The District EOC is the central point for:

- Coordination of all the District's agencies' support for the lead agency in close collaboration with the lead agency's DOC or IC, if no DOC is available.
- Information gathering and dissemination
- Reporting information to the appropriate stakeholders
- Coordination with other state and local EOCs in the NCR jurisdictions

#### 4.2.2 Washington Regional Threat and Analysis Center

The WRTAC operates in the steady-state operations to maintain situation awareness of emerging and potential threats to maximize the ability to detect and prevent District incidents. After an incident, when the EOC is activated to Stage 2 or 3, a lead WRTAC analyst(s) will be designated to support and supplement EOC functions during activation to ensure District security. In addition to the lead analyst(s), all WRTAC units will provide support and subject matter expertise, assigning a designated support unit for each hazard identified.

In the event of EOC activation, the lead analyst(s), with assistance from the designated support unit and all WRTAC units, will primarily be responsible for the following activities to help support information-driven consequence management:

- Subject-matter expertise
- Monitoring and contributing to the National Situational Awareness room
- Open source research
- Social media research
- Access to, analysis of, and briefings related to classified information
- Information flow facilitation
- Information verification
- Regional and national collaboration through the National Network of Fusion Centers
- Aggregation and conversion of raw information into actionable intelligence
- Law enforcement database checks
- Threat environment situation reports
- Analysis of cross-sector District implications
- Information dissemination

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## 4.3 Response Coordination Facilities

### 4.3.1 Primary Emergency Operations Center

The EOC, located at HSEMA headquarters, is the primary location of EOC operations during an incident with a Stage 2 or 3 activation. The EOC is designed to accommodate the large number of emergency management partners and stakeholders during an incident. The EOC layout provides designated seating and equipment along with communications and other logistical support infrastructure. Adjacent meeting rooms and office spaces are available and are also equipped with special communications and support equipment such as video teleconference.

The EOC is configured in accordance with the doctrines of NIMS and ICS. It also parallels the FEMA RRCC and the FEMA National Response Coordination Center (NRCC). This allows clear paths of communication between these organizations as well as between responders at the local, regional, and federal levels.

### 4.3.2 Alternate Emergency Operations Center

The Alternate EOC (A-EOC) is located at DC Armory, and is the designated alternate operating facility in the event that the primary EOC has become inoperable for any reason. The A-EOC provides the same functions as the primary EOC. Other alternate locations may be specified as required.

### 4.3.3 Office of Unified Communications Center

The District Office of Unified Communications (OUC) provides professional response to emergency and non-emergency calls in the District. The OUC is co-located with the EOC and is staffed 24 hours a day, 7 days a week.

The OUC consolidates the emergency 911 non-emergency and 311 call activities from the Metropolitan Police Department (MPD), Fire and Emergency Medical Services (FEMS), and customer service operations. In addition to fielding these life-dependent calls, the OUC also:

- Oversees all land and mobile radio systems tied to the response network
- Manages operations and maintenance of public safety and non-public safety voice radio technology
- Manages the building facilities supporting public safety voice radio technology and call center technology

### 4.3.4 Joint Information Center

Also located immediately adjacent to the EOC is the Joint Information Center (JIC) for collocation of the public affairs operations of the District. The JIC’s primary function is to enhance existing incident management capabilities. Upon activation, District government Public Information Officers (PIOs) assemble in the JIC where information is coordinated, developed into information products, and released to the public to provide situational awareness, protective measures, and other meaningful information.

### 4.3.5 Department Operations Centers

The department-field response structure in District has a direct communications and reporting relationship with either their DOC or the District EOC. Table 4-3 provides a list of agencies and organizations within the District that have DOCs.

District of Columbia	
HSEMA -EOC	Metropolitan Police Department (MPD)
Fire and Emergency Medical Services (FEMS)	District Department of Transportation (DDOT)
OUC/Unified Communications Center	Department of Health (DOH) - Health Emergency Coordination Center
Office of the Chief Technology Officer (OCTO)	Department of Public Works (DPW) - Emergency Coordination Center (ECC)

Other Agencies	
DC National Guard (DCNG)	WMATA Metro Transit Police Department (MTPD)
WMATA Metro Bus	Metropolitan Washington Airports Authority
American Red Cross (ARC) Headquarters	Reagan National Airport
National Weather Service	

**Table 4-3: List of Agencies with Department Operations Centers**

### 4.3.6 Mobile Command Unit

Both HSEMA-operated Mobile Command Buses serve all District agencies as an extension of the EOC and may be deployable to an emergency scene to support any District agency. The vehicles are equipped with technology to support communications, coordination, monitoring, supply, accountability, and security.

Other District agencies with mobile command units include:

- Department of Health(DOH)
- Fire and Emergency Medical Services (FEMS)
- Metropolitan Police Department (MPD)
- Office of the Chief Technology Officer (OCTO)

## 4.4 Emergency Operations Center Critical Functions

Requests for District resources or assistance are normally routed through 9-1-1 Dispatch Center, DOCs, or the DC EOC. Specifically, the EOC provides resources, personnel, and logistical assistance to ensure appropriate safeguards and services for the public in the areas of personal safety, medical resources, sanitation facilities, traffic control, public health protection, and public transportation. The EOC also provides situational awareness to the Mayor, City Administrator, Deputy Mayor for Public Safety and Justice, HSEMA Director, and members of the District CMT. The District CMT convenes at the discretion of the HSEMA Director, as developing incident conditions warrant. District government Cabinet-members should anticipate receiving formal notification of the need for assembly of the District CMT via email, teleconference, or other EOC notification methods.

### 4.4.1 Multi-Agency Coordination

Inter-agency coordination, through the activation and deployment of ELOs, is an integral part of the EOC functions. The EOC is staffed by representatives from District departments and agencies who work together to coordinate the District’s emergency response. The EOC utilizes inter-agency coordination to facilitate decisions for District-wide emergency response activities. Inter-agency coordination is vital for:

- Establishing priorities for response
- Allocating critical resources

- Developing strategies for coordinating inter-agency response problems
- Sharing information
- Facilitating communications

Additionally, liaison representatives from outside agencies – including federal, state, and local jurisdictions; private sector partners; and community based organizations – may also participate at the EOC with departmental representatives in coordinating the Districts response effort. Coordination with agencies not represented in the EOC is accomplished through a variety of telecommunications services.

## 4.5 Emergency Operations Center Organization Structure

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The District EOC has adopted an ICS/ESF hybrid structure that utilizes ESFs, represented in the EOC by ELOs, with the command and general staff positions. This hybrid structure is based on ICS and employs NIMS principles when organizations with parallel and overlapping authorities are operating in the District's EOC. Figure 4-1 illustrates the full EOC organization.

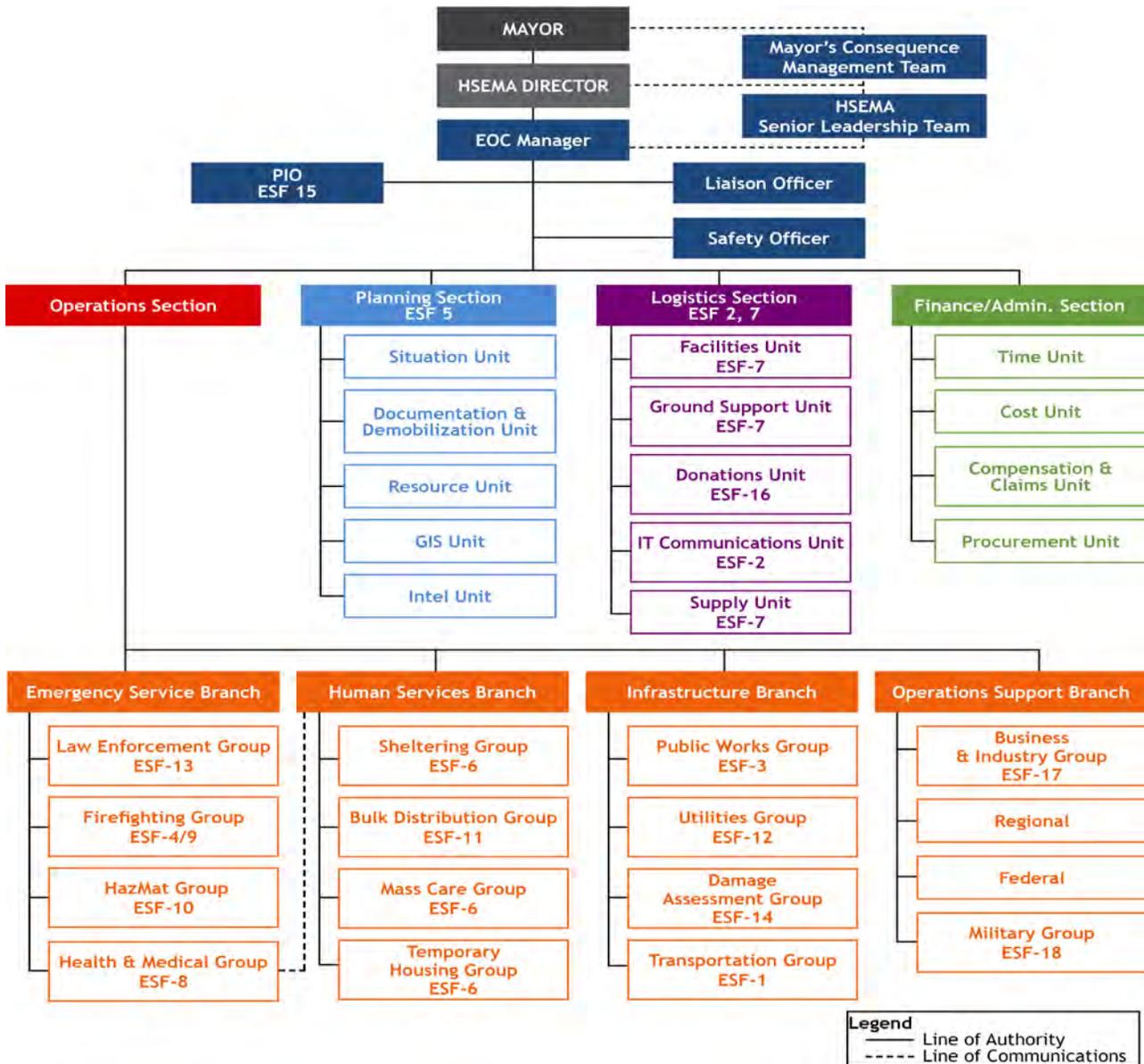


Figure 4-1: Emergency Operations Center Organization Chart

Although the actions of emergency responders are centrally controlled, those actions are executed through District departments and agencies. Each District department and agency head has a responsibility to their employees and to the public in preparing for potential hazards that might impact the District. Among those responsibilities are the timely execution of their mission under emergency conditions and the protection of employees in emergencies.

The ICS/ESF Hybrid structure and activated EOC sections, branches, groups, and units may expand and contract as the incident requires. The decision to expand or contract the EOC staffing is ultimately under the direction of the EOC Manager. Position-specific guides for each EOC position are provided to EOC staff.

### 4.5.1 Emergency Liaison Officers

Certain agencies have clearly identified missions and functions under the DRP in addition to agency-specific missions and functions. These agencies are grouped into ESFs by the nature of the type of assistance they normally provide during an emergency. The ESFs and agencies are represented in the EOC by pre-identified and trained ELOs. When the ELOs of these ESFs are co-located in the EOC, they are further grouped into sections that cluster similar functions in order to better coordinate the overall District response.

ELOs augment the EOC by providing all of the key District emergency response functions in a single location under the direction of the HSEMA Director. ELOs provide significant subject-matter expertise, through positions placed under the Operations Section. They are organized into four branches as depicted in Figure 4-1.

### 4.5.2 Command and General Staff Organization

HSEMA has in its roster two EOC management teams: the Red Team and the Blue Team. Each team contains a full complement of command and general staff positions as derived from ICS. Upon conferring with the HSEMA Senior Leadership Team, the HSEMA Director may choose to activate a full team, or just the pertinent elements of the Command and/or General Staff functions to help facilitate span of control and to ease the flow of communication and coordination. The functions include: Command, Operations, Planning, Logistics, and Finance/Administration sections.

This section presents a general overview of the various operational functions of the EOC. However, the SOG provides detailed information about the operations of the EOC.

#### 4.5.2.1 Command Staff

The Command Section of the EOC is responsible for overall policy and coordination. The EOC Command Staff consists of the Mayor, CMT, HSEMA Director, HSEMA Senior Leadership Team, and the EOC Manager. Figure 4-2 illustrates the basic command structure of the District EOC.

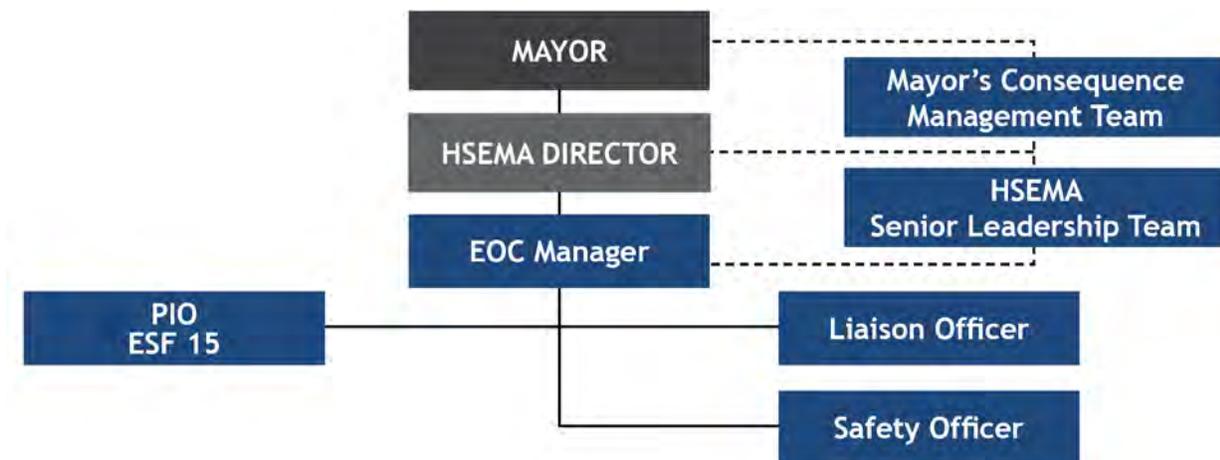


Figure 4-2: EOC Command Staff Structure

Each of the command staff positions has distinct roles and responsibilities in ensuring the operations of the EOC, as outlined in Table 4-4.

Role	Responsibilities
Mayor	The District Code outlines the Mayor's authority during a District state of emergency. The Mayor may choose to exercise direct control and coordination of emergency response operations. Alternatively, they may choose to designate their authority, usually the HSEMA Director, to manage the event.
Consequence Management Team (CMT)	In its fullest composition the CMT includes: the Mayor, City Administrator, Deputy Mayors, PIO, and senior leadership from all District agencies with a primary role in an ESF. The CMT is the established advisory body to coordinate with HSEMA in the event of an emergency. It advises specifically on such issues as priorities, policies, plans, procedures, training, exercises, funding, and public engagement. The CMT will implement its decisions through the HSEMA Director or his designee. During an actual or imminent major emergency, the Mayor (or designee) will call together the CMT to serve as the emergency policy group and recommend such actions as a Declaration of Emergency, an Evacuation Order, or other related executive orders and/or proclamations. CMT members who need to physically report to the EOC for any given incident will be determined based on the type of incident and discretion of the HSEMA Director. However, in all stages of EOC activation, all CMT members will be continuously briefed and updated and they in turn must remain available.
HSEMA Director	<p>The HSEMA Director has policy-making authority and authority to commit District resources. In the event regional and/or federal assistance is required, the HSEMA Director will interface directly with representatives of the state, local, and/or federal government.</p> <p>Pursuant to the Homeland Security, Risk Reduction and Preparedness Amendment Act of 2006, the HSEMA Director has the overall authority and responsibility for leading and coordinating District agencies' response to accomplish the District's mission. Under the HSEMA Director there are four functional sections: Operations, Planning, Logistics, and Finance/Administration. All four Sections will operate under the purview of the HSEMA Director. The HSEMA Director is responsible for:</p> <ul style="list-style-type: none"> <li>■ Assisting with the development, implementation, and review the EOC Action Plan (EAP) by developing strategies that support the policies implemented by the CMT</li> <li>■ Managing all aspects of EOC organization and operations</li> <li>■ Committing personnel and equipment for any emergency in the District</li> <li>■ Activating and assigning Section leaders for the general staff positions</li> <li>■ Facilitating briefings for the CMT and reviews and approves situation reports (SITREPs) prior to transmission to the agencies</li> <li>■ Overseeing the mutual aid process for emergency operations</li> <li>■ Communicating activation status to regional and federal partners</li> <li>■ Directing the staffing of the EOC, including activating appropriate ELOs</li> </ul>
HSEMA Senior Leadership Team	The HSEMA SLT consists of HSEMA Assistant Directors. Their primary role is to provide support and assistance to facilitate the internal operations of the EOC for the HSEMA Director.
EOC Manager	HSEMA personnel staff the EOC Manger position. The EOC Manager is responsible to ensure the readiness of the District EOC. The EOC Manager acts as an aide to the HSEMA Director.

Role	Responsibilities
Liaison Officer	<ul style="list-style-type: none"> <li>Provides a primary point of contact for all incoming agency representatives' assigned to the EOC.</li> <li>Ensures that the agency representatives are provided with the necessary workspace, communications, information, and internal point of contact necessary to perform their responsibilities.</li> <li>Ensures that the HSEMA Director is informed as to what agencies are represented in the EOC.</li> <li>Ensures that the HSEMA Director is apprised of all Regional or Federal agencies operating in the field.</li> </ul>
Safety Officer	Monitors all aspects of the emergency organization to ensure the safety of all personnel involved with response activities.
PIO	Serves as the point of contact for the media and other organizations seeking information on the emergency.

Table 4-4: EOC Command Staff Roles and Responsibilities

**4.5.2.2 General Staff**

The EOC General Staff is comprised of the Operations, Logistics, Planning, and Finance/Administration Section Chiefs as illustrated in Figure 4-3. Their main responsibility is to:

- Provide direct oversight for all section staff
- Ensure that EAP goals and objectives are completed
- Promote interagency coordination

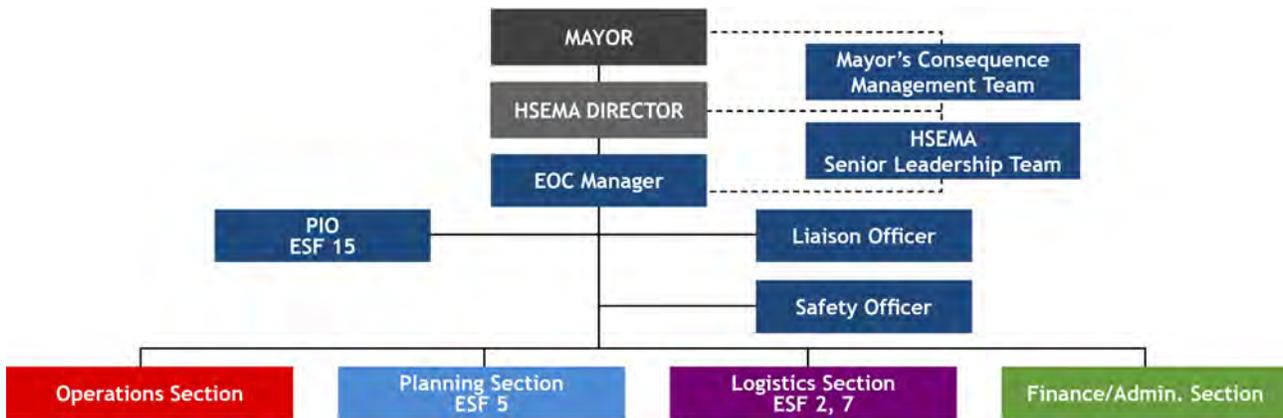
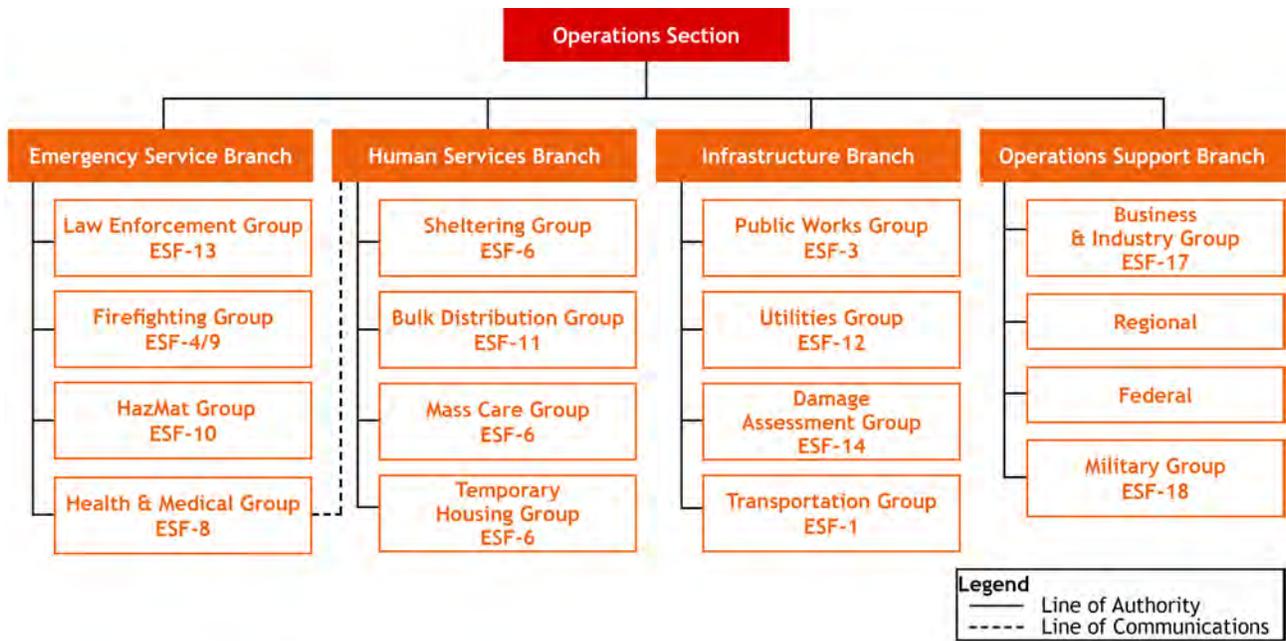


Figure 4-3: EOC General Staff Structure

**4.5.2.2.1 Operations Section**

The EOC Operations Section is responsible for coordination of all response elements applied to the incident. The Operations Section carries out the objectives of the EAP and requests additional resources as needed.



**Figure 4-4: EOC Operations Section**

As depicted in Figure 4-4, each of the Operations Branch Managers will be responsible for pertinent functional group delegated under their authority. Each functional group is represented by ELOs. Once located at the EOC, ELOs will act as liaisons between the EOC Command team and their respective organization (or DOCs if activated) in support of policy development and strategy implementation process. If their DOC is not activated, then the ELO will have the authority to assign their respective agency’s resources and carry out other policy.

The EOC Operations Section Chief (OSC) is responsible for coordinating all EOC operations in support of the emergency response and implementation of the EAP. Each section and branch devises an approach for supporting the incident objectives. Personnel assigned to each position will identify achievable tasks to accomplish within the operation period. Major tasks include:

- Ensure that operational objectives and assignments identified in the EAP are carried out
- Establish and maintain a WebEOC duty log for the Operations Section
- Ensure that individuals relieving Operations Section positions are thoroughly briefed by outgoing staff
- Develop operational tactics to be incorporated in the EAP
- Determine resource request priorities, identify conflicts, and monitor fulfillment of resource requests
- Brief EOC Command, General Staff, and ELOs on the EAP and SITREPs
- Ensure that all section personnel are maintaining their individual SITREPs
- Continuously monitor field operations and determine adequacy of progress
- Summarize SITREPs and forward to Planning Section for EAP development
- Based on field report, recommend changes to EAP, and coordinate changes with Operations Section Staff

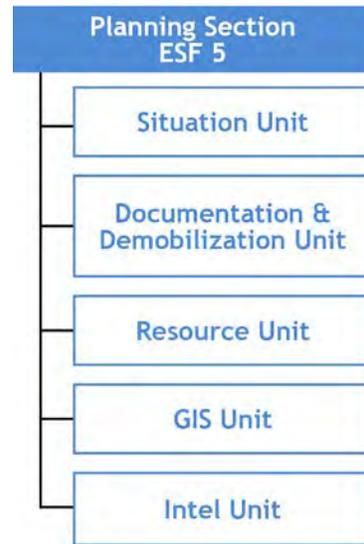
- In coordination with the Logistics Section, establish and maintain staging areas for assembly of resources and responders.
- In coordination with field-safety officer, report hazardous conditions and any incidents/accidents involving responders.
- Deactivate assigned EOC positions as needed and close out logs when authorized by EOC Manager.

**4.5.2.2.2 Planning Section**

The Planning Section which is comprised of five branches, as depicted in Figure 4-5. ESF # 5 serves a support role by collecting, analyzing, documenting, and disseminating information to help enhance response and recovery activities. Information is needed to:

- Understand the scope of the current situation/incident
- Plan for potential development of incident events
- Prepare alternative strategies and operations to support the incident
- Develop EAP to support the response and recovery efforts
- Disseminate plans and information to the appropriate audiences via the most effective means

The Planning Section assesses the incident and its impact, and develops the EAP based on information from all sections. For small incidents of short duration, this plan may be verbalized.



**Figure 4-5: EOC Planning Section**

The Planning Section also supports the EOC PIO and the EOC Manager in the flow of information within the EOC or JIC (if activated) and dissemination of accurate incident information to the public.

Each of the Planning Section and Unit positions has distinct roles and responsibilities in ensuring the operations of the Section, as outlined in Table 4-5.

Role	Responsibilities
Planning Section Chief	<ul style="list-style-type: none"> <li>■ Coordinate the activities of the Planning Section</li> <li>■ Provide necessary cooperation and support to the other Section Chiefs, in accordance with the NIMS framework</li> <li>■ Oversee drafting of Emergency Declarations</li> <li>■ Prepare and maintain the EAP</li> </ul>
Situation Unit Staff	<p>The Situation Unit is responsible for collection of data that establishes the scope of the incident, including damage assessments, and the submission of the information to the EOC Planning Section Chief in a timely manner via a SITREP. The Situation Unit is essentially the incident information clearinghouse. The Situation Unit falls within the Planning Section but frequently collaborates with the field Situation Unit and EOC OSC in gathering current incident status information. The Situation Unit staff must capture the essential elements of information in order to present an overview of impact information needed to expedite the decision-making process.</p>

Role	Responsibilities
Documentation and Demobilization Unit Staff	The Documentation and Demobilization Unit is responsible for gathering incident data and supporting the generation of the EAP. The Documentation and Demobilization Unit staff attends planning meetings and makes adjustments to the EAP as warranted. The staff collects all incident-related documents, maps, field reports, notes, faxes, telephone messages, etc., and files them according to subject matter and group. The Documentation/Demobilization Unit is also responsible for the development and implementation of the incident demobilization plan.
Resource Unit Staff	The EOC Resources Unit is responsible for coordinating staffing support to the EOC and other critical sites supporting missions identified in the EAP. The EOC Resources Unit Leader is responsible for receiving briefing and special instructions from the EOC Planning Section Chief. The EOC Resources Unit Leader must review the current EAP for gaps in resources and capabilities.
GIS Unit Staff	The Geographic Information System (GIS) Unit is responsible for developing appropriate GIS products that graphically display incident status information obtained from various sources. The GIS Unit staff will help determine the GIS products required by the incident and establish priorities and timelines. The GIS Unit staff will be mainly tasked with generating appropriate maps for planning and recording EOC operations. The field-based Planning Section may request the development of GIS maps from the EOC due to field-based technology and staffing limitations. The GIS Unit staff will also obtain necessary equipment and supplies and ensure that the GIS computers and plotting systems are functional.
Intelligence Unit Staff	The Intelligence (Intel) Unit will gather information from a variety of sources (including the WRTAC), analyze and verify information, and prepare and update internal EOC information. The Intel Unit will be activated under any EOC activation. The unit has an important function in supporting the planning meetings and in preparing the EAP. The Intel Unit staff will collect and process internal EOC documentation, and prepare advance planning information as necessary.

Table 4-5: Planning Section Staff Roles and Responsibilities

4.5.2.2.3 Logistics Section

The Logistics Section manages the process of planning, preparing, implementing, and evaluating all logistical functions that support the Emergency Operations Center during activation. The Section is comprised of five units as illustrated in Figure 4-6.

The EOC Logistics Section is responsible for supporting the operations of the EOC. This includes supporting the assigned personnel with food services and lodging accommodations, as necessary. The EOC Logistics Section is responsible for maintaining the information technology (IT) used in the EOC, including the IT infrastructure and software. The software includes but is not limited to WebEOC and all its functionality as well as webinars. The EOC Logistics Section is responsible for maintaining the EOC telecommunication infrastructure within these four areas:

- Telephony: landlines, cellular, and satellite

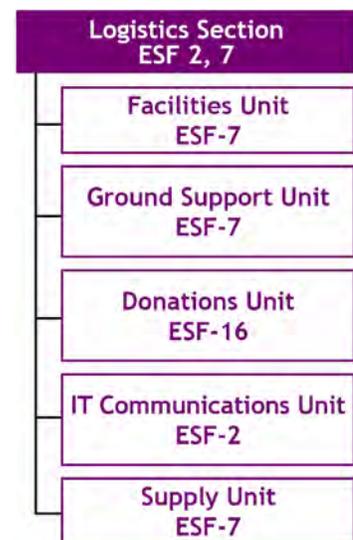


Figure 4-6: EOC Logistics Section

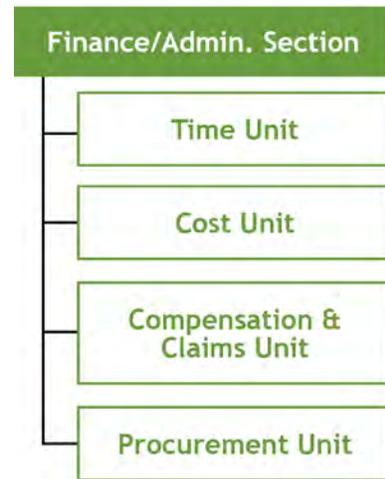
- Wide area network
- Radio communications
- Video telecommunications

The EOC Logistics Section is responsible for monitoring access, providing credentialing to authorized guests, and maintaining an accurate and up-to-date list of visitors and staff in the EOC, which includes ensuring EOC representatives are tracked in the check-in/check-out WebEOC board.

**4.5.2.2.4 Finance and Administration Section**

The Finance and Administration Section consists of four units as illustrated in Figure 4-7. The Section is responsible for coordinating several important measures that are necessary to process and track expenditures. Several of these measures are as follows:

- Providing assistance on the logistics associated with purchasing and travel
- Coordinating District agency finance offices on the reimbursement process for an event
- Coordinating with the Mayor’s Office and the District Council concerning budget authority and other funding issues resulting from an event
- Gathering and submitting required information and documentation regarding the reimbursement of eligible costs incurred by the District
- Investigating all known personal and property claims stemming from the disaster response



**Figure 4-7: EOC Finance and Administration Section**

Each of the Unit positions in the Finance and Administration Section has distinct roles and responsibilities in ensuring the operations of the Section, as outlined in Table 4-6.

Role	Responsibilities
Time Unit	<p>The Time Unit is primarily responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies. The Time Unit also ensures that equipment usage time is recorded. The Time Unit coordinates with all activated DOCs to collect and maintain a running District incident expense report for the CMT.</p> <p>The Time Unit Leader may activate the following functions, depending on the size and complexity of the incident:</p> <ul style="list-style-type: none"> <li>■ Personnel Time Recorder: Oversees the recording of time for all personnel assigned to the incident</li> <li>■ Equipment Time Recorder: Oversees the recording of time for all equipment assigned to the incident</li> </ul>

Role	Responsibilities
Compensation and Claims Unit	<p>The Compensation and Claims Unit handles responder injury compensation and claims. This unit also maintains files on injuries and illnesses associated with the incident and must ensure that all witness statements are obtained in writing. This function also investigates all claims involving property associated with or involved in the incident.</p> <p>The Compensation and Claims Unit may activate the following functions, depending on the size and complexity of the incident:</p> <ul style="list-style-type: none"> <li>■ Injury Compensation Specialist: Administers financial matters resulting from serious injuries and fatalities occurring on an incident; close coordination is required with the Safety Officer</li> <li>■ Claims Specialist: Manages all claims-related activities (other than injuries) for an incident</li> </ul>
Procurement Unit	<p>The Procurement Unit ensures that unforeseen and emergency procurements of critical goods and services are effected as quickly as possible. The Procurement Unit will process requests for response-related resources and complete the following actions:</p> <ul style="list-style-type: none"> <li>■ Direct and supervise the activities of personnel involved in managing resources</li> <li>■ Coordinate with the EOC Manager and key organization representatives, in the EOC, regarding needs and priorities</li> <li>■ Monitor potential resource shortages and advise key staff on the need for action</li> <li>■ Identify facilities and sites that may be used to store needed resources and donations</li> </ul>
Cost Unit	<p>The Cost Unit provides cost analysis data for the incident. This unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit must maintain accurate information on the actual costs of all assigned resources.</p>

**Table 4-6: Finance and Administration Section Staff Roles and Responsibilities**

## 4.6 Coordination, Direction, and Control

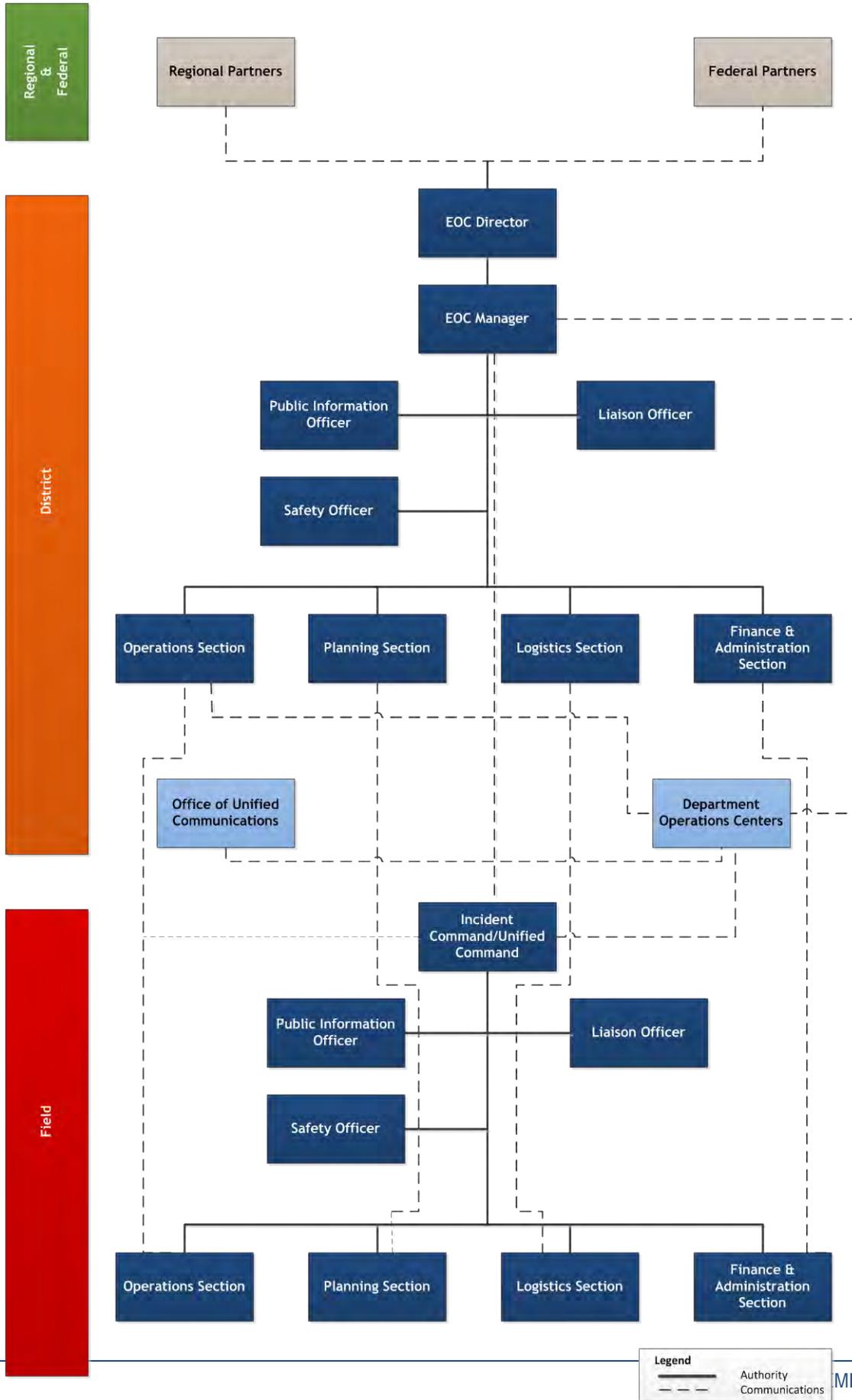
The combined emergency management authorities, policies, procedures, and resources of the District, regional, federal government, and other stakeholders (e.g., international organizations, voluntary disaster relief organizations, and the private sector) constitute an intergovernmental emergency response network for providing assistance following an emergency. Within this network, the District may provide personnel, equipment, supplies, and facilities, managerial, technical, and advisory services in support of emergency assistance efforts.

In incidents with large or widespread impacts, the District will work with regional partners and the activities contained in the DRP will be taken in conjunction with partner state and local plans as well as with federal emergency operational plans as applicable. If the incident results in a presidential declaration being made, the Mayor and the FEMA Region III Administrator will execute a Federal-District Agreement. The agreement provides the manner in which federal assistance is made available

and contains the assurance of the Mayor that a reasonable amount of District government funds has been or will be expended in alleviating damage caused by the emergency.

The HSEMA Director or other authorized representative of the Mayor serves as the District Coordinating Officer (DCCO) who coordinates requests for federal assistance. The DCCO is the District's senior representative for purposes of requesting federal assistance from the USDHS under the provisions of the Stafford Act. This individual is designated in the Federal-District Agreement as the key agent for processing official requests for assistance under USDHS direction. The DCCO is normally located in the JFO during the early phases of an operation and works closely with the FCO, the senior federal representative.

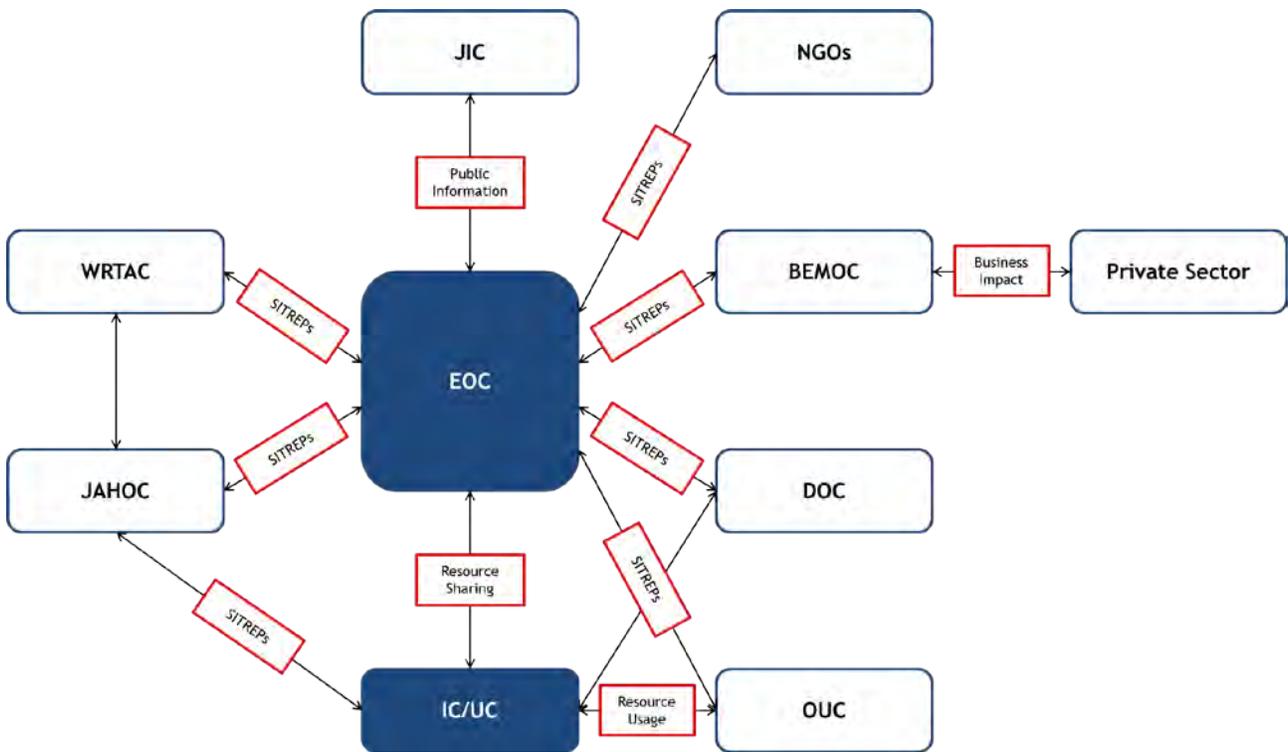
Figure 4-8 illustrates the general lines of authority and communications between the EOC and the Incident Command (IC) or Unified Command (UC) in the field, DOCs, and the OUC in the District, as well as with Federal and Regional entities during an incident.



**Figure 4-8: Emergency Operations Center Coordination with Federal, Regional, District, and Field**

The EOC organizational structure is designed to ensure the appropriate delegation, management, and accountability of field-level response coordination and support within the District’s EOC. The EOC’s ICS hierarchical structure allows for mission assignments and tasks, resource requests, damage assessments, supporting District operations, and incident situational awareness data collection and reporting to be coordinated and distributed throughout all of the EOC sections and District stakeholders.

The District’s EOC organization and communication processes were developed to allow information to be collected, managed, and disseminated between all of the incident management and District coordination structures (i.e., field-level IC/UC, DOCs, JAHOC, WRTAC, JIC, and NGOs). Figure 4-9 depicts the EOC coordination and information flow while Table 4-7 depicts the communication lines between these entities.



**Figure 4-9: EOC Coordination and Information Flow**

In the event that a District agency’s resources and capabilities are exceeded, they may contact the EOC to provide assistance. This may include coordinating resource requests from other agencies within the District and/or requesting resources from our public and non-public partners in accordance with standing agreements. The combined resources of the District, its partners, and the federal government represent a standardized emergency response system capable of responding to any emergency. Given the complexity involved with this level of event, coordination and communications with Incident Commander(s), DOC(s), and the EOC must be established. Coordination and communications linkages must also be established between the following emergency coordination entities:

- Field to EOC
- Field to DOC

- DOC to EOC
- EOC to Area Command
- District EOC to other State/local jurisdiction EOCs
- District EOC to Federal EOCs

District Entity	Primary EOC Coordination
IC/UC	The EOC coordinates with the on-scene Command and General staff to ensure that resource needs beyond the District’s internal capabilities are met. The EOC coordinates resource sourcing and acquisition primarily through NCR and EMAC resource requesting processes. The EOC also coordinates the preliminary damage assessment (PDA) activities and maintains situational awareness reporting.
DOCs	The EOC coordinates District resource management and usage tracking through the District DOCs. The DOCs, in conjunction with their Dispatch Centers, internally fulfill District resource requests made from the IC/UC. The DOCs document these incident resource assignments provide resource usage reports to the EOC Finance Administration Section in order to conduct overall incident cost estimation and tracking.
JAHOC	The EOC coordinates with the JAHOC in order to maintain overall District situational awareness during incident requiring EOC activations. When the EOC is not activated, the JAHOC acts as the Watch Office by maintaining situational awareness and monitoring all District events and incidents, and supports internal District resource sourcing. These resource sourcing roles and responsibilities are transitioned to the EOC following EOC activation.
WRTAC	The WRTAC provides tactical and strategic intelligence (collection, analysis, and dissemination), to support District law enforcement agencies, other first responders, homeland security, emergency management, public health, and the private sector. The EOC coordinates intelligence collaboration and information gathering between the EOC sections and groups, DOCs, and regional partners.
Business Emergency Management Operations Center (BEMOC)	The BEMOC supplements EOC functions and incident management capabilities. The BEMOC will provide a mechanism for District, state, federal, and local governments to formally coordinate and interface with the private sector.
JIC	The JIC provides a supporting mechanism to develop, coordinate, and deliver public District messaging. The JIC supports both the IC/UC and EOC public information functions.
NGOs	The EOC coordinates with NGOs such as the ARC, the DC Health Care Alliance, the DC Hospital Association, the DC Nurses Association, the DC Primary Care Association, the Medical Chirurgical Society of DC, the Medical Society of DC, the National Medical Association, the Nursing Home Association, and the Vulnerable Populations Community and Healthcare Coalition. This coordination includes the sourcing of resources or assistance and help in locating additional assets and personnel in their respective specialty areas.

**Table 4-7: District Coordination and Communication Lines**

## 4.6.1 District Level Coordination

### 4.6.1.1 Emergency Operations Center and Field Coordination

As seen in Figure 4-8, there are many lines of communication to facilitate coordination between the EOC and the IC/UC in the field, which is facilitated in some instances by agencies' DOCs. The sections below outline these relationships in more detail.

#### 4.6.1.1.1 With Department Operations Center Activation

IC field response organizations will normally communicate with DOCs or EOCs through dispatch centers either in the OUC or in their DOCs. Dispatch centers do not have command authority over incidents; they have dispatch authority as determined by agency policy. Because of the communications systems involved, agency dispatch centers often function in an intermediate role between Incident Commanders in the field and DOCs or EOCs. Also, in some cases under heavy load conditions, agencies may elect to move into an "expanded dispatch" mode which may provide a higher level authority at the agency dispatch facility.

District agencies with dispatch centers have their own policies, procedures, and communication capabilities that affect how the field level is linked to the DOCs. For a single discipline incident, the Incident Commander is usually in contact with the dispatch center. If the incident is large with a need for many resources, the agency may decide to activate their DOC. The Incident Commander would report to the DOC typically through the agency dispatch center.

In the event that EOC is activated, for example, if the event is a large or complex incident, the Incident Commander would report directly into the EOC. The Incident Commander shall communicate directly with the EOC, through their respective discipline branch within the EOC Operations Section or with the EOC Manager.

#### 4.6.1.1.2 With Unified Command

At the field response level, UC may be established for some multi-agency or multi-jurisdictional incidents. UC may be used when more than one agency has some significant jurisdiction over that incident. Under UC, each agency with significant jurisdictional responsibility will assign an Incident Commander and appropriate resources to the incident.

The Incident Commanders form a UC, and work from a single ICP. They develop a set of common objectives, strategies, and a single Incident Action Plan (IAP). They select an OSC for the incident from one of the jurisdictions or agencies and give that OSC authority to implement the operations portion of the IAP and to command tactical resources.

Incident interactions with dispatch centers, DOCs, or an EOC generally take two forms under UC:

- **Policy and Authority Interactions:** Under UC, the Incident Commanders will maintain communications with their respective department or agency. Each Incident Commander will receive an appropriate delegation of authority to govern that agencies interaction at the incident
- **Resource Ordering Interactions:** Resource ordering under a UC will be based on single point resource ordering. All orders will be placed from the incident logistics staff to a single agency dispatch center, DOC, or the EOC.

UC may be established for a major multi-disciplinary incident within a jurisdiction. The members of the UC may report to their respective DOCs through dispatch centers. When the EOC is activated, the members of the UC shall coordinate directly with the EOC. For direct field-EOC coordination, the members of the UC and their department contacts at the EOC may designate a single primary line of communications.

#### ***4.6.1.1.3 Without Department Operations Center Activation***

In the event that the DOC is not activated, the Incident Commander will establish direct coordination and communications with the EOC, and communicate primarily with the EOC Manager. The Incident Commander will normally report to a senior official from the Incident Commander's department.

Where there is direct coordination and communications from the field to the EOC, the primary flow of coordination and information will either be between the Incident Commander, lead agency's senior official, and the EOC Manager or OSC depending on the size of the incident.

In single incident situations, the Incident Commander may interact directly with the EOC Manager. However, in a major disaster, where there are multiple incidents within the jurisdiction, Incident Commanders will normally interact with branches of the EOC Operations Section.

In some situations, policies may provide for direct Incident Commander to EOC Manager interaction. This may occur when there is a single large incident that has a major impact on the community. Direct Incident Commander to EOC Manager interaction would not be advisable in major disasters where there are multiple incidents as this could easily exceed the span of control of the EOC Manager.

Under a UC the situation is somewhat more complex, but field to EOC interactions will generally be similar to those described above. Coordination may be facilitated if the members of the UC and their department contacts at the EOC determine a single primary line of communications for field-EOC coordination. The primary contact in the EOC would then be the Operations Section Coordinator or one of the branches in the Operations Section depending on the circumstances, or in some cases the EOC Manager.

One of the members of the UC may serve as the primary field contact. The primary contacts would be responsible for coordinating with their counterparts at the incident or within the EOC. Secondary interactions may still occur between other members of the UC and their departmental contacts at the EOC. Resource ordering may be single or multi-point.

#### ***4.6.1.2 Field and Department Operations Center Coordination***

Interactions between the incident and the DOC generally occur on a function to function basis. The Incident Commander will report to the DOC. Other incident functions will coordinate with their counterpart element in the DOC. For instance, the Planning Section Chief in the field will exchange information with the DOC Planning function. Resource requests from the field to the DOC shall be made through the DOC Operations Section. When there are multiple incidents, the DOC operations will prioritize resource requests and will coordinate with the DOC Logistics Section.

It should be noted that in some DOCs, only one or a few individuals may perform all of the General Staff functions. This may be sufficient to support small incidents. For larger incidents, the DOC

staffing may need to expand. If the department cannot provide additional personnel to expand the DOC organization sufficiently, it should shift responsibility and staff to the EOC.

**4.6.1.3 Department Operations Center and Emergency Operations Center Coordination**

DOCs shall coordinate with the EOC when activated. The primary interaction will be between DOC Commander and their branch representative in the EOC Operations Section (see Figure 4-8). Additional secondary interactions may occur between other DOC functions and the EOC, and will be defined for each specific incident.

**4.6.2 Emergency Operations Center and Area Command Coordination**

Area Command is an organizational structure used to oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Critical activities of Area Command are outlined in Figure 4-10 below:

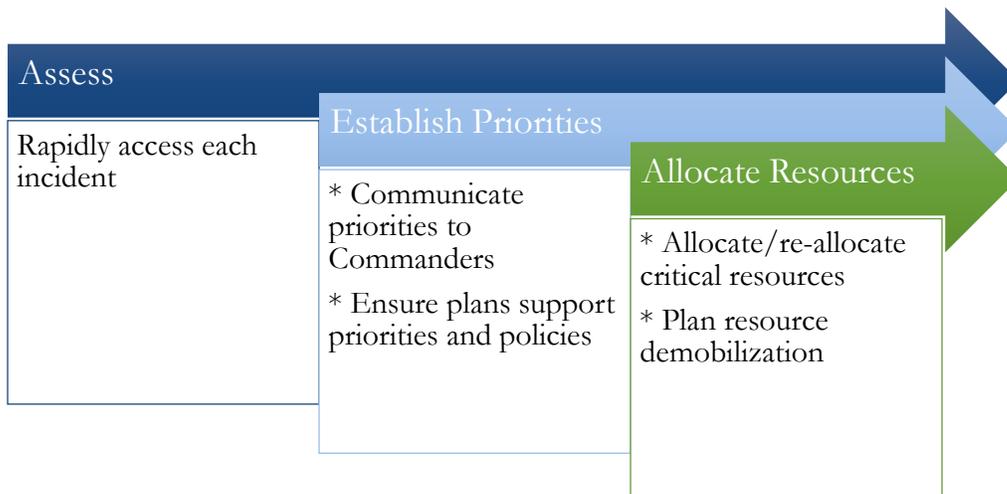


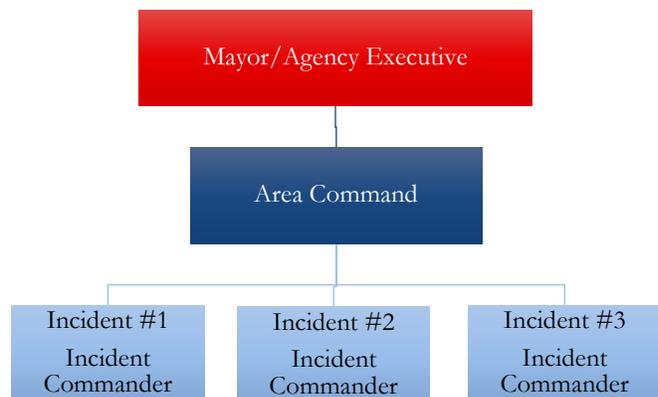
Figure 4-10: Critical Activities of Area Command

**4.6.2.1.1 Chain of Command and Reporting Relationship**

In the District, the following positions have the authority to establish and delegate authority to an Area Command:

- Mayor
- Deputy Mayors
- City Administrator
- Agency Executive

When Area Command is activated, an Area Commander will be designated and given appropriate delegated authority. The authority given to the Area Commander shall be written as



a Delegation of Authority statement. This will eliminate confusion and provides the Area Commander with authority to oversee the management of the incidents.

#### 4.6.2.1.2 Coordination with the EOC

Upon activation, Area Command will be established at a location that is best suited to support the multiple locations and may be established at an agency’s DOC or the EOC if appropriate. The EOC will have to maintain its critical functions in addition to supporting Area Command (see Figure 4-11). The EOC will continue to support area command and will maintain situational awareness over the incidents to create a common operating picture that is provided to the Area Commander.

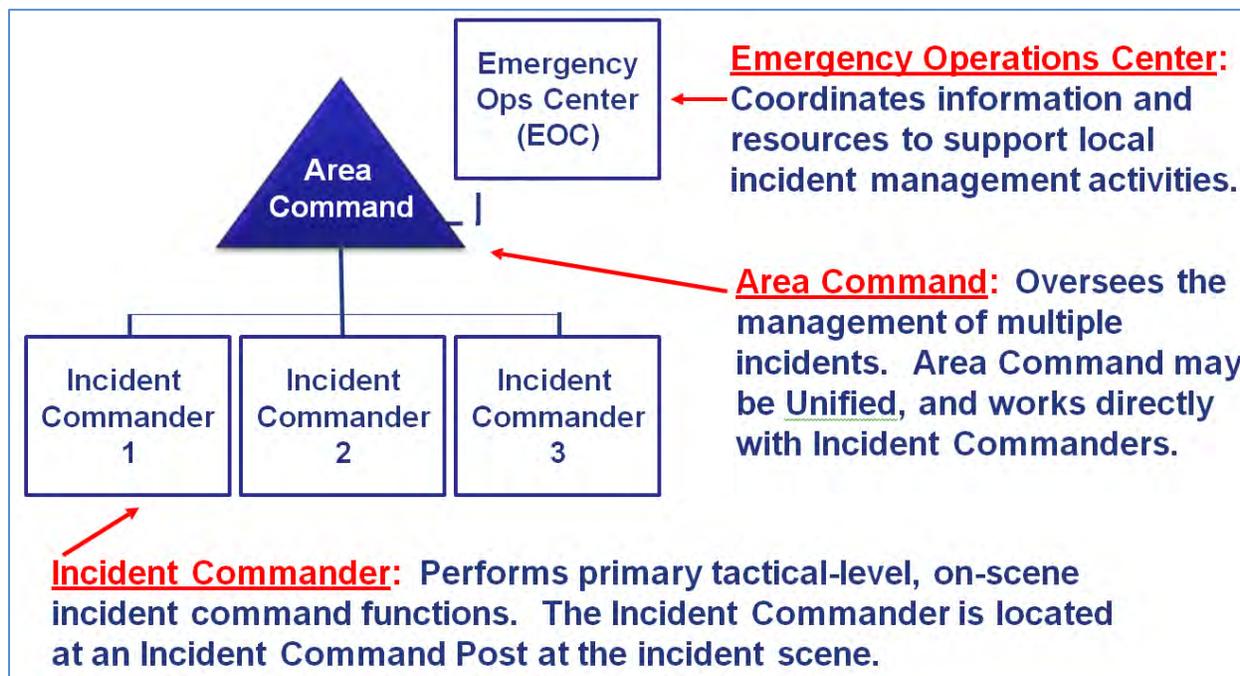


Figure 4-11: Area Command - Coordination with the EOC

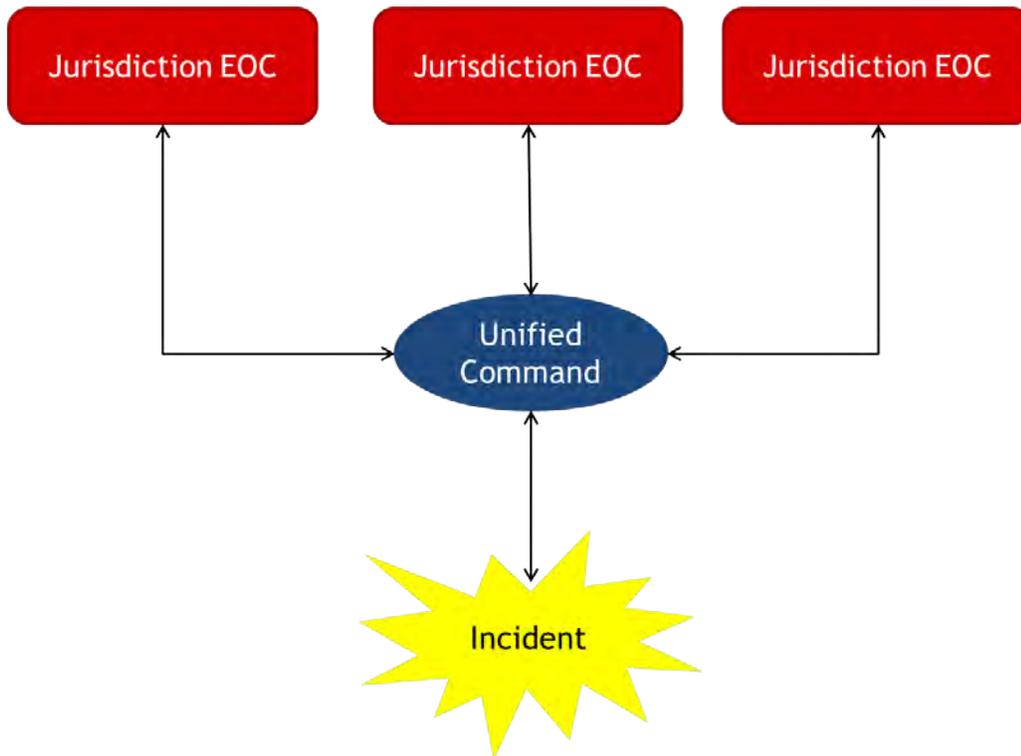
#### 4.6.3 Regional Level Coordination

The District closely coordinates preparedness activities with the Commonwealth of Virginia, the State of Maryland, and local jurisdictions that comprise the NCR (see Figure 3-5). The NCR jurisdictions are operationally interdependent in many functional areas such as transportation, business, government, and workforce.

During an emergency the District may need additional resources to enhance response activities to meet incident objectives. In these circumstances, the District may request assistance from these state or local jurisdictions through EMAC, MAAs, or other standing agreements such as fire and law enforcement agreements.

Direct coordination and communications within the NCR is essential. Although there isn’t any physical facility dedicated to regional operations coordination, the NCR jurisdictions primarily coordinate through their jurisdiction-level EOC and/or various telecommunications systems. When an incident crosses multiple jurisdictions, coordination will need to be established with all the affected jurisdictions.

In a UC, the jurisdictional representatives coordinate with their respective jurisdictions – either through a DOC or the EOC as shown in Figure 4-12.



**Figure 4-12: Multiple Jurisdiction Incident Response**

The occurrence of several similar type incidents located in close proximity but in different jurisdictions, may result in EOC-Area Command interactions. A Unified Area Command may be established to oversee Incident Commands operating in general proximity to each other. The Unified Area Command would coordinate with activated local government EOCs.

#### 4.6.4 Interstate Coordination and Assistance

The District is signatory to EMAC – a national interstate MAA that enables states to share resources during times of disaster. EMAC is a congressionally ratified organization among the 50 states, the District of Columbia, and territories. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Any member state may request EMAC assistance when the Governor of the affected state, or Mayor of the District, has declared a state of emergency for an actual or impending disaster. Some key benefits of utilizing EMAC include:

- Responsive and straightforward system for states to send personnel and equipment to help disaster relief efforts in other states
- State-to-state assistance during Governor or Mayor declared state of emergencies
- Assistance may be more readily available than other resources

- A quick response to disasters using the unique human resources and expertise possessed by member states
- An established and firm legal foundation – once the conditions for providing assistance have been agreed to, the terms constitute a legally binding contractual agreement that make affected state responsible for reimbursement
- Responding personnel are protected under workers compensation and liability provisions
- The EMAC agreement allows for credentials to be honored across state lines
- EMAC allows states to ask for whatever assistance they need for any type of emergency
- EMAC can move resources other compacts cannot, such as medical resources

#### 4.6.5 Federal Level Coordination

The DRP incident management structure enhances the District’s ability to collaborate with federal response partners by aligning with federal emergency response directives, plans, and systems. Examples of directives are PPD-8 and Management of Domestic Incidents. Plans include the National Response Framework (NRF), the National Oil and Hazardous Substances Pollution Contingency Plan, national security emergency program plans and initiatives, and NIMS.

Through the NRF, the federal government provides assistance using fifteen federal ESFs. During an incident, these federal ESFs will establish direct liaison with the District’s ESF representatives in the EOC from the RRCC or the NRCC when they are activated.

If the incident has large or widespread impacts, the Mayor will decide to declare an emergency and request federal assistance through a presidential declaration. If the President authorizes federal assistance, a FCO is appointed. The FCO is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

FEMA Region III in Philadelphia, Pennsylvania provides assistance – financial or physical resources – to the District during emergencies and disasters. Region III provides support through the RRCC, as well as by deploying the Incident Management Assistance Team (IMAT) if required. As incidents grow larger in scope, FEMA headquarters may determine that a larger level of support is required. In these circumstances, support will be given to the District through the NRCC and a National IMAT as appropriate.

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance (IA), Public Assistance (PA), and Hazard Mitigation. The administration of these programs is coordinated through a joint federal and District effort in a JFO. The organizational structures that address recovery and mitigation activities are detailed in the *District Recovery Base Plan* and the *District All-Hazards Mitigation Plan* respectively.

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## 4.7 Transition from Response to Recovery Operations

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Following an emergency, immediate response operations for saving lives, protecting property, and meeting basic human needs have precedence over longer-term objectives of recovery. However, initial recovery planning should commence at once and in tandem with response operations. Recovery components are embedded in every aspect of response and continue after the response activities cease.

During the response operations phase, when life safety and incident stabilization has priority, immediate recovery operations should already be fully engaged, including providing EOC liaisons to the impacted areas, conducting PDAs, and establishing Disaster Recovery Centers. As response activities begin to taper off and non-life safety issues can begin to be addressed, the operational focus begins to shift from response to recovery.

Depending on the impact of the incident, recovery operations include IA – which transitions from the Human Services Branch during response – and PA – which transitions from the Infrastructure Branch during response. These programs are managed by the District’s Recovery Manager to provide assistance to eligible individuals and government entities to recover from the effects of a disaster. If the impacts of the disaster are more severe, the CMT will choose to stand up the District Recovery Steering Committee, who will appoint a District Disaster Recovery Coordinator and activate relevant Recovery Support Functions to manage the District’s recovery. Additional details on this organization are included in the *District Recovery Base Plan*.

There is not one moment when response operations end and recovery operations begin. There may be some areas or tasks that are able to transition more quickly from the response organization and operations to be addressed by the recovery organization, while others may take longer to transition. Figure 4-13 illustrates this transition, and how there are periods of overlap between the two.



Figure 4-13: Transition from Response to Recovery

## 4.8 Deactivation of the Emergency Operations Center

The HSEMA Director shall determine when to deactivate the EOC and downgrade the activation stages. When a return to normal operating conditions is established and EOC staff and ELOs are no longer needed at the EOC, they will be released and HSEMA staff will make final arrangements to downgrade the EOC activation back to EOC Stage 1. Notifications that the EOC stage has returned to steady-state will be transmitted to the CMT members as well as to District, regional, and federal governmental and nongovernmental partners.

## 5.0 ROLES AND RESPONSIBILITIES

All levels of District agencies have specified emergency functions to carry out in addition to their day-to-day activities. Each agency is responsible for developing in writing, maintaining, and implementing their organization's unique emergency operational guidelines or procedures that support DRP.

General and specific responsibilities for District agencies and key positions that support District emergency operations are listed below, in addition to being contained in the ESF Annex and the SOG. Additionally, responsibilities for organizations which are not a part of the District government, but support District emergency operations are also included below, and in the above named references.

The District government promotes a culture of preparedness throughout the organization. Each department administrator has an implicit responsibility to actively promote disaster preparedness to employees and to the general public, encouraging them to maintain a constant state of readiness for any threat impacting the District.

### 5.1 District Agency General Responsibilities

General emergency responsibilities for all levels of District agencies that support the District's emergency operations include:

#### 5.1.1 Operations

- Assist with emergency operations duties as directed by the Mayor, or designee
- Assist HSEMA in emergency operations duties as requested during a public emergency
- Ensure that any action in conducting emergency operations duties for the District is in accordance with the DRP and other applicable authorities and references, and in compliance with established legal guidelines
- Utilize agencies personnel and resources to carry out responsibilities during a public emergency until at which time outside resources can be obtained, if required

#### 5.1.2 Personnel Management

- Develop and maintain accurate and current inventories of personnel and equipment required for emergency operations within the agency or organization
- Develop and maintain updated organizational personnel contact, recall, and alert rosters
- Develop and maintain a list of personnel within the agency or organization that speak a foreign language and are willing to assist as interpreters during a public emergency
- Develop and maintain an updated list of agency personnel to ensure timely, adequate, and appropriate 24/7 staffing and operational capabilities of the organization in support of the DOC, the EOC, and/ or other location
- Designate and maintain an updated three-tier or greater line of succession for the organization's senior position with the authority to make decisions for committing organizational resources in support of emergency operations

- Be prepared to assist other District organizations with manpower or resource needs, as required, e.g., support to District shelters, damage assessment teams, and point of distribution (POD) sites
- Develop and maintain contact lists of additional personnel, services, expertise, equipment, information, and other resources that might be required by the agency or organization during an public emergency
- Where possible and practical pre-contract for services, equipment, and other resources with private industry through the Office of Contracts and Procurement (OCP) prior to a public emergency
- Develop, maintain, and implement, when required, internal organizational SOPs and checklists for emergency operations that are supportive of the DRP
- Familiarize all personnel within the agency or organization with their emergency responsibilities and procedures on a regular basis

### 5.1.3 Continuity of Operations

- Participate and cooperate in COOP/COG planning to ensure the efficient and effective use of resources
- Coordinate with the Office of Risk Management (ORM) to develop and implement procedures and/or guidelines for the safety and protection of employees and visitors to agency facilities
- Coordinate with HSEMA to develop and implement procedures and/or guidelines for protection of critical infrastructure from all hazards
- Develop and maintain a list of vital records in each agency and organization
- Safeguard vital records, including computer digital data, and high value property at all times by anticipating emergency situations that may damage or destroy the records or property
- Provide for the continuity of your organizations operations, and identify and prepare an alternate site or sites for the efficient relocation of operations, if required, during an emergency

### 5.1.4 Administration and Logistics

- Develop and implement internal procedures with the Office of the Chief Financial Officer (OCFO) to record emergency operational expenditures for District records and possible reimbursement if District and/or Federal funding becomes available
- Plan for outside assistance and resources as a future need, and where appropriate, initiate MAA and/or Memorandum of Understanding (MOUs) through the Office of the General Council
- Provide for and encourage participation in emergency training programs and courses pertinent to individual and organizational responsibilities for a public emergency
- Conduct periodic internal and participate in external emergency management drills and exercises
- Coordinate with HSEMA and provide for individual and organizational administrative and logistical support for operating out of the EOC as an ELO
- Maintain documentation of information received related to the public emergency that is within the scope of responsibility

- Report to HSEMA any information collected on the public emergency in support of information analysis and current/ future planning.
- During an emergency, inform the EOC of:
  - Any injuries or fatalities of District employees or volunteers, and those that are unaccounted for, as soon as possible
  - Any damage or destruction sustained to any District critical infrastructure, buildings and grounds, and other facilities
  - Any District property and vehicles damaged, destroyed, or missing
  - Any IT or multimedia equipment damaged, destroyed, or missing
  - Any media releases that need to be issued through the District PIO
- During recovery, return organizational equipment to pre-emergency conditions and replenish organizational supplies
- Participate in emergency management after action reviews conducted on incidents, emergency situations, exercises, and training
- Identify areas in need of improvement, and modify emergency plans, policies, procedures, and guidelines based on lessons learned
- Periodically, and at least annually, review all emergency plans, policies, procedures, and guidelines for required changes or additions

## 5.2 Public and Non-Public Agency Responsibilities

Table 5-1 provides a matrix that lists all the agencies that have been identified as having a specific role within each of the ESFs. The agencies are organized alphabetically, then for each agency, their roles and responsibilities are defined based on the ESF.

Emergency Support Function	Responsibilities
<b>Advisory Neighborhood Commissions (ANCs)</b>	
ESF # 6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	ANC commissioners can play a vital role in providing community situational awareness during emergencies, communicating information, and identifying public concerns about preparedness issues.
ESF #15 - External Affairs	Each District agency has specific responsibilities to provide timely, effective, and accurate information to the citizens and visitors of the District. In the event of an emergency, each District entity shall coordinate the distribution of information to ESF #15 for dissemination to the public, the media, and other involved organizations through the Office of Communications, Executive Office of the Mayor, to ensure accurate, consistent, timely, and reliable information.
<b>Air Force District of Washington</b>	
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by the Air Force District of Washington, in coordination with HSEMA and DCNG.

Emergency Support Function	Responsibilities
<b>American Red Cross of the National Capital Region (ARC)</b>	
ESF #4 - Firefighting	ARC in coordination with HSEMA will provide information on its assistance efforts under: ESF #6: Mass Care, Emergency Assistance, Housing and Human Services; ESF #8: Public Health and Medical Services; ESF #6: Food; and ESF #16: Volunteer and Donations Management.
ESF #5 - Emergency Management	ARC in coordination with HSEMA will provide information on its assistance efforts under: ESF #6 - Mass Care, Emergency Assistance, Housing and Human Services; ESF #8 - Public Health and Medical Services; ESF #6 - Food; and ESF #16 - Volunteer and Donations Management.
ESF# 6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>ARC will assist or provide management and care of the shelter facilities; arrange for bedding, cots, food, and other essential resources needed at shelters in coordination with Department of Human Services (DHS) and HSEMA; and assist or provide personnel, equipment, supplies, and other resources to support the setting up and running of shelter facilities. ARC will assist or provide for the mass feeding of evacuees and relief workers at the shelter facilities and assist or provide first aid stations at shelter facilities. In addition, the ARC will assist in the development and maintenance of a shelter operations plan, assist in providing mental health counseling and support services, and facilitate the opening of emergency shelter sites upon request.</p> <p>ARC will assist DHS in coordinating with HSEMA in the identification and processing of food requests and will coordinate with DHS and other support agency personnel upon the receipt of food or meals for distribution to persons housed in shelters or in mass feeding staging areas.</p>
ESF #8 - Public Health and Medical Services	NGOs such as the ARC will provide advice, assistance, and help in locating additional providers in their specialty areas.
ESF #15 - External Affairs	ARC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations	The ARC of the NCR will assist in donations management and distribution. The ARC will provide a referral to interested donors about drives, hotlines, or agencies that collect donated items that can be warehoused. The ARC of the NCR also will work with Serve DC to recruit and train local volunteers as needed in a relief operation.
ESF #18 - Military Support to Civil Authority	ARC in coordination with HSEMA will provide information on its assistance efforts under: ESF #6 - Mass Care, Emergency Assistance, Housing and Human Services; ESF #8 - Public Health and Medical Services; and ESF #16 - Volunteer and Donations Management.
<b>AMTRAK</b>	
ESF #1 - Transportation	AMTRAK will provide emergency transit support and coordination during an emergency. During an AMTRAK transit rail failure, AMTRAK will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.

Emergency Support Function	Responsibilities
<b>AMTRAK Police</b>	
ESF #13 - Law Enforcement	AMTRAK Police will coordinate with MPD in response to incidents on AMTRAK property.
<b>Apartment and Office Building Association of DC</b>	
ESF #17 - Business and Industry	The Apartment and Office Building Association of DC will communicate with and manage responses for its member apartment house owners and builders.
<b>AT&amp;T</b>	
ESF# 2 - Communications	AT&T will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #5 - Emergency Management	AT&T will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #15- External Affairs	AT&T will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Child and Family Services Agency (CFSA)</b>	
ESF# 6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>CFSA will mobilize its staff and volunteers to assist in District-wide responses. These resources will primarily be used in emergency shelter operations and staffing. CFSA, in concert with the MPD, will oversee the identification, processing, and protection of any children who may be separated from their parent(s) or guardian, or children identified or reported to be at risk for neglect or abuse while in either emergency shelters or the community during an emergency. CFSA, assistance may be required to support family reunification operations.</p> <p>CFSA will mobilize staff and volunteers to assist in District-wide feeding and will help staff the Disaster Food Stamp and Voucher Issuance program sites, as necessary. CFSA will oversee the identification, administrative processing, protection, and feeding of any children who may be separated from their parent(s) or guardian(s); monitor the identification of children reported to be at risk for neglect or abuse in the shelters or in the community during the emergency period.</p>
ESF #8 - Public Health and Medical Services	CFSA will ensure the safety of the children under its care and provide emergency intake services for children separated from their families as a result of the public health emergency.
<b>Civil Support Teams (CST)</b>	
ESF #4 - Firefighting	CST will provide direct, technical, and other support to law enforcement and firefighting operations.
ESF #13: Law Enforcement	CST provides support to ESF #13 during response operations
<b>Coast Guard Sector Baltimore</b>	
ESF #13: Law Enforcement	The US Coast Guard provides support to ESF #13 during response operations

Emergency Support Function	Responsibilities
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by the Coast Guard Sector Baltimore, in coordination with HSEMA and DCNG.
<b>Comcast</b>	
ESF #2 - Communications	Comcast will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #5- Emergency Management	Comcast will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #15- External Affairs	Comcast will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Consortium of Universities of the Washington Metropolitan Area</b>	
ESF# 6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	Individual DC-member institutions of the Consortium of Universities of the Washington Metropolitan Area will take necessary measures to provide mass care services for their populations. The Consortium of Universities consists of ten universities and one college in the District of Columbia. Individual institutions will take necessary measures to provide food for their populations during an emergency.
ESF# 7 - Resource Support	Individual DC-member institutions of the Consortium of Universities of the Washington Metropolitan Area may provide resource support as requested; however, their primary responsibility is to support their own institutions and populations.
ESF #13: Law Enforcement	The Consortium of Universities supports ESF 13 in responses effecting universities
<b>Court Services and Offender Supervision Agency (CSOSA)</b>	
ESF #13: Law Enforcement	CSOSA provides support to ESF #13 during response operations
ESF #15- External Affairs	CSOSA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Criminal Justice Coordinating Council (CJCC)</b>	
ESF #13: Law Enforcement	CJCC provides support to ESF #13 during response operations
ESF #15- External Affairs	CJCC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>DC Building Industry Association (DC BIA)</b>	
ESF #17 - Business and Industry	DC BIA will support the building industry to respond to and recover from the incident in coordination with other ESF #17 stakeholders.
<b>Business Improvement Districts (DC BIDs)</b>	
ESF #15- External Affairs	DC BIDs coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17- Business and Industry	DC BIDs will support the impacted building improvement districts to respond to the incident.

Emergency Support Function	Responsibilities
<b>DC Chamber of Commerce (DCC)</b>	
ESF #17 - Business and Industry	The DCC will support District businesses to respond and recover from the incident in coordination with other ESF #17 stakeholders
<b>DC Courts (Superior Court and D.C. Court of Appeals)</b>	
ESF #17 - Business and Industry	DC Courts will handle disputes, to include private sector disputes, and maintain order.
<b>DC Emergency Healthcare Coalition (DC EHC)</b>	
ESF #8- Public Health and Medical Services	The DC EHC will provide advice, assistance, and help in locating additional providers in their specialty areas.
<b>DC Hospital Association</b>	
ESF #10 - Oils and Hazardous Materials Response	DC Hospital Association will work with FEMS to coordinate information from hospitals regarding external decontamination facilities for use at the incident site and/or before entering hospitals. The DC Hospital Association also serves as a clearinghouse communications center to disseminate information to response personnel regarding hospital capacity and effective transportation of survivors and to avoid overcrowding.
ESF #8- Public Health and Medical Services	The DC Hospital Association will provide advice, assistance, and help in locating additional providers in their specialty areas.
ESF #17 - Business and Industry	The DC Hospital Association will coordinate with hospitals and other private sector health care providers in the District during response operations.
<b>DC Housing Authority (DCHA)</b>	
ESF #1 - Transportation	DCHA may be contacted to coordinate the use of its fleet and crews for the movement of supplies and resources.
ESF #5 - Emergency Management	DCHA manages and provides subsidized public housing for low-income, and District residents with special needs. Additionally, DCHA possesses contracts to identify temporary housing and provide housing counseling.
ESF# 6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DCHA manages and provides subsidized public housing for low-income, elderly, and disabled District residents. DCHA will utilize contracts to identify temporary housing and provide housing counseling.
ESF #13 - Law Enforcement	DCHA will use its law enforcement capabilities and security personnel to coordinate with MPD to ensure public safety at District housing sites, specifically, and the District population, in general.
ESF #14 - Damage Assessment	DCHA will work with primary damage assessment agencies to coordinate the assessment of DCHA facilities.
ESF #17 - Private-Sector Coordination	DCHA will manage and provide subsidized public housing for low-income, elderly, and disabled District residents. DCHA also maintains contracts to identify temporary housing and provide housing counseling.
ESF #18 - Military Support to Civil Authority	DCHA will use its law enforcement capabilities and security personnel to coordinate with DCNG to ensure public safety at District housing sites, specifically, and the District population, in general.

Emergency Support Function	Responsibilities
<b>DC National Guard (DCNG)</b>	
ESF# 1 - Transportation	DCNG may provide personnel or equipment for traffic control support at designated intersections, transportation infrastructure security when MPD is unavailable, provide equipment and resources necessary to repair damage to the District of Columbia transportation infrastructure network, facilitate the transport of disaster relief supplies, provide maritime support, and aviation support and assist in the evacuation or relocation of persons during emergencies, at the request of HSEMA.
ESF# 2 - Communications	As requested through HSEMA, the DCNG can provide communication assets, resources, and support to install the communications infrastructure to develop field command posts or alternate operation centers. Under catastrophic emergency conditions, DCNG can leverage DOD assets to provide extreme communication solutions to devastated areas of operation.
ESF #4 - Firefighting	As requested through HSEMA, DCNG may provide traffic control, emergency transportation, evacuation of civilian population, communications assistance, area security, protection from theft and looting, medical services, aircraft for monitoring, surface radiation monitoring, radiation hazard plotting, wind and weather data, and control of reentry, as needed, during firefighting operations.
ESF #5 - Emergency Management	The DCNG will provide support to all requested during an emergency at the request of HSEMA. DCNG will provide to the EOC information on its efforts under the ESF assignments. The DCNG ELO will provide updated information on its efforts under the ESF assets.
ESF# 6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	As requested by HSEMA, the DCNG will assist with security, both on the streets and in the designated shelters. DCNG will facilitate the transport of disaster relief supplies and equipment. DCNG will provide assistance with mobile kitchens and shower facilities, if required to support sheltering operations. DCNG will assist in the evacuation or relocation of survivors, as necessary.  DCNG will, at the request of HSEMA, coordinate and provide mobile feeding facilities and personnel and will assist with the delivery of bulk food and cooking supplies.
ESF #9 - Search and Rescue	As requested through HSEMA, DCNG provides SAR capability as well as traffic control, emergency transportation, evacuation of civilian population, communications assistance, area security, protection from theft and looting, medical services, aircraft for monitoring, surface radiation monitoring, radiation hazard plotting, wind and weather data, and control of reentry, as needed, during SAR.
ESF #10 - Oils and Hazardous Materials Response	At the request of HSEMA, DCNG will loan specific equipment and mobilize units to provide the following: <ul style="list-style-type: none"> <li>■ Traffic control</li> <li>■ Emergency transportation</li> <li>■ Evacuation of civilian population</li> <li>■ Search and rescue</li> </ul>

Emergency Support Function	Responsibilities
	<ul style="list-style-type: none"> <li>■ Communications assistance</li> <li>■ Area security</li> <li>■ Protection from theft and looting</li> <li>■ Aircraft for monitoring</li> <li>■ Surface radiation monitoring</li> <li>■ Radiation hazard plotting</li> <li>■ Wind and weather data</li> <li>■ Control of reentry</li> </ul>
ESF #13 - Law Enforcement	DCNG will provide manpower to MPD to assist in management of the designated 142 critical intersections in the city and in other capacities. DCNG may also provide personnel or equipment for traffic control support at designated intersections, provide transportation infrastructure security when MPD is unavailable, provide equipment and resources necessary to repair damage to the transportation infrastructure network of the District of Columbia, facilitate the transport of disaster relief supplies, provide maritime support and aviation support, and assist in the evacuation or relocation of persons during emergencies, at the request of the DCCO, HSEMA Director, ensuring maximum federal reimbursement for response, recovery, and mitigation efforts during an emergency/disaster incident.
ESF #16 - Volunteer and Donations	DCNG will support the safe collection and distribution of donated goods and services, at the request of HSEMA.
ESF #18 - Military Support to Civil Authority	DCNG will be in direct liaison with HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. DCNG ELO will apprise ESF #5 of National Guard operations with regular status reports to the EOC. DCNG will be responsible for the delivery of National Guard assets in support of the mission(s). In addition to existing internal directives and mandates, DCNG will be in contact with other city, local, and federal police agencies to ensure the safety of the public is not compromised by domestic or foreign terrorist threats or acts, to include natural and human-caused disasters.
<b>DC Public Charter School Board</b>	
ESF #17 - Business and Industry	The DC Public Charter School Board will support other educational partners to return children to school after an event.
<b>DC Public Library (DCPL)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DCPL may offer extended hours, enabling residents to have a place to obtain information, and computer access.
ESF #15- External Affairs	DCPL will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>DC Public Schools (DCPS)</b>	
ESF #1 - Transportation	DCPS will provide its fleet of school buses to assist with transport of evacuees to shelters once all students are safe. Also, DCPS will notify ESF #1 regarding the movement of students during an emergency.

Emergency Support Function	Responsibilities
ESF #2 - Communications	DCPS will use the 700-MHz radio system as a secondary means of communication and can share these assets and resources as part of a coordinated communications response effort. For in school coordination, staff will utilize the 150 MHz portable radios that are used day-to-day for onsite communications.
ESF #5 - Emergency Management	DCPS will provide student awareness programs of hazards particular to the District through disaster preparedness training, presentations, and communications, and will provide regular status updates on DCPS resource needs and issues directly affecting District schools and students, including information on school closings, restrictions, shelters, and so forth. Additionally, school buildings may be used as shelters and DCPS buses may be used for emergency transportation.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DCPS may be requested to provide school facilities to be utilized as shelters for emergency sheltering operations, as required. DCPS will facilitate the opening of emergency shelter sites upon request and provide emergency food, food storage, and cooking facilities for bulk food issuance. DCPS will coordinate approval for food distribution from U.S. Department of Agriculture or other District and federal agencies. DCPS will provide emergency medical support at the shelter sites by utilizing nursing staff. DCPS will provide the ESF coordinator with frequent updates as to the shelter status and assist in the development and maintenance of a shelter operations plan. DCPS will provide food storage and mass feeding/food distribution center sites. DCPS will help identify emergency food vendors, especially those who offer pre-packaged food in children's portions.
ESF #7 - Resource Support	DCPS will provide school facilities to be used as shelters for emergency sheltering operations and storage and distribution of procured items to District agencies. DCPS will provide a liaison to the EOC.
ESF #13 - Law Enforcement	DCPS will coordinate with MPD to ensure the safety of the system's students, faculty, and staff as well as to protect the school facilities and other DCPS properties.
ESF #15- External Affairs	DCPS will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	DCPS will provide space/facilities and staff to support VDCTs, and will help in receiving, organizing, and distributing donations.
ESF #17 - Business and Industry	DCPS will support other educational partners to return children to school after an event.
ESF #18 - Military Support to Civil Authority	DCPS will coordinate with DCNG to ensure the safety of the students, faculty, and staff.
<b>DC State Board of Education (DCSBOE)</b>	
ESF #17 - Business and Industry	DCSBOE will support other educational partners to return children to school after an event.
<b>DC Veterinary Medical Association</b>	
ESF #8- Public Health and Medical	The DC Veterinary Medical Association will provide advice, assistance, and

Emergency Support Function	Responsibilities
Services	help in locating additional providers in their specialty areas.
<b>DC Voluntary Organizations Active in Disaster (DC VOAD) and Member Agencies</b>	
ESF# 6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DC VOAD will establish a process for involving member organizations in disaster mitigation, preparedness, response, and recovery. Member agencies provide a wide variety of emergency services in the realm of mass care, housing and human services.
ESF #16 - Volunteer and Donations	DC VOAD will establish a process for convening and facilitating the involvement of member organizations in the mitigation of, preparedness for, response to, and recovery from an emergency.
<b>DC Water</b>	
ESF #1 - Transportation	DC Water will provide information on waterway emergency access routes during emergencies. DC Water will coordinate with ESF #1 pertaining to construction of critical water and sewer facilities and/or destruction or stabilization of structures that affect the transportation system.
ESF #2 - Communications	DC Water will use the 800 MHz radio system as a primary means of communication. DC Water provides situational awareness information and communications assets may be leveraged for response activities.
ESF #3 - Public Works and Engineering	<p>DC Water will provide maintenance of the public water distribution and sewer collection system in the District of Columbia. Additionally, DC Water will be responsible for ensuring the collection system can function adequately and deliver wastewater to the wastewater treatment facility located at Blue Plains. DC Water, in conjunction with the Washington Aqueduct, will provide information to the ESF #3 ELO on supply of potable water through the distribution system. If accessible, DC Water will provide temporary restoration of any portion of the water distribution and sewer collection system affected by the declared emergency.</p> <p>If accessible, DC Water will provide crews to facilitate emergency restoration of affected portions of the water distribution system and the sewer collection systems. This would include the pump stations and wastewater treatment plant. When requested, DC Water will provide equipment and personnel to support the ESF #3 primary agency during emergencies.</p>
ESF #4 - Firefighting	DC Water will ensure that adequate water supply is maintained to support firefighting efforts.
ESF# 5 - Emergency Management	DC Water will be available in the EOC to coordinate information with DC Water's Command Center to restore service. DC Water will collect, analyze, and disseminate information to the EOC to aid in the overall response and recovery operations.
ESF #8 - Public Health and Medical Services	DC Water will coordinate activities with the appropriate divisions of the Department of Energy & Environment (DOEE) in order to ensure maintenance of sewage operations, safe and potable water supply in the District.
ESF #10 - Oils and Hazardous Materials Response	DC Water will ensure that adequate water supply is maintained to support oil and hazmat response and decontamination efforts.

Emergency Support Function	Responsibilities
ESF #14 - Damage Assessment	DC Water will perform rapid damage assessment for all water control facilities, and all water treatment plants and delivery systems. DC Water will also perform rapid damage assessment for all sewage collection systems and treatment plants.
ESF #18 - Military Support to Civil Authority	DC Water will be available in the EOC to coordinate information with DC Water’s Command Center to restore service. DC Water will collect, analyze, and disseminate information to the EOC to aid in the overall response and recovery operations.
<b>Defense Coordinating Element, FEMA Region III</b>	
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by the Defense Coordinating Element in coordination with HSEMA and DCNG.
<b>Defense Coordinating Officer, FEMA Region III (DCO)</b>	
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by the DCO in coordination with HSEMA and DCNG.
<b>Department of Behavioral Health (DBH)</b>	
ESF #1 - Transportation	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF# 4 - Firefighting	DBH will provide behavioral health outreach, assessment, support, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel.
ESF# 5 - Emergency Management	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA

Emergency Support Function	Responsibilities
	crisis counseling program.
ESF #7 - Resource Support	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF #8 - Public Health and Medical Services	DBH will provide emergency mental health assessments and care for district responders, residents, and visitors; Provide mental health response teams and periodic status briefings; Provide disaster related public health messaging; Monitor mental health status of responders; Provide stress mitigation interventions when appropriate; and if long-term care deemed appropriate and federal disaster declared DBH will coordinate the implementation of the FEMA crisis counseling program.
ESF #9 - Search and Rescue	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF #10 - Oils and Hazardous Materials Response	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF #13 - Law Enforcement	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF #14 - Damage Assessment	DBH will work with primary damage assessment agencies to coordinate the assessment of DBH facilities. DBH will also provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF #16 - Volunteer and Donations Management	DBH will coordinate mental health activities within the District through needs assessment and provisioning of appropriate crisis support services and counseling for first responders, survivors, families, and special

Emergency Support Function	Responsibilities
	vulnerable populations. DBH will provide a Clearinghouse Communication Center for volunteers to provide mental health services for those seeking assistance. Also, this clearinghouse acts as a referral service for local community members seeking such support.
ESF #17 - Private-Sector Coordination	DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
ESF #18 - Military Support to Civil Authority	DBH will provide the CMT with a regular assessment of first responders' "burn out" symptoms and report on counseling and preventative mitigating actions for the public.
<b>Department of Consumer and Regulatory Affairs (DCRA)</b>	
ESF #3 - Public Works and Engineering	DCRA will be the lead agency in facilitating damage assessments of District-owned and operated structures. DCRA will work with DPW, Department of General Services (DGS), Department of Parks and Recreation (DPR), and DDOT in ensuring that all structures have been properly inspected and have been deemed safe and inhabitable.
ESF# 4 - Firefighting	DCRA will provide engineers to assess structural damage and provide building plans as available for affected structures.
ESF #5- Emergency Management	DCRA facilitates damage assessments of District-owned and operated structures. DCRA will also provide engineers to assess structural damage and provide building plans as available for affected structures.
ESF #8- Public Health and Medical Services	DCRA will perform rapid damage assessment to identify the impact, type, and extent of disaster damages to District owned buildings and other structures to deem them safe and inhabitable.
ESF #9 - Search and Rescue	DCRA will provide information and building plans for unsafe or collapsed structures to the extent that such information is available and plans exist. DCRA also will provide structural engineers to inspect these structures and serve on the Incident Support Team.
ESF #10 - Oils and Hazardous Materials Response	DCRA has a regulatory role in hazardous materials. Additionally, DCRA will provide information on building plans and licenses.
ESF #12- Energy	DCRA will provide information and building plans for unsafe or collapsed structures to the extent that such information is available and plans exist. DCRA also will provide structural engineers to inspect these structures.
ESF #14 - Damage Assessment	<p>DCRA is responsible for conduct damage assessment. DCRA will serve as the Damage Assessment Task Force Leader. They are responsible for managing and supervising all aspects of a mission, both operational and managerial, from the time of activation through the end of the demobilization process. DCRA will also:</p> <ul style="list-style-type: none"> <li>■ Perform rapid damage assessment to identify the impact, type, and extent of disaster damages to residences including single-family homes, apartments, and mobile homes.</li> </ul>

Emergency Support Function	Responsibilities
	<ul style="list-style-type: none"> <li>- Perform rapid damage assessment for the following areas:</li> <li>- Power generation and distribution facilities, including natural gas systems, wind turbines, generators, substations, and power lines</li> <li>- Communications</li> </ul>
ESF #15- External Affairs	DCRA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17 - Private-Sector Coordination	DCRA will support rebuilding operations through the DCRA Surveyor's office, and the Permitting and Zoning Administrator's offices and provide information on the District Construction Codes. DCRA will also handle all non-health related business licensing and corporations/nonprofit regulation.
<b>Department of Corrections (DOC)</b>	
ESF #1 - Transportation	DOC will assist and provide transportation vehicles (busses, vans, etc.) and other transportation equipment as requested and needed by DDOT.
ESF# 2 - Communications	DOC communications assets and resources can be leveraged as part of a coordinated communications response effort.
ESF #5- Emergency Management	DOC will provide updates to ESF #5 on operational status and will respond to requests for updates as required.
ESF #13 - Law Enforcement	DOC will direct operations inside the institution affected by any public emergency. DOC will coordinate all actions necessary to restore the institution to normal operations. DOC will coordinate with local and federal ordinances during operations outside of the facility.
ESF #15- External Affairs	DOC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #18 - Military Support to Civil Authority	DOC will direct operations inside the institution affected by any public emergency. DOC will coordinate all actions necessary to restore the institution to normal operations. DOC will coordinate with DCNG during operations outside of the facility.
<b>Department of Disability Services (DDS)</b>	
ESF #1 - Transportation	DDS will provide coordination and technical advice for access and functional needs population.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>DDS will work with partner agencies to ensure that the needs of shelter residents with functional and access needs are met.</p> <p>DDS will work with ESF #6 to ensure people with functional and access needs are met.</p>
ESF #8 - Public Health and Medical Services	DDS oversees and coordinates services for residents with disabilities through a network of private and non-profit providers.
ESF #15- External Affairs	DDS will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17- Business and Industry	DDS will provide coordination and technical advice for access and functional needs populations to include coordination with service providers.

Emergency Support Function	Responsibilities
<b>Department of Employment Services (DOES)</b>	
ESF #1 - Transportation	DOES will assist in recruitment of emergency staff support, as needed, to assist in the emergency.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DOES will assist in the provision of staff and volunteer resources, recruit emergency manpower to work at emergency shelters, and coordinate with DHS and human services partners to provide employment services to disaster clients if/when such services might be needed. DOES will also activate the disaster unemployment program if necessary. DOES, in coordination with HSEMA, will help recruit emergency manpower to support emergency feeding requirements and the delivery of emergency food and supplies.
ESF# 7 - Resource Support	DOES, in cooperation with HSEMA, will manage issues related to the recruitment of labor during an emergency and will serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES, in coordination with all other critical agency liaisons will work together to allocate critical labor resources on a priority basis. DOES will ensure the continuation of unemployment benefits payments and employer tax collections, disability and workers compensation payments, summer youth employment programs, Job Training Partnership Act programs, and Job Services activities.
ESF #8- Public Health and Medical Services	DOES will assist in recruitment of emergency staff support, as needed, to assist in the emergency.
ESF #10 - Oils and Hazardous Materials Response	DOES will coordinate technical support (for example, fit testing) through their Office of Occupational Safety and Health.
ESF #17 - Private-Sector Coordination	DOES will manage issues related to the recruitment of manpower during an emergency and serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES will work with ELOs to allocate critical manpower resources on a priority basis and ensure the continuation of unemployment benefits payments; employer tax collections, disability, and workers compensation payments; summer youth employment programs; Job Training Partnership Act programs; and Job Services activities.
<b>Department of Forensic Science (DFS)</b>	
ESF #8 - Public Health and Medical Services	DFS conducts and coordinates public health lab operations.
ESF #10 - Hazardous Materials Response	DFS responsibilities include the Public Health Laboratory testing and analysis of Bioterrorism and Chemical Terrorism agents as requested and prioritized by entities outlined in the statute governing the DFS. Additional responsibilities include crime scene evidence collection through the Crime Scene Sciences Division.
ESF #13 - Law Enforcement	DFS responsibilities include crime scene evidence collection through the Crime Scene Sciences Division; forensic testing and analysis as requested and prioritized by law enforcement and testing decedents through DNA in support of Office of the Chief Medical Examiner (OCME) through the Forensic Science Laboratory Division; and testing and analysis as requested

Emergency Support Function	Responsibilities
	and prioritized by law enforcement of Bioterrorism and Chemical Terrorism agents through the Public Health Laboratory Division.
ESF #15- External Affairs	DFS will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Department of General Services (DGS)</b>	
ESF #1 - Transportation	DGS will provide security at the District’s leased or owned property.
ESF #2 - Communications	DGS will use the 700/800 MHz radio system as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort.
ESF #3 - Public Works and Engineering	<p>DGS will be the lead agency in implementing facilities management for District-owned and operated facilities. This includes emergency restoration of critical District-owned and operated facilities, building security, maintenance and repairs, custodial services, and snow removal (from sidewalks, driveways, etc.) of District-owned and operated facilities. DGS includes energy management, which is responsible for the purchasing and distribution of fuel oil to supplement DPW Fleet Management Administration’s fuel supply. DGS will ensure routine inspection and maintenance of generators in facilities that are leased and/or owned by the District. Also, energy services will track utility services within the District government. The DGS Facilities Maintenance can assist in restoring facilities.</p> <p>Demolition or stabilization will be performed when structures and facilities are designated by the District government as immediate hazards to public health and safety or to facilitate lifesaving operations, as necessary. This may include temporary protective measures to abate immediate hazards to the public until demolition is accomplished.</p>
ESF #5 - Emergency Management	DGS will provide security at the District’s leased or owned property. DGS will assign COOP locations to District agencies in coordination with HSEMA.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>DGS will provide equipment, materials, and trade persons to support mass care efforts and identify alternative shelter sites, temporary staging locations, storage locations, and other related services in the event of an emergency.</p> <p>Protective Services Division (PSD) will provide security inside shelters, including control of egress and ingress in coordination with DHS and the ARC.</p> <p>DGS, in cooperation with MPD, will provide support and assistance in maintaining security around emergency feeding areas, including control of ingress and egress in coordination with DHS and HSEMA:</p> <p>The Facilities Division will provide janitorial/cleaning assistance in coordination with DPR and DHS as food storage and mass feeding/food distribution center sites.</p> <p>The Portfolio Division will provide available locations for food storage and mass feeding/food distribution in coordination with DHS and HSEMA.</p>
ESF #7 - Resource Support	DGS will provide security at the District’s leased or owned property.

Emergency Support Function	Responsibilities
ESF #8 - Public Health and Medical Services	DGS will provide security at the District leased or owned property.
ESF #10 - Oils and Hazardous Materials Response	DGS will coordinate with FEMS to access any public facilities involved in the hazmat incident. DGS will also perform rapid damage assessment for all public buildings and equipment. This includes schools and correctional facilities.
ESF #12 - Energy	DGS will provide generator support by identifying available generators to be used in response operations, in coordination with HSEMA.
ESF #13 - Law Enforcement	DGS/Protective Service Unit is responsible for security at the District's leased or owned property.
ESF #14 - Damage Assessment	DGS will perform rapid damage assessment for all public buildings and equipment. This includes schools and correctional facilities.
ESF #15- External Affairs	DGS will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16- Volunteer and Donations Management	DGS will be mobilized during an emergency to aid in warehousing and staging of donated goods and services.
ESF #17 - Private-Sector Coordination	DGS will provide equipment, materials, and trade persons to support mass care efforts and identify alternative shelter sites, temporary staging locations, storage locations, and other related services in the event of an emergency. DGS will also coordinate the emergency inspection and contracting and managing of demolition or stabilization of damaged structures and facilities designated by the District government as immediate hazards to public health and safety or as necessary to facilitate lifesaving hazards to the public health and safety reasons until demolition is accomplished.
ESF #18 - Military Support to Civil Authority	DGS/Protective Service Unit is responsible for security at District leased or owned properties.
<b>Department of Health (DOH)</b>	
ESF #1 - Transportation	DOH will provide support for persons requiring special transportation (transportation of patients requiring medical care). DOH employees and/or volunteers may be requested to staff transportation facilities to provide emergency medical first aid. DOH will provide ESF #1 with guidance on the distribution of the Strategic National Stockpile (SNS).
ESF #2 - Communications	DOH will use the 700/800 MHz radio system as a primary means of communication, and provide public health warnings through the Health Alert Notification network. These assets and resources can be leveraged as part of a coordinated communications response effort.
ESF #4 - Firefighting	DOH will provide technical assistance on the health and medical impact of the emergency and assist in the determination of appropriate care for survivors. The DOH's Health Emergency Preparedness and Response Administration (HEPRA) will provide medical consultation, provide advice on health risks and recommendations, and support pre-hospital care. DOH will establish casualty collection points (CCP) in coordination with FEMS.
ESF #5 - Emergency Management	DOH will function as a medical consultant; assist in collecting health and

Emergency Support Function	Responsibilities
	<p>medical related information; develop plans; and assist in disseminating health and medical related information to the public, through ESFs #5 and ESF #15: External Affairs.</p>
<p>ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services</p>	<p>DOH will provide medical care for impacted populations either in or outside the shelter locations; provide emergency first aid services, with medical staff and volunteers, to shelter clients and workers, and assist with medical supply resources when requested and as DOH inventory permits; and ensure oversight and quality of health care that is provided to shelter clients and staff and monitor the administration of medications and the provision of special dietary requirements. DOH will provide the ESF coordinator with frequent updates as to the shelter status and ensure health standards, including food, sanitation, and water, are maintained at all service sites.</p> <p>Also, DOH will protect animals during an emergency, including providing for animal sheltering facilities, if/when appropriate; protect the public from disease, injury, or other public health safety risks associated with an animal- or animal-industry-related emergency or disaster; and promote information sharing in order to assist animal owners in protecting themselves and their animals in case of an emergency or disaster. DOH will promote information sharing in order to assist the animal industry in protecting itself in case of an emergency or disaster and evaluating public health and safety risks potentially associated with animal emergencies and considering ways to avoid or minimize their effects. DOH will provide for people who have function or medical support needs in shelters.</p> <p>DOH will monitor the emergency food assistance program to ensure the transport, storage, handling preparation, and service of meals. DOH will develop procedures to inspection of all food to determine, to the extent possible, that all identified food is safe and fit for human consumption.</p>
<p>ESF #7 - Resource Support</p>	<p>DOH will identify, obtain, and allocate needed medical resources, recommend policy direction, and direct resources according to needs and potential impact on District-wide services.</p>
<p>ESF #8 - Public Health and Medical Services</p>	<p>DOH acts as the lead agency for ensuring the provision of emergency health and medical services to District residents, workers, and visitors. DOH coordinates the health and medical response from appropriate District, regional, federal, and private agencies working through HSEMA to assist with coordination of the District’s overall emergency response.</p> <ul style="list-style-type: none"> <li>■ Provide leadership in directing, coordinating, and integrating the overall efforts to provide medical and public health assistance.</li> <li>■ Coordinate and direct the activation and deployment of resources of health/medical personnel, supplies, and equipment.</li> <li>■ Coordinate the evacuation of patients from the disaster area when evacuation is deemed feasible and appropriate.</li> <li>■ Arrange for establishing active and passive disease surveillance systems for the protection of public health.</li> <li>■ Coordinate with the support agencies to direct and prioritize health and medical activities.</li> <li>■ Coordinate with ESF #6 and ESF #16 - Volunteer and Donations</li> </ul>

Emergency Support Function	Responsibilities
	<p>Management and the Medical Reserve Corps to ensure that a sufficient number of trained medical and support personnel are stationed at each mass care site.</p> <ul style="list-style-type: none"> <li>■ Coordinate with ESF #7 - Resource Support for key supplies and equipment.</li> <li>■ Coordination with ESF #7 - Resource Support and ESF #16 - Volunteer and Donations Management for supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.</li> <li>■ In addition to those activities previously stated, ESF #8 will coordinate with ESF #16 - Volunteer and Donations Management regarding the activities of volunteers actively engaged in providing assistance.</li> <li>■ Develop and maintain a roster of personnel that staff the ESF. Sufficient staffing will be available for 24-hours-per-day, 7-days-per-week.</li> <li>■ Record incoming requests for assistance, track personnel assigned to respond, and actions taken.</li> <li>■ Establish a protocol for prioritizing response activities.</li> <li>■ Coordinate activities with other ESFs</li> <li>■ Coordinate food and water safety.</li> <li>■ Coordinate the sheltering, evacuation, and care of pets.</li> <li>■ Monitor the local wildlife population and perform disease management operations during the response.</li> <li>■ Perform laboratory testing and analysis during response operations.</li> <li>■ Provide medical intelligence to the WRTAC and other ESFs, as needed.</li> </ul>
ESF #9 - Search and Rescue	DOH will provide technical assistance on the health and medical impact of the emergency and assist in the determination of appropriate care for survivors. DOH's HEPPRA will provide medical consultation, provide advice on health risks and recommendations, and support pre-hospital care. DOH will establish CCP in coordination with FEMS.
ESF #10 - Oils and Hazardous Materials Response	DOH will provide technical assistance on the health and medical impact of hazardous materials and determine appropriate care for survivors. DOH will provide information to the public about self-protection. DOH will help the DOEE assess environmental damage and assist in cleanup and recovery planning (for example, toxic substance, air quality, water quality, and radiological sampling).
ESF #13 - Law Enforcement	DOH will coordinate health and medical assistance in the District. This will be done through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities.
ESF #14 - Damage Assessment	DOH will work with primary damage assessment agencies to coordinate the assessment of DOH facilities.

Emergency Support Function	Responsibilities
ESF #15- External Affairs	DOH will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	DOH will provide information on the types of donations and/or trained volunteers that would be most beneficial to assist survivors during the disaster.
ESF #17 - Private-Sector Coordination	DOH will identify, obtain, and allocate needed medical resources and recommend policy direction and direct resources according to needs and potential impact on District-wide services.
ESF #18 - Military Support to Civil Authority	DOH will coordinate health and medical assistance in the District. This will be accomplished through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities.
<b>Department of Housing and Community Development (DHCD)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DHCD will help coordinate interim housing for individuals requiring temporary housing for an extended period of time.
ESF #14 - Damage Assessment	DHCD will work with primary damage assessment agencies to coordinate the assessment of DHCD facilities and provide support to community constituents.
ESF #15- External Affairs	DHCD will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17 - Private-Sector Coordination	DHCD will plan for and provide economic recovery and growth assistance, provide technical assistance in community planning and economic assessment and identify, train, and assign personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.
<b>Department of Human Resources (DCHR)</b>	
ESF #1 - Transportation	DCHR will provide ESF #1 with human resource guidance during a public emergency. For instance, in the case of a Pandemic Flu incident, DCHR can provide guidance on which employees to call-in.
ESF# 5 - Emergency Management	The DCHR will manage all personnel issues that arise during emergency operations, including union and management relations, leave policies, personal and workplace safety, special payroll provisions and temporary hiring, and workplace relocation issues.
ESF #7 - Resource Support	DCHR will coordinate with agencies to identify and deploy personnel resources before, during, and after an emergency.
ESF #17 - Private-Sector Coordination	DCHR provides for language access services.
<b>Department of Human Services (DHS)</b>	
ESF #1 - Transportation	DHS is the primary agency coordinating the transportation of persons to and from District shelters. Also, DHS will coordinate the movement of persons who require special transportation.

Emergency Support Function	Responsibilities
ESF# 2 - Communications	DHS will use the 700/800 MHz radio system as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort.
ESF #4 - Firefighting	DHS will assist in providing for evacuees, including food, shelter, and supplies; request assistance from ESF #1 to transport evacuees to shelters; and establish shelter operations in coordination with DHS’s agreements with the ARC of the NCR.
ESF #5 - Emergency Management	DHS will provide HSEMA information on social service providers relative to any risk associated with any emergency, including but not limited to situations involving special needs populations. DHS will plan any contingency services for these populations. DHS will provide information on social services through its command center to HSEMA and the JIC. DHS will also collect and analyze social services information to plan for public awareness of emergencies and it will produce and disseminate information to the public. In addition, DHS is the primary agency for ESF #6: Mass Care, Emergency Assistance, Housing and Human Services, coordinating the District’s effort to provide mass care needs (including but not limited to shelter and food) to survivors of a public emergency.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>DHS will coordinate ESF #6 for the District. DHS will ensure that shelters are appropriately staffed to direct operation of the facility:</p> <ul style="list-style-type: none"> <li>■ Staff will be prepared to register all shelter occupants. Information on the registration form will include data for each occupant, specific needs for health services, medications, medical equipment requirements, contagious diseases, physical disabilities, and/or other special needs.</li> <li>■ Coordinate with the ARC to assist in administration of the shelter and registration.</li> <li>■ Coordinate supervision and services for persons with functional needs in emergency shelters including but not limited to communication, mobility, independence, supervision, and transportation functional needs.</li> <li>■ Coordinate with ESF #8 - Public Health and Medical Services for individuals with medical needs in shelters.</li> </ul> <p>DHS will coordinate and assist with emergency feeding in and out of the shelter environment:</p> <ul style="list-style-type: none"> <li>■ Assist or provide personnel, supplies, and other resources to assist in shelter operations for survivors of the effected emergency/disaster area.</li> <li>■ Assess and coordinate with DOH to ensure provision of emergency medical support at the shelter sites.</li> <li>■ Provide the development and maintenance of a shelter operations plan.</li> <li>■ Assist or coordinate with DBH for counseling and crisis intervention services.</li> <li>■ Monitor compliance with the Americans with Disabilities Act (ADA).</li> <li>■ Assist or coordinate with Office on Aging (DCOA) to provide</li> </ul>

Emergency Support Function	Responsibilities
	<p>services for seniors and their families.</p> <ul style="list-style-type: none"> <li>■ Ensure response by adult and child protective services.</li> <li>■ Assist or provide for the mass feeding of evacuees and relief workers at the shelter facilities.</li> <li>■ During shelter operations, provide frequent updates to the EOC concerning the status of shelter operations.</li> <li>■ Maintain records of cost and expenditures and forward them to the Finance and Administration Section Chief (FSC).</li> <li>■ Develop and maintain a shelter operations plan.</li> </ul> <p>DHS will respond to the activation of the ESF and will assist the ARC with bulk food or meal acquisition and emergency feeding activities internal and external to the shelter environment. DHS will coordinate the deployment of District agency staff for feeding, facilitating food acquisition and distribution through the coordination of purchases and reimbursements, and overseeing logistics for emergency food supplies during the crisis period. In addition, DHS will activate the Disaster Food Stamp and Voucher Issuance Program within 72 hours, which will authorize emergency-issued food stamps and vouchers. Eligible customers and families will then be able to purchase food on the open market, as necessary. In coordination with the ARC, HSEMA, the Salvation Army, and other agencies, DHS will assess the operation, the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.</p>
ESF #7 - Resource Support	<p>DHS will manage procurements with its service providers and ensure that payments are made to providers. DHS and the OCFO will assist in providing HSEMA with resources and supplies for District-wide emergencies in concurrence with availability. DHS will fully mobilize resources to restore the operational functions of its facilities throughout the District. DHS will activate its DHS EOC to ensure continuity of DHS services.</p>
ESF #8 - Public Health and Medical Services	<p>DHS will be the lead agency in providing mass care and sheltering. DHS will maintain the family reunification centers, which coordinate with DOH's patient tracking efforts. DHS will also provide SNS support to DOH at Receiving, Staging, and Storage sites.</p>
ESF #9 - Search and Rescue	<p>DHS will provide for the needs of evacuees, including food, shelter, and supplies, and will request assistance from ESF #1 to transport evacuees to shelters and establish shelter operations in coordination with DHS's agreements with the ARC.</p>
ESF #10 - Oils and Hazardous Materials Response	<p>DHS will assist in providing for evacuees, including food, shelter, supplies, and will request assistance from ESF #1 to transport evacuees to shelters and establish shelter operations in coordination with DHS's agreements with the ARC of the National Capital Area.</p>
ESF #13 - Law Enforcement	<p>DHS will support ESF13 with evacuations and family reunification</p>
ESF #14 - Damage Assessment	<p>DHS will work with primary damage assessment agencies to coordinate the assessment of DHS facilities.</p>
ESF #15- External Affairs	<p>DHS will coordinate with ESF #15 via the JIC to share and disseminate information to the public.</p>

Emergency Support Function	Responsibilities
ESF #16 - Volunteer and Donations Management	DHS will work with volunteer organizations to coordinate the delivery of donated goods and services to shelters and will assist with FEMA procedures relative to emergency declarations.
ESF #17 - Private-Sector Coordination	DHS identified and advises on long-term recovery housing options for displaced survivors and will reasonably ensure that disaster survivors care, required medication and food.
<b>Department of Insurance, Securities, and Banking (DISB)</b>	
ESF #17 - Private-Sector Coordination	DISB assists in ensuring access to and proper regulation of insurance, securities, banking and related financial instruments in a time of emergency so as to allow the city to rebuild.
<b>Department of Motor Vehicles (DMV)</b>	
ESF #5- Emergency Management	DMV will provide updates to ESF #5 on operational status and will respond to requests for updates as required.
ESF #15- External Affairs	DMV will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Department of Parks and Recreation (DPR)</b>	
ESF #1 - Transportation	DPR will mobilize its staff, fleet, and volunteers to assist with transportation activities, which may include providing transportation to or assisting with the operation of shelter facilities. City parks and recreational facilities may be used as transfer points for people leaving an evacuation area who need assistance.
ESF #2 - Communications	DPR will use the 700/800 MHz radio system as a secondary means of communication and can share these assets and resources as part of a coordinated communications response effort.
ESF #3 - Public Works and Engineering	DPR is responsible for clearing, removing, and disposing of debris on DPR property. Also, DPR supports ESF #3 as needed in its efforts to remove and dispose of vegetative debris during the response and recovery phases of an emergency event by providing temporary debris management sites, personnel, equipment, and vehicles. Through ESF #16 - Volunteer and Donations Management, DPR provides volunteers to ESF #3 for water and ice distribution.
ESF #5 - Emergency Management	DPR will provide updates to ESF #5 on their emergency operation activities, including parks and recreation sites, personnel, and equipment. Additionally, they may provide facilities for shelters.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>DPR will mobilize its staff and volunteers to assist in District-wide responses and provide transportation to or assistance with the operation of shelter facilities. City parks and recreational facilities may be used for staging areas, storage areas, temporary open-air shelter sites, and for other uses in support of mass care response efforts. DPR will assist with providing children's activities.</p> <p>DPR will mobilize its staff and volunteer organizations to assist in District-wide responses. Activities may include providing transportation or assisting with mass feeding.</p>

Emergency Support Function	Responsibilities
ESF #7 - Resource Support	DPR, at the direction of the HSEMA director, will mobilize its staff to assist in District-wide responses. DPR has a volunteer organization of approximately 1,000 individuals with a variety of skills and abilities.
ESF #8 - Public Health and Medical Services	DPR will assist other support agencies in providing facilities as needed for mass care, sheltering, alternative triage and treatment sites, and PODs.
ESF #14 - Damage Assessment	DPR will support the rapid damage assessment to park and recreational facilities.
ESF #15- External Affairs	DPR will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	DPR will provide space/facilities and staff to support Volunteer and Donations Coordination Teams (VDCTs), and will help in receiving, organizing, and distributing donations.
<b>Department of Public Works (DPW)</b>	
ESF #1 - Transportation	DPW will coordinate, obtain, and stage vehicle fleets and crews as designated by ESF #1. DPW will coordinate the clearing of debris from emergency routes. DPW will coordinate the staging and use of towing cranes. DPW will make available the use of Parking Control Officers, as needed. Also, DPW and DDOT will advise on the use of equipment and supplies when developing strategies for protecting the transportation infrastructure.
ESF #2 - Communications	DPW will use the 800 MHz radio as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort. In the event of a District communications system failure, DPW can supply personnel and vehicles as couriers.
ESF #3 - Public Works and Engineering	DPW will provide solid waste and debris removal and coordinate with DDOT, DCRA, and DGS, to assist with the inspection of facilities, as required. DPW will also work in coordination with DDOT and DOH to facilitate the movement of SNS supplies. DC Water and DOH, as necessary, will ensure that the water and sewer sanitation within the emergency area are safe.
ESF #4 - Firefighting	DPW will provide on-site refueling and on-site sand and salt, as necessary, for slippery conditions. DPW will provide debris removal in accordance with their Debris Removal Plan. In concert with the Office of Contracting and Procurement, DPW will help coordinate heavy equipment, operators, riggers, and mechanics to support firefighting efforts as necessary. DPW will coordinate with DC Water to ensure an adequate supply is maintained to support firefighting efforts.
ESF #5 - Emergency Management	DPW will provide updates to ESF #5 on their disaster operation activities, including debris removal and disposal operations.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DPW will provide solid waste removal and debris removal; coordinate the inspection of facilities as needed, in conjunction with the DCRA. DPW will coordinate with DC Water DOH to ensure that water and sewer sanitation within the emergency area are safe; and coordinate with DC Water to ensure that shelter facilities have clean water and working sewerage connections.

Emergency Support Function	Responsibilities
	DPW will support the shipment of food, as requested to staging areas within the emergency area.
ESF #7 - Resource Support	DPW will supply fuel, as needed, via fueling operations or mobile fuel trucks. DPW will also provide personnel and equipment to assist the District in any emergency response operations.
ESF# 8 - Public Health and Medical Services	DPW, in coordination with DC Water, will ensure that the water and sewer sanitation within the emergency area are safe. DPW will support DDOT in the transportation of the Strategic National Pharmaceutical Stockpile.
ESF #9 - Search and Rescue	DPW will provide on-site refueling and on-site sand and salt, as necessary, for slippery conditions. DPW will provide debris removal in accordance with their Debris Removal Plan. In concert with the OCP, DPW will help coordinate heavy equipment, operators, riggers, and mechanics to support SAR efforts as necessary.
ESF #10 - Oils and Hazardous Materials Response	DPW will provide on-site refueling and on-site sand and salt for slippery conditions. DPW will provide debris removal in accordance with its debris removal plan. In concert with the OCP, DPW will help coordinate heavy equipment, operators, riggers, and mechanics to support oil and hazmat response efforts as necessary. DPW will coordinate with DC Water to ensure an adequate supply is maintained to support decontamination efforts.
ESF #12 - Energy	DPW will support the restoration of energy delivery and fuel supplies during and/or following an emergency. They will also provide generator fuel supplies as needed.
ESF #13 - Law Enforcement	DPW will assist MPD and HSEMA via communication and contact with the Emergency Coordinator at DPW.
ESF #14 - Damage Assessment	DPW will support the rapid damage assessment to trees, woody debris, sand, mud, silt, gravel, damaged building components and contents, wreckage produced during the conduct of emergency work, and other disaster-related wreckage.
ESF #15- External Affairs	DPW will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16- Volunteer and Donations Management	DPW will provide transportation assistance to support the VDCTs or voluntary organizations in distributing donated goods and services.
ESF #17 - Private-Sector Coordination	DPW plans for and coordinates debris management in coordination with private sector firms as needed.
ESF #18 - Military Support to Civil Authority	DPW will assist DCNG and HSEMA via communication and contact with the Emergency Coordinator in the DPW.
<b>Department of Small and Local Business Development (DSLBD)</b>	
ESF #17- Business and Industry	DSLBD fosters economic growth and development of Local, Small, and Disadvantaged Business Enterprises through supportive legislation, business development programs, and agency and public/private contract compliance. DSLBD also identifies, trains, and assigns personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.

Emergency Support Function	Responsibilities
<b>Department of the Army Military Auxiliary Radio System (MARS)</b>	
ESF #2- Communications	MARS is a DOD sponsored program. MARS members consist of licensed amateur radio operators who can provide emergency communications support during response operations.
<b>Department of Youth Rehabilitation Services (DYRS)</b>	
ESF #13- Law Enforcement	DYRS has custody over youth detained by or committed to the District's juvenile justice system. DYRS will use internal plans and procedures to ensure safe and secure housing of youth in the event of a public emergency that requires the closure of part or all of a facility.
ESF #15- External Affairs	DYRS will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #18- Military Support to Civil Authority	DYRS has custody over youth detained by or committed to the District's juvenile justice system. DYRS will use internal plans and procedures to ensure safe and secure housing of youth in the event of a public emergency that requires the closure of part or all of a facility.
<b>Deputy Mayor for Education</b>	
ESF #15- External Affairs	The Deputy Mayor for Education will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Deputy Mayor for Health and Human Services</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	The Deputy Mayor for Health and Human Services will oversee health and human service response operations as needed.
ESF #15- External Affairs	The Deputy Mayor for Health and Human Services will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17- Business and Industry	The Deputy Mayor for Health and Human Services will oversee health and human service response operations as needed.
<b>Deputy Mayor for Planning and Economic Development (DMPED)</b>	
ESF #15- External Affairs	DMPED will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17 - Private-Sector Coordination	<p>DMPED will coordinate private sector coordination efforts under ESF #17. To accomplish this, DMPED will identify, train, and assign personnel to staff ESF #17 in the EOC, and notify all ESF #17 supporting agencies upon activation.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> <li>■ Develop plans, processes, and relationships, and facilitate coordinated response planning with the private sector at the strategic, operational, and tactical levels.</li> <li>■ Share information, including threats and warnings, before, during, and after an incident.</li> <li>■ Inform and orient the private sector on the contents of the response plan.</li> <li>■ Encourage and facilitate the development and coordination of</li> </ul>

Emergency Support Function	Responsibilities
	equivalent private sector planning. <ul style="list-style-type: none"> <li>■ Coordinate and conduct local incident management functions with the private sector and the District government.</li> <li>■ Develop, implement, and operate information-sharing and communication strategies, processes, and systems with District security stakeholders.</li> </ul>
<b>Deputy Mayor for Public Safety and Justice</b>	
ESF #13	The Deputy Mayor for Public Safety and Justice will support ESF #13 operations
ESF #15- External Affairs	The Deputy Mayor for Public Safety and Justice will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Destination DC</b>	
ESF #15- External Affairs	Destination DC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Direct TV</b>	
ESF #2- Communication	Direct TV will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #5- Emergency Management	Direct TV will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #15- External Affairs	Direct TV will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Dish Network</b>	
ESF #2- Communication	Dish Network will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #5- Emergency Management	Dish Network will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #15- External Affairs	Dish Network will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>District Council</b>	
ESF #17 - Private-Sector Coordination	The District Council will coordinate with the CMT and enact the necessary laws in response to the incident.
<b>Department of Energy &amp; Environment(DOEE)</b>	
ESF# 2 - Communications	DOEE will coordinate with ESF #2 to help facilitate the restoration of energy systems and fuel supplies following a public emergency.
ESF #3 - Public Works and Engineering	DOEE will coordinate with ESF #3 to help facilitate the restoration of energy systems and fuel supplies, and the disposal of hazardous materials following an emergency. DOEE will coordinate flood plain management.
ESF# 4 - Firefighting	DOEE will provide air quality monitoring support, to include plume monitoring, collect surface water runoff samples for analysis, and other support to monitor the affected area of contaminants. DOEE will

Emergency Support Function	Responsibilities
	coordinate with the National Response Center (NRC) and the On-Scene Coordinator (OSC) in the monitoring and analysis of data and provide mitigation recommendations.
ESF #5- Emergency Management	DOEE will provide and coordinate air quality monitoring and water runoff monitoring support, to include plume monitoring, collect surface water runoff samples for analysis, and provide other support to monitor the affected area of contaminants. DOEE may also monitor energy supply, and coordinate with energy providers to determine energy restoration to the District.
ESF #7- Resource Support	DOEE will coordinate with HSEMA in managing critical resources and facilities under their control, including notification when resources are about to be or have been depleted.
ESF #8 - Public Health and Medical Services	DOEE will coordinate with DOH to monitor environmental quality during an emergency. DOEE will contact the NRC to report the declared incident and, if the OSC is deployed, DOEE will coordinate with the OSC in the monitoring and analysis of data.
ESF #9 - Search and Rescue	DOEE will provide air quality support, ground water runoff testing, and other support to monitor the affected area for contaminants. In addition, DOEE will contact the NRC to report the declared incident. If the OSC is deployed to the scene, DOEE will coordinate with the OSC monitoring and analysis of data and provide mitigation recommendations.
ESF #10 - Oils and Hazardous Materials Response	DOEE will provide and coordinate air quality monitoring and water runoff monitoring support, to include plume monitoring, collect surface water runoff samples for analysis, and provide other support to monitor the affected area of contaminants. DOEE will coordinate with the NRC and serve as the OSC in the monitoring and analysis of data and provide mitigation services and/or recommendations. DOEE shall also coordinate and assist with deployment of federal resources from EPA and U.S. Coast Guard (USCG) should they be needed.
ESF #12 - Energy	<p>As the primary District agency for ESF #12, DOEE will use the framework of its Energy Supply Disruption Tracking plan to complete the following actions:</p> <ul style="list-style-type: none"> <li>■ Coordinate information flow.</li> <li>■ Assist in determining the level of event severity.</li> <li>■ Assist in identifying measures to be implemented.</li> <li>■ Monitor energy supply prior during and after the event.</li> <li>■ Track energy supply during the event.</li> <li>■ Conduct follow-ups after the event.</li> </ul> <p>In the event of an energy emergency, DOEE will complete the following actions:</p> <ul style="list-style-type: none"> <li>■ Track information during the event.</li> <li>■ Provide situational awareness of the event.</li> <li>■ Assist in developing management decisions to respond to the event.</li> </ul>
ESF #14 - Damage Assessment	DOEE will support and serve on damage assessment teams to ensure

Emergency Support Function	Responsibilities
	environmental tests are conducted and damages are identified.
ESF #15- External Affairs	DOEE will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17 - Private-Sector Coordination	DOEE will assist in ensuring energy needs are met for long-term recovery efforts and advise on environmental impacts of long-term recovery efforts. DOEE will also plan for and provide technical assistance for contaminated debris management and environmental remediation, in coordination with impacted ESF #17 stakeholders.
<b>District Department of Transportation (DDOT)</b>	
ESF #1 - Transportation	DDOT will manage and coordinate emergency transportation response operations and restoration of the transportation network during emergencies. DDOT will ensure the completion of SITREPs, tracking of expenses, and sharing information with HSEMA or other stakeholder agencies upon request. DDOT will ensure that SITREPs are completed, expenses are tracked, and information is given to HSEMA when requested. The DDOT Director or their designee shall serve as the Mayor’s primary point of contact regarding transportation issues.
ESF #2 - Communications	DDOT will use the 700/800 MHz radio as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort.
ESF #3 - Public Works and Engineering	DDOT will dispatch emergency teams to inspect and report on the stability and availability of emergency routes, streets, bridges, and ports. DDOT will assist with procurement and execution of contracting for construction management and inspection services. DDOT will coordinate and offer, when available, commercial driver’s license drivers and commercial vehicles to support debris removal, the clearing of roadways, the movement of SNS supplies, and the re-establishment of the District’s infrastructure. DDOT will need to coordinate with PEPCO regarding down power lines when supporting debris removal activities that include trees.
ESF #4 - Firefighting	DDOT will assist with traffic control and provide traffic operations support to emergency location(s).
ESF #5 - Emergency Management	DDOT will provide updates and transportation-related information to ESF #5. DDOT may also activate the Traffic Management Center to support response operations.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DDOT will provide DHS and HSEMA with current traffic conditions and roadway operation information to support the identification of mass care facilities. The agency will coordinate with ESF #6 agencies in establishing a system for providing transportation assistance for survivors and supplies within a shelter. DDOT will coordinate with ESF #6 agencies and transit providers to provide transportation for the population requested to evacuate from the affected area and will provide similar coordination for transportation of pets owned by individuals required to evacuate. DDOT will coordinate with the Department of Disabilities Services, transit providers, and appropriate disability service providers in establishing a system for providing transportation assistance for disaster survivors with

Emergency Support Function	Responsibilities
	disabilities requiring specialized transportation. DDOT will support the shipment of food, as requested to staging areas within the emergency area.
ESF #7 - Resource Support	DDOT will provide the needed information to OCP in order to receive the needed resources for reestablishing damaged infrastructure. DDOT also will coordinate with OCP in acquiring additional transportation resources, whether it is for construction or for the movement of the population
ESF #8 - Public Health and Medical Services	DDOT with DPW will coordinate with DOH on the requirements for the transportation of the SNS. DDOT will support the MPD on perimeter control during a public health emergency and provide traffic management plans around closed locations.
ESF #9 - Search and Rescue	DDOT will manage and coordinate emergency transportation response operations and restoration of the transportation network during emergencies.
ESF #10 - Oils and Hazardous Materials Response	DDOT will assist FEMS with traffic management and incident coordination during hazmat incidents that occur along the District transportation network.
ESF #12 - Energy	DDOT will facilitate and coordinate in the restoration of damaged transportation infrastructure within the public right-of-way to reestablish utilities. DDOT will also coordinate with PEPCO regarding downed power lines caused by trees.
ESF #13 - Law Enforcement	DDOT will help identify traffic posts, develop emergency routes, identify staging areas, and establish access routes for emergency vehicles. DDOT also will supply vehicles, if available, and equipment, if available, to serve as perimeter devices to secure a location or a road closure.
ESF #14 - Damage Assessment	Perform rapid damage assessment for all roads (paved, gravel, and dirt) and bridges, to pre-disaster design, function, and capacity in accordance with codes or standards (see ESF #3 Public Works and Engineering).
ESF #15- External Affairs	DDOT will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #18 - Military Support to Civil Authority	DDOT will help identify traffic posts, develop emergency routes, identify staging areas, and establish access routes for emergency vehicles. In addition, DDOT will supply vehicles and equipment, if available, to serve as perimeter devices to secure a location or a road closure.
<b>Events DC</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	Events DC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Executive Office of the Mayor (EOM)</b>	
ESF #2- Communications	EOM, Office of Communications will identify alternate communication mediums to keep the public notified on the state of the emergency.
ESF #5- Emergency Management	The EOM will be the executive-level resource ensuring the planning and the cooperative coordination of all District agencies. The EOM has ultimate responsibility to ensure continuation and restoration of services from

Emergency Support Function	Responsibilities
	<p>District agencies. The Mayor’s Communications Director serves as spokesperson for the Mayor on all activities of DC government agencies. HSEMA will coordinate the release of emergency public information concerning consequence management with the Communications Director. EOM will establish and manage a JIC to release critical information to the public and the media under the direction of the Mayor’s Communications Director.</p>
<p>ESF #15- External Affairs</p>	<p>The EOM, Office of Communications will ensure that the ESF #15 function promotes equal access to disaster assistance consistent with appropriate District and federal laws, regulations, mandates, and policies (e.g., Title VI of the Civil Rights Act, ADA).</p> <p>Under ESF #15, EOM will establish and adhere to standardized procedures that provide for an effective level of community relations services to disaster survivors, the public, the media, and other interested and involved organizations. EOM, with support from representatives from other District offices and organizations, volunteer organizations, and other sources, will prepare briefings, communication plans, press releases, fact sheets, newsletters, pamphlets, and other communications and outreach materials. These actions will take place through the JIC. Furthermore, other assistance related to outreach functions will be provided (e.g., creating and updating District websites, managing social media, conducting public meetings, providing translators to visitors/tourists impacted by the disaster), as needed.</p> <p>In the event of an emergency involving a District and/or federal government response, the Media Relations Coordinator will collaborate with federal PIOs from FEMA and other organizations to ensure that timely, reliable, consistent, and accurate information is made available to the public, affected communities, and other relevant parties. This collaboration will take place through the JIC, located at the Unified Command Center, and will be activated by the EOM Chief of Staff. Responsibilities of the JIC include, but are not limited to:</p> <ul style="list-style-type: none"> <li>■ Monitoring news reports and media outlets to track information concerning the event, ensuring accuracy of reporting, and taking action to correct misinformation and incorrect information concerning the disaster response, recovery and mitigation operations that appear in the news media;</li> <li>■ Maintaining contact with and gathering information from federal, regional, District, and voluntary organizations taking part in disaster response operations;</li> <li>■ Handling news conferences and press operations for disaster area tours by government officials and the press;</li> <li>■ Coordinating with the Logistics Section to provide basic facilities, such as communications, office space, and supplies, to help the news media disseminate information to the public; and</li> <li>■ Providing staff and other resources for a JIC operation.</li> </ul>
<p>ESF #16- Volunteer and Donations Management</p>	<p>EOM will conduct the community relations aspects of requesting donated goods for emergencies. EOM will also ensure that timely, reliable, consistent, and accurate information is made available to the public,</p>

Emergency Support Function	Responsibilities
	affected communities, and other relevant parties.
ESF #18- Military Support to Civil Authority	The EOM will be the executive-level resource ensuring the planning and the cooperative coordination of all District agencies. The EOM has ultimate responsibility to ensure continuation and restoration of services from District agencies. The Mayor’s Communications Director serves as spokesperson for the Mayor on all activities of District government agencies.
<b>Federal Highway Administration (FHWA), Division Office</b>	
ESF #1 - Transportation	FHWA will provide guidance and assistance to DDOT regarding federal laws, assistance, and regulations.
<b>Fire and Emergency Medical Services (FEMS)</b>	
ESF #1 - Transportation	FEMS is responsible for emergency transport from the incident scene to medical facilities. Also, FEMS will coordinate on transportation issues regarding the decontamination and transportation of survivors exposed to a toxic element and the decontamination of District and regional vehicles.
ESF #2 - Communications	FEMS will use the 700/800 MHz radio system as a primary means of communication.
ESF #3- Public Works and Engineering	FEMS will coordinate with DPW to support ESF #3 operations.
ESF #4 - Firefighting	<p>FEMS responds to calls from residents, visitors, and organizations in the District. FEMS will provide an ELO to the EOC to provide FEMS’ operations status. FEMS accomplishes this responsibility through five areas of operations:</p> <ul style="list-style-type: none"> <li>■ Fire Prevention: Prevent fires before they occur.</li> <li>■ Fire Suppression: Extinguish fires that do occur.</li> <li>■ Special Operations: Provide technical rescue.</li> <li>■ Emergency Medical Services: Provide state-of-the-art pre-hospital emergency medical treatment and transport services.</li> <li>■ Support Services: Administration, finance, communication, fleet maintenance, research and development, risk management, professional standards, management information and technology services, and departmental training</li> </ul>
ESF# 5 - Emergency Management	FEMS will provide firefighting and EMS to the District. FEMS will also provide regular field status updates to HSEMA via its communications center and/or ICP.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	FEMS is primarily responsible for the evacuation of specific locations (e.g., Metro stations, buildings, etc.) and will provide for decontamination, if public safety becomes an issue.
ESF #7 - Resource Support	FEMS will coordinate with HSEMA in managing critical resources under their control, including notification when resources are about to be or have been depleted.
ESF #8 - Public Health and Medical Services	FEMS will coordinate response activities with DOH and will report to the EOC on the status of EMS, Hazmat Rescue and related efforts. FEMS will

Emergency Support Function	Responsibilities
	<p>provide pre-hospital care and transport during emergencies. FEMS will respond to emergency medical calls for residents, visitors, and organizations in the District.</p>
<p>ESF# 9 - Search and Rescue</p>	<p>FEMS will coordinate the SAR operations and the use of rescue and extrication resources during emergencies. The FEMS SAR team is dispatched with fire and emergency medical units to incidents involving SAR efforts. Fire and emergency medical units will provide on-scene, pre-hospital emergency medical care.</p> <p>FEMS establishes, maintains, and manages the SAR response system, including pre-emergency activities such as training, equipment purchase, and evaluation of operational readiness.</p> <p>FEMS maintains a MOU with appropriate agencies to ensure a functional SAR team is maintained by having necessary specialists, not available with FEMS, trained and ready to respond as needed. FEMS also maintains MAAs to ensure additional immediate response if necessary from surrounding jurisdictions.</p> <p>FEMS responds to and coordinates SAR operations for incidents of collapsed structures and provides rescue and extrication resources during acts of terrorism.</p>
<p>ESF# 10 - Oils and Hazardous Materials Response</p>	<p>FEMS will maintain the protection of life and property from fire hazards in emergencies with emphasis on incidents involving the release of hazardous materials and the use of WMD. FEMS will provide emergency medical care to survivors affected by chemical, biological, and radiological contaminants and will decontaminate patients prior to transport to a hospital emergency department. Specific responsibilities will include the following:</p> <ul style="list-style-type: none"> <li>■ Establish a command post and institute IC or UC as necessary.</li> <li>■ Isolate the area with the assistance of law enforcement agencies.</li> <li>■ Deny entry to the hazardous areas with the assistance of law enforcement agencies.</li> <li>■ Identify the hazardous materials involved.</li> <li>■ Assess the situation.</li> <li>■ Establish isolation zones (hot, warm, and cold).</li> <li>■ Perform rescues in contaminated areas.</li> <li>■ Conduct operations in contaminated areas.</li> <li>■ Deliver EMS, including triage treatment and transportation to survivors of hazmat incidents.</li> <li>■ Control/contain the incident.</li> <li>■ Decontaminate survivors and emergency responders as required.</li> <li>■ Monitor downwind/downhill/downstream hazards.</li> <li>■ Evacuate/shelter in place as needed, with the assistance of law enforcement agencies when needed.</li> <li>■ Request additional resources as escalating incident conditions warrant.</li> <li>■ Preserve the crime scene and notify law enforcement officials of a potential criminal/terrorist act, if indications are present.</li> </ul>

Emergency Support Function	Responsibilities
	<ul style="list-style-type: none"> <li>Coordinate decontamination, containment, public notification, etc. with the DOH, DOEE, and HSEMA.</li> </ul>
ESF #13 - Law Enforcement	FEMS is the primary agency for the Fire Investigation Team and a member of the DC Arson Task Force (ATF) and the Rescue Task Force. FEMS will also perform SAR operations and coordinate that activity with MPD. In some scenarios, FEMS will provide the initial IC and in these situations, FEMS will establish a UC with MPD and other agencies to set and implement incident priorities.
ESF #14 - Damage Assessment	FEMS will support damage assessments throughout the District by conducting building inspections and supporting damage assessment teams as necessary.
ESF #15- External Affairs	DDOT will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	FEMS will coordinate with Serve DC in managing donations, including notification when donations are about to be or have been depleted.
ESF #18 - Military Support to Civil Authority	FEMS is the primary agency for the Fire Investigation Team and a member of the DC ATF. FEMS will perform SAR operations and coordinate that activity with DCNG. FEMS will also coordinate hazardous materials and WMD response. FEMS also responsible for initial mass casualty coordination and management. In some scenarios, FEMS will provide the initial IC and in these situations FEMS will establish a UC with DCNG and other agencies to set and implement incident priorities.
<b>George Washington University Medical Center, Howard University Hospital, and Prince George Hospital</b>	
ESF# 9 - Search and Rescue	These hospitals will provide “go teams” for specific medical care, such as response for entrapped trauma patients.
<b>Greater Washington Board of Trade (BOT)</b>	
ESF #17 - Private-Sector Coordination	BOT will support District businesses to recover after the incident.
<b>Homeland Security and Emergency Management Agency (HSEMA)</b>	
ESF #1 - Transportation	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepares an incident report for the CMT. The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the (EOC through their ELOs.</p>
ESF #2- Communications	HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to

Emergency Support Function	Responsibilities
	<p>provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepares an incident report for the CMT. The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p> <p>HSEMA uses 700/800 MHz radios as a primary means of communication as well as two mobile command vehicles with GIS capabilities. In addition, HSEMA provides public notifications through Washington Area Warning Alert System (WAWAS) and the Roam Secure Alert Network (RSAN). HSEMA activates local Radio Amateur Civil Emergency Services (RACES) and Radio Emergency Associated Citizens Teams (REACT) to complement or augment emergency communications systems.</p>
<p>ESF #3 - Public Works and Engineering</p>	<p>HSEMA will coordinate with ESF #3 regarding the need to conduct preliminary and joint damage assessments. HSEMA will receive and assemble damage reports from all sources and prepare an incident report for the CMT. The CMT will assess the emergency and provide a copy of their assessment to the primary ESF agencies. The ESF primary agencies will notify their support agencies, implement their COOP plans, and follow their SOGs. The ESF primary agencies will communicate response actions and any changes in operating status to the EOC through their ELOs. HSEMA will provide damage and incident updates to FEMA and other federal sector partners to facilitate federal assistance.</p>
<p>ESF #4 - Firefighting</p>	<p>HSEMA will activate the EOC and require ESFs to staff the CMT and perform an assessment of the situation through SITREPs, determining the immediate critical needs and the need for federal assistance. HSEMA also provides public notifications through WAWAS and RSAN. HSEMA can activate local RACES and REACTs to complement or augment emergency communications systems. The Mobile Command Center may be dispatched to the scene to gather information on the type of hazardous material involved as well as other data.</p>
<p>ESF #5 - Emergency Management</p>	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA will coordinate District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA will execute actions to facilitate access to the federal disaster assistance process upon depletion of District, regional and interstate resources. As a part of HSEMA, the WRTAC will provide situational awareness and strategic intelligence (collection, analysis, de-confliction, and dissemination), to support District law enforcement, first responder, homeland security, emergency management, and public health personnel, as well as key partners within the private sector.</p>
<p>ESF #6 - Mass Care, Food, Emergency Assistance, Housing</p>	<p>HSEMA will assist in establishing priorities and coordinating the transition of mass care operations with recovery activities based on emergency</p>

Emergency Support Function	Responsibilities
and Human Services	<p>situation information and the availability of resources that can be appropriately committed to the operation. HSEMA will provide logistics support, including emergency communications; coordinate the designation and opening of shelters with the building owner or controlling agency; and coordinate with DHS and appropriate agencies to arrange for bedding, cots, food, security, and other essential shelter resources. HSEMA will consider the potential duration of a shelter opening, number of persons needing shelter, and location of an emergency when opening a shelter.</p> <p>HSEMA will coordinate various District and federal agencies and NGOs responses to support emergency feeding requirements; coordinate the use of federal stockpiles of food through FEMA (the designated Lead Agency for federal mass care provisions under the NRF); and coordinate disaster assistance if federal assistance is deemed necessary by the Mayor. HSEMA will advise the Mayor on the situation and consult with adjacent jurisdictions. Upon the decision of the Mayor, HSEMA will coordinate an evacuation. In the event of an evacuation, populations will utilize established evacuation routes unless roads are hazardous or blocked, pending clearance if debris or other obstruction. Alternative evacuation routes will be determined after consultation with MPD, DPW, and DDOT. Residents will be advised and prepared for the evacuation by information announcements over radio and television, and by use of the emergency broadcast system, if incident conditions warrant.</p> <p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources. HSEMA helps coordinate the various District and federal agencies and private group responses to emergency feeding requirements, including community food banks. HSEMA helps DHS coordinate use of federal stockpiles of food through FEMA if federal assistance is deemed necessary by the Mayor.</p>
ESF #7- Resource Support	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF #8- Public Health and Medical Services	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to</p>

Emergency Support Function	Responsibilities
	<p>provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF #9- Search and Rescue	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF# 10 - Oils and Hazardous Materials Response	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF #13- Law Enforcement	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF #14- Damage Assessment	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to</p>

Emergency Support Function	Responsibilities
	<p>provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF #15 - External Affairs	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA will coordinate District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA will execute actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources. HSEMA will maintain all contact lists and SOPs created for use by ESF #15. HSEMA will receive and assemble damage reports from all sources and prepare an incident report for the CMT. The CMT will assess the emergency and provide a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF #16- Volunteer and Donations Management	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and prepares an incident report for the CMT. The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.</p>
ESF# 17- Business and Industry	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.</p>
ESF #18- Military Support to Civil Authority	<p>HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.</p> <p>HSEMA receives and assembles damage reports from all sources and</p>

Emergency Support Function	Responsibilities
	prepares an incident report for the CMT. The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the EOC through their ELOs.
<b>Housing Finance Agency (HFA)</b>	
ESF #17 - Private-Sector Coordination	HFA will help stimulate and expand home ownership and rental opportunities by issuing tax-exempt Mortgage Revenue Bonds to lower costs of single-family and rental housing. HFA will also identify, train, and assign personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.
<b>Joint Force Headquarters National Capital Region (JFHQ-NCR)</b>	
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by JFHQ-NCR, in coordination with HSEMA and DCNG.
<b>Maryland Department of Environment</b>	
ESF #10 - Oils and Hazardous Materials Response	The Maryland Department of Environment will coordinate with the District to support hazmat response operations as needed.
<b>Maryland Department of Transportation (MDOT)</b>	
ESF #1 - Transportation	MDOT will provide emergency coordination and support to DDOT for the transportation network.
<b>Maryland Energy Administration (MEA)</b>	
ESF #12 - Energy	MEA will serve as the lead agency for Maryland for ESF #12 and provide support as requested under EMAC.
<b>Maryland Institute for Emergency Medical Services Systems (MIEMSS)</b>	
ESF #4- Firefighting	MIEMSS coordinates components of Maryland's EMS including volunteer and career EMS providers, medical personnel, transportation systems, and emergency departments.
<b>Maryland National Guard</b>	
ESF #10 - Oils and Hazardous Materials Response	During a hazmat incident, the National Guard will provide support through the CST.
<b>Maryland State Highway Administration (MSHA)</b>	
ESF #1 - Transportation	MSHA will coordinate with DDOT on transportation needs in the NCR.
<b>Maryland State Police (MSP)</b>	
ESF #1- Transportation	MTA will provide emergency transit support and coordination during an emergency. During a MTA transit rail failure, MTA will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.
<b>Maryland Transit Administration (MTA)</b>	
ESF #1 - Transportation	MTA will provide emergency transit support and coordination during an

Emergency Support Function	Responsibilities
	emergency. During a MTA transit rail failure, MTA will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.
<b>Medical Chirurgical Society of DC</b>	
ESF #8- Public Health and Medical Services	The Medical Chirurgical Society of DC will provide advice, assistance, and help in locating additional providers in their specialty areas.
<b>Medical Society of DC</b>	
ESF #8- Public Health and Medical Services	The Medical Society of DC will provide advice, assistance, and help in locating additional providers in their specialty areas.
<b>MEDSTAR Health</b>	
ESF #9 - Search and Rescue	MEDSTAR may provide helicopter transportation of patients from SAR incident sites to medical facilities throughout the region.
<b>Metropolitan Police Department (MPD)</b>	
ESF #1 - Transportation	MPD will provide critical-intersection control and will report street closures or any area transportation disruptions. MPD will provide escort service for emergency response vehicles when requested. MPD and DDOT - Traffic Control Officers will jointly be responsible for the coordination of traffic management and street closings as well as with other regional law enforcement and transportation agencies. MPD, in coordination with DPW, will provide towing cranes, if necessary, to remove parked vehicles from designated emergency evacuation routes during an emergency. An ESF #1 ELO will be stationed at the Command Information Center when requested for coordination.
ESF# 2 - Communications	MPD will use the 700/800 MHz radio system as a primary means of communication and the 700/800 MHz as a secondary means of communication. MPD will defer to FEMS for communications lead when interoperability issues arise.
ESF #3 - Public Works and Engineering	MPD will provide police escorts for mobile fueling units and SNS supply vehicles (as warranted). Also, MPD will clear traffic lanes to enable debris removal operations to proceed along access ways.
ESF #4 - Firefighting	MPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after a fire to protect the health and safety of persons and the integrity of the fire scene. MPD also will perform criminal investigations as necessary.
ESF #5 - Emergency Management	MPD will be in direct liaison with the HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. MPD ELO will keep the ESF #5 apprised of police operations with regular status reports to the EOC. All emergency police responses for major incidents or other critical situations shall be coordinated through the MPD Joint Operations Command Center (JOCC).
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	MPD will provide support and assistance to PSD in cooperation with the HSEMA and other city agencies in the event emergency shelters are established. MPD, in support of PSD, will maintain security outside and

Emergency Support Function	Responsibilities
	<p>around emergency shelters. Also, MPD will provide support and assistance to facilitate the delivery of emergency food and supplies; assist in the notification of the public by providing direction and security along predetermined evacuation routes; and assist in ensuring that any evacuation is conducted in an orderly and safe manner.</p> <p>MPD, in coordination with DHS and other District agencies, will provide support and assistance to fulfill emergency feeding requirements. MPD will maintain security around emergency feeding areas, including control of ingress and egress in coordination with DHS and HSEMA. MPD will provide support and assistance to facilitate the delivery of emergency food and supplies. MPD will help notify the public by providing direction and security along predetermined routes to reach central food locations and will assist in ensuring that any ingress and egress to such locations is conducted in an orderly and safe manner.</p>
<p>ESF #7 - Resource Support</p>	<p>MPD will maintain security of emergency area(s), including ingress and egress in coordination with HSEMA. MPD will notify HSEMA of any critical resource shortfalls. During an emergency, MPD will maintain security of facilities used to store large inventories of emergency physical resources. MPD also will provide escort and security services for large shipments of emergency physical resources to the disaster site.</p>
<p>ESF# 8 - Public Health and Medical Services</p>	<p>MPD will assist with enhancing security at hospitals, mass CCPs, PODs, and other sites providing public health services during a public health emergency. Hospitals or other health care facilities will make security requests to DOH through ESF #8 who will then contact MPD for assistance.</p>
<p>ESF #9 - Search and Rescue</p>	<p>MPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after an incident to protect the health and safety of persons and the integrity of the incident scene. MPD also will perform criminal investigations as necessary and provide canine assistance as available for SAR activities.</p>
<p>ESF #10 - Oils and Hazardous Materials Response</p>	<p>MPD will provide perimeter security and staging area security to protect life and property from hazmat incidents. If necessary, MPD will conduct door-to-door warnings in an area affected by a hazmat incident. MPD will assist with traffic control in pedestrian/vehicle areas, if necessary, and will help notify the public of any emergency evacuation. MPD also will assist with explosive ordinance processing and disposal with the Military District of Washington, and will perform criminal investigations as necessary. MPD can provide aid in support of a criminal act centered on terrorists with a weapon of mass destruction.</p>
<p>ESF #13 - Law Enforcement</p>	<p>MPD will be in direct liaison with the HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. MPD ELO will keep the ESF #5 apprised of police operations with regular status reports to the EOC. All emergency police responses for major incidents or other critical situations shall be coordinated through the MPD JOCC. MPD will be responsible for the delivery of both emergency and non-emergency police service to the public. If necessary, the entire department will be fully mobilized to ensure a continuity of service and effective police response in the event of an emergency or other critical situation. In addition to existing internal SOPs, MPD will be in contact with</p>

Emergency Support Function	Responsibilities
	other city, local and federal police agencies to ensure that the safety of the public is not compromised by domestic or foreign terrorist threats or acts, to include natural and human-caused disasters: <ul style="list-style-type: none"> <li>■ Establish a command post and institute IC or UC as necessary.</li> <li>■ Isolate the area with the assistance of law enforcement agencies.</li> <li>■ Deny entry to the hazardous areas with the assistance of law enforcement agencies.</li> <li>■ Identify the hazardous materials involved.</li> <li>■ Assess the situation.</li> <li>■ Establish isolation zones (hot, warm, and cold).</li> <li>■ Control/contain the incident.</li> <li>■ Request additional resources as escalating incident conditions warrant.</li> </ul>
ESF #15- External Affairs	MPD will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	MPD will provide security at donation receiving and staging locations, and will provide escort assistance.
ESF #17 - Private-Sector Coordination	MPD will provide security in the impacted area, to include security for businesses affected by the incident.
ESF #18 - Military Support to Civil Authority	MPD will provide all pertinent information concerning police activities and emergency or emerging situations to HSEMA to disseminate to city officials, the press, other agencies, and the public. Also, MPD's PIO will be available to answer questions and provide information to the public, coordinated through the JIC in ESF #15 External Affairs.
<b>Metropolitan Washington Council of Governments (COG)</b>	
ESF #1 - Transportation	COG will provide support via the Regional Incident Communication and Coordination System (RICCS) system to ESF #1.
ESF #3 - Public Works and Engineering	The COG's regional response in coordination with HSEMA will facilitate coordination between Regional Emergency Support Functions (RESF) #3 Solid Waste and DPW in support of debris management.
ESF #5 - Emergency Management	COG will provide support via the RICCS system to ESF #5. COG's regional response in coordination with HSEMA will facilitate coordination between RESFs and District ESF #6.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	COG's regional response in coordination with HSEMA will facilitate coordination between RESF #11 and ESF #6. RESF #11 facilitates communication and coordination among NCR jurisdictions before, during, and after regional incidents and emergencies.
ESF #13 - Law Enforcement	COG will provide support via the RICCS system to ESF #5. COG's regional response in coordination with HSEMA will facilitate coordination between RESFs and District ESF #13.
ESF #15 - External Affairs	During a response, COG may coordinate requests for additional ESF #15 support from COG members throughout the NCR. COG also facilitates the coordination of RESF #14 Media Relations and Communications Outreach

Emergency Support Function	Responsibilities
ESF #17 - Private-Sector Coordination	COG will serve as regional clearinghouse, as appropriate, for communication among jurisdictions and ESF #17 partners.
<b>Military District of Washington</b>	
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by the Military District of Washington, in coordination with HSEMA and DCNG.
<b>Motorola</b>	
ESF #5- Emergency Management	Motorola will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
<b>National Capital Planning Commission (NCPC)</b>	
ESF #15- External Affairs	NCPC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>National Capital Region Fire Departments</b>	
ESF #4- Firefighting	<p>The following fire departments are signatories on the COG Fire and Rescue Mutual Aid Operational Plan (MAOP). The intent of the Fire and Rescue MAOP is to ensure the fullest cooperation among fire prevention and suppression and EMS agencies in the NCR. In the event of a major disaster, all departments in this MAOP will call upon each other for response and recovery support. The NCR fire departments included in this are as follows:</p> <ul style="list-style-type: none"> <li>■ City of Alexandria Fire Department</li> <li>■ Arlington County Fire Department</li> <li>■ District of Columbia Fire and Emergency Medical Services</li> <li>■ City of Fairfax Fire Department</li> <li>■ Fairfax County Fire Department</li> <li>■ Frederick County Fire Department</li> <li>■ Loudoun County Fire Department</li> <li>■ City of Manassas Fire Department</li> <li>■ City of Manassas Park Fire Department</li> <li>■ Montgomery County Fire Department</li> <li>■ Prince George’s County Fire Department</li> <li>■ Prince William County Fire Department</li> <li>■ Metropolitan Washington Airports Authority Fire Department</li> <li>■ Naval District of Washington Fire Department</li> </ul>
ESF #9- Search and Rescue	<p>The following fire departments are signatories on the COG Fire and Rescue MAOP. The intent of the Fire and Rescue MAOP is to ensure the fullest cooperation among fire prevention and suppression and EMS agencies in the NCR. In the event of a major disaster, all departments in this MAOP will call upon each other for response and recovery support. The NCR fire departments included in this are as follows:</p> <ul style="list-style-type: none"> <li>■ City of Alexandria Fire Department</li> <li>■ Arlington County Fire Department</li> <li>■ District of Columbia Fire and Emergency Medical Services</li> <li>■ City of Fairfax Fire Department</li> </ul>

Emergency Support Function	Responsibilities
	<ul style="list-style-type: none"> <li>■ Fairfax County Fire Department</li> <li>■ Frederick County Fire Department</li> <li>■ Loudoun County Fire Department</li> <li>■ City of Manassas Fire Department</li> <li>■ City of Manassas Park Fire Department</li> <li>■ Montgomery County Fire Department</li> <li>■ Prince George’s County Fire Department</li> <li>■ Prince William County Fire Department</li> <li>■ Metropolitan Washington Airports Authority Fire Department</li> <li>■ Naval District of Washington Fire Department</li> </ul>
<p>ESF #10 - Oils and Hazardous Materials Response</p>	<p>The following fire departments are signatories on the COG Fire and Rescue MAOP. The intent of the Fire and Rescue MAOP is to ensure the fullest cooperation among fire prevention and suppression and EMS agencies in the NCR. In the event of a major disaster, all departments in this MAOP will call upon each other for response and recovery support. The NCR fire departments included in this are as follows:</p> <ul style="list-style-type: none"> <li>■ City of Alexandria Fire Department</li> <li>■ Arlington County Fire Department</li> <li>■ District of Columbia Fire and Emergency Medical Services</li> <li>■ City of Fairfax Fire Department</li> <li>■ Fairfax County Fire Department</li> <li>■ Frederick County Fire Department</li> <li>■ Loudoun County Fire Department</li> <li>■ City of Manassas Fire Department</li> <li>■ City of Manassas Park Fire Department</li> <li>■ Montgomery County Fire Department</li> <li>■ Prince George’s County Fire Department</li> <li>■ Prince William County Fire Department</li> <li>■ Metropolitan Washington Airports Authority Fire Department</li> <li>■ Naval District of Washington Fire Department</li> </ul>
<p>ESF #13 - Law Enforcement</p>	<p>The following law enforcement entities are signatories on the COG Law Enforcement Mutual Aid Operations Plan (MAOP). The main intent of the Law Enforcement MAOP is to ensure the fullest cooperation among law enforcement entities in the NCR. In the event of a major disaster, all signatory entities in this MAOP will call upon each other for response and recovery support. The NCR law enforcement entities included in this are as follows:</p> <ul style="list-style-type: none"> <li>■ City of Alexandria</li> <li>■ Arlington County</li> <li>■ Charles County sheriff’s Office</li> <li>■ City of Bladensburg</li> <li>■ City of Bowie</li> <li>■ District of Columbia</li> <li>■ City of Fairfax</li> </ul>

Emergency Support Function	Responsibilities
	<ul style="list-style-type: none"> <li>■ Fairfax County</li> <li>■ City of Falls Church</li> <li>■ Fauquier County</li> <li>■ Frederick County</li> <li>■ City of Frederick</li> <li>■ City of Gaithersburg</li> <li>■ City of Greenbelt</li> <li>■ Loudoun County</li> <li>■ City of Manassas</li> <li>■ City of Manassas Park Police</li> <li>■ Montgomery County</li> <li>■ Prince George’s County</li> <li>■ Prince William County</li> <li>■ City of Rockville</li> <li>■ City of Takoma Park</li> <li>■ Bureau of Alcohol, Tobacco and Firearms/WFO</li> <li>■ CIA - Security Protective Services</li> <li>■ Pentagon Force Protection Agency</li> <li>■ Drug Enforcement Administration/WFO</li> <li>■ Federal Bureau of Investigations/WFO</li> <li>■ Federal Bureau of Investigations - Police Unit</li> <li>■ Federal Protective Service</li> <li>■ Maryland National Capital Park Police/Prince Georges’ County Division</li> <li>■ Maryland State Police</li> <li>■ Metropolitan Washington Airports Authority Police</li> <li>■ Military District of Washington/Provost Marshal</li> <li>■ National Institutes of Health Police</li> <li>■ U.S. Capital Police</li> <li>■ U.S. Immigration and Custom Enforcement/BFO</li> <li>■ U.S. Immigration and Customs Enforcement/WFO</li> <li>■ U.S. Marshals Service</li> <li>■ U.S. Park Police</li> <li>■ U.S. Secret Service/Uniformed Division</li> <li>■ U.S. Secret Services/WFO</li> <li>■ Virginia State Police/Division 7</li> <li>■</li> </ul>
<b>National Medical Association</b>	
ESF#8- Public Health and Medical Services	The National Medical Association will provide advice, assistance, and help in locating additional providers in their specialty areas.

Emergency Support Function	Responsibilities
<b>National Oceanic &amp; Atmospheric Administration (NOAA)</b>	
ESF #5- Emergency Management	NOAA will provide direct, technical, and other support to the District through coordination with HSEMA.
<b>Naval District of Washington</b>	
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by Naval District of Washington, in coordination with HSEMA and DCNG.
<b>Naval Research Laboratory</b>	
ESF #10 - Oils and Hazardous Materials Response	The National Research Laboratory will coordinate with the District to support hazmat response operations, as needed.
<b>Office of Cable Television (OCT)</b>	
ESF #2- Communications	OCT will, in conjunction with District radio stations, broadcast the Emergency Alert System (EAS) to inform District residents of pending or occurring emergencies and provide guidance on appropriate protective actions.
ESF #5- Emergency Management	The OCT will utilize Channel 16 and Channel 13 to cablecast emergency information as it becomes available. News briefings by city officials, including the Mayor, the City Administrator, and other top officials, will be cablecast live over both channels, preempting regular programming, as required.
ESF #15- External Affairs	OCT will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Office of Community Affairs (OCAF)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	OCAF will work with ESF #6 to support community outreach operations to provide food to survivors.
<b>Office of Contracting and Procurement (OCP)</b>	
ESF #3 - Public Works and Engineering	OCP provides ESF #3 with pre-positioned and emergency contracts for required equipment and services (as detailed in all references).
ESF #4 - Firefighting	OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
ESF #7 - Resource Support	OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited. OCP will work directly with HSEMA to quickly identify sources and purchase the required goods as deemed necessary by the CMT.  Resource support will be conducted from the EOC. However, resource support should be prepared to continue operations from alternate sites in the NCR should the primary site be compromised. Alternate sites for resource support activities will be identified and may be activated at the direction of the Chief Procurement Officer or those with delegated authority.
ESF #8 - Public Health and Medical	OCP will provide procurement specialists to assist in contracting and

Emergency Support Function	Responsibilities
Services	procuring the necessary resources and services.
ESF #9 - Search and Rescue	OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
ESF #10 - Oils and Hazardous Materials Response	OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	OCP will manage the development and execution of emergency food/meal contracts to supplement DHS supplies for emergency events and mass care feedings or food distribution to large staging areas.
ESF #13 - Law Enforcement	OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
ESF #14 - Damage Assessment	OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited. OCP will work directly with HSEMA to quickly identify sources and purchase the required goods as deemed necessary by the CMT.
ESF #17 - Private-Sector Coordination	OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited and will assist in obtaining critical resources needed for private sector coordination.
<b>Office of Disability Rights (ODR)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	ODR will assist in ensuring ADA compliance in ESF #6 activities and support any unmet needs of survivors with functional and access needs. ODR will work with ESF #6 to ensure people with functional and access needs are met.
ESF #7 - Resource Support	ODR will coordinate with HSEMA in identifying and managing critical resources for people with functional and access needs.
ESF #8 - Public Health and Medical Services	ODR will assist in the response and support provided to people with disabilities during a response.
ESF #15- External Affairs	ODR will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Office of Neighborhood Engagement (ONE)</b>	
ESF #15- External Affairs	ONE will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Office of Partnerships and Grants Development (OPGD)</b>	
ESF #16 - Volunteer and Donations Management	OPGD will provide services and assistance to increase Serve DC's capacity to track goods and services donated to impacted communities.
ESF #17 - Private-Sector Coordination	OPGD provides services and assistance to increase the capacity of District government agencies and nonprofit organizations to ensure they are informed of and can successfully compete for federal, District, and foundation grant dollars. OPGD will also identify, train, and assign personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.

Emergency Support Function	Responsibilities
<b>Office of Planning</b>	
ESF #5- Emergency Management	The Office of Planning provides statistical data regarding District populations. In addition, the Office of Planning provides planners for the wards as well as maps. Office of planning will also coordinate with private sector partners via ESF #17 Business and Industry.
ESF #7 - Resource Support	The Office of Planning provides statistical data regarding District populations. In addition, the Office of Planning provides planners for the wards as well as maps.
ESF #14 - Damage Assessment	The Office of Planning provides statistical data regarding District populations. In addition, the Office of Planning provides planners for the wards as well as maps.
ESF #15- External Affairs	The Office of Planning will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17 - Private-Sector Coordination	The Office of Planning will assist in planning for private sector coordination and will seek changes, as appropriate, to Comprehensive Plan and Zoning Regulations in light of impact of disaster or emergency as property owners rebuild.
<b>Office of Risk Management (ORM)</b>	
ESF#5 - Emergency Management	ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between the U.S. Occupational Safety and Health Administration (OSHA) and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an emergency.
ESF #10- Oil and Hazardous Materials Response	ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between OSHA and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an

Emergency Support Function	Responsibilities
	emergency.
ESF #13- Law Enforcement	ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between OSHA and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an emergency.
ESF # 14- Damage Assessment	ORM may serve as the Task Force Safety Officer and is responsible for monitoring and assessing the safety aspects of the Task Force during incident operations. The Safety Officer reports directly to the Task Force Leader.
ESF #17- Business and Industry	ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between OSHA and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an emergency.
<b>Office of the Attorney General (OAG)</b>	
ESF#5 - Emergency Management	OAG will provide legal advice and take legal action for supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. They will provide legal advice and take legal action for the District government.
ESF #7 - Resource Support	OAG will provide legal advice and take legal action for the supporting agencies unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
ESF #10- Oil and Hazardous Materials Response	OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.

Emergency Support Function	Responsibilities
ESF #13 - Law Enforcement	OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
ESF #15- External Affairs	OAG will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17- Business and Industry	OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
ESF #18 - Military Support to Civil Authority	OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
<b>Office of the Chief Financial Officer (OCFO)</b>	
ESF #5- Emergency Management	The OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The OCFO will coordinate with OCP to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.
ESF #7- Resource Support	OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The Chief Financial Officer (CFO) will coordinate with OCP to ensure that unforeseen and emergency procurements of critical goods are dispersed as quickly as possible.
ESF #16- Volunteer and Donations Management	The OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The OCFO will coordinate with the Office of Contract and Procurement to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.
ESF #17- Business and Industry	OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The OCFO will coordinate with the Office of Contract and Procurement to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.
<b>Office of the Chief Medical Examiner (OCME)</b>	
ESF #4- Firefighting	OCME will coordinate all mass fatality management efforts, including investigating, establishing a temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
ESF #7- Resource Support	OCME will coordinate with HSEMA in managing critical resources and facilities under their control, including notification when resources are about to be or have been depleted.

Emergency Support Function	Responsibilities
ESF #8- Public Health and Medical Services	After MPD or FEMS notifies OCME that the incident scene is cleared as safe and secure, OCME will respond to the scene and take charge of fatality management. OCME will coordinate all mass fatality efforts, including investigating, establishing a temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains. In coordination with DHS through ESF #8, OCME will coordinate with District area hospitals for examination and storage or release of remains and will deputize hospital physicians to allow in-house hospital examinations.
ESF #9- Search and Rescue	OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains, in coordination with DOH through ESF # 8 - Public Health and Medical Services.
ESF #10- Oil and Hazardous Materials Response	After the incident scene has been cleared for entry by FEMS (hazmat) and is secured, and OCME is notified by MPD/FEMS, OCME will respond to the scene and take charge of fatality management. OCME will coordinate all mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
ESF #13- Law Enforcement	OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
ESF #15- External Affairs	OCME will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17- Business and Industry	OCME, through the Family Assistance Center will continue to coordinate with the MPD on family/next-of-kin death notification and continue to work with families/next-of-kin to identify and release remains. OCME may coordinate with ESF #17 stakeholders to facilitate the notification of next of kin and the identification of remains.
ESF #18- Military Support to Civil Authority	OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
<b>Office of the Chief of Staff</b>	
ESF #15- External Affairs	Office of the Chief of Staff will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Office of the Chief Technology Officer (OCTO)</b>	
ESF #1 - Transportation	OCTO will provide communication and GIS support to ESF #1.

Emergency Support Function	Responsibilities
ESF #2 - Communications	OCTO will ensure the provision of adequate communications support to District response operations. OCTO is responsible for the following actions: <ul style="list-style-type: none"> <li>■ Assess the communication requirements to respond to the emergency, and mobilize communication assets and resources to be deployed in support of these efforts.</li> <li>■ Monitor the recovery efforts and, as required, coordinate the provision of communications support required by the District government to meet the challenge.</li> <li>■ Provide situation status reports to ESF #5 as required.</li> <li>■ Monitor the status of critical situations that have the potential for developing into public emergencies and determine whether adequate communications services are being provided to support response operations.</li> <li>■ Assess the impact on existing District government communications services and employ strategies to mitigate any risk.</li> <li>■ Coordinate the restoration and/or rerouting of existing District government communications services and the provision of new communications services.</li> <li>■ Coordinate with communications service providers and prioritize requirements as necessary when providers are unable to satisfy all communications service requirements or when the allocation of available resources cannot be fully accomplished at the field level.</li> <li>■ Process industry requests for assistance that support response activities and coordinate with responsible agencies to ensure safe access for communications work crews into restricted areas.</li> </ul>
ESF #3 - Public Works and Engineering	OCTO will provide communication and GIS support to ESF #3.
ESF #5 - Emergency Management	OCTO will develop and enforce IT policies and standards in the District government. OCTO will ensure provisions of adequate communications to support District response operations, including providing GIS capabilities and a Wide-Range Area Network Support Center.
ESF #7 - Resource Support	OCTO will establish and maintain an office for the purpose of monitoring and reporting information system failures (that is, DCnet, District intranet, etc.) throughout District agencies. The public information function will create, prepare, and disseminate information related to the emergency.
ESF #8 - Public Health and Medical Services	OCTO will provide telecommunications support to ESF #8, maintain the area networks, and provide GIS capabilities.
ESF #3 - Law Enforcement	OCTO will provide telecommunications support to ESF #13 through maintaining access to networks and network connectivity and provide GIS capabilities.
ESF #14 - Damage Assessment	OCTO will coordinate with lead damage assessment agencies and will communicate with service providers as necessary to coordinate damage assessment operations and to estimate the service resumption timeline.
ESF #15- External Affairs	OCTO will coordinate with ESF #15 via the JIC to share and disseminate information to the public.

Emergency Support Function	Responsibilities
ESF #16 - Volunteer and Donations Management	OCTO will provide IT and information management support to assist in monitoring and tracking donations.
<b>Office of the City Administrator (OCA)</b>	
ESF #5 - Emergency Management	OCA will perform the EOM's oversight and advisory functions for the information and planning facets of the DRP.
ESF #15- External Affairs	OCA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	OCA provides oversight and support to the Deputy Mayors and increases government effectiveness with cross-agency and targeted improvement initiatives, including the integration of strategic policy priorities, budgetary constraints, and operational directives. The office shares administration-level operational information about donations and volunteer needs.
<b>Office of the State Superintendent of Education (OSSE)</b>	
ESF #15- External Affairs	OSSE will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17- Business and Industry	OSSE will support other educational partners to return children to school after the event.
<b>Office of the Tenant Advocate (OTA)</b>	
ESF #4- Firefighting	OTA may provide financial and/or emergency housing assistance to tenants in the aftermath of fires, floods, or government shutdown.
ESF #14 - Damage Assessment	OTA will work with primary damage assessment agencies to coordinate the assessment of OTA facilities and to provide support to District tenants impacted by the incident.
<b>Office of Unified Communications (OUC)</b>	
ESF#2 - Communications	OUC will maintain the communications infrastructure, including voice and data connectivity and data content. OUC is responsible for first responder communications assets, emergency reporting and dispatch systems (9-1-1 and 3-1-1), and Public Safety Radio Network communications interoperability.
ESF #3 - Public Works and Engineering	OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
ESF #4 - Firefighting	OUC, in consultation with ESF #5 on protective actions, will facilitate and coordinate communications with the public. This may include the delivery of mitigation directions, evacuation instructions, and prioritization.
ESF #5 - Emergency Management	OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	OUC will provide information and referrals to human services providers. The OUC will provide information to the public regarding other ESF #6 services. Also, services are available online through <a href="http://www.211metrodc.org">www.211metrodc.org</a> .
ESF #7 - Resource Support	The OUC will provide centralized, District-wide coordination and management of public safety voice radio technology and other public

Emergency Support Function	Responsibilities
	safety wireless communication systems and resources. More specifically, the OUC will receive and manage all 911 and 311 call volume and will also oversee all land and mobile radio systems tied to that response network.
ESF #8 - Public Health and Medical Services	OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.
ESF #9 - Search and Rescue	OUC, in consultation with ESF #5 on protective actions, will facilitate and coordinate communications with the public. This may include the delivery of mitigation directions, evacuation instructions, and prioritization.
ESF #10 - Oils and Hazardous Materials Response	OUC, in consultation with ESF #5 on protective actions, will facilitate and coordinate communications with the public. This may include the delivery of mitigation directions, evacuation instructions, and prioritization.
ESF #13 - Law Enforcement	The OUC will provide centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources. More specifically, the OUC will receive and manage all 911 and 311 call volume and will also oversee all land and mobile radio systems tied to that response network.
ESF #15- External Affairs	OUC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	The OUC provides centralized District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources and if required, may assist in providing comprehensive information to callers about donations and volunteer needs.
ESF #18 - Military Support to Civil Authority	The OUC will provide centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources. More specifically, the OUC will receive and manage all 911 and 311 call volume and oversee all land and mobile radio systems tied to that response network.
<b>Office of Victim Services (OVS)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	OVS provides support to survivors of man-made events in the District.
ESF #8 - Public Health and Medical Services	OVS provides support to survivors of man-made events in the District.
ESF #15- External Affairs	OVS will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Office of Zoning (DCOZ)</b>	
ESF #17 - Private-Sector Coordination	DCOZ will support the Zoning Commission to allow proper regulation of rebuilding efforts.
<b>Office on African Affairs (OAA)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	OAA will assist will staffing and language translation services at emergency shelter and health care facilities and emergency relief sites; assist with family reunification efforts for displaced, non- and limited-English-

Emergency Support Function	Responsibilities
	speaking individuals; and assist with the provision of volunteer translators for emergency medical intervention, routine health care services, crisis intervention, and psychiatric services, at designated emergency response sites and on the mobile units.
ESF #15- External Affairs	OAA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Office on Aging (DCOA)</b>	
ESF #1 - Transportation	DCOA will coordinate on the movement of senior citizens requiring special transportation to shelter facilities. DCOA will identify and coordinate, to the extent possible, the location of District seniors in need of transport to mass feedings, congregate meals, and food distribution centers. DCOA, through its contractors, will assist in shelter-in-place operations and the coordination of mobile feeding units to serve District senior citizens.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>DCOA will assist with the management and care, including the distribution of emergency relief items to District senior residents at designated sites. DCOA will assist, potentially through contractors, with operation of shelter-in-place and mobile feeding units to serve District senior residents. Also, DCOA will coordinate the transport and relocation of District senior residents to emergency shelter care facilities, in concert with other agencies; assist with staffing emergency shelter facilities situated in communities with large senior citizen populations; and assist with the operation of designated feeding and health care service sites for District senior residents.</p> <p>DCOA will provide technical assistance in the management and feeding of the elderly housed in DCOA shelters. DCOA will identify, to the extent possible, the location of seniors in need of transport to mass feedings, congregate meals, and food distribution centers.</p>
ESF #8 - Public Health and Medical Services	DCOA will assist in the response and support provided to the elderly in the District during a response.
ESF #15- External Affairs	DCOA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Office on Asian and Pacific Islanders Affairs (OAPIA)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	OAPIA will assist with staffing and language translation services at emergency shelter and health care facilities and emergency relief sites and assist with family reunification efforts for displaced, non- and limited-English-speaking individuals. OAPIA will assist with the provision of volunteer translators for emergency medical intervention, routine health care services, crisis intervention, and psychiatric services at designated emergency response sites and on the mobile units. Also, OAPIA will work with communicators to ensure all messages are properly translated or interpreted for speakers of other languages, and that messages are culturally appropriate.
ESF #15- External Affairs	OAPIA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.

Emergency Support Function	Responsibilities
<b>Office on Latino Affairs (OLA)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>OLA will assist with staffing and language translation services at emergency shelter and health care facilities and emergency relief sites; assist with family reunification efforts for displaced, non- and limited-English-speaking individuals; and assist with the provision of volunteer translators for emergency medical intervention, routine health care services, crisis intervention, and psychiatric services at designated emergency response sites and on the mobile units. Also, OLA also will work with communicators to ensure all messages are properly translated or interpreted for speakers of other languages, and that messages are culturally appropriate.</p> <p>OLA will work with ESF #6 to support community outreach operations to provide food to survivors.</p>
ESF #15- External Affairs	<p>OLA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.</p>
<b>PEPCO</b>	
ESF #1 - Transportation	<p>PEPCO will provide support and coordination in the reestablishment of the District's traffic-signaling system. PEPCO, in conjunction with DDOT, ESF #3: Public Works and Engineering and ESF #12: Energy will provide support in the reestablishment of power caused by down trees and utility poles.</p>
ESF #2 - Communications	<p>PEPCO will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.</p>
ESF #4 - Firefighting	<p>PEPCO will provide an Emergency Response Team (ERT) to address electric power utility disconnects as necessary.</p>
ESF #5 - Emergency Management	<p>PEPCO provides electrical services to the public and businesses of the District. PEPCO will ensure communications with the EOC and provide an ELO to the EOC to ensure effective communications and coordination of public emergencies, specifically monitoring the power grid and its impact on the District. PEPCO will provide operational/restoration information reports on response activities to the EOC. Additionally, PEPCO will help HSEMA prepare an impact statement outlining the effects of a long-term power outage on government operations and on the potential threat to the health, welfare, and safety of citizens in the affected areas.</p>
ESF# 9 - Search and Rescue	<p>PEPCO will provide ERTs to address electric power utility disconnects as necessary.</p>
ESF #10 - Oils and Hazardous Materials Response	<p>PEPCO will provide an ERT to address electric power utility disconnects as necessary.</p>
ESF #12 - Energy	<p>PEPCO will provide electrical services to the public and businesses of the District. PEPCO will ensure constant communications with the EOC and provide an ELO to the EOC to ensure effective communication and coordination of emergencies, specifically monitoring the power grid and its impact on the District and provide operational/restoration information reports on response activities to the EOC. PEPCO will also support HSEMA in preparing an impact statement outlining the effects of a long-term power outage on government operations and on the potential threat to the</p>

Emergency Support Function	Responsibilities
	health, welfare, and safety of citizens in the affected areas.
ESF #13 - Law Enforcement	PEPCO will support ESF-13 by providing an Emergency Response Team (ERT) to address electric power utility needs during a Law Enforcement incident
ESF #14 - Damage Assessment	PEPCO will deploy assessment teams to assess PEPCO facilities and infrastructure in the aftermath of an incident. PEPCO will work in coordination with District damage assessment teams as necessary.
ESF #18 - Military Support to Civil Authority	PEPCO provides electrical services to the public and businesses of the District. PEPCO will ensure communications with the EOC and provide an ELO to the EOC to ensure effective communications and coordination of public emergencies, specifically monitoring the power grid and its impact on the District. PEPCO will provide operational/restoration information reports on response activities to the EOC. Additionally, PEPCO will help HSEMA prepare an impact statement outlining the effects of a long-term power outage on government operations and on the potential threat to the health, welfare, and safety of citizens in the affected areas.
<b>Public Service Commission (PSC)</b>	
ESF #12 - Energy	PSC will provide emergency regulatory action as appropriate to facilitate PEPCO, Washington Gas Company, and any other suppliers under its mandate in the restoration of services to their customers.
ESF #17 - Private-Sector Commission	PSC will regulate utilities following the disaster.
<b>Radio Emergency Associated Communication Teams (REACT)</b>	
ESF #2 - Communications	REACT will support and provide an auxiliary communications network in the event of a breakdown in the District’s communication system, and it will provide a liaison to the EOC.
<b>RCN</b>	
ESF #2 - Communications	RCN will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #15- External Affairs	RCN will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Regional Emergency Support Function #14- Media Relations and Community Outreach</b>	
ESF #15- External Affairs	RESF #14 will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Salvation Army</b>	
ESF #5- Emergency Management	Salvation Army will assist DHS in coordinating with HSEMA in the identification and processing of food requests and will coordinate with DHS and other support agency personnel upon the receipt of food or meals for distribution to persons housed in shelters or in mass feeding staging areas.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing	Salvation Army will assist DHS in coordinating with HSEMA in the identification and processing of food requests and will coordinate with DHS

Emergency Support Function	Responsibilities
and Human Services	and other support agency personnel upon the receipt of food or meals for distribution to persons housed in shelters or in mass feeding staging areas.
<b>Serve DC</b>	
ESF #1 - Transportation	Serve DC will support ESF #1 when ESF #1 requests transportation related volunteers. This could include, but is not limited to, administrative and/or logistical support.
ESF #5 - Emergency Management	Serve DC will provide ESF #5 information on volunteer availability and provide donations management information to responding agencies. The agency will keep a cadre of trained ELOs and respond to the EOC when necessary.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	<p>Serve DC, is the lead for ESF #16 (Volunteer and Donations Management). In this capacity Serve DC will assist DHS and HSEMA, as needed, with coordination of available volunteers and donated supplies to support shelter operations, distribution point processes, provision of initial crisis management for survivors, and other ESF #6 services.</p> <p>Serve DC will support ESF #6 operations via volunteer and donations management operations.</p>
ESF #8 - Public Health and Medical Services	<p>Serve DC will support ESF #8 when volunteers are requested to support emergency response and recovery. Voluntary assistance for ESF #8 could include but is not limited to administrative or logistical support.</p> <p>Information on the types of donations that would be most beneficial to assist survivors during the disaster will be provided to Serve DC.</p>
ESF #15- External Affairs	Serve DC will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #16 - Volunteer and Donations Management	Serve DC will serve as the primary agency for managing volunteers and donations during an emergency. This is done through the Donations Coordinator who works with government entities, voluntary and community-based organizations, the business sector, and the media.
ESF #17 - Private-Sector Coordination	Serve DC will provide information on volunteer availability and donation management with regard to private sector coordination efforts
<b>Small Business Administration (SBA)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	SBA will provide direct, technical, and other support to the District through coordination with HSEMA.
ESF #14 - Damage Assessment	SBA will provide long-term loan assistance to homeowners, renters, businesses of all sizes, and nonprofit organizations for repair, replacement, mitigation, relocation, or code-required upgrades of incident-damaged property. Following damage assessments, SBA may also provide loan assistance to small businesses to address adverse economic impact due to the incident.
ESF #15- External Affairs	SBA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17 - Private-Sector Coordination	SBA will provide support for private sector coordination by assisting small businesses to recover from the incident.

Emergency Support Function	Responsibilities
<b>Sprint</b>	
ESF #2 - Communications	Sprint will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #5- Emergency Management	Sprint will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
<b>U.S. Army Golden Eagles - Engineering Battalion</b>	
ESF #4 - Firefighting	Engineering Battalion: this resource can be accessed through HSEMA and provide heavy equipment that can be used to assist in firefighting operations.
ESF #9 - Search and Rescue	Engineering Battalion: The Golden Eagle Battalion serves as a response support during a large-scale event. The Unit is located at Ft. Belvoir.
ESF #10 - Oils and Hazardous Materials Response	Engineering Battalion: The U.S. Army Golden Eagles - Engineering Battalion located at Ft. Belvoir may serve as a response support during a large-scale incident.
<b>United States Coast Guard (USCG)</b>	
ESF #1 - Transportation	USCG will coordinate with DDOT on maritime assets as requested in the Maritime Evacuation Plan.
ESF #4 - Firefighting	USCG will provide direct, technical, and other support to firefighting operations.
ESF #5- Emergency Management	USCG will support District response operations involving the waterways as needed.
ESF #9 - Search and Rescue	USCG will provide direct, technical, and other support to SAR operations.
ESF #10- Oil and Hazardous Materials Response	The USCG will assist with the containment and cleanup of a hazmat spill on waterways.
ESF #13 - Law Enforcement	USCG will provide direct, technical, and other support to law enforcement operations.
ESF #18- Military Support to Civil Authority	Additional ESF #18 support may be provided by the USCG in coordination with HSEMA and DCNG.
<b>U.S. Department of Agriculture (USDA)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	USDA will coordinate with the District to ensure that the Supplemental Nutrition Assistance Program (SNAP) is available to survivors. USDA is the coordinating federal agency for ESF #6 and will provide direct, technical, and other support to the District through DHS for ESF #6.
<b>U.S. Department of Agriculture/Forest Service (USDA)</b>	
ESF #4 - Firefighting	USDA/Forest Service is the coordinating federal agency for ESF #4 and will provide direct, technical, and other support to the District through ESF #4.
<b>U.S. Department of Defense (DOD)</b>	
ESF #5- Emergency Management	DOD will provide direct, technical, and other support to the District through coordination with DCNG and HSEMA.

Emergency Support Function	Responsibilities
ESF #18- Military Support to Civil Authority	Additional ESF #18 support may be provided by the DOD in coordination with HSEMA and DCNG.
<b>U.S. Department of Defense/U.S. Army Corps of Engineers (USACE)</b>	
ESF #3 - Public Works and Engineering	USACE is the coordinator for ESF #3 under the NRF and will provide direct, technical, and other support to the District through DPW, as the agency for implementation of ESF #3. Coordination with all federal agencies that have a support role to ESF #3 will be accomplished by USACE in accordance with the NRF.
ESF #12 - Energy	USACE will respond in support of the U.S. Department of Energy (USDOE) during a federally declared disaster and serve as the coordinating federal agency for ESF #12. USACE will also provide electrical generators and other support services as needed to supplement the District’s efforts in the temporary restoration of electrical service.
ESF #14 - Damage Assessment	USACE provides technical assistance to perform damage assessment of critical infrastructure in the impacted area. This assistance may include civil engineering and community planning expertise.
ESF #18- Military Support to Civil Authority	Additional ESF #18 support may be provided by the USACE in coordination with HSEMA and DCNG.
<b>U.S. Department of Energy (USDOE)</b>	
ESF #10 - Oils and Hazardous Materials Response	The USDOE may provide support in a large-scale incident by coordinating the supply of energy and fuel required for response activities. USDOE may also serve as a member of the NRT.
ESF #12 - Energy	USDOE will serve as the federal agency for ESF #12 and will provide direct, technical, and other support and guidance to the District through its District counterpart. USDOE will also support the District in the event of a WMD incident. Note: This USDOE support is outlined in Attachment J to the <i>National Capital Region WMD Incident Contingency Plan</i> .
<b>U.S. Department of Health and Human Services (HHS)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	HHS will collaborate with State, tribal, local and private sector officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery. HHS will also support shelter operations as needed.
ESF #8 - Public Health and Medical Services	HHS is the federal coordinating agency for ESF #8 and will provide direct, technical, and other support to the District through ESF #8.
ESF #14 - Damage Assessment	HHS will provide technical assistance that may include impact analyses and recovery planning support of public health and private medical or other healthcare service delivery infrastructure, where appropriate.
ESF #17 - Private-Sector Coordination	<p>HHS will provide support for private sector coordination including, but not limited to:</p> <ul style="list-style-type: none"> <li>■ Collaboration with State, tribal, local and private sector officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery;</li> </ul>

Emergency Support Function	Responsibilities
	<ul style="list-style-type: none"> <li>■ Technical consultation and expertise on necessary services to meet the long-term physical and behavioral health needs of affected populations, as well as encouraging short- and long-term public financing to meet these needs;</li> <li>■ Coordination of linking HHS benefit programs with affected populations; and</li> <li>■ Technical assistance in the form of impact analyses and recovery planning support of public health and private medical and other healthcare service delivery infrastructure, where appropriate.</li> </ul>
<b>U.S. Department of Health and Human Services (HHS)/Centers for Disease Control and Prevention (CDC)</b>	
ESF #8- Public Health and Medical Services	CDC will provide SNS support to the District in response to large scale public health and health care systems response operations.
<b>U.S. Department of Health and Human Services (HHS)/Food and Drug Administration (FDA)</b>	
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	The FDA provides policies and guidelines for food safety and security operations.
<b>U.S. Department of Homeland Security(USDHS)</b>	
ESF #2 - Communications	USDHS may serve as a member of the NRT and will coordinate with the District to support hazmat response operations, as needed.
<b>U.S. Department of Homeland Security(USDHS)/National Protection and Programs Directorate (NPPD)/Office of Cyber Security and Communications (CS&amp;C)</b>	
ESF #2 - Communications	The USDHS/ NPPD/CS&C is the coordinator for national ESF #2 and will provide direct, technical, and other support to the District through OCTO, as the primary District agency for implementation of ESF #2 at the EOC. CS&C also operates the National Cybersecurity and Communications Integration Center (NCCIC).
ESF #5- Emergency Management	The USDHS/ NPPD/CS&C will provide direct, technical, and other support to the District through OCTO. CS&C also operates the NCCIC.
<b>U.S. Department of Homeland Security/Office of Emergency Communications (OEC)</b>	
ESF#2- Communication	OEC coordinates with all levels of government to improve emergency communication capabilities.
<b>U.S. Department of Homeland Security (USDHS)/Office of National Capital Region Coordination (NCRC)</b>	
ESF #5 - Emergency Management	NCRC serves as a liaison between federal and state, local, regional authorities, and the private sector within the NCR. NCRC will coordinate with HSEMA to integrate homeland security efforts, as needed.
<b>U.S. Department of Homeland Security/Federal Emergency Management Agency (USDHS/FEMA)</b>	
ESF #5 - Emergency Management	FEMA is the primary federal agency for ESF #5 and will provide direct, technical, and other support to the District through the District counterpart ESF #5, as needed. Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the NRCC. When the JFO is established near

Emergency Support Function	Responsibilities
	the disaster area, ESF representatives that comprise the ERT will be in the JFO.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	The primary federal agency for ESF #6 will provide direct, technical, and other support to the District through the District ESF #6 primary agency, FEMA.
ESF #7 - Resource Support	FEMA is the co-lead of federal ESF #7. FEMA/Logistics provides a nationally integrated process for the collaborative implementation of the logistics capability of Federal agencies, public- and private sector partners, and NGOs.
ESF #8 - Public Health and Medical Services	FEMA will support the District's response operations by coordinating Federal resources and responding to requests for assistance from the District.
ESF #9 - Search and Rescue	<p>FEMA is the coordinating federal agency for ESF #9 under the NRF and will provide direct, technical, and other support to the District through the District counterpart ESF, in this case FEMS, if needed, including calling in SAR teams from across the country.</p> <p>Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the NRCC. When the JFO is established near the disaster area, ESF representatives that comprise the ERT will be in the JFO.</p> <p>FEMA SAR teams will deploy to the disaster site when requested to assist the Incident Commander in operations.</p>
ESF #14 - Damage Assessment	FEMA will provide natural hazard vulnerability/risk assessment expertise to include damage assessment teams that will work closely with District agencies to complete damage assessment in an efficient and effective manner.
ESF #15 - External Affairs	<p>Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the NRCC. When the JFO is established near the disaster area, ESF representatives that comprise the ERT will be in the JFO. Wherever FEMA chooses to establish its operation, there will be a JIC established to coordinate the joint federal-District message to the public.</p> <p>FEMA is able to provide the District with a number of communication resources to include:</p> <ul style="list-style-type: none"> <li>■ <b>Mobile Emergency Response Support (MERS):</b> FEMA's MERS provides mobile telecommunications, operational support, life support, and power generation assets for the on-site management of all-hazard activities. MERS provides a deployable broadcast radio capability for multimedia communications, information processing, logistics, and operational support to federal, state, and local authorities during Incidents of National Significance and domestic incidents. MERS is a valuable recovery resource to update the public.</li> <li>■ <b>National Preparedness Network (PREPnet):</b> Delivers information via cable television, satellite services, personal digital devices,</li> </ul>

Emergency Support Function	Responsibilities
	<p>cell phones, and webcasts to both the public at large and to emergency responders.</p> <ul style="list-style-type: none"> <li> <b>Recovery Radio Support:</b> FEMA works with local broadcasters to set up the Recovery Radio Network, which provides official information hourly, several times a day, about the incident response and recovery effort by offering a pool feed to local stations. Distribution can be provided through the EAS network. All broadcasters are required to have equipment to monitor and air EAS programs, and most primary EAS stations have portable, remote pick-up equipment that can be installed in the JIC. Alternatively, telephone or two-way radio can be used to deliver programming to the EAS distribution point. The Recovery Radio Network is implemented by a team whose size depends on the scope of the incident.                 </li> </ul>
<p>ESF #16 - Volunteer and Donations</p>	<p>FEMA will assist the District through the National Donations Strategy, assisted by private voluntary organizations with participation by federal and District emergency management personnel. FEMA will serve as the primary federal agency for managing donations during a federally declared disaster.</p> <p>Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the NRCC. When the JFO is established near the disaster area, ESF representatives that comprise the ERT will be in the JFO.</p>
<p>ESF #17 - Private-Sector Coordination</p>	<p>FEMA will serve as the coordinator for ESF #17 under the NRF and provide direct, technical, and other support to the District through the District counterpart ESF #17. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.</p> <p>Upon a Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the NRCC. When the JFO is established near the disaster area, ESF representatives that comprise the ERT will be in the JFO</p>
<p><b>U.S. Department of Homeland Security (USDHS)/ Intergovernmental Affairs (IA)</b></p>	
<p>ESF #15- External Affairs</p>	<p>USDHS/IA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.</p>
<p><b>U.S. Department of Housing and Urban Development (HUD)</b></p>	
<p>ESF #5- Emergency Management</p>	<p>HUD will provide support for housing assistance, community redevelopment, economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.</p>
<p>ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services</p>	<p>HUD will provide support for housing assistance, community redevelopment, economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.</p>
<p>ESF #14 - Damage Assessment</p>	<p>HUD will support damage assessment operations by providing building</p>

Emergency Support Function	Responsibilities
	technology assistance as appropriate.
ESF #15- External Affairs	HUD will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
ESF #17 - Private-Sector Coordination	HUD will provide building technology technical assistance and provide assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.
<b>U.S. Department of Justice (DOJ)</b>	
ESF #5- Emergency Management	DOJ will provide direct, technical, and other support to the District through coordination with HSEMA.
ESF #13- Law Enforcement	DOJ is the coordinating federal agency for ESF #13 and will provide direct, technical, and other support and guidance to the District through the counterpart ESF Primary District Agency—in this case, MPD.
<b>U.S. Department of Justice/Federal Bureau of Investigation (FBI)</b>	
ESF #8 - Public Health and Medical Services	The FBI will support survivor identification during suspected terrorist response operations.
ESF #13 - Law Enforcement	The FBI will provide direct, operational, technical, and other support to law enforcement operations.
<b>U.S. Department of the Interior (DOI)</b>	
ESF #10- Oil and Hazardous Materials Response	DOI may serve as a member of the NRT and will coordinate with the District to support hazmat response operations, as needed.
ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services	DOI may serve as a member of the NRT and will coordinate with the District to support hazmat response operations, as needed.
<b>U.S. Department of the Interior (DOI)/ National Park Service (NPS)</b>	
ESF #3 - Public Works and Engineering	NPS is the federal ESF #3 agency for clearing, removing, and disposing of debris from federal park properties and monuments.
ESF #5- Emergency Management	NPS will coordinate with HSEMA to clearing, removing, and disposing of debris from federal park properties and monuments.
<b>U.S. Department of Transportation (DOT)</b>	
ESF #1 - Transportation	DOT is the primary federal agency for ESF #1 under the NRF and will provide direct, technical, and other support to the District through DDOT, as the primary agency for implementation of ESF #1. Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the NRCC. When the JFO is established near the disaster area, ESF representatives that comprise the ERT will be in the JFO.
ESF #5- Emergency Management	DOT will provide direct, technical, and other support to the District through coordination with HSEMA and DDOT.

Emergency Support Function	Responsibilities
ESF #10 - Oils and Hazardous Materials Response	DOT may serve as a member of the NRT and will coordinate with the District to support hazmat response operations, as needed.
<b>U.S. Environmental Protection Agency (EPA)</b>	
ESF #3 - Public Works and Engineering	<p>Each year, thousands of emergencies involving oil spills or the release (or threatened release) of hazardous substances are reported in the United States. Emergencies range from small scale spills to large events requiring prompt action and evacuation of nearby populations.</p> <p>EPA’s emergency response program responds to chemical, oil, biological, and radiological releases and large-scale national emergencies, including homeland security incidents. EPA provides support when requested or when state and local first responder capabilities have been exceeded. Through coordinating and implementing a wide range of activities, EPA conducts removal actions to protect human health and the environment. This is done by either funding response actions directly or overseeing and enforcing actions conducted by potentially responsible parties.</p> <p>In carrying out these responsibilities, EPA coordinates with other EPA programs (including the Superfund remedial program), other federal agencies, states, tribes, and local governments. This coordination is done through OSC and EPA's Special Teams.</p>
ESF #4 - Firefighting	EPA will provide direct, technical, and other support to firefighting operations.
ESF #5- Emergency Management	EPA will provide direct, technical, and other support to the District through coordination with HSEMA and DOEE.
ESF #9 - Search and Rescue	EPA will provide direct, technical, and other support to the District through FEMS.
ESF #10 - Oils and Hazardous Materials Response	<p>EPA is the coordinating federal agency for ESF #10 and will provide direct, technical, and other support to the District through FEMS.</p> <p>In addition, the EPA and/or the USCG may initiate operations without a presidential disaster declaration under the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) by providing an OSC to manage the federal assets employed in the operation. The OSC will operate with the Incident Commander in a UC arrangement.</p> <p>The NRT, which is composed of the 16 federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized federal oil and hazardous substance emergency response network. EPA (Director, Office of Emergency Management) serves as the NRT chair and the USCG serves as vice chair. Other members of the NRT include the following:</p> <ul style="list-style-type: none"> <li>■ U.S. Department of Homeland Security/Federal Emergency Management Agency</li> <li>■ General Services Administration</li> <li>■ National Oceanic Atmospheric Administration</li> <li>■ Nuclear Regulatory Commission</li> </ul>

Emergency Support Function	Responsibilities
	<ul style="list-style-type: none"> <li>■ U.S. Department of Defense</li> <li>■ U.S. Department of Energy</li> <li>■ U.S. Department of Agriculture</li> <li>■ U.S. Department of Health and Human Services</li> <li>■ U.S. Department of the Interior</li> <li>■ U.S. Department of Justice</li> <li>■ U.S. Department of Labor</li> <li>■ U.S. Department of Transportation</li> <li>■ U.S. Department of State</li> <li>■ U.S. Department of the Treasury.</li> </ul>
ESF #14 - Damage Assessment	EPA will support damage assessment operations by providing technical assistance for environmental damage assessments and remediation.
ESF #17 - Private-Sector Coordination	EPA will provide technical assistance in contaminated debris management, environmental remediation, and watershed protection, planning, management, and restoration. EPA will also provide technical assistance in developing appropriate drinking water and wastewater infrastructure projects and in identifying financial assistance options. EPA may also provide technical assistance on using environmentally sound and sustainable approaches in rebuilding businesses and communities.
<b>U.S. General Services Administration (GSA)</b>	
ESF #7 - Resource Support	GSA, through a mission assignment/request for federal assistance from FEMA (or other federal agency), can provide technical and other support to the District government through OCP, the District counterpart ESFs. GSA provides emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services; personnel required to support immediate response activities, and support for requirements not specifically identified in other ESFs, including excess and surplus property.
ESF #10- Oil and Hazardous Materials Response	GSA may serve as part of the NRT, which is composed of the 16 federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized federal oil and hazardous substance emergency response network. EPA (Director, Office of Emergency Management) serves as the NRT chair and the USCG serves as vice chair. Other members of the NRT include the following:
<b>U.S. Marine Corps</b>	
ESF #9 - Search and Rescue	During a hazardous materials event, the U.S. Marine Corps may provide support to the District through their Chemical, Biological Incident Response Force.
ESF #13 - Law Enforcement	The US Marine Corps CIBRF will provide direct, operational, technical, and other support to law enforcement operations.

Emergency Support Function	Responsibilities
<b>Marine Corps National Capital Region Command</b>	
ESF #18 - Military Support to Civil Authority	Additional ESF #18 support may be provided by the Marine Corps National Capital Region Command, in coordination with HSEMA and DCNG.
<b>U.S. Park Police (USPP)</b>	
ESF #4 - Firefighting	USPP will provide direct, technical, and other support to firefighting operations.
ESF #9 - Search and Rescue	During a SAR event, in coordination with MPD, the USPP may provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after an incident to protect the health and safety of persons and the integrity of the incident scene. Additionally, they may provide helicopter transportation of patients from SAR incident sites to medical facilities throughout the region.
ESF #10 - Oils and Hazardous Materials Response	USPP may serve as a member of the NRT and will coordinate with the District to support hazmat response operations on U.S. Park property, as needed.
ESF #13 - Law Enforcement	The USPP will provide direct, operational, technical, and other support to law enforcement operations.
<b>United Way</b>	
ESF #15- External Affairs	The United Way will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>University of the District of Columbia (UDC)</b>	
ESF #7- Resource Support	UDC will serve as an information agent for student volunteers and facility shelters. UDC can serve as a Field Operation Unit and offers the use of their large venue spaces.
<b>Verizon</b>	
ESF #2 - Communications	Verizon will provide a liaison to the EOC to ensure continuity of services, the integrity of its communications infrastructure, and the coordination of emergency response efforts. Verizon will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF#5- Emergency Management	Verizon will provide a liaison to the EOC to ensure continuity of services, the integrity of its communications infrastructure, and the coordination of emergency response efforts. Verizon will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
ESF #14 - Damage Assessment	Verizon will deploy assessment teams to assess Verizon facilities and infrastructure in the aftermath of an incident. Verizon will work in coordination with District damage assessment teams as necessary.
ESF #15- External Affairs	Verizon will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Virginia Department of Environmental Quality</b>	
ESF #10 - Oils and Hazardous Materials Response	The Virginia Department of Environmental Quality will coordinate with the District to support hazmat response operations as needed.

Emergency Support Function	Responsibilities
<b>Virginia Department of Mines, Minerals, and Energy (DMME)</b>	
ESF #12 - Energy	DMME will serve as the lead agency for Virginia for ESF #12 and provide support as requested under EMAC.
<b>Virginia Department of Transportation (VDOT)</b>	
ESF #1 - Transportation	VDOT will provide emergency coordination and support to DDOT for the transportation network.
<b>Virginia National Guard</b>	
ESF #10 - Oils and Hazardous Materials Response	During a hazmat incident, the National Guard will provide support through the CST.
<b>Virginia Railway Express (VRE)</b>	
ESF #1 - Transportation	VRE will provide emergency transit support and coordination during a public emergency. During a VRE transit rail failure, VRE will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.
<b>Washington Gas Company (Washington Gas)</b>	
ESF #4 - Firefighting	Washington Gas will provide an ERT to address natural gas utility disconnects as necessary.
ESF #5 - Emergency Management	Washington Gas will be available in the EOC to coordinate information on the company's efforts to restore service. Washington Gas will collect, analyze, and disseminate information to the EOC, to aid in the overall response and recovery operations
ESF #9 - Search and Rescue	Washington Gas will provide ERTs to address natural gas utility disconnects as necessary.
ESF #12 - Energy	Washington Gas will provide natural gas to the public and businesses of the District and provide an ELO to the EOC to ensure continuous effective communications and coordination of emergencies, specifically monitoring the natural gas supply and its impact on the District. Washington Gas will also provide operational/restoration information reports on response activities to the EOC and Support HSEMA in preparing an impact statement outlining the effects of a long-term natural gas outage on government operations and on the potential threat to the health, welfare, and safety of citizens in the affected areas.
ESF #14 - Damage Assessment	Washington Gas will deploy assessment teams to assess PEPCO facilities and infrastructure in the aftermath of an incident. Washington Gas will work in coordination with District damage assessment teams as necessary.
ESF #15- External Affairs	Washington Gas will coordinate with ESF #15 via the JIC to share and disseminate information to the public.
<b>Washington Metropolitan Area Transit Authority (WMATA)</b>	
ESF #1 - Transportation	WMATA is a key provider of regional emergency transit service during an emergency. The WMATA will work closely with ESF #1 to ensure continuity regarding transportation information, logistics, and operations. Also,

Emergency Support Function	Responsibilities
	WMATA will work closely with DDOT by obtaining and funding additional buses or other equipment during an emergency. WMATA will have a liaison at the EOC during an emergency.
ESF #4 - Firefighting	WMATA will respond to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as requested and coordinated by ESF #5, as needed, for evacuating the population.
ESF #5 - Emergency Management	WMATA is a key provider of regional emergency transit service during an emergency. The WMATA will work closely with ESF #5 to ensure continuity regarding transportation information, logistics, and operations. Also, WMATA will work closely with HSEMA by obtaining and funding additional buses or other equipment during an emergency. WMATA will have a liaison at the EOC during an emergency.
ESF #9 - Search and Rescue	WMATA will respond with FEMS to any incident involving Metro property; provide backup resources such as personnel and equipment; and provide Metro buses, as requested and coordinated by ESF #5, for evacuating the population.
ESF #10 - Oils and Hazardous Materials Response	WMATA will respond with FEMS to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as requested and coordinated by ESF #5, as needed for evacuating the population. SOPs are in place for implementing appropriate actions and providing logistical support for all incidents involving a hazmat release.
ESF #13- Law Enforcement	WMATA MTPD will coordinate with MPD in response to incidents on WMATA property.
ESF #15- External Affairs	WMATA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.

Table 5-1: Public and Non-Public Agency Responsibilities Matrix

## 6.0 FINANCE, ADMINISTRATION, AND LOGISTICS

### 6.1 Administration

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#### 6.1.1 Office of the Mayor

The Mayor is responsible for the overall preparedness of the District of Columbia government. As the Chief Executive, the Mayor provides leadership and direction in setting the vision, mission, goals, and objectives for the District's emergency preparedness program. These are outlined in the *District of Columbia Homeland Security and Emergency Management Strategy*.

During an emergency, the Mayor and staff assess the situation and determine the necessary level of response based upon the operational requirements and District government capabilities. The Mayor may choose to operate from the EOC, as the Chair of the District CMT, or he or she may delegate the direction of the District CMT. The Mayor will declare a state of emergency if required by the situation. Should the response to the incident exceed District resources and require federal government resources, the Mayor may request federal assistance through FEMA under the provisions of the Stafford Act.

##### 6.1.1.1 Continuity of Government

The District leadership structure establishes a line of permanent mayoral succession. In the event of a mid-term vacancy of the Office of Mayor, as provided in the *Home Rule Charter Act*, the line of succession from the Mayor is to the Chairman of the DC Council. Should the positions of both the Mayor and the Chairman become vacant, the Chairman Pro Tempore of the DC Council will immediately convene an emergency meeting of the Council for the purpose of designating a Chairman, who then assumes the role of Mayor, and a Council member, who assumes the role of *Chairman (D.C. Official Code 1-204.21(c) (2), as amended)*.

##### 6.1.1.2 Designation of Authority

There exists a line of interim governmental direction. As a matter of executive policy, the Mayor has designated the City Administrator to provide executive direction of the District government when the Mayor is outside of the District or otherwise temporarily unable to provide executive oversight.

#### 6.1.2 Office of the City Administrator

The City Administrator oversees and coordinates District agencies for effective delivery of citywide services through government operations; customer service, managed competition service, and justice grant programs. The City Administrator will assume the responsibilities of the Mayor during his or her absence and may choose to operate at HSEMA with the District CMT during an emergency.

#### 6.1.3 Homeland Security and Emergency Management Agency

HSEMA is responsible for managing homeland security initiatives, emergency preparedness, response and recovery, and mitigation activities. HSEMA coordinates the District's response to emergencies, disasters, severe weather conditions, and other major incidents. The HSEMA Director coordinates all emergency planning, operations, training, and exercises for preparedness, response, recovery, and

mitigation missions of the District. In a declared disaster, the Mayor will appoint the HSEMA Director as the DCCO and other designees as appropriate to represent the District in operational relationships with the FCO.

#### 6.1.4 Agency Directors

Each District Agency Director must regularly assess mission critical functions of the organization to ensure the capabilities can be effectively executed in case of emergency. Each agency has a COOP plan and other internal plans and procedures to ensure the sustainment of essential functions in the aftermath of an emergency or major disaster. Directors are responsible for employee safety, protection, and preparedness against a wide range of hazards. Directors are responsible for assuring there are adequate systems and networks that support timely employee and any service recipient alert, warning, and situational awareness systems. Additionally, agency directors are responsible for supporting provisions of the DRP and to anticipate potential support missions that may develop during the course of the emergency.

#### 6.1.5 Council of the District of Columbia

The Council of the District of Columbia is the legislative branch of the District government. All legislative powers are vested in the Council. It oversees government agency programs and operations, including emergency preparedness. The Council proposes, considers, and passes legislation. Additionally, the Council passes, with Congressional approval, the District's annual budget and financial plan and establishes the revenue required to fund the budget, including activities that support preparedness and operational capability of District agencies.

Immediately following an emergency, Council standing committees may conduct oversight hearings to assess the effectiveness of government response. These proceedings may result in the enactment of new laws or appropriate funds to support the District operation. In addition, members assist residents in accessing government services.

## 6.2 Finance

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Timely financial support of response activities is crucial to achieving the operational objectives of saving lives and protecting property. Therefore, expeditious means must be employed to facilitate proper financing of operations. As such, departments must use management controls, policies, and procedures to reasonably ensure that:

- Response mission priorities are achieved
- Resources are used consistent with incident objectives
- Programs and resources are protected from waste, fraud, and mismanagement
- Laws and regulations are followed
- Reliable and timely information is obtained, maintained, reported, and used for decision-making

Emergencies have an immediate impact on District resources resulting in shortages that may require the unplanned expenditure of funds by District agencies. In addition, coordination may be required between District, regional, and federal organizations to administer the various funding programs

designed to assist disaster survivors. The following guidelines are provided to ensure that management controls, policies, and procedures are utilized to ensure response mission success:

- District department directors are responsible for tracking, compiling, and submitting accurate and complete disaster-related expenditures to the EOC FSC at regular intervals throughout the response, recovery, and mitigation operations, or when requested. Costs and damage estimates are to be submitted on the appropriate forms.
- It is the District's policy to incur disaster expenditures with currently appropriated District funds in accordance with District regulations. The Mayor or designee, in coordination with the District CFO and the HSEMA Director, will be responsible for identifying other sources of funds to meet disaster related expenses if department budgets are exceeded.
- If the normal approval process for emergency expenditures cannot take place because of the circumstances of an emergency or disaster, approval may be made by the Mayor or the CFO. If at all possible, this should be coordinated with the HSEMA Director. In these circumstances, a District Declaration of Emergency should be considered. The Mayor or designee may make decisions on the expenditure of appropriated funds. Decisions on the expenditure of un-appropriated funds must be approved by the District Council.
- When the routine approval process for expenditures cannot take place because of circumstances resulting from an emergency or disaster, a District Declaration of Emergency by the Mayor may be needed. This will allow for the normal bid process to be superseded. This should be coordinated with the CFO and OCP whenever possible.

### 6.2.1 Fiscal Management during Response Operations

- Upon activation of the EOC, responsibility for the various functions relating to fiscal activities for emergency expenditures is shared by all affected department heads. The EOC FSC and representatives from the OCFO will provide guidance and oversight.
- During EOC activation a special program number and budget position number may be assigned in order to track all expenditures and payroll activity directly. This is to avoid having to transfer costs at a later date.
- All District agencies that incur disaster related expenditures or damages are responsible completing and submitting appropriate documentation to the EOC Finance Section. Response cost and damage estimates should be submitted on the appropriate forms at regular intervals or when requested.
- District departments will designate personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures.

### 6.2.2 Federal Funding Assistance

Federal assistance through FEMA is available to the District after a Presidential Disaster Declaration has been issued and a FEMA/District Agreement has been signed. The District will follow federal circulars, programmatic, and reporting requirements when federal funding grants are designated for the District. Accurate emergency logs and expenditure records must be kept by all affected department

heads from the very beginning of an emergency to receive the maximum amount of entitled reimbursement should federal assistance become available or in preparation of a possible audit.

## 6.3 Logistics Management and Resource Support

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The District will coordinate and manage resources in the following manner:

- Internal District resources will be used as the first line of support in response to an emergency, including available surplus and excess property and agency stock
- Interstate mutual aid can provide an additional option for timely and cost-effective resource support
- Additional resources can be acquired using a standard government procurement vehicle, such as a purchase order, blanket purchase agreement, contract, or cooperative agreement
- District agencies may coordinate with volunteer organizations that provide a wide variety of relief goods and services. Donations often play an important role in supplying survivors with essential needs
- District agencies are encouraged to take advantage of current partnership relations with the private sector. Businesses both inside and outside the affected area can supply critical resources during response operations and assist in restoring essential services and rebuilding the economic base during recovery operations
- Additional resources can be acquired through federal assistance in accordance with regulations included in the *Stafford Act*:
  - Requests for federal assistance from the District are channeled through the DCCO to the FCO or designee for consideration. The FCO is the primary federal official responsible for coordinating, integrating, and synchronizing federal response activities
  - In cases where required assistance is outside the scope of an ESF, the District will access federal agency resources to support the emergency operation. Based on specific response needs, the lead ESF agencies will coordinate with their support agencies to provide the required assistance
  - Federal operational resources deploying to the field such as fire, rescue, and emergency medical responders are integrated into the ICS structure and will be available as resources to the IC
- An appropriate level of management oversight, protection, and accountability must be assured—from acquisition through final disposition—for all District agencies utilizing property brought to, used at, loaned by, or acquired at an emergency site
- In an event requiring massive resources, the CMT leadership and/or the DCCO should resolve conflicting priorities requiring the same resources

# 7.0 PLAN DEVELOPMENT, IMPLEMENTATION, AND MAINTENANCE

The DRP is maintained, reviewed, and updated following the national plan development process. Primary and support District agencies participate in all phases of the preparedness process – planning, organizing, equipping, training, and exercise and evaluation (POETE) - .This process ensures that the DRP reflects the policies, organizational structures, and methodologies used during the preparedness cycle.

## 7.1 Plan Development

HSEMA is responsible for coordinating overall response planning, including review and revision of the DRP, annexes, and supporting operational procedures. Primary agencies are responsible for preparing and maintaining DRP ESF annexes, as well as planning and coordinating the delivery of emergency assistance. All agencies contribute to the development of DRP supporting material, including regional annexes, appendices, and supplements describing specific policies and procedures for emergency operations.

In February 2014, HSEMA hosted a two-day planning workshop at Gallaudet University. The workshop brought together representatives from District agencies and partner agencies to begin the planning process for several new District plans as well as the review and revision of the DRP. ESF breakout sessions were held throughout the workshop to collect initial input on each of the existing ESFs and to discuss the development of three new ESFs. The initial input from these meetings was used to begin the revision process. HSEMA then coordinated ESF outreach meetings over the course of March, April, and May to complete the revision process. Figure 7-1 depicts HSEMA’s overall approach.



Figure 7-1: National Plan Development Process

### 7.1.1 Understanding the Situation

HSEMA held a kickoff meeting in February 2014 to kick off the revision of the DRP. During the workshop, District agencies and regional partners attended ESF breakout sessions to review the current ESF annexes and identify major gaps or changes that should be reviewed during this revision cycle.

### 7.1.2 Determining the Goals and Objectives

HSEMA conducted the DRP Information Analysis Brief via webinar on March 5, 2014. During the webinar, District stakeholders provided input on key language in the DRP Base Plan. HSEMA also briefed out on the ongoing revision process. Information collected from this briefing was used to make the initial revisions to the DRP Base Plan.

### 7.1.3 Plan Development

Following the Information Analysis Brief, HSEMA scheduled one-on-one outreach meetings with each ESF group, following the structure established at the kickoff meeting. During these outreach meetings, key stakeholders for each ESF reviewed the ESFs in their entirety and provided their input to the planning team. Follow on meetings, discussions, and communications continued throughout the planning process to ensure all stakeholder input was incorporated into the DRP and appropriate ESFs.

### 7.1.4 Plan Preparation and Review

Upon completion of the draft DRP and ESFs, HSEMA held a two-week comment period for all of the plans developed during this planning cycle. Additional stakeholder feedback was collected and incorporated into the current DRP Base Plan and ESF annexes.

## 7.2 Plan Implementation

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The DRP specifies the concept of operations for District response, as well as provides details on the roles and responsibilities for District, regional, and federal governmental and nongovernmental stakeholders during response. The District uses the DRP as a guide to inform response procedures and processes during an emergency. Additionally, the District uses the DRP to inform response procedures and responses during an exercise.

## 7.3 Plan Maintenance

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The DRP is a living document. As such, HSEMA continually reviews and refines the DRP base plan and the ESF annexes both as a part of plan maintenance and as part of the after action process following a public emergency.

The DRP will be reviewed and formally revised on an annual basis. Additionally, the DRP will be updated by a formal change at least every four years. HSEMA shall seek and include input from all departments as part of this review process. The final draft of the DRP will then be sent to department directors as part of the adoption process before being promulgated by the Mayor. Annexes to the DRP undergo a similar development and review process.

The contents of this plan must be known and understood by those people responsible for its implementation. HSEMA is responsible for briefing staff members and District officials concerning their role in emergency management and the contents of this plan in particular.

Department heads have the responsibility for developing and maintaining internal plans, policies, procedures, and resources to ensure prompt and effective response to disaster.

HSEMA maintains a SharePoint site to facilitate the annual and post- incident reviews of the DRP. The SharePoint site also serves as the main repository for District emergency management plans and procedures.

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# District Response Plan Appendix

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## A. ACRONYM LIST

Acronym	Definition
AAR	After Action Report
ADA	Americans with Disabilities Act
ANC	Advisory Neighborhood Commission
ARC	American Red Cross
ATF	Arson Task Force
BEMOC	Business Emergency Management Operations Center
BID	Business Improvement District
BOT	Board of Trade
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCP	Casualty Collection Points
CDC	Centers for Disease Control and Prevention
CDL	Commercial Driver's License
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CFSA	Child and Family Services Agency
CG	Commanding General
CJCC	Criminal Justice Coordinating Council
CMT	Consequence Management Team
COG	Continuity of Government
COG	Metropolitan Washington Council of Governments
COOP	Continuity of Operations
CPO	Chief Procurement Officer
CS&C	Office of Cyber Security and Communication
CSOSA	Court Services and Offender Supervision Agency
CST	Civil Support Team
DBH	Department of Behavioral Health
DC BIA	DC Building Industry Association
DC EHC	DC Emergency Healthcare Coalition
DCC	DC Chamber of Commerce
DCCO	District of Columbia Coordinating Officer
DCERS	DC Emergency Response System
DCHA	DC Housing Authority
DCHR	Department of Human Resources
DCNG	DC National Guard

Acronym	Definition
DCO	Defense Coordinating Officer
DCOA	Office on Aging
DCOA	Office on Aging
DCOZ	Office of Zoning
DCPL	DC Public Library
DCPS	DC Public Schools
DCRA	Department of Consumer and Regulatory Affairs
DCSBOE	DC State Board of Education
DOEE	Department of Energy & Environment
DDOT	District Department of Transportation
DDS	Department of Disability Services
DFS	Department of Forensic Science
DGS	Department of General Services
DHCD	Department of Housing and Community Development
DHS	Department of Human Services
DISB	Department of Insurance, Securities, and Banking
DMME	Virginia Department of Mines, Minerals, and Energy
DMPED	Deputy Mayor for Planning and Economic Development
DMV	Department of Motor Vehicles
DOC	Department of Corrections
DOC	Department Operations Center
DOD	Department of Defense
DODD	Department of Defense Directive
DOES	Department of Employment Services
DOH	Department of Health
DOI	U.S. Department of the Interior
DOJ	U.S. Department of Justice
DOT	U.S. Department of Transportation
DPF	District Preparedness Framework
DPR	Department of Parks and Recreation
DPS	District Preparedness System
DPW	Department of Public Works
DRP	District Response Plan
DSCA	Defense Support of Civilian Authorities
DSLBD	Department of Small and Local Business Development
DYRS	Department of Youth Rehabilitation Services
EAP	EOC Action Plan

Acronym	Definition
EAS	Emergency Alert System
ECC	Emergency Coordination Center
ELO	Emergency Liaison Officer
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOM	Executive Office of the Mayor
EPA	U.S. Environmental Protection Agency
EPC	Emergency Preparedness Council
ERT	Emergency Response Team
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FEMS	Fire and Emergency Medical Services
FHWA	Federal Highway Administration
FOG	Field Operations Guide
FSC	Finance and Administration Section Chief
GETS	Government Emergency Telecommunications Service
GIS	Geographic Information System
GSA	U.S. General Services Administration
HECC	Health Emergency Coordination Center
HEPRA	Health Emergency Preparedness and Response Administration
HFA	Housing Finance Agency
HHS	U.S. Department of Health and Human Services
HMARS	Hospital Mutual Aid Radio System
HSEMA	Homeland Security and Emergency Management Agency
HSPD-5	Homeland Security Presidential Directive 5
HUD	U.S. Department of Housing and Urban Development
IA	Individual Assistance
IA	Intergovernmental Affairs
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMAT	Incident Management Assistance Team

Acronym	Definition
IST	Incident Support Team
IT	Information Technology
JAHOC	Joint All-Hazard Operations Center
JFHQ-NCR	Joint Force Headquarters National Capital Region
JFO	Joint Field Office
JIC	Joint Information Center
JOC	Joint Operations Center
JOCC	Joint Operations Command Center
MAA	Mutual Aid Agreements
MAOP	Mutual Aid Operational Plan
MARS	Military Auxiliary Radio System
MDOT	Maryland Department of Transportation
MDP	Metropolitan Police Department
MEA	Maryland Energy Administration
MERS	Mobile Emergency Response Support
MIEMSS	Maryland Institute for Emergency Medical Services System
MOU	Memorandum of Understanding
MSHA	Maryland State Highway Administration
MSP	Maryland State Police
MTA	Maryland Transit Administration
MTPD	Metro Transit Police Department
NCCIC	National Cybersecurity and Communications Integration Center
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NCPC	National Capital Planning Commission
NCR	National Capital Region
NCRC	National Capital Region Coordination
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic & Atmospheric Administration
NOC	Network Operations Center
NPPD	National Protection and Programs Directorate
NPS	National Park Service
NRC	National Response Center
NRCC	National Response Coordination Center
NRF	National Response Framework
NRT	National Response Team
NSSE	National Security Special Event

Acronym	Definition
OAA	Office on African Affairs
OAG	Office of the Attorney General
OAPIA	Office on Asian and Pacific Islanders Affairs
OCA	Office of the City Administrator
OCAF	Office of Community Affairs
OCFO	Office of the Chief Financial Officer
OCME	Office of the Chief Medical Examiner
OCP	Office of Contracts and Procurement
OCT	Office of Cable Television
OCTO	Office of the Chief Technology Officer
ODR	Office of Disability Rights
OEC	Office of Emergency Communications
OLA	Office on Latino Affairs
ONE	Office of Neighborhood Engagement
OPGD	Office of Partnerships and Grants Development
OPGD	Office of Partnerships and Grants Development
ORM	Office of Risk Management
OSC	On-Scene Coordinator
OSC	Operations Section Chief
OSHA	Occupational Safety and Health Administration
OSSE	Office of the State Superintendent of Education
OTA	Office of the Tenant Advocate
OUC	Office of Unified Communications
OVS	Office of Victim Services
PA	Public Assistance
PASS	Procurement Automated Support System
PCII	Protocol Critical Infrastructure Information
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
POD	Point of Distribution
PPD-8	Presidential Policy Directive 8
PSC	Public Service Commission
PSCC	Public Safety Communications Center
PSD	Protective Services Division
RACES	Radio Amateur Civil Emergency Services
REACT	Radio Emergency Associated Citizens Team

Acronym	Definition
RESF	Regional Emergency Support Function
RICCS	Regional Incident Communication and Coordination System
RRCC	Regional Response Coordination Center
RSAM	Roam Secure Alert Network
SAD	State Active Duty
SAR	Search and Rescue
SBA	Small Business Administration
SCIP	State Communications Interoperability Plan
SITREP	Situation Report
SNS	Strategic National Stockpile
SOG	Standard Operating Guide
SOG	State Operations Guide
SOP	Standard Operating Procedure
TICP	Tactical Interoperability Communications Plan
TMC	Traffic Management Center
UC	Unified Command
UDC	University of the District of Columbia
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USDHS	U.S. Department of Homeland Security
USDOE	U.S. Department of Energy
USNORTHCOM	U.S. Northern Command
USPP	U.S. Park Police
VDCT	Volunteer and Donations Coordination Team
VDCT	Volunteer and Donations Coordination Team
VDOT	Virginia Department of Transportation
VOAD	Voluntary Organizations Active in Disaster
VRC	Volunteer Reception Center
VRE	Virginia Railway Express
WAWAS	Washington Area Warning Alert System
WMATA	Washington Metropolitan Area Transit Authority
WMD	Weapons of Mass Destruction
WPS	Wireless Priority Service
WRTAC	Washington Regional Threat and Analysis Center

## B. EMERGENCY SUPPORT FUNCTION PRIMARY AND SUPPORT AGENCIES

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs	
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																		
District Agencies																			
Child and Family Services Agency						S		S											
Department of Behavioral Health	S				S	S	S	S	S	S			S	S	S	S	S	S	S
Department of Consumer and Regulatory Affairs			S	S	S			S	S	S		S		P	S			S	
Department of Corrections	S	S			S								S		S				S
Department of Disability Services	S					S		S							S			S	
Department of Employment Services	S					S	S	S		S								S	
Department of Forensic Science								S		S			S		S				
Department of General Services	S	S	S		S	S	S	S		S		S	S	S	S	S	S	S	S
Department of Health	S	S		S	S	S	S	P	S	S			S	S	S	S	S	S	S
Department of Housing and Community Development						S								S	S			S	
Department of Human Resources	S	S		S	S	P	S	S										S	

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
Department of Human Services	S				S	P	S		S	S				S	S	S	S	
Department of Insurance, Securities and Banking																	S	
Department of Motor Vehicles					S										S			
Department of Parks and Recreation	S	S	S		S	S	S	S						S	S	S		
Department of Public Works	S	S	P	S	S	S	S	S	S	S		S	S	S	S	S	S	S
Department of Small and Local Business Development																	S	
Department of Youth Rehabilitation Services													S		S			S
Deputy Mayor for Education															S			
Deputy Mayor for Health and Human Services						S									S		S	
Deputy Mayor for Planning and Economic Development															S		P	
Deputy Mayor for Public Safety and Justice															S			

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs	
Agency Coordinating (C), Primary (P), and Support (S) Agencies																			
District Council																	S		
Department of Energy & Environment		S	S	S	S		S	S	S	S		P		S	S			S	
District Department of Transportation	P	S	S	S	S	S	S	S	S	S		S	S	S	S			S	S
District of Columbia Housing Authority	S				S	S							S	S	S			S	S
District of Columbia Public Library					S	S									S				
District of Columbia Public Schools	S	S				S	S						S		S	S	S	S	S
Executive Office of the Mayor		S			S	S									P	S			S
Fire and Emergency Medical Services	S	S	S	P	S	S	S	S	P	P			S	S	S	S			S
Homeland Security and Emergency Management Agency	S	S	S	S	P	S	S	S	S	S	S		S	S	C	S	S	S	S
Housing Finance Agency																		S	
Metropolitan Police Department	S	S	S	S	S	S	S	S	S	S	S		P		S	S	S	S	S
Office of Cable Television		S			S										S				

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
Office of Community Affairs						S												
Office of Contracting and Procurement			S	S	S		P	S	S	S				S				S
Office of Disability Rights						S	S	S							S			S
Office of Human Rights															S			
Office of Neighborhood Engagement															S	S		
Office of Partnerships and Grants Development																S	S	
Office of Planning					S		S							S	S			S
Office of Risk Management					S					S			S	S				S
Office of the Attorney General					S		S			S			S		S			S
Office of the Chief Financial Officer					S		S									S	S	
Office of the Chief Medical Examiner				S			S	S	S	S			S		S			S
Office of the Chief of Staff															S			
Office of the Chief Technology Officer	S	P	S		S		S	S						S	S	S		

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
Office of the City Administrator					S										S	S		
Office of the State Superintendent of Education															S		S	
Office of the Tenant Advocate				S										S				
Office of Unified Communications	S	S	S	S	S	S	S	S	S	S			S		S	S		S
Office of Victims Services						S		S							S			
Office of Zoning																	S	
Office on African Affairs						S									S			
Office on Aging	S					S		S							S			
Office on Asian and Pacific Islander Affairs						S									S			
Office on Latino Affairs						S									S			
Serve DC	S				S	S		S							S	P	S	
Other Support Agencies and Organizations																		
Advisory Neighborhood Commission						S									S			
Air Force District of Washington																		S

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
American Red Cross of the National Capital Region				S	S	S		S							S	S		S
AMTRAK	S																	
AMTRAK Police													S					
Apartment and Office Building Association of DC																	S	
AT&T		S			S										S			
Business Improvement Districts															S			
Civil Support Team				S														
Coast Guard Sector Baltimore																		S
Comcast		S			S										S			
Consortium of Universities of the Washington Metropolitan Area						S	S			S								
Court Services and Offender Supervision Agency															S			
Criminal Justice Coordinating Council															S			

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency Coordinating (C), Primary (P), and Support (S) Agencies																		
DC Building Industry Association																		S
DC Business Improvement Districts																		S
DC Chamber of Commerce																		S
DC Courts (Superior Court and DC Court of Appeals)																		S
DC Emergency Healthcare Coalition								S										
DC Hospital Association								S		S								S
DC Housing Authority																		
DC National Guard	S	S		S	S	S		S	S	S			S				S	S
DC Nurses Association								S										
DC Primary Care Association								S										
DC Public Charter School Board																		S
DC State Board of Education																		S
DC Veterinary Medical Association								S										

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
DC Voluntary Organizations Active in Disaster						S										S		
DC Water	S	S	S	S	S			S		S				S	S			
Defense Coordinating Element, FEMA Region III																		S
Defense Coordinating Officer, FEMA Region III																		S
Department of the Army Military Auxiliary Radio System		S																
Destination DC															S			
Direct TV		S			S										S			
Dish Network		S			S										S			
Events DC															S			
Federal Highway Administration, Division Office	S																	
George Washington University Medical Center								S										
Greater Washington Board of Trade																	S	

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs	
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																		
Howard University Hospital									S										
Joint Force Headquarters - National Capital Region																			S
Joints Chiefs of Staff					S														
Maryland Department of Environment										S									
Maryland Department of Transportation	S																		
Maryland Energy Administration												S							
Maryland Institute for Emergency Medical Services				S															
Maryland National Guard										S									
Maryland State Highway Administration	S																		
Maryland State Police									S										
Maryland Transit Administration	S																		
Medical Chirurgical Society of DC								S											

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency Coordinating (C), Primary (P), and Support (S) Agencies																		
Medical Society of DC								S										
MEDSTAR Health									S									
Metropolitan Washington Council of Governments	S		S		S										S		S	
Military District of Washington																		S
Motorola					S													
National Capital Planning Commission															S			
National Capital Region Fire Departments				S					S	S								
National Guard Bureau																		S
National Medical Association								S										
National Oceanic & Atmospheric Administration					S					S								
Naval District of Washington																		S
Naval Research Laboratory										S								
Nuclear Regulatory Commission										S								
PEPCO	S	S		S	S				S			S		S	S			

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency Coordinating (C), Primary (P), and Support (S) Agencies																		
Prince George Hospital									S									
Public Service Commission												S					S	
Radio Emergency Associated Communications Teams		S																
RCN		S													S			
Regional Emergency Support Function #14- Media Relations and Community Outreach															S			
Salvation Army					S						S							
Small Business Administration					S									S	S		S	
Sprint					S										S			
U.S. Army Golden Eagles - Engineering Battalion				S					S	S								
U.S. Coast Guard	S			S	S				S	S								S
U.S. Department of Agriculture						S					S							
U.S. Department of Agriculture/ Forest Service				S														

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
U.S. Department of Defense					S													
U.S. Department of Defense/U.S. Army Corps of Engineers			S		S							S		S				S
U.S. Department of Energy										S		S						
U.S. Department of Health and Human Services						S		S						S				S
U.S. Department of Health and Human Services/Centers for Disease Control and Prevention								S										
U.S. Department of Health and Human Services/Food and Drug Administration						S												
U.S. Department of Homeland Security										S								

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
U.S. Department of Homeland Security/ National Protection and Programs Directorate/ Office of Cyber Security and Communications		S			S													
U.S. Department of Homeland Security/ Office of Emergency Communications		S																
U.S. Department of Homeland Security/ Office of the National Capital Region Coordination					S													
U.S. Department of Homeland Security/Federal Emergency Management Agency					S	S	S	S	S					S	S	S	S	
U.S. Department of Homeland Security/Intergovernmental Affairs															S			
U.S. Department of Housing and Urban Development					S	S								S	S		S	

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
U.S. Department of Justice					S								S					
U.S. Department of Justice/ Federal Bureau of Investigation								S										
U.S. Department of the Interior					S					S								
U.S. Department of the Interior, National Park Service			S												S			
U.S. Department of Transportation	S				S					S								
U.S. Environmental Protection Agency			S	S	S				S	S				S				S
U.S. General Services Administration					S		S											
U.S. Marine Corps - Chemical Biological Incident Response Force									S									
U.S. Marine Corps National Capital Region Command																		S
U.S. Office of Personnel Management															S			
U.S. Park Police				S					S	S								
United Way															S			

District ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care	Resource Support	Public Health and Medical Services	Search and Rescue	Oil & Hazardous Materials Response	TBD	Energy	Law Enforcement	Damage Assessment	External Affairs	Volunteer and Donations Management	Business and Industry	Military Affairs
Agency	Coordinating (C), Primary (P), and Support (S) Agencies																	
University of the District of Columbia							S											
Verizon		S			S									S	S			
Virginia Department of Environmental Quality										S								
Virginia Department of Mines, Minerals and Energy												S						
Virginia Department of Transportation	S																	
Virginia National Guard										S								
Virginia Railway Express	S																	
Washington Gas Company				S	S				S			S		S	S			
Washington Metropolitan Area Transit Authority	S			S	S				S	S			S		S			
White House Office of Communications															S			

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## C. GLOSSARY

**Access and Functional Needs** – Those who may have additional needs before, during, and after an incident in functional areas, including but not limited to:

- **Maintaining independence.** Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. This support may include supplies, durable medical equipment, and attendants or caregivers.
- **Communication.** Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance all because of hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency. This support may include interpreters, translators, hearing aids, message board
- **Transportation.** Individuals who cannot drive or who do not have a vehicle may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.
- **Supervision.** Before, during, and after an emergency individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, young children may be unable to identify themselves; and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- **Medical care.** Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with: managing unstable, terminal or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power dependent equipment to sustain life. These individuals require support of trained medical professionals.

**Advisory Neighborhood Commissions (ANCs)** – Bodies of local government in Washington, DC Created in 1974 through a District referendum in the District of Columbia Home Rule Act, ANCs consider a wide range of policies and programs affecting their neighborhoods, including traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection, and the District's annual budget.

**Business Emergency Management Operations Center (BEMOC)** – The Homeland Security and Emergency Management Agency (HSEMA) established the BEMOC to foster public/private relationships in the District of Columbia. The BEMOC will provide a mechanism for District, state, and federal governments to formally coordinate and interface with the private sector.

**Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Threats** – CBRNE threat agents, radiological materials, and explosives are dangerous, non-traditional warfare agents. These chemical agents are not used or created for industrial or manufacturing purposes and are therefore only

illicit in nature. Together, they comprise the bulk of what is traditionally known as weapons of mass destruction.

**Comprehensive Preparedness Guide 101** – A guide designed to assist jurisdictions with developing emergency operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

**Consequence Management Team (CMT)** – The CMT is the established advisory body to coordinate with HSEMA in the event of an emergency. It advises specifically on such issues as priorities, policies, plans, procedures, training, exercises, funding, and public engagement.

**Continuity of Government** – The principle of establishing defined procedures that allow a government to continue its essential operations in case of nuclear war or other catastrophic event.

**Continuity of Operation Plans** – Plans developed by public and private sector entities to document the overarching strategy, policies, and procedures required to ensure that primary mission essential functions continue to be performed during a wide range of emergencies.

**Critical Infrastructure** – Assets, systems, and networks, whether physical or virtual, so vital that the incapacity or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, public health or safety, or any combination of those matters.

**DC Local Emergency Planning Council** – Established to monitor and inform the public about the use of hazardous chemicals in the District of Columbia.

**District of Columbia Voluntary Organizations Active in Disaster** – Coordinates the planning efforts of local voluntary organizations that respond to emergencies and disasters.

**Emergency Management Assistance Compact** – A mutual aid agreement between states and territories of the United States. It enables states to share resources during natural and human-caused disasters, including terrorism.

**Emergency Operations Center** – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or by some combination thereof.

**Emergency Support Function** – A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help survivors and communities return to normal,

**Incident Command System (ICS)** – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

**Individual Assistance** – A series of federal programs offered to assist homeowners repair their homes and/or elements of their homes.

**National Capital Region (NCR)** – Consists of 12 Jurisdictions within two States (Maryland and Virginia), and the District of Columbia: District of Columbia; Prince George’s County, MD; Montgomery County, MD; Loudoun County, VA; Fairfax County, VA; Prince William County, VA; Arlington County, VA; City of Alexandria, VA; City of Manassas, VA; City of Manassas Park, VA; City of Falls Church, VA; and City of Fairfax, VA.

**National Capital Region Coordination** – The Homeland Security Act of 2002 established the Office of National Capital Region Coordination (NCRC) to address challenges related to emergency management planning and incident response coordination unique to the NCR due to the large number of federal departments and agencies, numerous state and local jurisdictions within our Nation’s Capital. The NCRC enhances preparedness and promotes resiliency by enabling better communication and planning between and among federal, state, local, regional, nonprofit, and private sector stakeholders in the NCR.

**National Incident Management System (NIMS)** – A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private sector; and nongovernmental organizations (NGOs) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification, and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF)** – The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in NIMS to align key roles and responsibilities across the Nation. This NRF describes specific authorities and best practices for managing incidents that range from the serious but purely local to large-scale terrorist attacks or catastrophic natural disasters. The NRF describes the principles, roles and responsibilities, and coordinating structures for delivering the core capabilities required to respond to an incident and further describes how response efforts integrate with those of the other mission areas.

**Nongovernmental Organization (NGO)** – An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. NGOs serve a public purpose and are not for private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

**Preliminary Damage Assessment (PDA)** – A joint assessment used to determine the magnitude and impact of an event's damage. The PDA is documented through surveys, photographs, and other written information.

**Presidential Policy Directive 8** - This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

**Public Assistance** – A federal grant program to assist public entities repair, relocate, or replace facilities and elements within those facilities.

**Recovery** – A phase after a disaster event in which actions are no longer addressing life-safety related issues. The development, coordination, and execution of service- and site-restoration plans for affected communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

**Recovery Support Functions** – A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services needed after a disaster to restore essential services and critical infrastructure, and help victims and communities return to normal.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act** - Signed into law on November 23, 1988; amended the Disaster Relief Act of 1974 (Public Law 93-288). The Stafford Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to the FEMA and FEMA programs.

**Vulnerable Populations** – Populations who are more vulnerable during and after disasters. Vulnerable populations include the young; the elderly; persons with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; low-English proficient speakers; persons below the poverty level, including the homeless; and the inmate population.

**Whole Community** – Includes individuals, families, and households; communities; the private and nonprofit sectors; faith-based organizations; and local, state, tribal, territorial, and Federal governments. Whole community is defined in the National Preparedness Goal as “a focus on enabling the participation in national preparedness activities of a wider range of players from the private and nonprofit sectors, including NGOs and the general public, in conjunction with the participation of Federal, state, and local governmental partners in order to foster better coordination and working relationships.”

## D. REFERENCES

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District of Columbia, HSEMA, *District Preparedness Framework*, May 2014

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District of Columbia, HSEMA, *Homeland Security and Emergency Management Strategy*, in progress

District of Columbia, HSEMA, *State Preparedness Report*, January 2014

District of Columbia, HSEMA, *Threat and Hazard Identification and Risk Assessment Report*, January 2014

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# District Response Plan Emergency Support Function Executive Summaries

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# EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION

## EXECUTIVE SUMMARY

During non-emergency transportation operations, the responsibilities and authorities of Emergency Support Function (ESF) #1 - Transportation reside with a mix of District of Columbia (District), regional, and federal agencies. Transportation operations during an emergency response involve the coordination among the District, state, and federal resources that can be activated. District departments and agencies' transportation policies and plans are used to manage transportation systems and prioritize the movement of relief personnel and supplies during emergencies within the transportation system.

**The District Department of Transportation (DDOT) is the primary agency for ESF #1—Transportation.** ESF #1 supports the *District Response Plan* (DRP) by providing direct assistance to District, federal, regional, and other responding agencies as they respond to potential or actual emergencies that require transportation assets and/or that affect the transportation network. DDOT coordinates surface, transit, maritime, and aviation assets through various established partners within the regional transportation network.

District-level ESF #1 activities support the coordination of transportation across various modes, including surface and aviation. The ESF #1 lead agency provides expertise regarding transportation and has stakeholders from primary and supporting agencies.

ESF #1, when activated by the Homeland Security and Emergency Management Agency (HSEMA), provides emergency transportation support and guidance to District agencies, citizens, and visitors during an emergency. The scope of ESF #1 activities includes:

- Provide traffic management to ensure the effective movement of vehicles, pedestrians, services, and resources.
- Coordinate transportation logistics in response to any emergency incident, including evacuation and re-entry.
- Perform normal emergency transportation activities under the direct authority of ESF #1 primary agency, DDOT.
- Report on the status of the District's transportation network, through DDOT's Public Information Officer (PIO) and restore the transportation infrastructure.
- The Traffic Operations Administration will coordinate with the Traffic Management Center (TMC).

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #1 - Transportation. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	District Department of Transportation
<b>Support Agencies</b>	Department of Behavioral Health Department of Corrections Department of Disability Services Department of Employment Services Department of General Services Department of Health Department of Human Resources Department of Human Services Department of Parks and Recreation Department of Public Works District of Columbia Housing Authority District of Columbia Public Schools Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office on Aging Office of the Chief Technology Officer Office of Unified Communication Serve DC
<b>Support Organizations</b>	AMTRAK DC Water PEPCO
<b>Regional Agencies/ Organizations</b>	Federal Highway Administration, Division Office Maryland Department of Transportation Maryland State Highway Administration Maryland Transit Administration Metropolitan Washington Council of Governments Virginia Department of Transportation Virginia Railway Express Washington Metropolitan Area Transit Authority
<b>Primary Federal Agency</b>	U.S. Department of Transportation
<b>Support Federal Agencies</b>	District of Columbia National Guard United States Coast Guard

**The ESF #1 Primary Agency is DDOT.** DDOT will manage and coordinate emergency transportation response operations and restoration of the transportation network during emergencies.

DDOT will ensure the completion of situation reports (SITREPs), tracking of expenses, and sharing information with HSEMA or other stakeholder agencies upon request. DDOT will ensure that SITREPs are completed, expenses are tracked, and information is given to HSEMA when requested. The DDOT Director or their designee shall serve as the Mayor's primary point of contact regarding transportation issues.

**The ESF #1 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #1. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #1 activities.

**The ESF #1 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #1 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

## 1.0 INTRODUCTION

### 1.1 Purpose

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The District Department of Transportation (DDOT) is the primary agency for Emergency Support Function (ESF) #1—Transportation. ESF #1 supports the *District Response Plan* (DRP) by providing direct assistance to District, federal, regional, and other responding agencies as they respond to potential or actual emergencies that require transportation assets and/or that affect the transportation network. DDOT coordinates surface, transit, maritime, and aviation assets through various established partners within the regional transportation network.

### 1.2 Scope

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ESF #1, when activated by the Homeland Security and Emergency Management Agency (HSEMA), provides emergency transportation support and guidance to District agencies, citizens, and visitors during an emergency. The scope of ESF #1 activities includes:

- Provide traffic management to ensure the effective movement of vehicles, pedestrians, services, and resources.
- Coordinate transportation logistics in response to any emergency incident, including evacuation and re-entry.
- Perform normal emergency transportation activities under the direct authority of ESF #1 primary agency, DDOT.
- Report on the status of the District’s transportation network, through DDOT’s Public Information Officer (PIO) and restore the transportation infrastructure.
- The Traffic Operations Administration will coordinate with the Traffic Management Center (TMC).

## 2.0 POLICIES

- The policies and responsibilities detailed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:
  - Emergency Transportation Annex
  - Internal Operations Plans of DDOT; and
  - Standard Operating Procedures of DDOT.
- In the event of ESF #1 activation, all ESF #1 agencies will be organized and operate under a unified command structure and in accordance with the Incident Command System (ICS).
- DDOT will provide incident information to the Mayor, HSEMA, and the Deputy Mayor. The Mayor, HSEMA, and Deputy Mayor will determine if there is a need to evacuate based upon information provided by DDOT.
- As part of the ICS, in the event an ESF #1 support agency arrives at the incident scene first, ESF #1 duties will be delegated to that support agency until DDOT arrives.

- ESF #1 provides transportation policy as well as logistical and operational support during emergencies.
- ESF #1 establishes and maintains a listing of critical transportation infrastructure.
- ESF #1 information coordination occurs at the HSEMA Emergency Operations Center (EOC) via the ESF #1 Emergency Liaison Officer (ELO) other department operations centers or the alternate location as the District EOC and to other locations as needed via the ELO.
- Initial ESF #1 transportation management information coordination will occur at the TMC located within HSEMA. The TMC is the 24 hour-per-day/7 day-a-week traffic- monitoring center for the District.
- If DDOT determines that an incident will require additional resources from the private sector, District of Columbia National Guard (DCNG), or regional government agencies, DDOT will notify HSEMA and will collaborate with HSEMA to identify and obtain additional resources.
- ESF #5 is responsible for coordinating, allocating, and tracking resources during an incident/event.
- Due to the unique nature of the District, the deployment and assistance of federal assets may be required prior to a presidential declaration of an emergency. In this case, all transportation activities will be coordinated through ESF #1.
- DDOT is responsible for tracking all ESF #1 expenses and data collected during the ESF activation.
- All public information regarding transportation issues and ESF #1 will be coordinated through the DDOT PIO and supported by the Office of Communications.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

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

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the transportation infrastructure of the National Capital Region (NCR) and an ESF #1 response to support transportation operations.

### 3.2 Planning Assumptions

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- The EOC will contact DDOT to activate ESF #1 at the appropriate level of risk presented by a perceived or actual public emergency.
- DDOT does not own any transportation resources (e.g. buses) to support an evacuation.

- District of Columbia Public Schools (DCPS) - Transportation: Office of the State Superintendent (OSSE) will provide its fleet of school buses to assist with transport of evacuees to shelters once all students are safe. Also, OSSE and/or DCPS will notify ESF #1 regarding the movement of students during an emergency.
- An emergency within the District or the NCR has the potential to cause loss of life, property, and/or disruption of normal day-to-day operations of the District transportation network.
- The ESF #1 lead agency PIO will ensure information about road closures and evacuations are coordinated with relevant stakeholders and communicated to the public. For national security reasons, release of the initial information may be restricted.
- Infrastructure damage and communications disruptions will inhibit efficient coordination of transportation support during the immediate and post-disaster period.
- Regional emergency transportation coordination and planning is critical to ensure regional transportation stability. DDOT will maintain communication with NCR Departments of Transportation and NCR partners to coordinate regional evacuation. Department of Public Works (DPW) maintains a list of transportation assets and where to obtain them.
- During an emergency, sheltering in place may be determined to be the appropriate protective action versus an evacuation.
- DDOT coordinate transportation and transportation infrastructure response operations. DDOT does not transport pets or deceased during emergencies.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- **District Emergency Operations Centers**—During an emergency that has caused minor disruptions to the District’s transportation network, DDOT, will operate the emergency through the TMC. The TMC will always be DDOT’s initial information and coordination location, since it operates 24 hours per day/7 days a week.
- **EOC**—DDOT and/or an ESF #1 supporting agency will provide the necessary representation at the EOC and the Consequence Management Team (CMT) until deactivated or released by the CMT Director.
- **Interagency Liaisons**—DDOT may assign Emergency Liaison Officers (ELOs) to various District agency operations centers to ensure transportation actions are properly coordinated. For small public emergencies requiring ESF #1 assistance, transportation operations, and command personnel may operate out of that agency’s operations center, or the EOC.

### 4.2 Coordination and Control

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- ESF #1 agencies will coordinate and execute their respective authorities and program responsibilities during and immediately following an emergency affecting transportation.
- While activated, ESF #1 will provide situational and status information to ESF #5 on all transportation activities. ESF #1 support agency representatives will collaborate with field

personnel to coordinate support with their agencies through various agency operations centers, as necessary.

- All transportation related requests for District assistance and mission assignments are submitted to the ESF #1 ELO at the EOC for action.

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Roadways impacted by the incident
- Transportation assets impacted

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- The EOC will notify DDOT/Office of Emergency Preparedness and Risk Management of an emergency situation that warrants the activation of ESF #1 or Regional Emergency Evacuation Transportation Annex. Then DDOT will immediately notify the appropriate primary and support agency personnel of activation. Also, DDOT will provide notification to regional stakeholders to promote regional coordination.
- DDOT may receive notification from other communications sources, other than the EOC. In this case, DDOT will notify the EOC of the emergency and begin coordination.
- HSEMA and/or DDOT will notify Washington Metropolitan Area Transit Authority (WMATA), D.C. Circulator, and other transit providers in a timely manner prior to emergency activation to coordinate staff to meet increased demand on the transit network.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

- Immediately upon notice of an imminent or actual emergency, DDOT will activate the emergency on-call alert roster to assemble DDOT's emergency critical operations staff. At the DDOT's Director's or designee discretion, conference call/briefing may be requested and be conducted. Once assembled, DDOT will designate a DDOT employee to staff the EOC and activate the support agencies at DDOT.
- Notification will be made to NCR stakeholders of the actions being taken as a result of the emergency. DDOT's Director or designee will make the notification at his/her discretion.
- DDOT will deploy its transportation response teams and Roadway Operations Patrol to the field to assist in reestablishing the transportation network and to develop initial diversionary plans for rerouting traffic around and away from the incident scene.
- DDOT and ESF #1 support agencies will execute their emergency response plans in accordance with their internal operation plans, Standard Operating Procedures (SOPs), and concurrently prepare to send representatives to appropriate locations as directed.
- DDOT will immediately begin assessing the impact of the incident on the District's transportation system and report findings to DDOT management at the EOC. Depending

upon the incident, the DDOT Director may convene a directors briefing. The TMC will initiate alternative traffic-signaling plans along routes where appropriate.

- The Emergency Transportation Annex will be implemented as directed by the DDOT Director or the director's designee.
- DDOT's PIO will provide communications to the public and other external partners via messaging boards, public service announcements, and press releases. Current social media information tools (Facebook, Twitter, etc.) will be used to push communications to the public and other external partners.

#### 4.4.2.2 *Activation*

- Implementation of the DRP and activation of the EOC will be communicated to ESF #1 by the CMT, or the director of HSEMA.
- Not all implementations of the DRP and activations of the EOC will require establishment of ESF #1.
- In the event of an incident that requires support and resources outside of normal operations, the incident command, DDOT leadership, can request initiation and/or activation through the CMT, or the HSEMA director.

#### 4.4.2.3 *Continuing Actions*

- Continue to monitor, analyze, and report on the transportation network and the stability of the transportation infrastructure.
- Coordinate and assist issues related to evacuation, routing logistics for relief services, and emergency supplies. Issues include identifying and ensuring staging areas for supplies and routing information for carriers.
- The District's Strategic National Stockpile Plan and the Cities Readiness Initiative will be implemented, if indicated.
- ESF #8 will coordinate with ESF #1 to assist in providing health and medical services to citizens directly and indirectly impacted by the emergency as well as to response personnel and others involved in the incident.
- DDOT or its designee will process all requests for assistance and mission assignments for ESF #1 support and services for distribution, validation, and/or action in accordance with this ESF and its annexes.
- ESF #1 personnel will continue transportation network damage assessment for all modes of transportation. ESF #1 will implement strategies aimed at analyzing the effects of the public emergency on the regional transportation system, monitoring transportation network capacity and roadway congestion, and implementing management controls as required.
- The DDOT and TMC staff will establish and maintain communications, report and receive assessments and status information.
- The DDOT will coordinate with ESF #14 – Damage Assessment to address assessing damage to transportation infrastructure. (See ESF #14 – Damage Assessment).

- The DDOT and TMC staff will continue to coordinate with its regional counterparts regarding traffic camera programming, closed-caption television, and overall surface-street strategies to ensure consistency.
- ESF #1 will coordinate with the various District agencies, private utilities, federal and regional agencies, and private interests to determine status of construction and other work developments that could impact traffic along designated emergency routes, gateways, and regional routes.
- ESF #1, in coordination with the Metropolitan Police Department (MPD) and DPW, will identify vehicles that require towing due to the public emergency.
- ESF #1 will coordinate with DPW Fleet Management Administration for the possible issuance of additional vehicles, if needed during the emergency.
- ESF #1 will assist ESF #3—Public Works and Engineering with the debris removal and restoration of the transportation network. ESF #1 will provide priority guidance on critical traffic routes to be cleared.
- An ESF #1 representative will coordinate with DPW for the use of District-owned vehicles for emergency movement of personnel and relief supplies. Also, the representative will determine whether non-District vehicles are needed and will issue requests for assistance.
- ESF #1 ELOs at District operations centers will remain at their duty locations until deactivated or released by the designated HSEMA official.
- Continued communications will be made to regional stakeholders of the actions being taken as a result of the emergency. DDOT's Director or designee will conduct a coordination call at his/her discretion.

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #1 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting and interstate mutual aid resources, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section in the EOC or Joint Field Office (JFO) is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Recovery Manager, or the relevant Recovery Support Function if activated, of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain SOPs and Standard Operating Guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**District Department of Transportation (DDOT):** DDOT will manage and coordinate emergency transportation response operations and restoration of the transportation network during emergencies. DDOT will ensure the completion of situation reports, tracking of expenses, and sharing information with HSEMA or other stakeholder agencies upon request. DDOT will ensure that situation reports are completed, expenses are tracked, and information is given to HSEMA when requested. The DDOT Director or their designee shall serve as the Mayor's primary point of contact regarding transportation issues.

### 5.2 Support Agencies, Departments, and Organizations

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#### 5.2.1 Support Agencies and Departments

- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
- **Department of Corrections (DOC) –** DOC will assist and provide transportation vehicles (busses, vans, etc.) and other transportation equipment as requested and needed by DDOT.
- **Department of Disability Services (DDS):** DDS will provide coordination and technical advice for access and functional needs population.
- **Department of Employment Services (DOES):** DOES will assist in recruitment of emergency staff support, as needed, to assist in the emergency.
- **Department of General Services (DGS):** DGS will provide security at the District's leased or owned property.
- **Department of Health (DOH):** DOH will provide support for persons requiring special transportation (transportation of patients requiring medical care). DOH employees and/or volunteers may be requested to staff transportation facilities to provide emergency medical first aid. DOH will provide ESF #1 with guidance on the distribution of the Strategic National Stockpile.
- **Department of Human Resources (DCHR):** DCHR will provide ESF #1 with human resource guidance during a public emergency. For instance, in the case of a Pandemic Flu incident, DCHR can provide guidance on which employees to call-in.
- **Department of Human Services (DHS):** DHS is the primary agency coordinating the transportation of persons to and from District shelters. Also, DHS will coordinate the movement of persons who require special transportation.
- **Department of Parks and Recreation (DPR):** DPR will mobilize its staff, fleet, and volunteers to assist with transportation activities, which may include providing transportation to

or assisting with the operation of shelter facilities. City parks and recreational facilities may be used as transfer points for people leaving an evacuation area who need assistance.

- **Department of Public Works (DPW):** DPW will coordinate, obtain, and stage vehicle fleets and crews as designated by ESF #1. DPW will coordinate the clearing of debris from emergency routes. DPW will coordinate the staging and use of towing cranes. DPW will make available the use of Parking Control Officers, as needed. Also, DPW and DDOT will advise on the use of equipment and supplies when developing strategies for protecting the transportation infrastructure.
- **District of Columbia Housing Authority (DCHA):** DCHA may be contacted to coordinate the use of its fleet and crews for the movement of supplies and resources.
- **District of Columbia Public Schools (DCPS):** DCPS will provide its fleet of school buses to assist with transport of evacuees to shelters once all students are safe. Also, DCPS will notify ESF #1 regarding the movement of students during an emergency.
- **Fire and Emergency Medical Services (FEMS):** FEMS is responsible for emergency transport from the incident scene to medical facilities. Also, FEMS will coordinate on transportation issues regarding the decontamination and transportation of survivors exposed to a toxic element and the decontamination of District and regional vehicles.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.  
  
HSEMA receives and assembles damage reports from all sources and prepares an incident report for the Consequence Management Team (CMT). The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the Emergency Operations Center (EOC) through their Emergency Liaison Officers (ELOs).
- **Metropolitan Police Department (MPD):** MPD will provide critical-intersection control and will report street closures or any area transportation disruptions. MPD will provide escort service for emergency response vehicles when requested. MPD and DDOT – Traffic Control Officers will jointly be responsible for the coordination of traffic management and street closings as well as with other regional law enforcement and transportation agencies. MPD, in coordination with DPW, will provide towing cranes, if necessary, to remove parked vehicles from designated emergency evacuation routes during an emergency. An ESF #1 ELO will be stationed at the Joint Operations Command Center when requested for coordination.
- **Office on Aging (DCOA):** DCOA will coordinate on the movement of senior citizens requiring special transportation to shelter facilities. DCOA will identify and coordinate, to the extent possible, the location of District seniors in need of transport to mass feedings, congregate meals, and food distribution centers. DCOA, through its contractors, will assist in shelter-in-place operations and the coordination of mobile feeding units to serve District senior citizens.

- **Office of the Chief Technology Officer (OCTO):** OCTO will provide communication and geographic information systems (GIS) support to ESF #1.
- **Office of Unified Communications (OUC):** OUC will maintain the communications infrastructure, including voice and data connectivity and data content. OUC is responsible for first responder communications assets, emergency reporting and dispatch systems (9-1-1 and 3-1-1), and Public Safety Radio Network communications interoperability.
- **Serve DC:** Serve DC will support ESF #1 when ESF #1 requests transportation related volunteers. This could include, but is not limited to, administrative and/or logistical support.

### 5.2.2 Support Organizations

- **AMTRAK:** AMTRAK will provide emergency transit support and coordination during an emergency. During an AMTRAK transit rail failure, AMTRAK will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.
- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will provide information on waterway emergency access routes during emergencies. DC Water will coordinate with ESF #1 pertaining to construction of critical water and sewer facilities and/or destruction or stabilization of structures that affect the transportation system.
- **PEPCO:** PEPCO will provide support and coordination in the reestablishment of the District's traffic-signaling system. PEPCO, in conjunction with DDOT, ESF #3: Public Works and Engineering and ESF #12: Energy will provide support in the reestablishment of power caused by down trees and utility poles.

### 5.3 Regional Agencies and Organizations

- **Federal Highway Administration (FHWA), Division Office:** FHWA will provide guidance and assistance to DDOT regarding federal laws, assistance, and regulations.
- **Maryland Department of Transportation (MDOT):** MDOT will provide emergency coordination and support to DDOT for the transportation network.
- **Maryland State Highway Administration (MSHA):** MSHA will coordinate with DDOT on transportation needs in the NCR.
- **Maryland Transit Administration (MTA):** MTA will provide emergency transit support and coordination during an emergency. During a MTA transit rail failure, MTA will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.
- **Metropolitan Washington Council of Governments (COG):** COG will provide support via the Regional Incident Communication and Coordination System (RICCS) system to ESF #1.
- **Washington Metropolitan Area Transit Authority (WMATA):** WMATA is a key provider of regional emergency transit service during an emergency. The WMATA will work closely with ESF #1 to ensure continuity regarding transportation information, logistics, and operations. Also, WMATA will work closely with DDOT by obtaining and funding additional buses or other equipment during an emergency. WMATA will have a liaison at the EOC during an emergency.

- **Virginia Department of Transportation (VDOT):** VDOT will provide emergency coordination and support to DDOT for the transportation network.
- **Virginia Railway Express (VRE):** VRE will provide emergency transit support and coordination during a public emergency. During a VRE transit rail failure, VRE will work with DDOT to establish transfer points and obtain sufficient transportation assets for the follow-on movement of its users.

## 5.4 Federal Agencies

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### 5.4.1 Primary Federal Agency

**U.S. Department of Transportation (DOT):** DOT is the primary federal agency for ESF #1 under the National Response Framework and will provide direct, technical, and other support to the District through DDOT, as the primary agency for implementation of ESF #1. Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the U.S. DHS National Response Coordination Center. When the JFO is established near the disaster area, ESF representatives that comprise the Emergency Response Team will be in the JFO.

### 5.4.2 Support Federal Agency

- **District of Columbia National Guard (DCNG):** DCNG may provide personnel or equipment for traffic control support at designated intersections, transportation infrastructure security when MPD is unavailable, provide equipment and resources necessary to repair damage to the District of Columbia transportation infrastructure network, facilitate the transport of disaster relief supplies, provide maritime support, and aviation support and assist in the evacuation or relocation of persons during emergencies, at the request of HSEMA.
- **United States Coast Guard (USCG):** USCG will coordinate with DDOT on maritime assets as requested in the Maritime Evacuation Plan.

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# EMERGENCY SUPPORT FUNCTION #2 COMMUNICATIONS

## EXECUTIVE SUMMARY

Emergency Support Function (ESF) #2 - Communications ensures the provision of communications support to District response efforts following an emergency under the *District Response Plan* (DRP).

**The primary agency coordinating ESF #2 is the Office of the Chief Technology Officer (OCTO) and the primary support agency is the Office of Unified Communications (OUC).**

OCTO is responsible for maintaining the communications infrastructure, including voice and data connectivity and data content. OCTO works with District and industry partners to ensure the integrity of the communications network through assessment, mitigation, repair, and recovery activities. OUC is responsible for first responder communications assets, emergency reporting and dispatch systems (9-1-1 and 3-1-1), and Public Safety Radio Network communications interoperability. OUC serves as the District's Public Safety Answering Point (PSAP).

ESF #2 coordinates IT, Telecommunication, and web sector actions to provide the required communications support to District emergency response elements, including the establishment of temporary communications and the restoration of permanent communications. ESF #2 applies to all District departments and agencies that may require communications services or whose communications assets may be employed during an emergency response.

The policies and responsibilities detailed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- State Communications Interoperability Plan (SCIP)
- Tactical Interoperability Communications Plan (TICP)
- Standard Operating Procedures of OCTO and OUC

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #2 - Communications. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Office of the Chief Technology Officer
<b>Primary Support Agency</b>	Office of Unified Communications
<b>Support Agencies</b>	Department of Corrections Department of General Services Department of Health Department of Human Services Department of Parks and Recreation Department of Public Works District of Columbia Public Schools Department of Energy & Environment District Department of Transportation Executive Office of the Mayor Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office of Cable Television
<b>Support Organizations</b>	AT&T Comcast DC Water Direct TV Dish Network PEPCO Radio Emergency Associated Communication Teams RCN Sprint Verizon
<b>Primary Federal Agency</b>	U.S. Department of Homeland Security/ National Protection and Programs Directorate/Office of Cyber Security and Communications
<b>Support Federal Agencies</b>	Department of the Army Military Auxiliary Radio System Department of Homeland Security Office of Emergency Communications District of Columbia National Guard

**The ESF #2 – Communications Primary Agency is OCTO.** OCTO will ensure the provision of adequate communications support to District response operations. OCTO is responsible for the following actions:

- Assess the communication requirements to respond to the emergency, and mobilize communication assets and resources to be deployed in support of these efforts.
- Monitor the recovery efforts and, as required, coordinate the provision of communications support required by the District government to meet the challenge.
- Provide situation status reports to ESF #5 as required.
- Monitor the status of critical situations that have the potential for developing into public emergencies and determine whether adequate communications services are being provided to support response operations.
- Assess the impact on existing District government communications services and employ strategies to mitigate any risk.
- Coordinate the restoration and/or rerouting of existing District government communications services and the provision of new communications services.
- Coordinate with communications service providers and prioritize requirements as necessary when providers are unable to satisfy all communications service requirements or when the allocation of available resources cannot be fully accomplished at the field level.
- Process industry requests for assistance that support response activities and coordinate with responsible agencies to ensure safe access for communications work crews into restricted areas.

**The ESF #2 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #2. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #2 activities.

**The ESF #2 – Communications Primary Support Agency is OUC.** OUC, in coordination with OCTO, will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies. OUC manages citywide E-9-1-1 emergency dispatch support from the OUC E-9-1-1 Center. In addition, the OUC has primary responsibility for the first responder radio communications and public safety interoperability. OUC is responsible for the following actions:

- Support ESF #2 response activities at the EOC and provide situation status to ESF #2 and the Consequence Management Team (CMT).
- Ensure interoperability on the unified 700/800 MHz radio system.
- Ensure that all information regarding potential or actual public emergencies with significant communications implications is brought to the attention of ESF #2 and ESF #5.
- Coordinate all response activities with ESF #2 and supporting agencies.
- Monitor the status of crucial situations that have the potential for developing into an emergency and that may require emergency communications support.
- Assist OCTO in assessing the impact of radio communications assets, resources, and services.
- Coordinate with ESF #2 member organizations to obtain additional communications specialists to augment first responder communications.

**The ESF #2 Federal Agencies/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #2 - Communications ensures the provision of communications support to District response efforts following an emergency under the *District Response Plan (DRP)*. The primary agency coordinating ESF #2 is the Office of the Chief Technology Officer (OCTO) and the primary support agency is the Office of Unified Communications (OUC).

OCTO is responsible for maintaining the communications infrastructure, including voice and data connectivity and data content. OCTO works with District and industry partners to ensure the integrity of the communications network through assessment, mitigation, repair, and recovery activities.

OUC is responsible for first responder communications assets, emergency reporting and dispatch systems (9-1-1 and 3-1-1), and Public Safety Radio Network communications interoperability. OUC serves as the District's Public Safety Answering Point (PSAP).

### 1.2 Scope

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ESF #2 coordinates IT, Telecommunication, and web sector actions to provide the required communications support to District emergency response elements, including the establishment of temporary communications and the restoration of permanent communications. ESF #2 applies to all District departments and agencies that may require communications services or whose communications assets may be employed during an emergency response.

The policies and responsibilities detailed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- State Communications Interoperability Plan (SCIP)
- Tactical Interoperability Communications Plan (TICP)
- Standard Operating Procedures of OCTO and OUC

## 2.0 POLICIES

- The SCIPs and TICPs prescribe the planning and use of District communications assets and resources in support of the provisions of federal communication acts.
- DC Code § 1-1401 et seq. contains the authority for OCTO to manage the communications infrastructure and coordinate support for District organizations during emergencies.
- DC Code § 1-327.52 et seq. contains the authority for OUC to manage first responder communications assets, emergency dispatch systems, and interoperability initiatives.
- ESF #2 will determine the need for private sector support or federal assistance when an emergency is of sufficient severity and magnitude to surpass local response capabilities.
- First responder communications use the Unified 700 and 800 MHz radio network, and may supplement with other devices to include satellite telephone, and closed circuit television.

- Primary and secondary communications for voice/data/video use.
- Government and commercial line service provided by DCNet and Verizon.
- Government and first responder wireless service is provided by Comlabs, Iridium, DISA, Globalstar, AT&T, Sprint, Verizon Wireless, and T-Mobile.
- Priority service for pre-designated District personnel uses the Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS) federal subscription programs.
- Public emergency notifications are delivered through the National Warning System (NAWAS), Washington Metropolitan Area Warning System (WAWAS) segment, the Roam Secure Alert Network (RSAN), and the Emergency Management Network (EMnet) for the activation of the National Emergency Alert System (EAS) National Oceanic and Atmospheric Radio System and Marine Radio.
- OCTO has established an information technology (IT) security program to harden the communications infrastructure and continuously monitor the network for cyber security vulnerabilities and threats.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

#### 3.1.1 Disaster Condition

Disruption to the communications infrastructure can easily result in widespread service outages for voice/data processing, hampering emergency response efforts. Most emergencies will create a demand for communication assets and resources, including federal and industry partners, to be mobilized to support the response, recovery, and restoration of the communications network.

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #2 response to assist in addressing communications operations that may be needed.

### 3.2 Planning Assumptions

- Initially, District officials will focus on coordinating lifesaving activities concurrent with reestablishing control in the disaster area. Working with the communications industry and federal partners, District officials will direct the restoration and reconstruction of the communications infrastructure as the situation permits.
- Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of the communication service impact.
- Weather and other environmental factors may restrict the ability of suppliers to deploy mobile or transportable communications equipment into the affected area.

- The ability of the affected area to communicate with the rest of the District may be impaired by the emergency. Some key individuals may be isolated from their offices or agency management centers.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- **Network Operations Center (NOC):** as the primary lead agency, OCTO will operate through the 24/7 NOC located on the first floor of the Unified Communications Center. All incidents shall be reported through the NOC at (202) 724-2028. The NOC is the central communication point for all technology service emergencies and will coordinate and monitor all OCTO response activity.
- **E-9-1-1 Operations Center:** as the primary support agency, OUC will operate the E-9-1-1 dispatch system from the E-9-1-1 Operations Center located on the first floor of the Unified Communications Center.
- **Public Safety Communication Center (PSCC):** as the primary support agency, OUC will control communication assets and maintain radio interoperability from the first floor of the PSCC.
- **The District Emergency Operations Center (EOC):** OCTO and the OUC will provide the necessary representation at the EOC and on the Consequence Management Team (CMT) as required.

### 4.2 Coordination and Control

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- OCTO will be the primary point of contact for the communications industry in the emergency area for District communications requirements and will coordinate the industry's response. Federal communications requirements shall be assigned and coordinated through ESF #2 in consultation with ESF #5.
- The ESF #2 responsibility is shared by Federal Emergency Management Agency (FEMA) and Department of Homeland Security (USDHS) (NCCIC/NCC). National Response Coordination Center (NRCC) and Regional Response Coordination Center (RRCC) are partners at all ESF #2 desks. DHS NCCIC/NCC has the infrastructure restoration and FEMA provides the tactical and consequence management activities. FEMA ESF #3 Regional Emergency Communications Coordinator or the Disaster Emergency Communications Branch at headquarters would be in the decision process to engage USDHS partnership via a mission assignment process.
- OCTO has overall responsibility for the coordination of communications support in the response area. When communications assistance is requested during an emergency response, OCTO will prioritize conflicting requests and recommend solutions.
- Communications management will occur on a bottom-up basis; decisions will be made at the lowest level, with only those issues requiring adjudication or additional resources being referred to the next higher management level.

- Primary first responder communications will use the District of Columbia's Public Safety Radio Network operated by the OUC.
- Previously distributed emergency telecommunications capabilities and devices will be used throughout the entire ESF #2 operating environment. These capabilities and devices include, but are not limited to the following:
  - 700/800 MHz radios
  - Priority dial tone service cards (GETS, WPS)
  - Cell phones, PDAs, and/or satellite phones

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Impacts to communication infrastructure

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

HSEMA will notify OCTO and the OUC of an emergency situation and the need to activate ESF #2. OCTO and the OUC will immediately notify the appropriate agency emergency response personnel of activation and dispatch an Emergency Liaison Officer (ELO) to the EOC in support of ESF #2 response activities. OCTO and the OUC will next alert all relevant communications personnel and industry partners and assume District-level coordination of communications assets, as necessary.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

- Immediately upon notification of a public emergency, OCTO will alert the NOC and dispatch an ELO to the EOC.
- The OUC will activate its emergency response plans and dispatch an ELO to the EOC.
- The OCTO NOC will open an event ticket, assign a critical event manager, notify OCTO leadership, establish a conference bridge, and send a NOC alert. OCTO will begin to analyze the situation and provide an initial damage assessment to ESF #2 and the CMT.

#### 4.4.2.2 Activation

- Activation is as requested by EOC/HSEMA/CMT. The HSEMA/CMT will activate the ESF #2 seat at the EOC and establish communications with supporting agencies, industry partners, regional stakeholders, HSEMA, and the CMT.
- OCTO will then take the following actions:
  - Alert technical support staff and dispatch the appropriate response personnel to address the emergency.
  - Determine the operational communications assets available for use within the affected area.
  - Identify communications assets immediately outside the affected area that may be brought physically or employed electronically to support the affected area.

- Identify all District communication assets and resources available to support the recovery mission, and develop a logistics plan for deployment.
- Assess the need for communications industry or federal agency support in coordination with ESF #5 and ensure that such support is available as needed.
- Assess the actual and planned actions of communication personnel and industry partners to respond to the situation.
- Provide a brief to ESF #5 of response activities, restoration plans, and repair solutions.
- Support agencies with assets in the disaster area will coordinate the deployment or redirection of those assets under the direction of ESF #2 in consultation with ESF #5.

#### **4.4.2.3 Continuing Actions**

- The OCTO NOC will continue to coordinate and monitor all agency response, restoration, and repair activities.
- ESF #2 will continue to brief ESF #5 through situation reports and action planning.
- ESF #2 member organizations tasked to provide assets will confirm their status with ESF #2 when those assets have been prepared, deployed, and/or become operational.
- ESF #2 will continue to monitor the situation and complete the following actions:
  - Coordinate District communications support to responding agencies, industry partners, and voluntary relief organizations.
  - Recommend the release of District communications resources when they are no longer required.
  - Maintain an audit record for all communications support activities associated with the event.
  - Share damage assessment information with ESF #5 and all ESFs and with other District agencies upon request.
  - In coordination with ESF #5, develop and promulgate information collection guidelines and procedures in order to enhance assessment, allocation, and coordination of government and industry telecommunications assets.

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #2 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.

- After exhausting National Capital Region and interstate mutual aid resources, the Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section in the EOC or Joint Field Office (JFO) is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Recovery Manager, or the relevant Recovery Support Function if activated, of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain standard operating procedures and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**Office of the Chief Technology Officer (OCTO):** OCTO will ensure the provision of adequate communications support to District response operations. OCTO is responsible for the following actions:

- Assess the communication requirements to respond to the emergency, and mobilize communication assets and resources to be deployed in support of these efforts.
- Monitor the recovery efforts and, as required, coordinate the provision of communications support required by the District government to meet the challenge.
- Provide situation status reports to ESF #5 as required.
- Monitor the status of critical situations that have the potential for developing into public emergencies and determine whether adequate communications services are being provided to support response operations.
- Assess the impact on existing District government communications services and employ strategies to mitigate any risk.
- Coordinate the restoration and/or rerouting of existing District government communications services and the provision of new communications services.
- Coordinate with communications service providers and prioritize requirements as necessary when providers are unable to satisfy all communications service requirements or when the allocation of available resources cannot be fully accomplished at the field level.
- Process industry requests for assistance that support response activities and coordinate with responsible agencies to ensure safe access for communications work crews into restricted areas.

### 5.2 Support Agencies, Departments, and Organizations

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#### 5.2.1 Primary Support Agency

**Office of Unified Communications (OUC):** OUC, in coordination with OCTO, will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies. OUC manages citywide E-9-1-1 emergency dispatch support from the OUC E-9-1-1 Center. In addition, the OUC has primary responsibility for the first responder radio communications and public safety interoperability. OUC is responsible for the following actions:

- Support ESF #2 response activities at the EOC and provide situation status to ESF #2 and the CMT.
- Ensure interoperability on the unified 700/800 MHz radio system.
- Ensure that all information regarding potential or actual public emergencies with significant communications implications is brought to the attention of ESF #2 and ESF #5.
- Coordinate all response activities with ESF #2 and supporting agencies.

- Monitor the status of crucial situations that have the potential for developing into an emergency and that may require emergency communications support.
- Assist OCTO in assessing the impact of radio communications assets, resources, and services.
- Coordinate with ESF #2 member organizations to obtain additional communications specialists to augment first responder communications.

### 5.2.2 Support Agencies and Departments

- **Department of Corrections (DOC):** DOC communications assets and resources can be leveraged as part of a coordinated communications response effort.
- **Department of General Services (DGS):** DGS will use the 700/800 MHz radio system as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort.
- **Department of Health (DOH):** DOH will use the 700/800 MHz radio system as a primary means of communication, and provide public health warnings through the Health Alert Notification network. These assets and resources can be leveraged as part of a coordinated communications response effort.
- **Department of Human Services (DHS):** DHS will use the 700/800 MHz radio system as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort.
- **Department of Parks and Recreation (DPR):** DPR will use the 700/800 MHz radio system as a secondary means of communication and can share these assets and resources as part of a coordinated communications response effort.
- **Department of Public Works (DPW):** DPW will use the 800 MHz radio as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort. In the event of a District communications system failure, DPW can supply personnel and vehicles as couriers.
- **District of Columbia Public Schools (DCPS):** DCPS will use the 700-MHz radio system as a secondary means of communication and can share these assets and resources as part of a coordinated communications response effort. For in school coordination, staff will utilize the 150 MHz portable radios that are used day-to-day for onsite communications.
- **Department of Energy & Environment (DOEE):** DOEE will coordinate with ESF #2 to help facilitate the restoration of energy systems and fuel supplies following a public emergency.
- **District Department of Transportation (DDOT):** DDOT will use the 700/800 MHz radio as a primary means of communication and can share these assets and resources as part of a coordinated communications response effort.
- **Executive Office of the Mayor (EOM):** EOM will identify alternate communication mediums to keep the public notified on the state of the emergency.
- **Fire and Emergency Medical Services (FEMS):** FEMS will use the 700/800 MHz radio system as a primary means of communication.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of

information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.

HSEMA receives and assembles damage reports from all sources and prepares an incident report for the Consequence Management Team (CMT). The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the Emergency Operations Center (EOC) through their Emergency Liaison Officers (ELOs).

HSEMA uses 700/800 MHz radios as a primary means of communication as well as two mobile command vehicles with GIS capabilities. In addition, HSEMA provides public notifications through WAWAS and the Roam Secure Alert Network (RSAN). HSEMA activates local Radio Amateur Civil Emergency Services (RACES) and Radio Emergency Associated Citizens Teams (REACT) to complement or augment emergency communications systems.

- **Metropolitan Police Department (MPD):** MPD will use the 700/800 MHz radio system as a primary means of communication and the 700/800 MHz as a secondary means of communication. MPD will defer to FEMS for communications lead when interoperability issues arise.
- **Office of Cable Television (OCT):** OCT will, in conjunction with District radio stations, broadcast the EAS to inform District residents of pending or occurring emergencies and provide guidance on appropriate protective actions.

### 5.2.3 Support Organizations

- **AT&T:** AT&T will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Comcast:** Comcast will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will use the 800 MHz radio system as a primary means of communication. DC Water provides situational awareness information and communications assets may be leveraged for response activities.
- **Direct TV:** Direct TV will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Dish Network:** Dish Network will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **PEPCO:** PEPCO will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Radio Emergency Associated Communication Teams (REACT):** REACT will support and provide an auxiliary communications network in the event of a breakdown in the District's communication system, and it will provide a liaison to the EOC.

- **RCN:** RCN will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Sprint-** Sprint will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Verizon:** Verizon will provide a liaison to the EOC to ensure continuity of services, the integrity of its communications infrastructure, and the coordination of emergency response efforts. Verizon will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.

## 5.3 Federal Agencies

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### 5.3.1 Primary Federal Agency

**U.S. Department of Homeland Security(USDHS)/National Protection and Programs Directorate (NPPD)/Office of Cyber Security and Communications (CS&C):** The USDHS/NPPD/CS&C is the coordinator for national ESF #2 and will provide direct, technical, and other support to the District through OCTO, as the primary District agency for implementation of ESF #2 at the EOC. CS&C also operates the National Cybersecurity and Communications Integration Center (NCCIC).

### 5.3.2 Support Federal Agency

- **DC National Guard (DCNG):** As requested through HSEMA, the DCNG can provide communication assets, resources, and support to install the communications infrastructure to develop field command posts or alternate operation centers. Under catastrophic emergency conditions, DCNG can leverage Department of Defense assets to provide extreme communication solutions to devastated areas of operation.
- **Department of the Army Military Auxiliary Radio System (MARS):** MARS is a Department of Defense sponsored program. MARS members consist of licensed amateur radio operators who can provide emergency communications support during response operations.
- **Department of Homeland Security Office of Emergency Communications (OEC):** OEC coordinates with all levels of government to improve emergency communication capabilities.

# EMERGENCY SUPPORT FUNCTION #3

## PUBLIC WORKS AND ENGINEERING

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #3 - Public Works and Engineering provides technical advice and evaluation and coordinates engineering services, and emergency repair of water and wastewater treatment facilities; distribution of emergency potable water and ice; debris removal; and emergency power support to predetermined District facilities.

The policies and responsibilities discussed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- Reference A: Debris Management Plan
- Reference B: Emergency Power Plan
- Reference C: Ice Distribution Plan
- Reference D: Potable Water Distribution
- Reference E: Snow Plan
- Reference F: Continuity of Operations Plan
- Reference G: Pandemic Flu Plan

Throughout this annex, reference to these plans will be made by letter. When subordinate plans are updated, changes to the title or date will occur in this section.

ESF #3 activities include the following:

- ESF #3 will participate in pre-emergency activities, such as pre-positioning of equipment, assets, assessment teams, and contractors and deployment of other advance elements.
- ESF #3 will participate in needs/damage assessments immediately following an emergency.
- If requested by ESF #1 - Transportation and if resources are available, ESF # 3 will support emergency clearance of debris to enable reconnaissance of damaged areas and passage of emergency personnel and equipment for lifesaving, property protection, and health and safety.
- ESF #3 will manage debris removal and disposal from public property for lifesaving, property protection, and health and safety.
- If requested by ESF #1 and if resources are available, ESF # 3 will clear emergency access routes to damaged waterways for access to survivors.
- ESF #3 will provide emergency water supplies pending restoration of public water utility operations.
- ESF #3 will assist with emergency contracting to support public health and safety, such as providing for debris removal and potable water, ice, and power.

- ESF #3 will provide basic sanitation support to include street cleaning, litter can removal, fleet services, parking enforcement, and towing of illegally parked or abandoned vehicles (excluding portable sanitation facilities, which are supported by ESF #7 - Resource Support).
- ESF #3 will support ESF #13 law enforcement efforts during major special events by implementing sanitization of secured zones and motorcade routes, removing street furnishings, erecting and removing barriers, and moving other assets.
- ESF #3 will provide flood inundation maps.

## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #3 – Public Works and Engineering. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Department of Public Works
<b>Support Agencies</b>	Department of Consumer and Regulatory Affairs Department of General Services Department of Parks and Recreation Department of Energy & Environment District Department of Transportation Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office of the Chief Technology Officer Office of Contracting and Procurement Office of Unified Communications
<b>Support Organizations</b>	DC Water
<b>Regional Agencies/ Organizations</b>	Metropolitan Washington Council of Governments
<b>Primary Federal Agency</b>	U.S. Department of Defense/U.S. Army Corps of Engineers
<b>Support Federal Agencies</b>	U.S. Department of the Interior/ National Park Service U.S. Environmental Protection Agency

**The ESF #3 Primary Agency/Department is the Department of Public Works (DPW).** DPW will provide solid waste and debris removal and coordinate with DDOT, DCRA, and DGS, to assist with the inspection of facilities, as required. DPW will also work in coordination with DDOT and DOH to facilitate the movement of Strategic National Stockpile (SNS) supplies. DC Water and DOH, as necessary, will ensure that the water and sewer sanitation within the emergency area are safe.

**The ESF #3 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #3. The specific responsibilities of supporting agencies may be articulated within the agencies’ administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #3 activities.

**The ESF #3 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District’s desired end state.

**The ESF #3 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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# 1.0 INTRODUCTION

## 1.1 Purpose

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Emergency Support Function (ESF) #3 - Public Works and Engineering provides technical advice and evaluation and coordinates engineering services, and emergency repair of water and wastewater treatment facilities; distribution of emergency potable water and ice; debris removal; and emergency power support to predetermined District facilities.

## 1.2 Scope

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The policies and responsibilities discussed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- Reference A: Debris Management Plan
- Reference B: Emergency Power Plan
- Reference C: Ice Distribution Plan
- Reference D: Potable Water Distribution
- Reference E: Snow Plan
- Reference F: Continuity of Operations Plan
- Reference G: Pandemic Flu Plan

Throughout this annex, reference to these plans will be made by letter. When subordinate plans are updated, changes to the title or date will occur in this section.

ESF #3 activities include the following:

- ESF #3 will participate in pre-emergency activities, such as pre-positioning of equipment, assets, assessment teams, and contractors and deployment of other advance elements.
- ESF #3 will participate in needs/damage assessments immediately following an emergency.
- If requested by ESF #1 - Transportation and if resources are available, ESF # 3 will support emergency clearance of debris to enable reconnaissance of damaged areas and passage of emergency personnel and equipment for lifesaving, property protection, and health and safety.
- ESF #3 will manage debris removal and disposal from public property for lifesaving, property protection, and health and safety.
- If requested by ESF #1 and if resources are available, ESF # 3 will clear emergency access routes to damaged waterways for access to survivors.
- ESF #3 will provide emergency water supplies pending restoration of public water utility operations.
- ESF #3 will assist with emergency contracting to support public health and safety, such as providing for debris removal and potable water, ice, and power.

- ESF #3 will provide basic sanitation support to include street cleaning, litter can removal, fleet services, parking enforcement, and towing of illegally parked or abandoned vehicles (excluding portable sanitation facilities, which are supported by ESF #7 - Resource Support).
- ESF #3 will support ESF #13 law enforcement efforts during major special events by implementing sanitization of secured zones and motorcade routes, removing street furnishings, erecting and removing barriers, and moving other assets.
- ESF #3 will provide flood inundation maps.

## 1.3 Limitations

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Department of Public Works (DPW) will have limitations regarding available personnel to assist with commercial driver licensed (CDL) drivers for the movement of Department of Health's (DOH) points of distribution supplies.

## 2.0 POLICIES

- The roles and responsibilities of the DPW, District Department of Transportation (DDOT), District of Columbia Water and Sewer Authority (DC Water, Department of General Services, Department of Consumer and Regulatory Affairs (DCRA), Department of Parks and Recreation (DPR), and Department of Energy & Environment (DOEE) must be closely coordinated to execute ESF #3. Detailed plans for ESF #3 emergency power operations, debris operations, potable water distribution, and ice distribution, can be found at DPW, Office of Safety and Emergency Preparedness.
- Provides guidance for planning, coordinating, and implementing the debris wreckage removal process following an emergency.
- If incident response surpasses ESF #3 capabilities, requests for additional resources from the private sector and/or other regional government agencies will occur via request by the Homeland Security and Emergency Management Agency (HSEMA) and/or through the Emergency Management Assistance Compact (EMAC) process.
- DOEE will support hazardous materials clean up. DPW does not have the capability to respond to or clean up hazardous materials spills.
- Priority service for pre-designated District personnel uses the Government Emergency Telecommunications Service and Wireless Priority Service federal subscription programs.
- Public emergency notifications are delivered through the Washington Metropolitan Area Warning System, the Roam Secure Alert Network, and the National Emergency Alert System (EAS).
- OCTO has established an information technology (IT) security program to harden the communications infrastructure and continuously monitor the network for cyber security vulnerabilities and threats.

## 3.0 SITUATION AND ASSUMPTIONS

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### 3.1 Situation

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#### 3.1.1 Disaster Condition

DPW provides municipal services in two distinct program areas: environmental services/solid waste management and parking enforcement. Both contribute to making District streets and public spaces clean and safe.

DPW's Solid Waste Management Administration performs a number of daily operations including trash and recycling collection, sanitation education and enforcement, graffiti removal, public litter can service, fall leaf collection, and street and alley cleaning.

DPW's Fleet Management Administration supports municipal operations by procuring, fueling, and maintaining thousands of District government vehicles, from sedans to heavy equipment.

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

#### 3.1.2 Special Events

A National Special Security Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #3 response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

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- Access to emergency areas will be dependent upon the re-establishment of ground and water routes. In many locations, debris clearance for access and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- To minimize threats to public health, emergency environmental waivers and legal clearances will be needed to dispose of emergency debris and materials from demolition activities. Under federal regulations, local authorities are responsible for obtaining required waivers and clearances. Federal agencies are responsible for complying with appropriate federal environmental and historic preservation statutes.
- Construction equipment and materials and significant numbers of personnel having engineering and construction skills might be required from outside the disaster area.

- Primary and support agencies will perform tasks under their own authorities, as applicable, in addition to missions received under the authority of the *District Response Plan* (DRP).
- With the loss of essential public services, basic needs such as refrigeration, electrical power, and water may be lost. Expedient temporary means to provide power (generators) to predetermined facilities, water, and ice supplies must be coordinated by ESF #3.
- In terrorist incidents, including the use of weapons of mass destruction, response leadership functions will be taken on by the Federal Bureau of Investigation), specifically those related to assuming control during debris removal operations. *Additional detail regarding WMD can be found in the National Response Framework, ESF #3, and the DRP Terrorism Annex. The DRP Terrorism Annex is law enforcement sensitive and is classified as **for official use only**.*

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- **DPW Emergency Coordination Center (ECC):** As the primary agency for ESF #3, DPW will operate from its Emergency Coordination Center located on the sixth (6<sup>th</sup>) floor of the Reeves Center and from its Debris ECC on Fenwick Street N.E. DPW may request support agency liaison representatives to report to its ECC if the emergency warrants.
- **HSEMA Emergency Operations Center (EOC):** DPW, Department of General Services (DGS), DOEE, and DC Water will provide the necessary representation at the EOC.
- **Interagency Liaisons:** DPW will coordinate with HSEMA to ensure that necessary representatives are immediately provided for the formation of any interagency coordination groups that are established based on the magnitude and scope of the public emergency.

### 4.2 Coordination and Control

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The agencies that comprise ESF #3 will execute their respective authorities and program responsibilities before, during, and immediately following an emergency. ESF #3 will be represented by an Emergency Liaison Officer (ELO); activities will be tracked and monitored in the EOC. Support agency representatives will collaborate with District field personnel to coordinate support with their agencies through agency operations centers and the ESF #3 ELO, as necessary to ensure a common operating picture is established among the disaster areas.

### 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Impact on public works infrastructure
- Available public works resources and personnel

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- The EOC will notify DPW, the primary agency of ESF #3, of an emergency situation. DPW will then immediately notify the appropriate Emergency Response Team members within the ESF #3 support function. Upon activation of the EOC, the ESF #3 ELO will be dispatched to the location.
- Upon receiving notification of EOC activation, DPW, the primary agency for ESF #3, will determine support agency requirements based on the magnitude and scope of the emergency and coordinate with HSEMA.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

The member agencies of ESF #3 will execute their programs in accordance with their operations plans and prepare to send representatives to the EOC and the DPW ECC to coordinate ESF #3 functions. If there is a presidential declaration of emergency or major disaster, a liaison may be provided to the Joint Field Office (JFO) upon request, and the U.S. Army Corps of Engineers (USACE) may send a liaison to the EOC.

#### 4.4.2.2 Activation

- Notify employees of incident and provide guidance regarding preparedness and protective actions, including system checks, refueling of fleet, employee readiness, communications and emergency protocols checks, generator checks, increased security and surveillance etc.
- Notify employees of activation and begin 12-hour shift.
- Dispatch an ELO to the EOC and support other agency coordination centers as deemed necessary.
- Ensure required resources to include contracts, equipment, and personnel are available.
- Activate emergency response plans.
- ESF #3 agencies will obtain the necessary environmental waivers and legal clearances required for removal and disposal of emergency debris and materials from demolition. This will be accomplished in coordination with DOEE, the DOH, and the U.S. Environmental Protection Agency (EPA).

#### 4.4.2.3 Continuing Actions

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

#### 4.4.2.4 Public Information/Crisis Communication

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #1 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.

- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### 4.4.2.5 Resource Requirements

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the EMAC mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.
- Internal tracking of resources will be done via in-house tracking mechanisms currently in place and being used by DPW.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the Consequence Management Team (CMT) will direct the implementation of the incident demobilization plan. The Planning Section in the EOC or JFO is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Recovery Manager, or the relevant Recovery Support Function if activated, of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.

- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain Standard Operating Procedures (SOPs) and Standard Operating Guides (SOGs) as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**Department of Public Works (DPW):** DPW will provide solid waste and debris removal and coordinate with DDOT, DCRA, and DGS, to assist with the inspection of facilities, as required. DPW will also work in coordination with DDOT and DOH to facilitate the movement of Strategic National Stockpile (SNS) supplies. DC Water and DOH, as necessary, will ensure that the water and sewer sanitation within the emergency area are safe.

### 5.2 Support Agencies, Departments, and Organizations

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#### 5.2.1 Support Agencies and Departments

- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA will be the lead agency in facilitating damage assessments of District-owned and operated structures. DCRA will work with DPW, DGS, DPR, and DDOT in ensuring that all structures have been properly inspected and have been deemed safe and inhabitable.
- **Department of General Services (DGS):** DGS will be the lead agency in implementing facilities management for District-owned and operated facilities. This includes emergency restoration of critical District-owned and operated facilities, building security, maintenance and repairs, custodial services, and snow removal (from sidewalks, driveways, etc.) of District-owned and operated facilities. DGS includes energy management, which is responsible for the purchasing and distribution of fuel oil to supplement DPW Fleet Management Administration's fuel supply. DGS will ensure routine inspection and maintenance of generators in facilities that are leased and/or owned by the District. Also, energy services will track utility services within the District government. The DGS Facilities Maintenance can assist in restoring facilities.  
  
Demolition or stabilization will be performed when structures and facilities are designated by the District government as immediate hazards to public health and safety or to facilitate lifesaving operations, as necessary. This may include temporary protective measures to abate immediate hazards to the public until demolition is accomplished.
- **Department of Parks and Recreation (DPR):** DPR is responsible for clearing, removing, and disposing of debris on DPR property. Also, DPR supports ESF #3 as needed in its efforts to remove and dispose of vegetative debris during the response and recovery phases of an emergency event by providing temporary debris management sites, personnel, equipment, and

vehicles. Through ESF #16 - Volunteer and Donations Management, DPR provides volunteers to ESF #3 for water and ice distribution.

- **Department of Energy & Environment (DOEE):** DOEE will coordinate with ESF #3 to help facilitate the restoration of energy systems and fuel supplies, and the disposal of hazardous materials following an emergency. DOEE will coordinate flood plain management.
- **District Department of Transportation (DDOT):** DDOT will dispatch emergency teams to inspect and report on the stability and availability of emergency routes, streets, bridges, and ports. DDOT will assist with procurement and execution of contracting for construction management and inspection services. DDOT will coordinate and offer, when available, CDL drivers and commercial vehicles to support debris removal, the clearing of roadways, the movement of Strategic National Stockpile supplies, and the re-establishment of the District's infrastructure. DDOT will need to coordinate with PEPCO regarding down power lines when supporting debris removal activities that include trees.
- **Fire and Emergency Medical Services (FEMS):** FEMS will coordinate with DPW to support ESF #3 operations.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA will coordinate with ESF #3 regarding the need to conduct preliminary and joint damage assessments. HSEMA will receive and assemble damage reports from all sources and prepare an incident report for the CMT. The CMT will assess the emergency and provide a copy of their assessment to the primary ESF agencies. The ESF primary agencies will notify their support agencies, implement their continuity of operations plans, and follow their SOGs. The ESF primary agencies will communicate response actions and any changes in operating status to the EOC through their ELOs. HSEMA will provide damage and incident updates to FEMA and other federal sector partners to facilitate federal assistance.
- **Metropolitan Police Department (MPD):** MPD will provide police escorts for mobile fueling units and Strategic National Stockpile supply vehicles (as warranted). Also, MPD will clear traffic lanes to enable debris removal operations to proceed along access ways.
- **Office of the Chief Technology Officer (OCTO):** OCTO will provide communication and geographic information systems (GIS) support to ESF #3.
- **Office of Contracting and Procurement (OCP):** OCP provides ESF #3 with pre-positioned and emergency contracts for required equipment and services (as detailed in all references).
- **Office of Unified Communications (OUC):** OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.

### 5.2.2 Support Organizations

- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will provide maintenance of the public water distribution and sewer collection system in the District of Columbia. Additionally, DC Water will be responsible for ensuring the collection system can function adequately and deliver wastewater to the wastewater treatment facility located at Blue Plains. DC Water, in conjunction with the Washington Aqueduct, will provide information to the ESF #3 ELO on supply of potable water through the distribution system. If accessible, DC

Water will provide temporary restoration of any portion of the water distribution and sewer collection system affected by the declared emergency.

If accessible, DC Water will provide crews to facilitate emergency restoration of affected portions of the water distribution system and the sewer collection systems. This would include the pump stations and wastewater treatment plant. When requested, DC Water will provide equipment and personnel to support the ESF #3 primary agency during emergencies.

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## 5.3 Regional Organizations

**Metropolitan Washington Council of Government (COG):** COG's regional response in coordination with HSEMA will facilitate coordination between Regional-ESF #3 Solid Waste and DPW in support of debris management.

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## 5.4 Federal Agencies

### 5.4.1 Primary Federal Agency

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

Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the USDHS National Response Coordination Center. When the JFO is established near the disaster area, ESF representatives that comprise the Emergency Response Team will be in the JFO.

### 5.4.2 Support Federal Agency

- **U.S. Department of the Interior (DOI)/ National Park Service (NPS):** NPS is the federal ESF #3 agency for clearing, removing, and disposing of debris from federal park properties and monuments.
- **U.S. Environmental Protection Agency (EPA):** Each year, thousands of emergencies involving oil spills or the release (or threatened release) of hazardous substances are reported in the United States. Emergencies range from small scale spills to large events requiring prompt action and evacuation of nearby populations.

EPA's emergency response program responds to chemical, oil, biological, and radiological releases and large-scale national emergencies, including homeland security incidents. EPA provides support when requested or when state and local first responder capabilities have been exceeded. Through coordinating and implementing a wide range of activities, EPA conducts removal actions to protect human health and the environment. This is done by either funding response actions directly or overseeing and enforcing actions conducted by potentially responsible parties.

In carrying out these responsibilities, EPA coordinates with other EPA programs (including the Superfund remedial program), other federal agencies, states, tribes, and local governments. This coordination is done through On-Scene Coordinators and EPA's Special Teams.

# EMERGENCY SUPPORT FUNCTION #4 FIREFIGHTING

## EXECUTIVE SUMMARY

Emergency Support Function (ESF) #4 - Firefighting, through the Fire and Emergency Medical Services (FEMS), supports the District of Columbia (District) with the prevention, response, and suppression of urban and brush fires resulting from or occurring coincidentally with an emergency in an extraordinary situation.

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

The policies and responsibilities detailed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- Metropolitan Washington Council of Governments (COG) Fire and Rescue Mutual Aid Operations Plan
- Standard Operating Guides (SOGs) of FEMS

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #4 - Firefighting. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Fire and Emergency Medical Services
<b>Support Agencies</b>	Department of Consumer and Regulatory Affairs Department of Health Department of Human Services Department of Behavioral Health Department of Public Works Department of Energy & Environment District Department of Transportation Homeland Security and Emergency Management Agency Metropolitan Police Department Office of the Chief Medical Examiner Office of Contracting and Procurement Office of the Tenant Advocate Office of Unified Communications
<b>Support Organizations</b>	DC Water PEPCO Washington Gas Company
<b>Regional Agencies/ Organizations</b>	American Red Cross of the National Capital Region Maryland Institute for Emergency Medical Services National Capital Region Fire Departments Washington Metropolitan Area Transit Authority
<b>Primary Federal Agency</b>	U.S. Department of Agriculture/Forest Service
<b>Support Federal Agencies</b>	Civil Support Teams District of Columbia National Guard U.S. Army Golden Eagles - Engineering Battalion U.S. Coast Guard U.S. Environmental Protection Agency U.S. Park Police

**The ESF #4 Primary Agency/Department is FEMS.** FEMS responds to calls from residents, visitors, and organizations in the District. FEMS provides an emergency liaison officer (ELO) to the Homeland Security and Emergency Management Agency Emergency Operations Center to provide FEMS' operations status. FEMS accomplishes this responsibility through five areas of operations:

- Fire Prevention: Prevent fires before they occur.
- Fire Suppression: Extinguish fires that do occur.
- Special Operations: Provide technical rescue.

- Emergency Medical Services: Provide state-of-the-art pre-hospital emergency medical treatment and transport services.
- Support Services: Administration, finance, communication, fleet maintenance, research and development, risk management, professional standards, management information and technology services, and departmental training.

**The ESF #4 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #4. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #4 activities.

**The ESF #4 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #4 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #4 - Firefighting, through the Fire and Emergency Medical Services (FEMS), supports the District of Columbia (District) with the prevention, response, and suppression of urban and brush fires resulting from or occurring coincidentally with an emergency in an extraordinary situation.

### 1.2 Scope

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

The policies and responsibilities detailed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- Metropolitan Washington Council of Governments (COG) Fire and Rescue Mutual Aid Operations Plan
- Standard Operating Guides (SOGs) of FEMS

## 2.0 POLICIES

- Priority will be given to saving lives and protecting property, in that order.
- The Incident Command System (ICS) will be implemented to manage and control resources at the scene of emergencies.
- The FEMS Personnel Accountability System will be used to track and control the movement of FEMS personnel.
- FEMS will operate at incidents using SOGs, which are predetermined, standardized practices that enable the firefighting units to operate in a coordinated and safe manner.
- FEMS utilizes the National Capital Region Mutual Aid Agreement (NCR-MAA), the COG Fire and Rescue Mutual Aid Operations Plan (MAOP), and the Emergency Management Assistance Compact (EMAC) to support expanding incidents, to coordinate response throughout the region, and to share unique resources.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

- The management of a large firefighting operation is complex, often involving dozens of firefighting resources. Fire resulting from or independent of an emergency but occurring concurrently with the emergency may place extraordinary demands on available resources and logistics support systems.

- An emergency may result in numerous urban fires. The damage potential from fires in urban areas during and after an emergency exceeds that of all other causes. Fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.
- Fires in the District may go beyond urban fires to include brush fires. These have the potential to occur in locations like Rock Creek Park and at other parks and recreational facilities in the District. Brush fires also may spread to residential areas, posing a threat to both life and property.

### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #4 response to assist in addressing public safety and security concerns may be needed.

## 3.2 Planning Assumptions

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- Urban fires may result from a natural disaster. They also may occur as a result of another significant incident. Large, damaging fires may be common.
- At the time of an emergency, there may be fires burning in multiple locations in the District and region. These fires will draw upon the same resources (engines or other tactical and support resources) that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in emergency and firefighting operations competing for resources.
- Communications, including all internal, external, and public interfaces, may be interrupted.
- Bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., may hamper access, making conventional travel to the fire location extremely difficult or impossible.
- Environmental conditions (if present), such as heat, cold, and wind, will have an effect on operations, responders, and citizens.
- The NCR-MAA defines efficient and effective mutual aid among the various local, state, and federal fire suppression agencies. The MAOP requires the use of ICS in accordance with the National Incident Management System, together with compatible firefighting equipment and communications.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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FEMS is an integrated system of firefighting, rescue, and emergency medical units strategically located throughout the District. These units are continually staffed with highly trained Firefighters, Emergency Medical Technicians, and Paramedics. FEMS uses ICS to effectively manage and control resources at the scene of emergencies.

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## 4.2 Coordination and Control

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- FEMS, as the primary agency for ESF #4, will manage and coordinate firefighting and fire suppression activities by mobilizing fire and rescue resources in support of urban firefighting operations. FEMS will use established firefighting and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with Incident Commanders.
- During activation of fire-related emergency notification protocols, the Fire Chief or designee will notify all Senior Command Staff officials via established systems.

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## 4.3 Mission Critical Tasks

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### 4.3.1 Notification

- In most cases, these types of incidents are reported directly to 9-1-1 at the Office of Unified Communications (OUC).
- During activation of fire-related emergency notification protocols, the Fire Chief or designee will notify Senior Command Staff officials via established systems.
- The Fire Chief or designee will request local support from the NCR-MAA, OUC, and then coordinate efforts through the Homeland Security and Emergency Management Agency (HSEMA) when necessary.
- Resources requested from outside the NCR will go through HSEMA according to the EMAC.

### 4.3.2 Response Actions

#### 4.3.2.1 Initial Actions

- The ESF #4 Coordinator, a FEMS Emergency Liaison Officer (ELO) with the rank of Fire Captain or higher who has a working knowledge of SOGs, resources, and capabilities of FEMS, will do the following:
  - Locate at the HSEMA Emergency Operations Center (EOC) within two hours of notification.
  - Establish communication links with primary agencies and support agencies.
  - Establish communication links with the Incident Commanders.
  - Establish communications links with the FEMS Senior Command Staff.
  - Obtain an initial fire situation and damage assessment through established intelligence procedures.
  - Contribute to situation reports (SITREPs) and after action reports.
- FEMS operations will do the following:
  - Provide command and control of incidents.
- Institute an incident management system, including Unified Command as necessary.
  - Provide trained Firefighters to the scene.
- Maintain an adequate on-duty force as first responders.
- Activate the FEMS Mobilization Plan as necessary to call in off-duty personnel.

- Provide sufficient firefighting apparatus to the scene, as required by immediate firefighting needs.
  - Maintain sufficient frontline fire apparatus for immediate response.
- Perform search and rescue as necessary.
  - Provide trained search and rescue personnel to the scene.
- Perform technical rescue as necessary.
  - Provide trained technical rescue personnel with appropriate equipment to the scene.
- Provide Emergency Medical Technicians and Paramedics to the scene with appropriate equipment.
  - Perform triage and emergency medical treatment as necessary.
- Provide emergency medical services transport units to the scene, as required.
  - Perform emergency medical transportation as necessary.
  - Maintain sufficient in-service ambulances.
- Determine if evacuations are needed.
  - Direct and coordinate the evacuation of at-risk populations.

#### 4.3.2.2 *Activation*

- Initiation of the *District Response Plan* (DRP) and activation of the EOC will be communicated to FEMS by the Consequence Management Team (CMT), or the Director of HSEMA.
- Not all initiations of the DRP and activations of the EOC will require establishment of ESF #4.
- In the event of an incident that requires support and resources outside of normal operations, the Incident Command, through FEMS leadership, can request initiation and/or activation through the CMT or the Director of HSEMA.

#### 4.3.2.3 *Continuing Actions*

- Obtain, maintain, and provide fire situation and damage assessment information through established intelligence procedures.
- Determine and resolve, as necessary, issues regarding resource shortages, slow processing, and interagency conflicts.
- Maintain close coordination with the support agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Document resource expenditures.
- Request additional resources as necessary from support agencies, mutual aid providers, EMAC, and federal agencies.
- Procure and maintain sufficient reserve fire apparatus to enable additional units to be placed in service as required.
- Activate mutual aid agreements to ensure additional immediate response if necessary from surrounding jurisdictions.
- Procure and maintain an adequate stock of medical supplies.

- Activate agreements for emergency resupply as needed.
- Procure and maintain sufficient reserve ambulances to enable additional units to be placed in service as required.
- Activate mutual aid agreements to enable requests for immediate mutual aid ambulance units.
- Perform fire/arson investigation.
- Maintain an on-duty investigation team for the duration of the investigation.

#### **4.3.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #4 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.3.2.5 Resource Requirements**

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the EMAC mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### **4.3.2.6 Demobilization**

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section in the EOC or Joint Field Office (JFO) is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel

- Establish recall roster in case reactivation is required
- Notify personnel to be released of the specific times for release
- Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Recovery Manager, or the relevant Recovery Support Function if activated, of ongoing activities.

### 4.3.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain Standard Operating Procedures and SOGs as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

**Fire and Emergency Medical Services (FEMS):** FEMS responds to calls from residents, visitors, and organizations in the District. FEMS will provide an ELO to the EOC to provide FEMS' operations status. FEMS accomplishes this responsibility through five areas of operations:

- Fire Prevention: Prevent fires before they occur.
- Fire Suppression: Extinguish fires that do occur.
- Special Operations: Provide technical rescue.
- Emergency Medical Services: Provide state-of-the-art pre-hospital emergency medical treatment and transport services.
- Support Services: Administration, finance, communication, fleet maintenance, research and development, risk management, professional standards, management information and technology services, and departmental training.

### 5.2 Support Agencies, Departments, and Organizations

#### 5.2.1 Support Agencies and Departments

- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA will provide engineers to assess structural damage and provide building plans as available for affected structures.

- **Department of Health (DOH):** DOH will provide technical assistance on the health and medical impact of the emergency and assist in the determination of appropriate care for survivors. The DOH's Health Emergency Preparedness and Response Administration (HEPRA) will provide medical consultation, provide advice on health risks and recommendations, and support pre-hospital care. DOH will establish casualty collection points (CCP) in coordination with FEMS.
- **Department of Human Services (DHS):** DHS will assist in providing for evacuees, including food, shelter, and supplies; request assistance from ESF #1 to transport evacuees to shelters; and establish shelter operations in coordination with DHS's agreements with the American Red Cross of the National Capital Region.
- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, support, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel.
- **Department of Public Works (DPW):** DPW will provide on-site refueling and on-site sand and salt, as necessary, for slippery conditions. DPW will provide debris removal in accordance with their Debris Removal Plan. In concert with the Office of Contracting and Procurement, DPW will help coordinate heavy equipment, operators, riggers, and mechanics to support firefighting efforts as necessary. DPW will coordinate with DC Water to ensure an adequate supply is maintained to support firefighting efforts.
- **Department of Energy & Environment (DOEE):** DOEE will provide air quality monitoring support, to include plume monitoring, collect surface water runoff samples for analysis, and other support to monitor the affected area of contaminants. DOEE will coordinate with the National Response Center and the On-Scene Coordinator (OSC) in the monitoring and analysis of data and provide mitigation recommendations.
- **District Department of Transportation (DDOT):** DDOT will assist with traffic control and provide traffic operations support to emergency location(s).
- **Homeland Security Emergency Management Agency (HSEMA):** HSEMA will activate the EOC and require ESFs to staff the CMT and perform an assessment of the situation through SITREPs, determining the immediate critical needs and the need for federal assistance. HSEMA also provides public notifications through the Washington Area Warning System and the Roam Secure Alert Network. HSEMA can activate local Radio Amateur Civil Emergency Services and Radio Emergency Associated Citizens Teams to complement or augment emergency communications systems. The Mobile Command Center may be dispatched to the scene to gather information on the type of hazardous material involved as well as other data.
- **Metropolitan Police Department (MPD):** MPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after a fire to protect the health and safety of persons and the integrity of the fire scene. MPD also will perform criminal investigations as necessary.
- **Office of the Chief Medical Examiner (OCME):** OCME will coordinate all mass fatality management efforts, including investigating, establishing a temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.

- **Office of Contracting and Procurement (OCP):** OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
- **Office of the Tenant Advocate (OTA):** OTA may provide financial and/or emergency housing assistance to tenants in the aftermath of fires, floods, or government shutdown.
- **Office of Unified Communications (OUC):** OUC, in consultation with ESF #5 on protective actions, will facilitate and coordinate communications with the public. This may include the delivery of mitigation directions, evacuation instructions, and prioritization.

### 5.2.2 Support Organizations

- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will ensure that adequate water supply is maintained to support firefighting efforts.
- **PEPCO:** PEPCO will provide an Emergency Response Team (ERT) to address electric power utility disconnects as necessary.
- **Washington Gas Company (Washington Gas):** Washington Gas will provide an ERT to address natural gas utility disconnects as necessary.

### 5.3 Regional Agencies and Organizations

- **American Red Cross of the National Capital Region (ARC):** ARC in coordination with HSEMA will provide information on its assistance efforts under: ESF #6: Mass Care, Emergency Assistance, Housing and Human Services; ESF #8: Public Health and Medical Services; and ESF #16: Volunteer and Donations Management.
- **Maryland Institute for Emergency Medical Service Systems (MIEMSS):** MIEMMS coordinates components of Maryland's emergency medical services including volunteer and career EMS providers, medical personnel, transportation systems, and emergency departments.
- **National Capital Region (NCR) Fire Departments:** The following fire departments are signatories on the COG Fire and Rescue MAOP. The intent of the Fire and Rescue MAOP is to ensure the fullest cooperation among fire prevention and suppression and emergency medical services agencies in the NCR. In the event of a major disaster, all departments in this MAOP will call upon each other for response and recovery support. The NCR fire departments included in this are as follows:
  - City of Alexandria Fire Department
  - Arlington County Fire Department
  - District of Columbia Fire and Emergency Medical Services
  - City of Fairfax Fire Department
  - Fairfax County Fire Department
  - Frederick County Fire Department
  - Loudoun County Fire Department
  - City of Manassas Fire Department
  - City of Manassas Park Fire Department
  - Montgomery County Fire Department

- Prince George’s County Fire Department
- Prince William County Fire Department
- Metropolitan Washington Airports Authority Fire Department
- Naval District of Washington Fire Department
- **Washington Metropolitan Area Transit Authority (WMATA):** WMATA will respond to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as requested and coordinated by ESF #5, as needed, for evacuating the population.

## 5.4 Federal Agencies

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### 5.4.1 Primary Federal Agency

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

### 5.4.2 Support Federal Agency

- **Civil Support Teams (CST):** CST will provide direct, technical, and other support to firefighting operations.
- **District of Columbia National Guard (DCNG):** As requested through HSEMA, DCNG may provide traffic control, emergency transportation, evacuation of civilian population, communications assistance, area security, protection from theft and looting, medical services, aircraft for monitoring, surface radiation monitoring, radiation hazard plotting, wind and weather data, and control of reentry, as needed, during firefighting operations.
- **U.S. Army Golden Eagles – Engineering Battalion:** this resource can be accessed through HSEMA and provide heavy equipment that can be used to assist in firefighting operations.
- **U.S. Coast Guard (USCG):** USCG will provide direct, technical, and other support to firefighting operations.
- **U.S. Environmental Protection Agency (EPA):** EPA will provide direct, technical, and other support to firefighting operations.
- **U.S. Park Police:** U.S. Park Police will provide direct, technical, and other support to firefighting operations.

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# EMERGENCY SUPPORT FUNCTION #5

## EMERGENCY MANAGEMENT

### EXECUTIVE SUMMARY

**The Homeland Security and Emergency Management Agency (HSEMA) is the primary agency for Emergency Support Function (ESF) #5 - Emergency Management.** ESF #5 is responsible for supporting overall activities of the District of Columbia Government for incident management. ESF #5 collects, analyzes, processes, and disseminates information about a potential or actual emergency to facilitate the overall activities of the District government in providing assistance. ESF #5 coordinates all planning and preparedness efforts, facilitates a common operating picture, and provides actionable information to emergency responders and senior officials. This function will achieve situational awareness and, to the extent possible, analyze, contextualize, clarify, validate, eliminate, or minimize conflicting information received from numerous sources. Fulfilling this mission supports the planning and decision making process in the field, individual District agencies' operations centers, and the Consequence Management Team (CMT).

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

ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response. During the post incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations involving potential and actual emergency/disaster incidents. This includes incident action planning, supporting of operations, logistics and material, direction and control, information management, facilitation of requests for federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

ESF #5 focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard.

ESF #5 provides a framework to enable the management of cascading impacts and multiple incidents as well as the prevention of and preparation for subsequent events. Examples of incident management actions from the District perspective include:

- Elevating the national Homeland Security Advisory System alert condition and coordinating protective measures;
- Increasing countermeasures such as inspections, surveillance, security, counterintelligence, and infrastructure protection;

- Coordinating the public health surveillance and assessment processes and, where appropriate, conducting a wide range of prevention measures to include, but not be limited to, immunizations;
- Providing immediate and long-term public health and medical response assets;
- Coordinating federal support in the aftermath of an incident;
- Providing strategies for coordination of federal resources required to handle subsequent events;
- Restoring public confidence after a terrorist attack; and
- Enabling immediate recovery activities, as well as addressing long-term consequences in the impacted area.

## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #5 – Emergency Management. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Homeland Security and Emergency Management Agency
<b>Support Agencies</b>	Department of Behavioral Health Department of Consumer and Regulatory Affairs Department of Corrections Department of General Services Department of Health Department of Human Resources Department of Human Services Department of Motor Vehicles Department of Parks and Recreation Department of Public Works District of Columbia Housing Authority District of Columbia Public Schools Department of Energy & Environment District Department of Transportation Executive Office of the Mayor Fire and Emergency Medical Services Metropolitan Police Department Office of Cable Television Office of Planning Office of Risk Management Office of the Attorney General Office of the Chief Financial Officer Office of the Chief Technology Officer Office of the City Administrator Office of Unified Communications Serve DC
<b>Support Organizations</b>	AT&T Comcast DC Water Direct TV Dish Network Motorola PEPCO Sprint Verizon Washington Gas Company

<b>Regional Agencies/ Organizations</b>	Metropolitan Washington Council of Governments Washington Metropolitan Area Transit Authority
<b>Nongovernmental Organizations</b>	American Red Cross of the National Capital Region Salvation Army
<b>Primary Federal Agency</b>	U.S. Department of Homeland Security/Federal Emergency Management Agency U.S. Department of Homeland Security/Office of the National Capital Region Coordination
<b>Support Federal Agencies</b>	District of Columbia National Guard Joint Chiefs of Staff National Oceanic & Atmospheric Administration Small Business Administration U.S. Army Corps of Engineers U.S. Coast Guard U.S. Department of Defense U.S. Department of General Services U.S. Department of Homeland Security/Department of Justice U.S. Department of Homeland Security/National Protection and Programs Directorate/Office of Cyber Security and Communications U.S. Department of Housing and Urban Development U.S. Department of the Interior U.S. Department of Transportation U.S. Environmental Protection Agency

**The ESF #5 Primary Agency is HSEMA.** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA will coordinate District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA will execute actions to facilitate access to the federal disaster assistance process upon depletion of District, regional and interstate resources. As a part of HSEMA, the Washington Regional Threat and Analysis Center will provide situational awareness and strategic intelligence (collection, analysis, de-confliction, and dissemination), to support District law enforcement, first responder, homeland security, emergency management, and public health personnel, as well as key partners within the private sector.

**The ESF #5 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #5. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #5 activities.

**The ESF #5 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #5 Nongovernmental Organizations (NGOs)** are citizen-based associations that operate independently of government, usually to deliver resources or serve some social or political purpose. NGOs are classified as either operational NGOs, which are primarily concerned with development projects, or advocacy NGOs, which are primarily concerned with promoting a cause.

**The ESF #5 Federal Agencies/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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# 1.0 INTRODUCTION

## 1.1 Purpose

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The Homeland Security and Emergency Management Agency (HSEMA) is the primary agency for Emergency Support Function (ESF) #5 - Emergency Management. ESF #5 is responsible for supporting overall activities of the District of Columbia government for incident management. ESF #5 collects, analyzes, processes, and disseminates information about a potential or actual emergency to facilitate the overall activities of the District government in providing assistance. ESF #5 coordinates all planning and preparedness efforts, facilitates a common operating picture, and provides actionable information to emergency responders and senior officials. This function will achieve situational awareness and, to the extent possible, analyze, contextualize, clarify, validate, eliminate, or minimize conflicting information received from numerous sources. Fulfilling this mission supports the planning and decision making process in the field, individual District agencies' operations centers, and the Consequence Management Team (CMT).

## 1.2 Scope

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

ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response. During the post incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations involving potential and actual emergency/disaster incidents. This includes incident action planning, supporting of operations, logistics and material, direction and control, information management, facilitation of requests for federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

ESF #5 focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard.

ESF #5 provides a framework to enable the management of cascading impacts and multiple incidents as well as the prevention of and preparation for subsequent events. Examples of incident management actions from the District perspective include:

- Elevating the national Homeland Security Advisory System alert condition and coordinating protective measures;
- Increasing countermeasures such as inspections, surveillance, security, counterintelligence, and infrastructure protection;

- Coordinating the public health surveillance and assessment processes and, where appropriate, conducting a wide range of prevention measures to include, but not be limited to, immunizations;
- Providing immediate and long-term public health and medical response assets;
- Coordinating federal support in the aftermath of an incident;
- Providing strategies for coordination of federal resources required to handle subsequent events;
- Restoring public confidence after a terrorist attack; and
- Enabling immediate recovery activities, as well as addressing long-term consequences in the impacted area.

## 2.0 POLICIES

District of Columbia Public Emergency Act of 1980, D.C. Official Code 7.2101 of seq., Public Emergencies (2001) authorizes the Mayor to establish a program of public emergency preparedness and requires the development of an emergency operations plan (*District Response Plan*) and procedures. Several authorities that provide the legal basis for the District's emergency management efforts include:

- DC Official Code 1-1401 et seq. (2001)
- DC Official Code sec. 7-201 et seq., Civil Defense Declaration of Intent, (1950), amended by Homeland Security, Risk Reduction, and Preparedness Amendment Act of 2006
- DC Official Code sec. 72209, Civil Defense Compact (1950)
- District of Columbia Anti-Terrorism Act of 2002, DC Official Code 22-3151 et seq. (2002)
- District of Columbia Home Rule Act, as amended. DC Official Code 1-204.21(c) (1973).

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

- Establishes the District support infrastructure in anticipation of requirements for prevention, response, recovery, and mitigation efforts.
- Activates the EOC, on a full or partial basis, as needed in anticipation of, or immediately following, an emergency.
- Provides lead coordination and facilitation function in support of District leadership.
- Processes information that is common to one or more operational elements and contributes to overall emergency situational awareness.
- Collects, evaluates, and disseminates incident information and intelligence to the Command Staff and Mayor; prepares incident action plans; status reports; displays situation information; maintains status of resources; and implements the Incident Action Plan.
- Provides technical expertise and information necessary to develop accurate assessment and analysis of a developing or ongoing situation.
- Contacts other organizational elements to provide daily information updates for reporting and analysis requirements of ESF #5. This also includes obtaining information and analyzing information to provide updates on a regular basis.

- Determines the status of critical operating facilities.
- Coordinates with ESF stakeholders and other social media networks to include Alert DC, Reverse 911 (published telephone numbers only), and other means of communications that are available to notify District communities of status of the response and recovery efforts.
- Manages the EOC, where the CMT and Agency Emergency Liaison Officers (ELOs) deploy.
- Provides guidance and recommendations to the CMT regarding homeland security and emergency management policies, protocols and legislation.
- Coordinates with federal, District, and private sector to save lives and protect properties.
- Coordinates resource tasking, allocation, and tracking.
- Supports the implementation of mutual aid agreements to ensure a seamless resource response to affected areas.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

An emergency or other significant event may be of such severity and magnitude as to require District response and recovery assistance to save lives and protect property. ESF #5 supports initial assessment of developing situations and will provide actionable information to support District agencies and determine the feasibility for regional or federal assistance.

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and necessitate an ESF #5 response to assist in addressing public safety and security concerns.

### 3.2 Planning Assumptions

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- Access to emergency areas will be dependent upon the re-establishment of ground and water routes. In many locations, debris clearance for access and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- To minimize threats to public health, emergency environmental waivers and legal clearances will be needed to dispose of emergency debris and materials from demolition activities. Under federal regulations, local authorities are responsible for obtaining required waivers and clearances. Federal agencies are responsible for complying with appropriate federal environmental and historic preservation statutes.
- Construction equipment, materials, and significant numbers of personnel having engineering and construction skills might be required from outside the disaster area.
- Primary and support agencies will perform tasks under their own authorities, as applicable, in addition to missions received under the authority of the *District Response Plan* (DRP).

- With the loss of essential public services, basic needs such as refrigeration, electrical power, and water may be lost. Expedient temporary means to provide power (generators), water, ice, and supplies to predetermined facilities must be coordinated by ESF #3.
- In terrorist incidents, including the use of weapons of mass destruction, response leadership functions will be taken on by the Federal Bureau of Investigation, specifically those related to assuming control during debris removal operations.
- All agencies and departments are always in a prepared and ready state of response, if needed.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

ESF # 5 is organized in accordance with the National Incident Management System. The *State Operation Guide* (SOG) and *Field Operation Guide* (FOG) provide more detail on the structure of response operations in the District.

#### 4.1.1 Basic Organizational Structure for ESF #5

The EOC is organized into five major functional areas, in accordance with Incident Command System (ICS): Command and four supporting General Staff functions (Planning, Operations, Logistics, and Finance/Administration). Each of these ICS sections may be divided into branches, groups, divisions, or units as needed.

In addition, the District has designated 18 ESFs to plan and carry out the various operational support and coordination activities that may be needed during an incident. ESFs form the basis of the Operations Section within the EOC. ESFs are the primary coordinating mechanism for building, sustaining, and delivering capabilities. ESFs bring together the capabilities of District agencies and other District wide organizations and assets. They are not based on the capabilities of a single agency, but represent groups of organizations that work together to deliver capabilities and support effective response operations. When the EOC Activation Stage is 2 or 3, individual District agencies operate as a State-level enterprise, coordinating activities within their respective ESFs and among the branches of the Operations Section. HSEMA refers to this as the ICS/ESF Hybrid structure.

HSEMA's Director has the overall responsibility for the EOC operations and will delegate, as needed, responsibilities and functions to their Command Staff. The EOC Manager assigns HSEMA staff and the EOC Section Chiefs for Operations, Planning, Logistics, and Finance/Administration. The Section Chiefs determine staffing requirements for their respective sections in accordance with the EOC ICS/Hybrid chart shown in the exhibit below. All of the EOC functions and groups within a section are the responsibility of that Section Chief, until delegated. If a particular Section Chief is not appointed, those responsibilities fall under the EOC Manager.

The ICS/ESF Hybrid structure and activated EOC sections, branches, groups, and units may expand and contract as the incident requires. The decision to expand or contract the EOC staffing is ultimately under the direction of the EOC Manager. Position-specific guides for each EOC position are provided to EOC staff.

### 4.1.2 District ESF #5 Interfaces with Federal ESF #5:

- In circumstances where federal support to the District is necessary under the National Response Framework, the Information and Planning Section will contact the FEMA Region III Regional Response Coordination Center (RRCC) in Philadelphia and establish information sharing relationships. In events where coordination of immediate federal response is necessary, the Information and Planning Section will coordinate with the U.S. Department of Homeland Security (USDHS) National Response Coordination Center (NRCC) through the Office of National Capital Region Coordination (NCRC) via established protocols and other federal operations centers as deemed appropriate.
- In certain circumstances, such as a terrorist event, the CMT shall work in close coordination with the NRCC in the District. The NCRC shall be the reporting element through which the CMT would report to USDHS about incidents and actions.

## 4.2 Coordination and Control

HSEMA will collect, analyze, process, and disseminate information regarding hazard threats, emergencies, and disasters. Under the oversight of the Mayor, City Administrator and Deputy Mayor for Public Safety and Justice, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after an emergency. HSEMA will lead development of the application for federal disaster assistance.

Immediately upon arrival, emergency responders assess the situation to identify needs. Responders report to the Incident Commander, who informs HSEMA of the event's status. Incident Commander may request on-scene response from HSEMA. HSEMA will develop a situation assessment in order to:

- Evaluate emergency impacts including the identification of injuries and boundaries of the damage area, type, and severity of damages, including the status of critical facilities;
- Project/forecast and coordinate resource requirements;
- Facilitate regional and federal coordination;
- Assess the status of government operations;
- Validate the status of operating facilities; and
- Assimilate data for preparation of situation reports and dissemination of information to the CMT.

In the EOC, HSEMA gathers and displays critical information to facilitate response and recovery activities. If the decision is made to activate the CMT, information required by ESF #5 will be provided by other ESFs. HSEMA will report critical information as it develops, and develop situation reports for dissemination to all ESFs.

Each ESF prepares situational awareness reports to ESF #5 on a scheduled basis established by the EOC Manager and Director of the CMT.

The CMT will supply information to the Executive Office of the Mayor for dissemination. ESF #5 will prepare situation reports for the Mayor, City Administrator, and other key District officials. HSEMA and the public information officers (PIOs) will coordinate the input required for official statements for

the District to ensure that information is clear and consistent. HSEMA will use all available modes of communication to disseminate the required information in a timely manner.

### 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Boundaries of the incident or event
- Socio-economic/political impacts
- Status of transportation
- Status of communication
- Status of natural gas service
- Status of power/electricity
- Status of water and sewer systems
- Hazard specific information
- Operational status of critical facilities
- Weather and environmental concerns/issues
- Historical information
- Demographics

### 4.4 Mission Critical Tasks

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#### 4.4.1 Notification

- HSEMA will notify relevant agencies in accordance with the Emergency Response Notification Matrix. The matrix identifies key personnel and agencies that are notified during a confirmed or unconfirmed event that could impact the District.
- The Emergency Notification and Warning Standard Operating Procedure (SOP) establishes a framework for the EOC to notify the Mayor, City Administrator, other members of the Executive Office of the Mayor, District agency directors, and other senior officials and staff at District government agencies as well as public utilities, federal agencies and the private sector of events that affect public safety in the District.
- The EOC will be responsible for distributing information to District senior officials and regional partners. The Metropolitan Police Department (MPD) the District Department of Transportation (DDOT), the Department of Health (DOH) and the Office of Unified Communications (OUC) will not initiate any notifications to senior officials, but will send notifications only to their agency specific personnel. All members shall post to the WebEOC Daily Operations Board any incident that could affect the District of Columbia or the National Capital Region.
- EOC shall initiate notifications through the Roam Secure Alert Network (RSAN), Regional Incident Communication and Coordination System (RICCS), Alert DC, Washington Area Warning Alert System (WAWAS), Weather Radar, Regional Information Board, and conference

calls to city officials, private sector organizations, and federal and regional partners as deemed necessary based on the incident.

- HSEMA will coordinate activation of Business Emergency Management Operations Center (BEMOC).
- The Alert DC system is a citizen notification system that utilizes any device that receives text messaging through desktops, cell phones, and pagers. This system is accessed through dc.gov and 72hours.dc.gov and allows citizens to register for different types of pre-set alerts, including the following:
  - Transportation accidents;
  - Weather information;
  - Utility outages;
  - Government closures; and
  - General alerts
- These alerts are informational and, in some cases, provide a protective action that could be sent to a particular neighborhood. The EOC will issue pages to any impacted neighborhoods

## 4.4.2 Response Actions

### 4.4.2.1 Initial Actions

- The EOC is maintained at a steady state to monitor incidents and maintain situational awareness. An elevated activation of the EOC will normally come as a result of request from the on-site Incident Commander of any first responding agency or when the incident or event exceeds the capacity of the Joint All-Hazards Operations Center (JAHOC). The following District positions have the authority to activate the EOC:
  - Mayor
  - Deputy Mayor for Public Safety and Justice
  - HSEMA Director.
- District CMT operations will be initiated, District ESF ELOs will staff the EOC and the EOC will be activated. The section will initiate contact with the FEMA RRCC and/or NRCC.
- Typically, the HSEMA Director in consultation with the EOC Operations Section Chief, Mayor, and the Deputy Mayor for Public Safety and Justice facilitate the EOC activation decision process. These District personnel will assemble and activate the EOC as warranted by the incident or event. The exception to this is a declared state of emergency or presidential disaster declaration through the Stafford Act, which automatically triggers the activation of the EOC.
- If an incident occurs or if a situation arises that has the potential to become a significant incident, the HSEMA Director and EOC Operations Section Chief are notified by the JAHOC. The HSEMA Director may also convene the CMT, when warranted.

### 4.4.2.2 Activation

- Upon notification of an incident or threat, the HSEMA Director, with recommendations from the EOC CMT and EOC Manager, will identify the EOC Activation Stage needed to support

the current incident. The District utilizes EOC Activation Stages to identify the EOC staffing and operational coordination needed based on the estimated impact of the current emergency incident or event on the District's ability to maintain government operations. The EOC Activation Stages may be escalated or downgraded as the incident or event conditions warrant.

#### **4.4.2.3 Continuing Actions**

- The focus shifts to the economic impact of the emergency, program delivery effectiveness, and identifying recovery issues. Normally, there will be an increased need for specific economic and demographic information.
- The emphasis in planning during the recovery phase shifts from the daily incident action plan to long-range management plans. Staff within individual branches will do much of this planning; Planning Section staff collates the information and facilitates the process.
- Situation reporting and formal briefings should continue through the recovery phase, although the frequency of both should be gradually reduced.
- Facilitate emergency management by coordinating District-wide continuity of operations (COOP) implementation.

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #5 will continue to keep the CMT apprised of the response efforts and coordinate any public information with ESF #15. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- ESF #5 will ensure that information on the implementation of preparedness, response, recovery, and mitigation actions for health, safety, and security is disseminated to the public.

#### **4.4.2.5 Resource Requirements**

- ESF #5 is responsible for coordinating, allocating, and tracking resources during an incident/event. Internal District resources will be used as the first line of support to an emergency. Interstate mutual aid will be activated as deemed necessary by the Incident Commander for timely and cost-effective resource support. If additional resources are needed, after exhausting National Capital Region and interstate mutual aid resources, the FEMA Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested if all resources are depleted and federal assistance is required.
- During the immediate aftermath of an incident and Presidential declared emergency/disaster under the Stafford Act, the Mayor may request the President to direct the Secretary of Defense to utilize the resources of the Department of Defense for the purpose of performing, on public and private lands, any emergency work that is made necessary by such incident and that is essential for the preservation of life and property.
- All requests for resources will be tracked in the WebEOC system for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs in consultation with the CMT, Incident Commander, and Emergency Operations Chief. This establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialized teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 Preparedness Actions

- Maintain staff plan.
- Maintain the EOC.
- Revise and maintain the Standard Operating Guides (SOG).
- Coordinate and facilitate annual EOC training and exercise activities in accordance with the SOG.
- Develop and maintain SOPs as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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

of District, regional and interstate resources. As a part of HSEMA, the WRTAC will provide situational awareness and strategic intelligence (collection, analysis, de-confliction, and dissemination), to support District law enforcement, first responder, homeland security, emergency management, and public health personnel, as well as key partners within the private sector.

## 5.2 Support Agencies, Departments, and Organizations

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### 5.2.1 Support Agencies and Departments

- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA facilitates damage assessments of District-owned and operated structures. DCRA will also provide engineers to assess structural damage and provide building plans as available for affected structures.
- **Department of Corrections (DOC):** DOC will provide updates to ESF #5 on operational status and will respond to requests for updates as required.
- **Department of General Services (DGS):** DGS will provide security at the District's leased or owned property. DGS will assign COOP locations to District agencies in coordination with HSEMA
- **Department of Health (DOH):** DOH will function as a medical consultant; assist in collecting health and medical related information; develop plans; and assist in disseminating health and medical related information to the public, through ESFs #5 and ESF #15: External Affairs.
- **Department of Human Resources (DCHR):** The DCHR will manage all personnel issues that arise during emergency operations, including union and management relations, leave policies, personal and workplace safety, special payroll provisions and temporary hiring, and workplace relocation issues.
- **Department of Human Services (DHS):** DHS will provide HSEMA information on social service providers relative to any risk associated with any emergency, including but not limited to situations involving special needs populations. DHS will plan any contingency services for these populations. DHS will provide information on social services through its command center to HSEMA and the JIC. DHS will also collect and analyze social services information to plan for public awareness of emergencies and it will produce and disseminate information to the public. In addition, DHS is the primary agency for ESF #6: Mass Care, Emergency Assistance, Housing and Human Services, coordinating the District's effort to provide mass care needs (including but not limited to shelter and food) to survivors of a public emergency.
- **Department of Motor Vehicles (DMV):** DMV will provide updates to ESF #5 on operational status and will respond to requests for updates as required.

- **Department of Parks and Recreation (DPR):** DPR will provide updates to ESF #5 on their emergency operation activities, including parks and recreation sites, personnel, and equipment. Additionally, they may provide facilities for shelters.
- **Department of Public Works (DPW):** DPW will provide updates to ESF #5 on their disaster operation activities, including debris removal and disposal operations.
- **District of Columbia Public Schools (DCPS):** DCPS will provide student awareness programs of hazards particular to the District through disaster preparedness training, presentations, and communications, and will provide regular status updates on DCPS resource needs and issues directly affecting District schools and students, including information on school closings, restrictions, shelters, and so forth. Additionally, school buildings may be used as shelters and DCPS buses may be used for emergency transportation.
- **District of Columbia Housing Authority (DCHA):** DC Housing Authority manages and provides subsidized public housing for low-income, and District residents with special needs. Additionally, DCHA possesses contracts to identify temporary housing and provide housing counseling.
- **Department of Energy & Environment (DOEE):** DOEE will provide and coordinate air quality monitoring and water runoff monitoring support, to include plume monitoring, collect surface water runoff samples for analysis, and provide other support to monitor the affected area of contaminants. DOEE may also monitor energy supply, and coordinate with energy providers to determine energy restoration to the District.
- **District Department of Transportation (DDOT):** DDOT will provide updates and transportation-related information to ESF #5. DDOT may also activate the Traffic Management Center (TMC) to support response operations.
- **Executive Office of the Mayor (EOM):** The EOM will be the executive-level resource ensuring the planning and the cooperative coordination of all District agencies. The EOM has ultimate responsibility to ensure continuation and restoration of services from District agencies. The Mayor's Communications Director serves as spokesperson for the Mayor on all activities of DC government agencies. HSEMA will coordinate the release of emergency public information concerning consequence management with the Communications Director. EOM will establish and manage a JIC to release critical information to the public and the media under the direction of the Mayor's Communications Director.
- **Fire and Emergency Medical Services (FEMS):** FEMS will provide firefighting and emergency medical services to the District. FEMS will also provide regular field status updates to HSEMA via its communications center and/or incident command post.
- **Metropolitan Police Department (MPD):** MPD will be in direct liaison with the HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. MPD ELO will keep the ESF #5 apprised of police operations with regular status reports to the EOC. All emergency police responses for major incidents or other critical situations shall be coordinated through the MPD Joint Operations Command Center (JOCC).
- **Office of Contract and Procurement (OCP):** OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited. OCP will work directly with

HSEMA to quickly identify sources and purchase the required goods as deemed necessary by the CMT Director.

- **Office of Cable Television (OCT):** The OCT will utilize Channel 16 and Channel 13 to cablecast emergency information as it becomes available. News briefings by city officials, including the Mayor, the City Administrator, and other top officials, will be cablecast live over both channels, preempting regular programming, as required.
- **Office of the Attorney General (OAG):** OAG will provide legal advice and take legal action for supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. They will provide legal advice and take legal action for the District government.
- **Office of the Chief Financial Officer (OCFO):** The OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The OCFO will coordinate with the Office of Contract and Procurement to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.
- **Office of the Chief Technology Officer (OCTO):** OCTO will develop and enforce policies and standards for information technology in the District government. OCTO will ensure provisions of adequate communications to support District response operations, including providing GIS capabilities and a Wide-Range Area Network Support Center.
- **Office of the City Administrator (OCA):** OCA will perform the EOM's oversight and advisory functions for the information and planning facets of the DRP.
- **Office of Planning:** The Office of Planning provides statistical data regarding District populations. In addition, the Office of Planning provides planners for the wards as well as maps. Office of planning will also coordinate with private sector partners via ESF #17 Business and Industry.
- **Office of Risk Management (ORM):** ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between the United States Occupational Safety and Health Administration (OSHA) and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an emergency.
- **Office of Unified Communications (OUC):** OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.

- **Serve DC:** Serve DC will provide ESF #5 information on volunteer availability and provide donations management information to responding agencies. The agency will keep a cadre of trained ELOs and respond to the EOC when necessary.

### 5.2.2 Support Organizations

- **AT&T-** AT&T will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Comcast:** Comcast will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Direct TV:** Direct TV will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Dish Network:** Dish Network will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will be available in the EOC to coordinate information with DC Water's Command Center to restore service. DC Water will collect, analyze, and disseminate information to the EOC to aid in the overall response and recovery operations.
- **Motorola:** will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **PEPCO:** PEPCO provides electrical services to the public and businesses of the District. PEPCO will ensure communications with the EOC and provide an ELO to the EOC to ensure effective communications and coordination of public emergencies, specifically monitoring the power grid and its impact on the District. PEPCO will provide operational/restoration information reports on response activities to the EOC. Additionally, PEPCO will help HSEMA prepare an impact statement outlining the effects of a long-term power outage on government operations and on the potential threat to the health, welfare, and safety of citizens in the affected areas.
- **Sprint-** Sprint will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Verizon:** Verizon will provide a liaison to the EOC to ensure continuity of services, the integrity of its communications infrastructure, and the coordination of emergency response efforts. Verizon will monitor restoration process priorities and provide technical reviews to OCTO, ESF #2, and the CMT.
- **Washington Gas Company (Washington Gas):** Washington Gas will be available in the EOC to coordinate information on the company's efforts to restore service. Washington Gas will collect, analyze, and disseminate information to the EOC, to aid in the overall response and recovery operations.

### 5.3 Regional Agencies and Organizations

- **Metropolitan Washington Council of Governments (COG):** COG will provide support via the RICCS system to ESF #5. COG's regional response in coordination with HSEMA will

facilitate coordination between Regional Emergency Support Functions (RESFs) and District ESF #6.

- **Washington Metropolitan Area Transit Authority (WMATA):** WMATA is a key provider of regional emergency transit service during an emergency. The WMATA will work closely with ESF #5 to ensure continuity regarding transportation information, logistics, and operations. Also, WMATA will work closely with HSEMA by obtaining and funding additional buses or other equipment during an emergency. WMATA will have a liaison at the EOC during an emergency.

## 5.4 Nongovernmental Organizations

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- **American Red Cross (ARC) of the National Capital Region:** ARC in coordination with HSEMA will provide information on its assistance efforts under: ESF #6 - Mass Care, Emergency Assistance, Housing and Human Services; ESF #8 - Public Health and Medical Services; and ESF #16 - Volunteer and Donations Management.
- **Salvation Army:** Salvation Army will assist DHS in coordinating with HSEMA in the identification and processing of food requests and will coordinate with DHS and other support agency personnel upon the receipt of food or meals for distribution to persons housed in shelters or in mass feeding staging areas.

## 5.5 Federal Agencies

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### 5.5.1 Primary Federal Agency

- **U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA):** FEMA is the primary federal agency for ESF #5 and will provide direct, technical, and other support to the District through the District counterpart ESF #5, as needed. Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the RRCC or the NRCC. When the Joint Field Office (JFO) is established near the disaster area, ESF representatives that comprise the Emergency Response Team will be in the JFO.
- **U.S. Department of Homeland Security/Office of National Capital Region Coordination (USDHS/NCRC):** USDHS/NCRC serves as a liaison between federal and state, local, regional authorities, and the private sector within the NCR. NCRC will coordinate with HSEMA to integrate homeland security efforts, as needed.

### 5.5.2 Support Federal Agency

- **District of Columbia National Guard (DCNG):** The DCNG will provide support to all requested during an emergency at the request of HSEMA. DCNG will provide to the EOC information on its efforts under the ESF assignments. The DCNG ELO will provide updated information on its efforts under the ESF assets.
- **Joint Chiefs of Staff:** The Joint Chiefs of Staff will provide direct, technical, and other support to the District through coordination with DOD, DCNG, and HSEMA.

- **National Oceanic & Atmospheric Administration (NOAA):** NOAA will provide direct, technical, and other support to the District through coordination with HSEMA.
- **Small Business Administration (SBA):** SBA will provide direct, technical, and other support to the District through coordination with HSEMA.
- **U.S. Army Corps of Engineers (USACE):** USACE will provide damage assessment support, electrical generators, engineering services and other support services as needed to supplement the District's response efforts.
- **U.S. Coast Guard (USCG):** USCG will support District response operations involving the waterways as needed.
- **U.S. Department of Defense (DOD):** DOD will provide direct, technical, and other support to the District through coordination with DCNG and HSEMA.
- **U.S. Department of General Services (DGS):** DGS will provide direct, technical, and other support to the District through coordination with HSEMA.
- **Department of Justice (DOJ):** DOJ will provide direct, technical, and other support to the District through coordination with HSEMA.
- **U.S. Department of Homeland Security (USDHS)/National Protection and Programs Directorate (NPPD)/Office of Cyber Security and Communications (CS&C):** The USDHS/ NPPD/CS&C will provide direct, technical, and other support to the District through OCTO. CS&C also operates the National Cybersecurity and Communications Integration Center (NCCIC).
- **U.S. Department of Housing and Urban Development (HUD):** HUD will provide support for housing assistance, community redevelopment, economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.
- **U.S. Department of the Interior (DOI)/National Park Service (NPS):** NPS will coordinate with HSEMA to clearing, removing, and disposing of debris from federal park properties and monuments.
- **U.S. Department of Transportation (DOT):** DOT will provide direct, technical, and other support to the District through coordination with HSEMA and DDOT.
- **U.S. Environmental Protection Agency (EPA):** EPA will provide direct, technical, and other support to the District through coordination with HSEMA and DOEE.

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# EMERGENCY SUPPORT FUNCTION #6 MASS CARE, FOOD, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

## EXECUTIVE SUMMARY

Emergency Support Function (ESF) #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services coordinates the District's efforts to provide mass care and human services needs to survivors of an emergency. These services include but are not limited to providing shelter, food, and emergency first aid assistance to those impacted by an emergency and providing public mental health education on critical incident stress and stress management techniques. ESF #6 covers other basic needs and services such as drinking water, basic medical hygienic needs, and related services. ESF #6 supports the establishment and maintenance of bulk distribution systems to provide emergency disaster relief supplies to disaster survivors and response personnel and the collection of information for the Safe and Well system for the purpose of reporting survivor status and assisting family reunification. Additionally, ESF #6 provides support to shelter, case management services, and medical assistance for pets.

- ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by potential or actual incidents. ESF #6 includes three primary functions: mass care, housing, and human services.
- Mass care involves the coordination and provision of services to include sheltering of survivors, implementing feeding operations, providing emergency first aid, collecting and providing information relative to family reunification, and the coordination of bulk distribution of emergency relief items. It specifically includes the following:
  - Emergency shelter for disaster survivors using pre-identified shelter sites in existing structures, temporary facilities, and, in the event of an evacuation, using similar facilities outside the disaster-affected area. With the assistance of ESF #6 support agencies, coordinate temporary services for survivors such as drinking water, basic medical and personal hygiene needs. Examples of mass care shelters include, but are not limited to, overnight shelters, evacuation shelters, reception centers, and evacuation transfer stations. Medical needs that require specialized shelters are the responsibility of ESF #8 - Public Health and Medical Services. This includes the sheltering of any individual with medical conditions requiring specialized care where the individual is neither self-sufficient nor accompanied by a care-giver.
  - ESF #6 will determine food assistance needs, obtain appropriate food supplies, and arrange for transportation of food supplies to designated shelters and/or staging areas within the disaster area. Food will be provided to disaster survivors and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution centers. Feeding operations are addressed through ESF #6 as appropriate.

- ESF #8 will provide food safety and security inspections at shelters and other food distribution locations as appropriate.
  - Department of Health (DOH) will coordinate emergency first aid to survivors and emergency workers at mass care facilities and at designated sites within the emergency area. This service will supplement or operate in conjunction with emergency health and medical services established to meet the needs of disaster survivors under ESF #4 - Firefighting and ESF #8 - Public Health and Medical Services.
  - Safe and well information regarding individuals residing or visiting within the affected area will be collected and provided to immediate family members outside the affected area through the Safe and Well program. This data will aid in reuniting family members within the affected area who were separated at the time of the emergency. In addition, the Safe and Well program will be used to assist pet owners in locating lost or displaced pets. The Department of Human Services (DHS) and the American Red Cross (ARC) will implement the Safe and Well system with the support of ESF #5 - Emergency Management, ESF #15 - External Affairs, and ESF #16 - Volunteer and Donations Management to inform the public and address inquiries.
  - Sites will be established within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster survivors.
- Certified behavioral health response teams will provide support for the psychological health needs of disaster survivors, as well as first responders, support agency staff, and volunteers.
  - Housing and human services involve the provision of assistance for short-term and transitional housing needs of survivors, counseling, case management, and identifying support for people with special needs.
  - Disaster Recovery Centers (DRC) will provide a full-range of primary recovery services.
  - Representatives from District, Federal, and Private Non-Profit Agencies will staff the DRC to address all of the survivor's needs in a central location.

## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #6 – Mass Care, Food, Emergency Assistance, Housing, and Human Services. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Department of Human Services
<b>Support Agencies</b>	Child and Family Services Agency Department of Behavioral Health Department of Disability Services Department of Employment Services Department of General Services Department of Health Department of Housing and Community Development Department of Parks and Recreation Department of Public Works Deputy Mayor for Health and Human Services District of Columbia Housing Authority District of Columbia Public Library District of Columbia Public Schools District Department of Transportation Executive Office of the Mayor Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office on Aging Office on African Affairs Office on Asian and Pacific Islander Affairs Office of Contracting and Procurement Office of Disability Rights Office on Latino Affairs Office of Unified Communications Office of Victim Services Serve DC
<b>Support Organizations</b>	Advisory Neighborhood Commissions Consortium of Universities of the Washington Metropolitan Area Metropolitan Washington Council of Governments
<b>Nongovernmental Organizations</b>	American Red Cross of the National Capital Region District of Columbia Voluntary Organizations Active in Disaster
<b>Primary Federal Agency</b>	U.S. Department of Homeland Security/Federal Emergency Management Agency U.S. Department of Agriculture

<b>Support Federal Agencies</b>	District of Columbia National Guard U.S. Department of Agriculture U.S. Health and Human Services U.S. Department of Housing and Urban Development U.S. Department of Health and Human Services/ Food and Drug Administration
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**The ESF #6 Primary Agency is DHS.** DHS will coordinate ESF #6 for the District. DHS will ensure that shelters are appropriately staffed to direct operation of the facility:

- Staff will be prepared to register all shelter occupants. Information on the registration form will include data for each occupant, specific needs for health services, medications, medical equipment requirements, contagious diseases, physical disabilities, and/or other special needs.
- Coordinate with the ARC to assist in administration of the shelter and registration.
- Coordinate supervision and services for persons with functional needs in emergency shelters including but not limited to communication, mobility, independence, supervision, and transportation functional needs.
- Coordinate with ESF #8 - Public Health and Medical Services for individuals with medical needs in shelters.

DHS will coordinate and assist with emergency feeding in and out of the shelter environment:

- Assist or provide personnel, supplies, and other resources to assist in shelter operations for survivors of the effected emergency/disaster area.
- Assess and coordinate with DOH to ensure provision of emergency medical support at the shelter sites.
- Provide the development and maintenance of a shelter operations plan.
- Assist or coordinate with Department of Behavioral Health (DBH) for counseling and crisis intervention services.
- Monitor compliance with the Americans with Disabilities Act (ADA).
- Assist or coordinate with DC Office on Aging (DCOA) to provide services for seniors and their families.
- Ensure response by adult and child protective services.
- Assist or provide for the mass feeding of evacuees and relief workers at the shelter facilities.
- During shelter operations, provide frequent updates to the EOC concerning the status of shelter operations.
- Maintain records of cost and expenditures and forward them to the Finance and Administration Section Chief.
- Develop and maintain a shelter operations plan

DHS will assist the American Red Cross (ARC) with bulk food or meal acquisition and emergency feeding activities internal and external to the shelter environment. DHS will coordinate the deployment of District agency staff for feeding, facilitating food acquisition and distribution through the

coordination of purchases and reimbursements, and overseeing logistics for emergency food supplies during the crisis period. In addition, DHS will activate the Disaster Food Stamp and Voucher Issuance Program within 72 hours, which will authorize emergency-issued food stamps and vouchers. Eligible customers and families will then be able to purchase food on the open market, as necessary. In coordination with the ARC, HSEMA, the Salvation Army, and other agencies, DHS will assess the operation, the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.

**The ESF #6 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #6. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #6 activities.

**The ESF #6 Nongovernmental Organizations (NGOs)** are citizen-based associations that operate independently of government, usually to deliver resources or serve some social or political purpose. NGOs are classified as either operational NGOs, which are primarily concerned with development projects, or advocacy NGOs, which are primarily concerned with promoting a cause.

**The ESF #6 Federal Agencies/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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# 1.0 INTRODUCTION

## 1.1 Purpose

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Emergency Support Function (ESF) #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services coordinates the District's efforts to provide mass care and human services needs to survivors of an emergency. These services include but are not limited to providing shelter, food, and emergency first aid assistance to those impacted by an emergency and providing public mental health education on critical incident stress and stress management techniques. ESF #6 covers other basic needs and services such as drinking water, basic medical hygienic needs, and related services. ESF #6 will also identify, secure, and coordinate the transportation and provision of food assistance to survivors, response staff, and volunteers following an emergency or other event. ESF #6 supports the establishment and maintenance of bulk distribution systems to provide emergency disaster relief supplies to disaster survivors and response personnel and the collection of information for the Safe and Well system for the purpose of reporting survivor status and assisting family reunification. Additionally, ESF #6 provides support to shelter, case management services, and medical assistance for pets.

## 1.2 Scope

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- ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by potential or actual incidents. ESF #6 includes three primary functions: mass care, housing, and human services.
- Mass care involves the coordination and provision of services to include sheltering of survivors, implementing feeding operations, providing emergency first aid, collecting and providing information relative to family reunification, and the coordination of bulk distribution of emergency relief items. It specifically includes the following:
  - Emergency shelter for disaster survivors using pre-identified shelter sites in existing structures, temporary facilities, and, in the event of an evacuation, using similar facilities outside the disaster-affected area. With the assistance of ESF #6 support agencies, coordinate temporary services for survivors such as drinking water, basic medical and personal hygiene needs. Examples of mass care shelters include, but are not limited to, overnight shelters, evacuation shelters, reception centers, and evacuation transfer stations. Medical needs that require specialized shelters are the responsibility of ESF #8 - Public Health and Medical Services. This includes the sheltering of any individual with medical conditions requiring specialized care where the individual is neither self-sufficient nor accompanied by a care-giver.
  - ESF #6 will determine food assistance needs, obtain appropriate food supplies, and arrange for transportation of food supplies to designated shelters and/or staging areas within the disaster area. Food will be provided to disaster survivors and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution centers.
  - ESF #8 will provide food safety and security inspections at shelters and other food distribution locations as appropriate.

- Department of Health (DOH) will coordinate emergency first aid to survivors and emergency workers at mass care facilities and at designated sites within the emergency area. This service will supplement or operate in conjunction with emergency health and medical services established to meet the needs of disaster survivors under ESF #4 - Firefighting and ESF #8 - Public Health and Medical Services.
- Safe and well information regarding individuals residing or visiting within the affected area will be collected and provided to immediate family members outside the affected area through the Safe and Well program. This data will aid in reuniting family members within the affected area who were separated at the time of the emergency. In addition, the Safe and Well program will be used to assist pet owners in locating lost or displaced pets. The Department of Human Services (DHS) and the American Red Cross (ARC) will implement the Safe and Well system with the support of ESF #5 - Emergency Management, ESF #15 - External Affairs, and ESF #16 - Volunteer and Donations Management to inform the public and address inquiries.
- Sites will be established within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster survivors.
- Certified behavioral health response teams will provide support for the psychological health needs of disaster survivors, as well as first responders, support agency staff, and volunteers.
- Housing and human services involve the provision of assistance for short-term and transitional housing needs of survivors, counseling, case management, and identifying support for people with special needs.
- Disaster Recovery Centers (DRC) will provide a full-range of primary recovery services.
- Representatives from District, Federal, and Private Non-Profit Agencies will staff the DRC to address all of the survivor's needs in a central location.

## 2.0 POLICIES

- ESF #6 will provide mass care activities and services without regard to color, national origin, gender, gender identification, age, marital status, personal appearance, sexual orientation, familial status or responsibilities, disability, matriculation, animal ownership, economic status, or racial, religious, political, ethnic, or other affiliation. All mass care activities and services will be provided with reasonable accommodations for individuals with special needs and observing Title II of the Americans with Disabilities Act.
- All mass care activities and services will be provided in accordance with existing District and federal rules and regulations.
- District and nongovernmental organization (NGO) personnel will be expected to support ESF #6 functions in accordance with the rules and regulations of their respective parent agencies.
- The Safe and Well program is established and operated by ARC. The Safe and Well program will consist of persons identified on shelter lists, National Disaster Medical System, casualty lists, and any other information made available by District or federal agencies and hospitals. This information will be collected, verified, and made available to immediate family members

upon the consent of the sought person within or outside the affected area. Each individual must provide consent to participate in this program.

- Food supplies secured and delivered by ESF #6 will be suitable for either off-site distribution or mass meal service, as appropriate.
- In coordination with support agencies, ESF #6 will lead and coordinate the transportation, distribution, and tracking of food supplies by federal, District, local, and voluntary organizations.
- Agencies responsible for ESF #6 - Mass Care, Food, Emergency Assistance, Housing and Human Services involved in mass feeding will coordinate with and support ESF #6 as needed.
- The use of mass feeding arrangements is the preferred method for disaster-related food distribution.
- Upon notification that commercial channels of trade have been restored, District officials may authorize and activate the disaster food stamp program within ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

#### 3.1.1 Disaster Condition

Hundreds or thousands of emergency survivors could be forced from their homes, depending on such factors as time of occurrence, area demographics, building construction, and existing weather conditions. There may be large numbers of dead and/or injured, leaving large numbers of individuals with communication, mobility, independence, supervision, and transportation functional needs in need of assistance. Families may be separated and unable to reunite. Communications systems may be damaged or destroyed such that individuals will not be able to locate their friends or families or be able to identify alternative housing, feeding, emergency medical care, or other basic needs. The incident may impact hundreds or thousands of persons of additional population groups such as tourists, students, foreign and domestic visitors, and homeless persons.

An emergency may also deprive substantial numbers of people access to food or the means to prepare food. In addition to significant disruption to the commercial food supply and distribution network, a major disaster may destroy, partially or totally, food supplies stored in the affected area. In the wake of a major disaster requiring the need for distribution of food, and water to the public, pre-identified locations for distribution will be prepared and the commodities transported to each location. The District's food or water supply chain may become compromised by power outages, transportation interruption, the introduction of contaminants, plant and animal borne disease, or sabotage or other criminal activity. Identification and removal of compromised food or water and the protection of public health and safety are the responsibility of a combination of local, state, and federal agencies.

### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #6 response to assist in addressing public safety and security concerns may be needed.

## 3.2 Planning Assumptions

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- An emergency occurs that produces significant casualties and widespread damage.
- Individuals may develop serious physical, emotional, or psychological problems requiring specialized medical services.
- District agencies will assign high priority to mass care operations and logistical support requirements.
- Primary city shelter facilities will be available and/or alternative secondary sites will be identified in the District or in cooperation with neighboring government counties and states in adjacent locations outside the District. These facilities will receive priority consideration for structural inspections as appropriate.
- DHS and support agencies, in conjunction with local voluntary organizations, to support the evacuation and registration of survivors, administer emergency first aid treatment and mental health counseling, and provide other initial mass care needs.
- For significant emergencies, it is anticipated that federal and national assistance will be forthcoming to support mass care operations and the federal government under the auspices of the National Response Framework (NRF) and the Stafford Act.
- Restoration of basic infrastructure (e.g., communications, roads, transportation services, and electricity) may take days, weeks, or even months. Ongoing assistance under ESF #6 may be required as incident response transitions to the recovery phase.
- The demographics of displaced individuals will likely be diverse and will require attention to cultural, ethnic, language, and other related needs.
- DHS and support agency staff will be trained according to ARC standards in disaster relief and emergency shelter operations.
- There are agreements in place between the ARC and the agents of the District government for the administration of shelter care, including shelter registration and the implementation of a Safe and Well program.
- Approval of requests from the Mayor or disaster relief organizations for access to and/or distribution of food may be given.
- Within the emergency area, the following conditions may exist:
  - Disruption of the food processing and distribution capabilities in the District.
  - The water supply is unusable, requiring potable water supplies to be made available to the affected population. (Note: Potable water also will be supplied by ESF #3 - Public Works and Engineering.)

- There is a disruption of energy sources (e.g., electricity and gas). The only sources available are oil for generators and propane tanks.
- Commercial cold storage and freezer facilities are inoperable.
- Support agency representatives will have sufficient knowledge of the capabilities and resources of their respective agencies and have the appropriate authorities to commit resources to the response effort.
- There may be schools and small institutions with large food inventories near the affected area that may be able to provide food. Additionally, within the District, there are pre-staged food bank inventories as well as the American Red Cross food inventory. Food banks include the Capital Area Food Bank, Bread for the City, and DC Central Kitchen.
- Priority will be given to moving critical supplies of food into areas of acute need and then into areas of moderate need.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- At the District level, DHS, assisted by the ARC and the Homeland Security and Emergency Management Agency (HSEMA), will coordinate all ESF #6 activity. Since support agencies will be represented at the Emergency Operations Center (EOC), DHS will maintain contact with representatives, as necessary, at those locations for the duration of the emergency response period. Support agency representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authorities to commit resources to the response effort.
- DHS is the Lead Agency and point of contact (POC) within the District government to represent all matters pertaining to this ESF in its dealings with the Consequence Management Team (CMT). The DC Coordinating Officer will coordinate requests through the Federal Coordinating Officer for federal assistance from the District to the Federal Emergency Management Agency (FEMA). In addition, DHS will assign an ESF #6 Emergency Liaison Officer (ELO) for duty at the EOC on a 24-hour basis for the duration of the emergency response period. In some instances, a liaison may be necessary to staff the Joint Field Office (JFO) for the duration of the recovery operation.
- Following ESF #6 activation, the primary agencies convene at the direction of the CMT or the Lead Agency to evaluate the situation and respond accordingly.
- Primary and support agencies are available as needed for the duration of the emergency response period.

### 4.2 Coordination and Control

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Initial response activities focus on meeting urgent mass care needs of survivors. Recovery efforts are initiated concurrently with response activities. Close coordination is required among local, state, and

federal agencies responsible for response operations and recovery activities, and other nongovernmental organizations providing assistance.

ESF #6 functions are divided into main areas. The principal activities for each functional area are described in the following sections:

- Mass Care: The ESF #6 mass care function includes overall coordination, shelter, feeding, and other activities to support emergency needs of survivors as described below:
  - Coordination: This includes coordination of local, state, and federal assistance in support of mass care services and the gathering of information related to sheltering and feeding operations in the impacted area.
  - Shelter: Emergency shelters and reception centers include the use of pre-identified shelter sites in existing structures, temporary facilities, and the use of similar facilities outside the incident area, should evacuation be necessary.
    - Ensure registration of all shelter residents upon arrival.
    - Maintain a system for checking residents in and out of the facility when they leave for any period of time.
    - Manage the system of recordkeeping for shelter registrations.
    - Set up and organize shelter areas, including sleeping areas, recreation/play areas, feeding areas, etc.
    - Ensure the safety, security, and sanitation of the shelter.
    - Procure, store, and distribute supplies and equipment at the shelter.
    - Work with the facility representatives to ensure proper maintenance of the facility.
    - Collaborate with the Executive Office of the Mayor, Office of Communications to establish protocols for interacting with the news media to minimize disruption of shelter operations and protect privacy of shelter residents.
    - In accordance with ARC protocols, the Department of General Services (DGS), the District Department of Parks and Recreation (DPR), and HSEMA survey facilities to determine their suitability to be designated as potential shelter sites. In addition, the Office of Contracting and Procurement establishes procurement agreements from compiled lists of potential supplies, resources, and supply vendors that will be able to provide goods and services in the event of an emergency.
    - The shelter operations response team will maintain liaison and coordinate requests for assistance through the EOC for food, clothing, and medical assistance; provide assistance in the dissemination of public emergency assistance information; provide an evacuees locator service for family members and public officials; maintain and submit records of shelter operations and resource expenditures; and terminate shelter operations when the demand for emergency housing is no longer necessary. Shelters operated by the ARC will follow ARC guidelines and policies.

- **Feeding:** Meals and snacks are provided to survivors through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on sound nutritional standards to include meeting requirements of survivors with special dietary needs to the extent possible.
  - Supervise on-site food preparation and service for shelter residents and workers.
  - Advise the logistics supervisor of needed supplies.
  - Ensure establishment and implementation of a food ordering system.
  - Maintain accurate records of received and expended food and supplies.
  - Ensure food service staff is trained in safe serving techniques.
- Requests for food, including types, amounts, and destination locations, will be coordinated and approved through the Consequence Management Team (CMT) and the HSEMA at the EOC. After initial food assistance requests are forwarded to the EOC, ESF #6 will coordinate efforts, in conjunction with HSEMA, to obtain and transport food and/or authorize disaster food stamps.
- **Emergency First Aid:** DHS will coordinate with DOH to provide basic first aid and medical referral at mass care facilities through the Medical Reserve Corps or the ARC.
- **Safe and Well Program:** This system collects information regarding individuals residing in and or visiting the affected area and provides data to immediate family members outside the affected area. In addition, the system accounts for the reunification of family members within the affected area.
- **Bulk Distribution:** Emergency relief items to meet urgent needs are distributed through sites established within the affected area. These sites are used to coordinate mass care food and water requirements.
- **Housing:** The ESF #6 housing function addresses needs of survivors in the affected areas, and is accomplished through the implementation of programs and services designed to:
  - Provide assistance for the short-term and transitional housing needs of survivors.
  - Identify the various factors having the potential to impact the incident-related housing needs.
  - Develop a plan to provide housing assistance in the most effective manner.
  - Provide assistance, including referral or direct service to rental assistance, temporary housing, loans for the repair, and/or replacement of primary residences, etc.
- **Human Services:** The ESF #6 human services component implements programs and provides services to assist survivors. This includes but is not limited to the following:
  - Assess the situation and develop a plan to support various services impacting individuals and households, including a coordinated system to address survivor incident-related recovery efforts through crisis counseling and other supportive services.

- Identify and coordinate the needs of individuals with functional needs within the impacted area, including the elderly, people with functional needs, and people communicating in languages other than English (including American Sign Language).
- Support immediate assistance for individuals, households, and groups dealing with the anxieties, stress, and trauma associated with a disaster, act of terrorism, and/or incident of mass criminal violence.
- Providing case management to survivors.
- Support expedited processing of new federal, state, and local benefits claims (e.g., Social Security, veterans benefits, disaster unemployment assistance, and federal tax refunds).
- Support federal, state, and local efforts to provide assistance and crime survivor compensation during incidents resulting from terrorism or acts of mass criminal violence, as appropriate.
- Ensure delivery of water, and other emergency commodities and services to appropriate entities.
- Establish DRCs when appropriate.

### 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Number of displaced persons.
- Number of shelters open
- Shelter population
- Damage to potential shelter locations.

### 4.4 Mission Critical Tasks

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#### 4.4.1 Notification

- Upon notification from HSEMA, DHS will notify designated staff, including the Emergency Coordinator and the ESF #6 ELO, to initiate response operations. The ELO will immediately deploy to the EOC and serve as the primary POC, information gatherer, and coordinator for DHS and ESF #6 response operations.
- The DHS Emergency Coordinator will notify DHS staff in support of ESF #6 operations depending on the event and he/she will coordinate with the ARC and other agencies, as necessary.

#### 4.4.2 Response Actions

##### 4.4.2.1 Initial Actions

- DHS, supported by HSEMA, will assess the emergency situation and assess mass care response needs.

- The ARC will provide assistance and resources to DHS and other District and voluntary response organizations.
- DHS, as necessary, will authorize emergency food stamps and vouchers to individuals and families to purchase food on the open market.
- DHS and support agencies may provide additional human services provisions as required by shelter residents.
- In the event of an emergency within the city that results in the damage or destruction of pre-designated shelters, DHS will work in conjunction with HSEMA to identify alternative locations within the District or to coordinate with neighboring communities and governments to identify potential shelter locations and facilities.
- DHS will coordinate with the DOH and appropriate animal services organizations to assist displaced families with pet reunification and/or shelter when appropriate.
- In the event of a mandated evacuation, DHS will coordinate with ESF #5 - Emergency Management and ESF #1 - Transportation. Accommodations will be provided for residents with functional needs including but not limited to individuals with communication, medical, independence, sensory, and mobility functional needs, as necessary.
- HSEMA has approved shelter sites in every ward. When conditions warrant, DHS and the ARC will operate the established community-based emergency/disaster shelters to safeguard residents. If possible, persons needing shelter are advised to bring clothing, pre-filled prescriptions and other medical needs, dentures, eye care materials, and special dietary supplies. Service animals are permitted in shelters. If the situation warrants, HSEMA will coordinate a request for the District of Columbia National Guard (DCNG) to deploy mobile food kitchens to assist with the feeding program and shower facilities.
- Mobile food kitchens and other mass care support will be provided outside the shelter system to support response personnel and individuals in need of such services
- DHS will assess the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for mass feeding.
- DHS and ARC will catalog available resources of food, transportation, equipment, storage, and distribution facilities, and be able to geographically locate these resources.
- ARC will evaluate the adequacy of available resources relative to need on a geographical basis.
- The Department of Health (DOH) will develop procedures to inspection of all food to determine, to the extent possible, that all identified food is safe and fit for human consumption.
- DHS and ARC, with the assistance of the Metropolitan Police Department (MPD), the District Department of Transportation (DDOT), and the Department of Public Works (DPW), will coordinate the shipment of food to staging areas within the emergency area.
- The Office of Contracting and Procurement (OCP) will initiate direct market procurement of critical food supplies not available from existing DHS inventories or other authorized sources.

- DHS will coordinate with HSEMA and the District Department of Transportation (DDOT) and ESF #1 - Transportation to identify helipad locations for use of helicopter landings for the delivery and pick up of people and goods as needed.

#### **4.4.2.2 Activation**

- Activation of the EOC will be communicated by Executive Office of the Mayor, the CMT, or the HSEMA Director.
- Upon activation of the EOC, ESF #6 will dispatch an ELO to the EOC or alternate EOC location.

#### **4.4.2.3 Continuing Actions**

- DHS, with the support of the ARC, will continue to operate the shelters until families and individuals can return to their homes, find temporary housing, or seek alternative arrangements.
- DHS with the support of the ARC will continue to coordinate the relocation and reunion of families, pending resolution of all issues.
- This effort will include continued assistance to non-residents (e.g., tourists, visitors, etc.) caught in the emergency and stationed in a shelter until they are able to return to their homes or next destination.
- DHS will expedite requests for emergency issuance of food stamps after restoration of access to commercial food channels.
- DHS and the ARC will activate pre-established agreements and set up logistical links with organizations involved in long-term mass meal services.
- DHS and the ARC will establish the need for and use of a predetermined process for the replacement of food products transferred from existing program inventories.

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the Incident Command System (ICS). ESF #6 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section in the EOC or JFO is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No additional or unfilled resource requests
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Branch Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Center Chief, will establish the release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Recovery Manager, or the relevant Recovery Support Function if activated, of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain standard operating procedures and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

**Department of Human Services (DHS):** DHS will coordinate ESF #6 for the District. DHS will ensure that shelters are appropriately staffed to direct operation of the facility:

- Staff will be prepared to register all shelter occupants. Information on the registration form will include data for each occupant, specific needs for health services, medications, medical equipment requirements, contagious diseases, physical disabilities, and/or other special needs.
- Coordinate with the ARC to assist in administration of the shelter and registration.
- Coordinate supervision and services for persons with functional needs in emergency shelters including but not limited to communication, mobility, independence, supervision, and transportation functional needs.
- Coordinate with ESF #8 - Public Health and Medical Services for individuals with medical needs in shelters.

DHS will respond to the activation of the ESF and will assist the ARC with bulk food or meal acquisition and emergency feeding activities internal and external to the shelter environment. DHS will coordinate the deployment of District agency staff for feeding, facilitating food acquisition and distribution through the coordination of purchases and reimbursements, and overseeing logistics for emergency food supplies during the crisis period. In addition, DHS will activate the Disaster Food Stamp and Voucher Issuance Program within 72 hours, which will authorize emergency-issued food stamps and vouchers. Eligible customers and families will then be able to purchase food on the open market, as necessary. In coordination with the ARC, HSEMA, the Salvation Army, and other agencies, DHS will assess the operation, the critical needs of the affected population in terms of numbers of people, their location, and usable food preparation facilities for congregate feeding.

DHS will coordinate and assist with emergency feeding in and out of the shelter environment:

- Assist or provide personnel, supplies, and other resources to assist in shelter operations for survivors of the effected emergency/disaster area.
- Assess and coordinate with DOH to ensure provision of emergency medical support at the shelter sites.
- Provide the development and maintenance of a shelter operations plan.
- Assist or coordinate with Department of Behavioral Health (DBH) for counseling and crisis intervention services.
- Monitor compliance with the Americans with Disabilities Act (ADA).
- Assist or coordinate with DC Office on Aging (DCOA) to provide services for seniors and their families.
- Ensure response by adult and child protective services.
- Assist or provide for the mass feeding of evacuees and relief workers at the shelter facilities.

- During shelter operations, provide frequent updates to the EOC concerning the status of shelter operations.
- Maintain records of cost and expenditures and forward them to the Finance and Administration Section Chief.
- Develop and maintain a shelter operations plan.

## 5.2 Support Agencies, Departments, and Organizations

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### 5.2.1 Support Agencies and Departments

- **Child and Family Services Agency (CFSA):** CFSA will mobilize its staff and volunteers to assist in District-wide responses. These resources will primarily be used in emergency shelter operations and staffing. CFSA, in concert with the Metropolitan Police Department (MPD), will oversee the identification, processing, and protection of any children who may be separated from their parent(s) or guardian, or children identified or reported to be at risk for neglect or abuse while in either emergency shelters or the community during an emergency. CFSA, assistance may be required to support family reunification operations.

CFSA will also mobilize staff and volunteers to assist in District-wide feeding and will help staff the Disaster Food Stamp and Voucher Issuance program sites, as necessary. CFSA will oversee the identification, administrative processing, protection, and feeding of any children who may be separated from their parent(s) or guardian(s); monitor the identification of children reported to be at risk for neglect or abuse in the shelters or in the community during the emergency period.

- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
- **Department of Disability Services (DDS):** DDS will work with partner agencies to ensure that the needs of shelter residents with functional and access needs are met.
- **Department of Employment Services (DOES):** DOES will assist in the provision of staff and volunteer resources, recruit emergency manpower to work at emergency shelters, and coordinate with DHS and human services partners to provide employment services to disaster clients if/when such services might be needed. DOES will also activate the disaster unemployment program if necessary.

DOES, in coordination with HSEMA, will help recruit emergency manpower to support emergency feeding requirements and the delivery of emergency food and supplies.
- **Department of General Services (DGS):** DGS will provide equipment, materials, and trade persons to support mass care efforts and identify alternative shelter sites, temporary staging locations, storage locations, and other related services in the event of an emergency.

Protective Services Division will provide security inside shelters, including control of egress and ingress in coordination with DHS and the ARC.

DGS, in cooperation with MPD, will provide support and assistance in maintaining security around emergency feeding areas, including control of ingress and egress in coordination with DHS and HSEMA:

- The Facilities Division will provide janitorial/cleaning assistance in coordination with Department of Parks and Recreation (DPR) and DHS as food storage and mass feeding/food distribution center sites.
- The Portfolio Division will provide available locations for food storage and mass feeding/food distribution in coordination with DHS and HSEMA.

- **Department of Health (DOH):** DOH will provide medical care for impacted populations either in or outside the shelter locations; provide emergency first aid services, with medical staff and volunteers, to shelter clients and workers, and assist with medical supply resources when requested and as DOH inventory permits; and ensure oversight and quality of health care that is provided to shelter clients and staff and monitor the administration of medications and the provision of special dietary requirements. DOH will provide the ESF coordinator with frequent updates as to the shelter status and ensure health standards, including food, sanitation, and water, are maintained at all service sites.

Also, DOH will protect animals during an emergency, including providing for animal sheltering facilities, if/when appropriate; protect the public from disease, injury, or other public health safety risks associated with an animal- or animal-industry-related emergency or disaster; and promote information sharing in order to assist animal owners in protecting themselves and their animals in case of an emergency or disaster. DOH will promote information sharing in order to assist the animal industry in protecting itself in case of an emergency or disaster and evaluating public health and safety risks potentially associated with animal emergencies and considering ways to avoid or minimize their effects. DOH will provide for people who have function or medical support needs in shelters.

DOH will monitor the emergency food assistance program to ensure the transport, storage, handling preparation, and service of meals. DOH will develop procedures to inspection of all food to determine, to the extent possible, that all identified food is safe and fit for human consumption.

- **Department of Housing and Community Development (DHCD):** DHCD will help coordinate interim housing for individuals requiring temporary housing for an extended period of time.
- **Department of Parks and Recreation (DPR):** DPR will mobilize its staff and volunteers to assist in District-wide responses and provide transportation to or assistance with the operation of shelter facilities. City parks and recreational facilities may be used for staging areas, storage areas, temporary open-air shelter sites, and for other uses in support of mass care response efforts. DPR will assist with providing children's activities.

DPR will mobilize its staff and volunteer organizations to assist in District-wide responses. Activities may include providing transportation or assisting with mass feeding.

- **Department of Public Works (DPW):** DPW will provide solid waste removal and debris removal; coordinate the inspection of facilities as needed, in conjunction with the Department of Consumer and Regulatory Affairs (DCRA). DPW will coordinate with DC Water DOH to ensure that water and sewer sanitation within the emergency area are safe; and coordinate with DC Water to ensure that shelter facilities have clean water and working sewerage connections. DPW will also support the shipment of food, as requested to staging areas within the emergency area.
- **Deputy Mayor for Health and Human Services:** The Deputy Mayor for Health and Human Services will oversee health and human service response operations as needed.
- **District of Columbia Housing Authority (DCHA):** DCHA manages and provides subsidized public housing for low-income, elderly, and disabled District residents. DCHA will utilize contracts to identify temporary housing and provide housing counseling.
- **District of Columbia Public Library (DCPL):** DCPL may offer extended hours, enabling residents to have a place to obtain information, and computer access.
- **District of Columbia Public Schools (DCPS):** DCPS may be requested to provide school facilities to be utilized as shelters for emergency sheltering operations, as required. DCPS will facilitate the opening of emergency shelter sites upon request and provide emergency food, food storage, and cooking facilities for bulk food issuance. DCPS will coordinate approval for food distribution from U.S. Department of Agriculture or other District and federal agencies. DCPS will provide emergency medical support at the shelter sites by utilizing nursing staff. DCPS will provide the ESF coordinator with frequent updates as to the shelter status and assist in the development and maintenance of a shelter operations plan.  
  
DCPS will provide food storage and mass feeding/food distribution center sites. DCPS will help identify emergency food vendors, especially those who offer pre-packaged food in children’s portions.
- **District Department of Transportation (DDOT):** DDOT will provide DHS and HSEMA with current traffic conditions and roadway operation information to support the identification of mass care facilities. The agency will coordinate with ESF #6 agencies in establishing a system for providing transportation assistance for survivors and supplies within a shelter. DDOT will coordinate with ESF #6 agencies and transit providers to provide transportation for the population requested to evacuate from the affected area and will provide similar coordination for transportation of pets owned by individuals required to evacuate. DDOT will coordinate with the Department of Disabilities Services, transit providers, and appropriate disability service providers in establishing a system for providing transportation assistance for disaster survivors with disabilities requiring specialized transportation.  
  
DDOT will support the shipment of food, as requested to staging areas within the emergency area.
- **Fire and Emergency Medical Services (FEMS):** FEMS is primarily responsible for the evacuation of specific locations (e.g., Metro stations, buildings, etc.) and will provide for decontamination, if public safety becomes an issue.

- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA will assist in establishing priorities and coordinating the transition of mass care operations with recovery activities based on emergency situation information and the availability of resources that can be appropriately committed to the operation. HSEMA will provide logistics support, including emergency communications; coordinate the designation and opening of shelters with the building owner or controlling agency; and coordinate with DHS and appropriate agencies to arrange for bedding, cots, food, security, and other essential shelter resources. HSEMA will consider the potential duration of a shelter opening, number of persons needing shelter, and location of an emergency when opening a shelter.

HSEMA will coordinate various District and federal agencies and NGOs responses to support emergency feeding requirements; coordinate the use of federal stockpiles of food through FEMA (the designated Lead Agency for federal mass care provisions under the NRF); and coordinate disaster assistance if federal assistance is deemed necessary by the Mayor. HSEMA will advise the Mayor on the situation and consult with adjacent jurisdictions. Upon the decision of the Mayor, HSEMA will coordinate an evacuation. In the event of an evacuation, populations will utilize established evacuation routes unless roads are hazardous or blocked, pending clearance if debris or other obstruction. Alternative evacuation routes will be determined after consultation with MPD, DPW, and DDOT. Residents will be advised and prepared for the evacuation by information announcements over radio and television, and by use of the emergency broadcast system, if incident conditions warrant.

HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources. HSEMA helps coordinate the various District and federal agencies and private group responses to emergency feeding requirements, including community food banks. HSEMA helps DHS coordinate use of federal stockpiles of food through the Federal Emergency Management Agency if federal assistance is deemed necessary by the Mayor.

- **Metropolitan Police Department (MPD):** MPD will provide support and assistance to Protective Services Division (PSD) in cooperation with the HSEMA and other city agencies in the event emergency shelters are established. MPD, in support of PSD, will maintain security outside and around emergency shelters. Also, MPD will provide support and assistance to facilitate the delivery of emergency food and supplies; assist in the notification of the public by providing direction and security along predetermined evacuation routes; and assist in ensuring that any evacuation is conducted in an orderly and safe manner.

MPD, in coordination with DHS and other District agencies, will provide support and assistance to fulfill emergency feeding requirements. MPD will maintain security around emergency feeding areas, including control of ingress and egress in coordination with DHS and HSEMA. MPD will provide support and assistance to facilitate the delivery of emergency food and supplies. MPD will help notify the public by providing direction and security along

predetermined routes to reach central food locations and will assist in ensuring that any ingress and egress to such locations is conducted in an orderly and safe manner.

- **Office on Aging (DCOA):** DCOA will assist with the management and care, including the distribution of emergency relief items to District senior residents at designated sites. DCOA will assist, potentially through contractors, with operation of shelter-in-place and mobile feeding units to serve District senior residents. Also, DCOA will coordinate the transport and relocation of District senior residents to emergency shelter care facilities, in concert with other agencies; assist with staffing emergency shelter facilities situated in communities with large senior citizen populations; and assist with the operation of designated feeding and health care service sites for District senior residents.

DCOA will provide technical assistance in the management and feeding of the elderly housed in DCOA shelters. DCOA will identify, to the extent possible, the location of seniors in need of transport to mass feedings, congregate meals, and food distribution centers.

- **Office of Community Affairs (OCAF):** OCAF will work with ESF #6 to support community outreach operations to provide food to survivors.
- **Office of Contracting and Procurement (OCP):** OCP will manage the development and execution of emergency food/meal contracts to supplement DHS supplies for emergency events and mass care feedings or food distribution to large staging areas.
- **Office on African Affairs (OAA):** OAA will assist with staffing and language translation services at emergency shelter and health care facilities and emergency relief sites; assist with family reunification efforts for displaced, non- and limited-English-speaking individuals; and assist with the provision of volunteer translators for emergency medical intervention, routine health care services, crisis intervention, and psychiatric services, at designated emergency response sites and on the mobile units. Office on Latino Affairs also will work with communicators to ensure that all messages are properly translated or interpreted for speakers of other languages, and that messages are culturally appropriate.
- **Office on Asian and Pacific Islander Affairs (OAPIA):** OAPIA will assist with staffing and language translation services at emergency shelter and health care facilities and emergency relief sites and assist with family reunification efforts for displaced, non- and limited-English-speaking individuals. OAPIA will assist with the provision of volunteer translators for emergency medical intervention, routine health care services, crisis intervention, and psychiatric services at designated emergency response sites and on the mobile units. Also, OAPIA will work with communicators to ensure all messages are properly translated or interpreted for speakers of other languages, and that messages are culturally appropriate.
- **Office of Disability Rights (ODR):** ODR will assist in ensuring ADA compliance in ESF #6 activities and support any unmet needs of survivors with functional and access needs.
- **Office on Latino Affairs (OLA):** OLA will assist with staffing and language translation services at emergency shelter and health care facilities and emergency relief sites; assist with family reunification efforts for displaced, non- and limited-English-speaking individuals; and assist with the provision of volunteer translators for emergency medical intervention, routine

health care services, crisis intervention, and psychiatric services at designated emergency response sites and on the mobile units.

OLA also will work with communicators to ensure all messages are properly translated or interpreted for speakers of other languages, and that messages are culturally appropriate.

OLA will work with ESF #6 to support community outreach operations to provide food to survivors.

- **Office of Unified Communications (OUC):** OUC will provide information and referrals to human services providers. The OUC will provide information to the public regarding other ESF #6 services. Also, services are available online through [www.211metrodc.org](http://www.211metrodc.org).
- **Serve DC:** Serve DC, is the lead for ESF #16 (Volunteer and Donations Management). In this capacity Serve DC will assist DHS and HSEMA, as needed, with coordination of available volunteers and donated supplies to support shelter operations, distribution point processes, provision of initial crisis management for survivors, and other ESF #6 services.
- **Office of Victim Services (OVS):** OVS provides support to survivors of man-made events in the District.

### 5.2.2 Support Organizations

- **Advisory Neighborhood Commissions (ANC):** ANC commissioners can play a vital role in providing community situational awareness during emergencies, communicating information, and identifying public concerns about preparedness issues.
- **Consortium of Universities of the Washington Metropolitan Area:** The Consortium of Universities consists of ten universities and one college in the District of Columbia. Individual DC-member institutions of the Consortium of Universities of the Washington Metropolitan Area will take necessary measures to provide mass care services for their populations.
- **Metropolitan Washington Council of Governments (COG):** COG's regional response in coordination with HSEMA will facilitate coordination between Regional ESF (RESF) #11 and ESF #6. RESF #11 facilitates communication and coordination among National Capitol Region jurisdictions before, during, and after regional incidents and emergencies.

## 5.3 Nongovernmental Organizations

- **American Red Cross (ARC) of the National Capital Region:** ARC will assist or provide management and care of the shelter facilities; arrange for bedding, cots, food, and other essential resources needed at shelters in coordination with DHS and HSEMA; and assist or provide personnel, equipment, supplies, and other resources to support the setting up and running of shelter facilities. ARC will assist or provide for the mass feeding of evacuees and relief workers at the shelter facilities and assist or provide first aid stations at shelter facilities. In addition, the ARC will assist in the development and maintenance of a shelter operations plan, assist in providing mental health counseling and support services, and facilitate the opening of emergency shelter sites upon request.

ARC will assist DHS in coordinating with HSEMA in the identification and processing of food requests and will coordinate with DHS and other support agency personnel upon the receipt of food or meals for distribution to persons housed in shelters or in mass feeding staging areas.

- **District of Columbia Voluntary Organizations Active in Disaster (DC VOAD) and Member Agencies:** DC VOAD will establish a process for involving member organizations in disaster mitigation, preparedness, response, and recovery. Member agencies provide a wide variety of emergency services in the realm of mass care, housing and human services.
- **Salvation Army:** Salvation Army will assist DHS in coordinating with HSEMA in the identification and processing of food requests and will coordinate with DHS and other support agency personnel upon the receipt of food or meals for distribution to persons housed in shelters or in mass feeding staging areas.

## 5.4 Federal Agencies

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### 5.4.1 Primary Federal Agency

- **Federal Emergency Management Agency (FEMA):** The primary federal agency for ESF #6 will provide direct, technical, and other support to the District through the District ESF #6 primary agency, FEMA.

Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the U.S. Department of Homeland Security National Response Coordination Center. When the JFO is established near the disaster area, ESF representatives that comprise the Emergency Response Team will be in the JFO.

### 5.4.2 Support Federal Agency

- **District of Columbia National Guard (DCNG):** As requested by HSEMA, the DCNG will assist with security, both on the streets and in the designated shelters. DCNG will facilitate the transport of disaster relief supplies and equipment. DCNG will provide assistance with mobile kitchens and shower facilities, if required to support sheltering operations. DCNG will assist in the evacuation or relocation of survivors, as necessary.

DCNG will, at the request of HSEMA, coordinate and provide mobile feeding facilities and personnel and will assist with the delivery of bulk food and cooking supplies.

- **U.S. Department of Agriculture (USDA):** USDA will coordinate with the District to ensure that the Supplemental Nutrition Assistance Program (SNAP) is available to survivors.

USDA is the coordinating federal agency for ESF #11 and will provide direct, technical, and other support to the District through DHS for ESF #6. Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the USDHS National Response Coordination Center. When the JFO is established near the disaster area, ESF representatives that comprise the Emergency Response Team will be in the JFO.

- **U.S. Department of Health and Human Services (HHS):** HHS will collaborate with State, tribal, local and private sector officials on prioritizing restoration of the public health and



private medical and healthcare service delivery infrastructures to accelerate overall community recovery. HHS will also support shelter operations as needed.

- **U.S. Department of Health and Human Services Food and Drug Administration (HHS/FDA):** The FDA provides policies and guidelines for food safety and security operation
- **U.S. Department of Housing and Urban Development (HUD):** HUD will provide support for housing assistance, community redevelopment, economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.

# EMERGENCY SUPPORT FUNCTION #7

## RESOURCE SUPPORT

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #7 - Resource Support provides logistical/resource support following an emergency and establishes lines of communication between the primary and supporting ESF #7 agencies and other ESFs.

ESF #7 provides equipment, materials, supplies, and personnel to District of Columbia (District) entities for emergency operations. It sets the stage for the District to continue operations even in the event of an emergency, while being self-sufficient from the local stocks, private sector, and other District jurisdictions for up to 72 hours. The Chief Procurement Officer (CPO) is the primary executive manager for ESF #7. The powers and authorities of the CPO are delegated, as needed, to other officials within ESF #7. Resource requirements include but not limited to emergency relief supplies, office space, equipment, and supplies, telecommunications, contracting services, transportation services, and personnel.

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

The policies and responsibilities detailed in ESF #7 are supported by a number of subordinate plans of OCP that detail response timing and procedures. These subordinate plans include:

- Internal Operations Plans of OCP
- Standard Operating Procedures of OCP
- Standard Operating Procedures of OCP

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #7 – Resource Support. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Office of Contracting and Procurement
<b>Support Agencies</b>	Department of Behavioral Health Department of Employment Services Department of General Services Department of Health Department of Human Resources Department of Human Services Department of Parks and Recreation Department of Public Works District of Columbia Public Schools Department of Energy & Environment District Department of Transportation Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office of the Attorney General Office of the Chief Financial Officer Office of the Chief Medical Examiner Office of the Chief Technology Officer Office of Disability Rights Office of Planning Office of Unified Communications
<b>Support Organizations</b>	Consortium of Universities of the Washington Metropolitan Area University of the District of Columbia
<b>Primary Federal Agency</b>	U.S. General Services Administration U.S. Department of Homeland Security/Federal Emergency Management Agency

**The ESF #7 Primary Agency/Department is OCP.** OCP coordinates with the appropriate agencies to ensure that procurement processes are expedited. OCP works directly with HSEMA to quickly identify sources and purchase the required goods as deemed necessary by the Consequence Management Team (CMT) Director.

Resource support will be conducted from the Emergency Operations Center. However, resource support should be prepared to continue operations from alternate sites in the National Capital Region should the primary site be compromised. Alternate sites for resource support activities will be identified and may be activated at the direction of the CPO or those with delegated authority.

**The ESF #7 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #7. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #7 activities.

**The ESF #7 Federal Agencies/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #7 - Resource Support provides logistical/resource support following an emergency and establishes lines of communication between the primary and supporting ESF #7 agencies and other ESFs.

### 1.2 Scope

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ESF #7 provides equipment, materials, supplies, and personnel to District of Columbia (District) entities for emergency operations. It sets the stage for the District to continue operations even in the event of an emergency, while being self-sufficient from the local stocks, private sector, and other District jurisdictions for up to 72 hours. The Chief Procurement Officer (CPO) is the primary executive manager for ESF #7. The powers and authorities of the CPO are delegated, as needed, to other officials within ESF #7. Resource requirements include but not limited to emergency relief supplies, office space, equipment, and supplies, telecommunications, contracting services, transportation services, and personnel.

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

The policies and responsibilities detailed in ESF #7 are supported by a number of subordinate plans of OCP that detail response timing and procedures. These subordinate plans include:

- Internal Operations Plans of OCP
- Standard Operating Procedures of OCP

## 2.0 POLICIES

- In accordance with assigned responsibilities and upon activation of the DRP, ESF #7 agencies will provide assistance to the affected areas.
- Support agencies will furnish resources to support ESF #7 requirements, including agency-specific lists of emergency supplies and procurement personnel necessary to establish operations effectively at the national and regional levels. Support of ESF #7 will continue as needed throughout the response effort.
- Equipment and supplies will be provided from current District stocks and warehouses, or, if necessary, from the private sector and surrounding jurisdictions.
- OCP and the Homeland Security and Emergency Management Agency (HSEMA) support of other ESFs will be through ESF #7 as part of Consequence Management Team (CMT) responsibilities.
- When possible, all procurement will be supported by a written justification. However, the urgency associated with a resource need may necessitate verbal tasking directly from the

command staff. In such situations, ESF #7 will document who is requesting the procurement and the reason for the request.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

An emergency could cripple the response capabilities of the District's key agencies as well as those agencies of the surrounding metropolitan area. The District government, with the assistance of the federal government as needed, will have the capacity to meet the foreseeable requirements. Critical resource shortages may include power, fuel, ice, and potable water. There will be shortages in the local area of a wide variety of supplies necessary for emergency population survival, such as cots, sheets, blankets, pillows, pillowcases, tents for temporary shelter, and plastic and paper items for mass feeding. This support is generally provided to ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services.

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #7 response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

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- In some emergencies, shortages of critical resources can be predicted by government officials, which allows for measures to be taken in order to lessen the impact. However, shortages also will occur completely without warning.
- Local businesses and organizations are willing, whenever possible, to assist the community and the District government during a period of resource shortage, particularly following a large-scale disaster. The District's mutual aid agreements with Maryland and Virginia and neighboring counties also should be activated when available.
- OCP maintains lists of all categories of critical resources, personnel, supplies (mass care, in particular), and equipment that may be needed in the District. Additionally, the lists will include the names, addresses, and telephone numbers of government and private agencies that have and may provide the resources.
- Agency and departmental critical resources lists are fundamental to the effective response of the District government to emergency activations. Procurement transactions, pricing, and vendor relationships need to be established prior to events requiring activation of the HSEMA Emergency Operations Center (EOC). Prolong procurement processes may result from insufficient or nonexistent critical resource lists.
- ESF #5 is responsible for coordinating, allocating, and tracking resources during an incident/event. Internal District resources will be used as the first line of support to an emergency. Interstate mutual aid will be activated as deemed necessary by the Incident Commander for timely and cost-effective resource support. If additional resources are needed,

after exhausting National Capital Region and interstate mutual aid resources, the United States Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA) Emergency Management Assistance Compact (EMAC) mechanism will be utilized. A federal declaration will be requested if all resources are depleted and federal assistance is required.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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

### 4.2 Coordination and Control

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- When it becomes apparent that additional resources (materials and services) will be needed, HSEMA will take the lead role in ensuring coordination of District government agencies in implementing contingency plans and recommending courses of action through the CMT to the mayor.
- OCP possesses the authority and the emergency procurement mechanisms activated by an officially executed mayoral declaration of a state of emergency. OCP staff, working out of the EOC, expects to use existing inventories and stores as defined by departmental materials lists. In the event emergency procurement transactions are required by the circumstances, both competitive and noncompetitive procurements actions are authorized and sought.
- The Chief Financial Officer (CFO) will finance emergency procurements charged to OCP credit cards. The CFO will determine the budget unit to be charged for each transaction. Procurement transactions occurring within departments and agencies are the financial responsibility of the executing department.
- When possible, separate emergency procurement accounting will be established within the Procurement Automated Support System (PASS) to help account for emergency expenditures. In this way, emergency procurement orders are entered into PASS and paid for via purchase cards held by OCP. This permits orders to be tracked from requisition through receipt and payment.
- Blanket purchase agreements may be used to obtain office supplies, equipment, and response gear (i.e., gloves, masks, disinfectant). Requests for response-related resources from any District

agency should be processed through ESF #7 by a designated resource manager, who will complete the following actions:

- Direct and supervise the activities of personnel involved in managing resources.
- Coordinate with the EOC Manager and key organizations' representatives in the EOC regarding needs and priorities.
- Monitor potential resource shortages and advise key staff on the need for action.
- Identify facilities and sites that may be used to store needed resources and donations.
- The primary source of personnel, equipment, materials, and supplies will be from existing District and federal agencies, as necessary. Support that cannot be provided from District agencies may be secured from federal sources or donations.
- Purchase prices and contract costs, where possible, should be established prior to an event in order to prevent price gouging and the use of "no-bid" contracts. Prepositional contracts are a method to ensure the availability and cost of emergency resources and should be established as part of the ESF planning process. Additionally, during an emergency, District agencies will communicate with neighboring jurisdictions to reduce competition for the same resource.

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Immediate resource needs
- Status of transportation
- Status of communication
- Operational status of critical facilities

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

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

### 4.4.2 Response Actions

#### 4.4.2.1 *Initial Actions*

- Upon notification of an event, OCP will respond to any immediate requests for resources and identify the available critical resources within the District that may be deployed to support operations.

#### 4.4.2.2 *Activation*

- Implementation of the DRP and activation of the EOC will be communicated to OCP by the CMT, or the director of HSEMA.
- Not all implementations of the DRP and activations of the EOC will require establishment of ESF #7.

- In the event of an incident that requires support and resources outside of normal operations, the incident command, OCP leadership, can request initiation and/or activation through the CMT, or the director of HSEMA.

#### **4.4.2.3 Continuing Actions**

- ESF #7 will continue to monitor and manage resource requests and the execution of contracts established for response operations.

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the Incident Command System (ICS). ESF #7 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated by ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the EMAC mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.
- Internal tracking of resources will be done via in-house tracking mechanisms currently place and being used by USDHS.

#### **4.4.2.6 Demobilization**

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel

- Establish recall roster in case reactivation is required
- Notify personnel to be released of the specific times for release
- Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and Emergency Liaison Officers and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain Standard Operating Procedures (SOPs) and Standard Operating Guides (SOGs) as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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

Resource support will be conducted from the EOC. However, resource support should be prepared to continue operations from alternate sites in the National Capital Region should the primary site be compromised. Alternate sites for resource support activities will be identified and may be activated at the direction of the CPO or those with delegated authority.

### 5.2 Support Agencies, Departments, and Organizations

#### 5.2.1 Support Agencies and Departments

- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.

- **Department of Employment Services (DOES):** DOES, in cooperation with HSEMA, will manage issues related to the recruitment of labor during an emergency and will serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES, in coordination with all other critical agency liaisons will work together to allocate critical labor resources on a priority basis. DOES will ensure the continuation of unemployment benefits payments and employer tax collections, disability and workers compensation payments, summer youth employment programs, Job Training Partnership Act programs, and Job Services activities.
- **Department of General Services (DGS):** DGS will provide security at the District's leased or owned property.
- **Department of Health (DOH):** DOH will identify, obtain, and allocate needed medical resources, recommend policy direction, and direct resources according to needs and potential impact on District-wide services.
- **Department of Human Resources (DCHR):** DCHR will coordinate with agencies to identify and deploy personnel resources before, during, and after an emergency.
- **Department of Human Services (DHS):** DHS will manage procurements with its service providers and ensure that payments are made to providers. DHS and the CFO will assist in providing HSEMA with resources and supplies for District-wide emergencies in concurrence with availability. DHS will fully mobilize resources to restore the operational functions of its facilities throughout the District. DHS will activate its DHS EOC to ensure continuity of DHS services.
- **Department of Parks and Recreation (DPR):** DPR, at the direction of the HSEMA director, will mobilize its staff to assist in District-wide responses. DPR has a volunteer organization of approximately 1,000 individuals with a variety of skills and abilities.
- **Department of Public Works (DPW):** DPW will supply fuel, as needed, via fueling operations or mobile fuel trucks. DPW will also provide personnel and equipment to assist the District in any emergency response operations.
- **District of Columbia Public Schools (DCPS):** DCPS will provide school facilities to be used as shelters for emergency sheltering operations and storage and distribution of procured items to District agencies. DCPS will provide a liaison to the EOC.
- **Department of Energy & Environment (DOEE):** DOEE will coordinate with HSEMA in managing critical resources and facilities under their control, including notification when resources are about to be or have been depleted.
- **District Department of Transportation (DDOT):** DDOT will provide the needed information to OCP in order to receive the needed resources for reestablishing damaged infrastructure. DDOT also will coordinate with OCP in acquiring additional transportation resources, whether it is for construction or for the movement of the population.
- **Fire and Emergency Medical Services (FEMS):** FEMS will coordinate with HSEMA in managing critical resources under their control, including notification when resources are about to be or have been depleted.

- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.

HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the emergency operations center through their emergency liaison officers (ELOs).

- **Metropolitan Police Department (MPD):** MPD will maintain security of emergency area(s), including ingress and egress in coordination with HSEMA. MPD will notify HSEMA of any critical resource shortfalls. During an emergency, MPD will maintain security of facilities used to store large inventories of emergency physical resources. MPD also will provide escort and security services for large shipments of emergency physical resources to the disaster site.
- **Office of the Attorney General (OAG):** OAG will provide legal advice and take legal action for the supporting agencies unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
- **Office of the Chief Financial Officer (OCFO):** OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The CFO will coordinate with OCP to ensure that unforeseen and emergency procurements of critical goods are dispersed as quickly as possible.
- **Office of the Chief Medical Examiner (OCME):** OCME will coordinate with HSEMA in managing critical resources and facilities under their control, including notification when resources are about to be or have been depleted.
- **Office of the Chief Technology Officer (OCTO):** OCTO will establish and maintain an office for the purpose of monitoring and reporting information system failures (that is, DCnet, District intranet, etc.) throughout District agencies. The public information function will create, prepare, and disseminate information related to the emergency.
- **Office of Disability Rights (ODR):** ODR will coordinate with HSEMA in identifying and managing critical resources for people with functional and access needs.
- **Office of Planning:** The Office of Planning provides statistical data regarding District populations. In addition, the Office of Planning provides planners for the wards as well as maps.
- **Office of Unified Communications (OUC):** The OUC will provide centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources. More specifically, the OUC will receive and manage all 911 and 311 call volume and will also oversee all land and mobile radio systems tied to that response network.

## 5.2.2 Support Organizations

- **Consortium of Universities of the Washington Metropolitan Area:** Individual DC-member institutions of the Consortium of Universities of the Washington Metropolitan Area may provide resource support as requested; however, their primary responsibility is to support their own institutions and populations.
- **University of the District of Columbia (UDC):** UDC will serve as an information agent for student volunteers and facility shelters. UDC can serve as a Field Operation Unit and offers the use of their large venue spaces.

## 5.3 Federal Agencies

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### 5.3.1 Primary Federal Agency

**United States Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA):** FEMA is the co-lead of federal ESF #7. FEMA/Logistics provides a nationally integrated process for the collaborative implementation of the logistics capability of Federal agencies, public- and private sector partners, and nongovernmental organizations.

**U.S. General Services Administration (GSA):** GSA, through a mission assignment/request for federal assistance from FEMA (or other federal agency), can provide technical and other support to the District government through OCP, the District counterpart ESFs. GSA provides emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services; personnel required to support immediate response activities, and support for requirements not specifically identified in other ESFs, including excess and surplus property.

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# EMERGENCY SUPPORT FUNCTION #8

## PUBLIC HEALTH AND MEDICAL SERVICES

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #8 - Public Health and Medical Services provides mechanisms for coordinating District assistance and resources to identify and respond to public health and healthcare systems needs during an emergency. Assistance provided under ESF #8 is directed and coordinated by the Department of Health (DOH) and is supported by several federal and District agencies and private health service providers.

ESF #8 provides a coordinated and effective District government approach to an emergency that impedes routine public health and healthcare systems provided within the District. The support is categorized according to the following tasks or functions:

- Conduct and coordinate for health surveillance, including infectious disease surveillance and epidemiological investigation.
- Conduct and coordinate communicable disease control, including the coordination of isolation and quarantine.
- Conduct and coordinate the assessment of public health and healthcare systems, including inpatient and outpatient capacity (Situational awareness, bed availability, healthcare system needs).
- Coordinate the decontamination of survivors and health and medical personnel at health care facilities.
- Coordinate and oversee public health and medical emergency warning and public information on public health and medical issues.
- Coordinate and conduct the Strategic National Stockpile (SNS) reception, distribution, and dispensing mission, including the following:
  - Provide for the reception of the Strategic National Stockpile.
  - Coordinate the distribution of medications for prophylaxis and treatment.
  - Coordinate and provide the dispensing of medications, medical supplies, and equipment.
- Coordinate responding medical and non-medical care personnel and volunteers.
- Coordinate and distribute health, medical, and veterinary equipment, supplies, and pharmaceuticals.
- Coordinate with Emergency Medical Service (EMS).
- Conduct and coordinate patient distribution and evacuation.
- Conduct and coordinate patient tracking.
- Conduct and coordinate mass fatality management and survivor identification. Office of the Chief Medical Examiner (OCME) serves as the lead for these activities for all responses except during pandemic influenza response when DOH is the lead).

- Coordinate drug, biological, and medical device safety and security.
- Coordinate food safety and security.
- Coordinate responder health and safety.
- Coordinate radiological, chemical, and biological hazards consultation and technical assistance.
- Assist with coordinating behavioral health care for survivors, response personnel, health and medical personnel and the general public.
- Coordinate testing of potable water, wastewater, and solid waste disposal.
- Coordinate vector control.
- Coordinate veterinary medical support services, sheltering, and animal control.
- Coordinate animal disease prevention.
- Coordinate distribution of blood and blood products.
- Coordinate public health laboratory capabilities to include testing for bioterrorism, chemical terrorism, and identification of infectious diseases.
- Coordinate medical intelligence to include threat identification and informational product development and dissemination.

## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #8 – Public Health and Medical Services. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Department of Health
<b>Support Agencies</b>	Child and Family Services Agency Department of Behavioral Health Department of Consumer and Regulatory Affairs Department of Disability Services Department of Employment Services Department of Forensic Science Department of General Services Department of Human Services Department of Parks and Recreation Department of Public Works Department of Energy & Environment District Department of Transportation Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office of the Chief Medical Examiner Office of the Chief Technology Officer Office of Contracting and Procurement Office of Disability Rights Office of Unified Communications Office of Victim Services Office on Aging Serve DC
<b>Support Organizations</b>	DC Hospital Association DC Nurses Association DC Primary Care Association DC Water DC Veterinary Medical Association Medical Chirurgical Society of DC Medical Society of DC National Medical Association DC Emergency Healthcare Coalition
<b>Nongovernmental Organizations</b>	American Red Cross of the National Capital Region
<b>Primary Federal Agency</b>	U.S. Department of Health and Human Services

<b>Support Federal Agencies</b>	District of Columbia National Guard U.S. Department of Homeland Security/Federal Emergency Management Agency U.S. Department of Health and Human Services/Centers for Disease Control and Prevention U.S. Department of Justice/Federal Bureau of Investigation
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**The ESF #8 Primary Agency is DOH.** DOH acts as the lead agency for ensuring the provision of emergency health and medical services to District residents, workers, and visitors. DOH coordinates the health and medical response from appropriate District, regional, federal, and private agencies working through Homeland Security and Emergency Management Agency (HSEMA) to assist with coordination of the District’s overall emergency response.

- Provide leadership in directing, coordinating, and integrating the overall efforts to provide medical and public health assistance.
- Coordinate and direct the activation and deployment of resources of health/medical personnel, supplies, and equipment.
- Coordinate the evacuation of patients from the disaster area when evacuation is deemed feasible and appropriate.
- Arrange for establishing active and passive disease surveillance systems for the protection of public health.
- Coordinate with the support agencies to direct and prioritize health and medical activities.
- Coordinate with ESF #6 and ESF #16 - Volunteer and Donations Management and the Medical Reserve Corps to ensure that a sufficient number of trained medical and support personnel are stationed at each mass care site.
- Coordinate with ESF #7 - Resource Support for key supplies and equipment.
- Coordination with ESF #7 - Resource Support and ESF #16 - Volunteer and Donations Management for supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.
- In addition to those activities previously stated, ESF #8 will coordinate with ESF #16 - Volunteer and Donations Management regarding the activities of volunteers actively engaged in providing assistance.
- Develop and maintain a roster of personnel that staff the ESF. Sufficient staffing will be available for 24-hours-per-day, 7-days-per-week.
- Record incoming requests for assistance, track personnel assigned to respond, and actions taken.
- Establish a protocol for prioritizing response activities.
- Coordinate activities with other ESFs.
- Coordinate food and water safety.
- Coordinate the sheltering, evacuation, and care of pets.

- Monitor the local wildlife population and perform disease management operations during the response.
- Perform laboratory testing and analysis during response operations.
- Provide medical intelligence to the Washington Regional Threat Analysis Center and other ESFs, as needed.

**The ESF #8 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #8. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #8 activities.

**The ESF #8 Nongovernmental Organizations (NGOs)** are citizen-based associations that operate independently of government, usually to deliver resources or serve some social or political purpose. NGOs are classified as either operational NGOs, which are primarily concerned with development projects, or advocacy NGOs, which are primarily concerned with promoting a cause.

**The ESF #8 Federal Agencies/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #8 - Public Health and Medical Services provides mechanisms for coordinating District assistance and resources to identify and respond to public health and healthcare systems needs during an emergency. Assistance provided under ESF #8 is directed and coordinated by the Department of Health (DOH) and is supported by several federal and District agencies and private health service providers.

### 1.2 Scope

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ESF #8 provides a coordinated and effective District government approach to an emergency that impedes routine public health and healthcare systems provided within the District. The support is categorized according to the following tasks or functions:

- Conduct and coordinate for health surveillance, including infectious disease surveillance and epidemiological investigation.
- Conduct and coordinate communicable disease control, including the coordination of isolation and quarantine.
- Conduct and coordinate the assessment of public health and healthcare systems, including inpatient and outpatient capacity (Situational awareness, bed availability, healthcare system needs).
- Coordinate the decontamination of survivors and health and medical personnel at health care facilities.
- Coordinate and oversee public health and medical emergency warning and public information on public health and medical issues.
- Coordinate and conduct the Strategic National Stockpile (SNS) reception, distribution, and dispensing mission, including the following:
  - Provide for the reception of the Strategic National Stockpile.
  - Coordinate the distribution of medications for prophylaxis and treatment.
  - Coordinate and provide the dispensing of medications, medical supplies, and equipment.
- Coordinate responding medical and non-medical care personnel and volunteers.
- Coordinate and distribute health, medical, and veterinary equipment, supplies, and pharmaceuticals.
- Coordinate with Emergency Medical Service (EMS).
- Conduct and coordinate patient distribution and evacuation.
- Conduct and coordinate patient tracking.
- Conduct and coordinate mass fatality management and survivor identification. Office of the Chief Medical Examiner (OCME) serves as the lead for these activities for all responses except during pandemic influenza response when DOH is the lead).

- Coordinate drug, biological, and medical device safety and security.
- Coordinate food safety and security.
- Coordinate responder health and safety.
- Coordinate radiological, chemical, and biological hazards consultation and technical assistance.
- Assist with coordinating behavioral health care for survivors, response personnel, health and medical personnel and the general public.
- Coordinate testing of potable water, wastewater, and solid waste disposal.
- Coordinate vector control.
- Coordinate veterinary medical support services, sheltering, and animal control.
- Coordinate animal disease prevention.
- Coordinate distribution of blood and blood products.
- Coordinate public health laboratory capabilities to include testing for bioterrorism, chemical terrorism, and identification of infectious diseases.
- Coordinate medical intelligence to include threat identification and informational product development and dissemination.

## 2.0 POLICIES

- The Health Emergency Coordination Center (HECC) at DOH and the District Emergency Operations Center (EOC) will be used to closely coordinate ESF #8 roles and responsibilities of DOH, the Department of Behavioral Health (DBH), Fire and Emergency Medical Services (FEMS), Department of Energy & Environment (DOEE), OCME, and other supporting agencies.
- ESF #8 will be implemented when the Mayor has determined that a public health and medical response is warranted.
- Each support agency will contribute to the overall response in accordance with assignment of responsibilities in ESF #8 and further tasking by the primary ESF #8 agency. The support agency will retain control over its own resources and personnel.
- ESF #8 is the primary source of public health and healthcare systems information for District agencies involved in response operations.
- All local and regional organizations (including other ESFs participating in response operations) will report public health and medical requirements to the ESF #8 lead agency through the EOC, who will then inform the Consequence Management Team (CMT).
- To ensure patient confidentiality, ESF #8 will not release medical information on individual patients to the general public.
- Appropriate information on casualties and patients will be provided, as needed, to the Department of Human Services (DHS), other ESF #8 support agencies, and other medical facilities.

- Requests for recurring reports of specific types of public health and medical information will be submitted to ESF #8. ESF #8 will develop and implement procedures for providing these recurring situation reports to the CMT and others through ESF #5 - Emergency Management.
- ESF #8 will coordinate with ESF #15. The Joint Information Center (JIC) located at the EOC is established to support the *District Response Plan* (DRP) and will be authorized to release general medical and public health response information to the public.
- DOH will be the lead agency for ensuring enhanced surge capacity as needed. The triage and treatment of large numbers of casualties and patients will use ESF #8 resources and regional mutual aid agreements. Also, surge capacity will be coordinated through area hospitals, Fire/EMS services, and community health centers. ESF #8 will coordinate food and water safety.
- DOH will coordinate care for pets, and disease management of wildlife.
- DOH will provide medical support to shelters (medical special needs).
- DOH will provide medical intelligence and information to contribute to the development of a health threat picture for the District.
- The policies and responsibilities detailed in ESF #8 are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:
  - Internal operations plans of DOH
  - Standard operating procedures of DOH.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

#### 3.1.1 Disaster Condition

A significant emergency may impede or prohibit delivery of routine health and medical services. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be severely damaged or destroyed during the emergency or disaster. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries or damage or disruption of communications and transportation systems. Medical and health care facilities that remain in operation and have the necessary utilities and staff will probably become overwhelmed by escalating incident conditions. A sudden increase in the demand for health and medical services, medical supplies and equipment may rapidly deplete resources, including pharmaceuticals, blood products, medicines, equipment, and other related consumable supplies.

- Critical and long-term patients in damaged or inoperable hospitals or health care facilities may need immediate relocation. Persons who require routine medical assistance for diabetes, cardiac conditions, and dialysis may have difficulty obtaining these medications and treatments because of damage or destruction of normal supply locations, general shortages, or lack of access due to damaged transportation infrastructure.

- If the event's negative effects last for several days or weeks, there could be health and medical complications and issues involving relocation, shelters, and multiple public health concerns.
- A major medical and environmental emergency resulting from chemical, biological, or nuclear weapons of mass destruction (WMD) could produce a large concentration of specialized medical casualties and environmental conditions, thereby overwhelming District health care facilities (see Bioterrorism Annex of the DOH All Hazards Plan).

### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #8 response to assist in addressing public safety and security concerns may be needed.

## 3.2 Planning Assumptions

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- Emergency medical resources routinely available may be inadequate to clear casualties from the scene or treat them in nearby/immediate health care facilities. Mobilization of city resources, and possibly those of neighboring communities according to memoranda of agreements, may be urgently needed for casualty triage, treatment, and transportation to the closest appropriate hospital or other health care facility.
- Medical resupply may be needed throughout the emergency area. ESF #8 will have the responsibility of identifying, ordering, receiving, and distributing such supplies.
- In a mass casualty event, ESF #8 agencies may be required to set up and staff mass casualty collection points where patients can be stabilized while they await transportation to appropriate medical care facilities.
- In a major public health emergency, operational necessity may require the transportation of patients to other medical health facilities by alternative means.
- A WMD event, industrial accident, or other hazardous material event may lead to an environmental health situation, such as toxic water, air, and land environments. Both public and response personnel health is threatened through exposure to hazardous chemicals, biological agents, radiological substances, and contaminated food and water supplies.
- Infrastructure damage and destruction during an emergency event may result in mass casualties. Coordinated outside resources may be required for body/remains location and recovery, extrication, examination, identification, storage, and release. Also, there will be a requirement for law enforcement support for evidentiary purposes.
- The damage and destruction from a major emergency may result in the injury and death of pets and other animals in and around the disaster zone. Veterinary services and animal control capabilities may be limited and zoonotic disease and vector control issues may become a problem. These issues associated with animal fatalities may impact public health in and around the emergency location.
- Behavioral factors directly and indirectly influence individual and community risks, health, resilience, and the success of emergency response strategies and public health directives. Disaster behavioral health is an integral part of the overall public health and medical preparedness, response, and recovery system. The response to any sudden onset or slow onset

catastrophic event must be managed in addition to delivery of basic services provided as part of routine behavioral healthcare delivery. Events may seriously impact and disrupt patient care in both hospital and community based settings; there will be a need to track and serve patients in all settings.

- Assistance in maintaining the continuity of health, medical and behavioral health services may be required for citizens with long-term and ongoing health care needs as well as for critical or acute care patients.
- Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease transmission and injury. Disruptions to public transportation and in lodging facilities may displace tourists and visitors, who may be unfamiliar with the District. They may require assistance in identifying and locating health and medical support services. Tourists and visitors may have difficulty in accessing needed medications. Unavailable medical and treatment records of tourists and visitors may limit the effectiveness of treatment.
- Primary medical treatment facilities may be damaged or inoperable; thus, assessment and emergency restoration to necessary operational levels or the establishment of alternate medical care facilities is a basic requirement to stabilize the medical support system.
- The presence of multiple federal facilities, foreign embassies, and missions in the District presents special planning, training, coordination, and response requirements and agreements.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- **ESF #8 Operations Center:** As a primary agency, DOH will operate from the HECC and coordinate with the operations centers of the other support agencies.
- **District EOC:** DOH and other ESF #8 support agencies will be represented on both the CMT and EOC as required and they will remain until deactivated or released by the CMT, HSEMA Director or designee.
- **Interagency Liaisons:** DOH will coordinate with HSEMA to ensure that appropriate representatives are immediately available to participate in interagency coordination groups that may have been established based on the type and scope of the emergency.

### 4.2 Coordination and Control

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- ESF #8 will coordinate with support agencies to monitor events, track health and medical needs and requirements during its activation. Based on this ongoing assessment, DOH will direct resources and coordinate the delivery of services. DOH will collect information from and coordinate with government agencies. Also, DOH will collect information from and coordinate among government agencies and private sector health and medical service providers.
- During activation, ESF #8 will provide routine input to ESF #5 - Emergency Management on medical and public health response activities. Upon activation of the EOC, ESF #8 will dispatch an Emergency Liaison Officer (ELO) to HSEMA and maintain at least one ELO on duty for each shift until termination of the response.

- DOH will notify ESF #8 partners of any District-wide emergency via the Health Alert Network. Also, critical staff and key decision makers also will be contacted directly to ensure their input. DOH response will be initiated at the HECC and will provide comprehensive feedback while remaining in close contact with the DOH ELO in the EOC.

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Impact on health care providers in the District.
- Number of casualties and fatalities.
- Impact on healthcare facilities in the District.

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- Upon notification by HSEMA that an emergency has occurred, DOH will alert appropriate personnel, activate, and staff the DOH HECC to facilitate communications with DOH providers and to assist HSEMA with the coordination of health and medical activities with the overall District response. DOH ELOs will be posted at the EOC, and DOH liaisons and operations personnel will be posted at other command and control sites as appropriate (for example, HSEMA Mobile Command Centers, DOH Mobile Command Center, and FEMS Unified Command Center).
- In conjunction with HSEMA and other appropriate primary and support agencies, DOH will complete a rapid initial assessment of the situation and, as appropriate, notify and activate one or more ESF #8 support agencies. Additionally, the DOH liaison at the EOC will begin initial discussions and coordination with the primary agencies of other ESFs to ensure effective health and medical services will continue to be provided to those impacted by the event.
- It should be noted that notification of a covert bioterrorism incident might flow from DOH to HSEMA when such an event is detected by health surveillance systems.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

- When activated under this plan, DOH will implement internal emergency operations plans. If appropriate, DOH will activate the Bioterrorism Annex of the DOH All Hazards Plan.
- DOH will coordinate with support agencies to assist in providing health and medical services to citizens directly and indirectly impacted by the emergency as well as to response personnel and others involved in the incident. This will include providing direction and assistance to ESF #8 support agencies and the primary agencies of other ESFs that have public health components, including: ESF #1 - Transportation; ESF #3 - Public Works and Engineering; ESF #4 - Firefighting; ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services; ESF #9 - Search and Rescue; ESF #10 - Oil and Hazardous Materials Response; ESF #12 - Energy; and ESF #15 - External Affairs.

- As needed, DOH will request and coordinate the delivery of health and medical services with the U.S. Department of Health and Human Services (HHS).
- In the event of a mass fatality incident, an on-site, temporary facility will be established in coordination with the OCME for initial recovery, case number assignment, and documentation of remains (as permitted by hazardous conditions). If necessary, decontamination will be conducted prior to moving remains to other facilities. Remains will be removed from this staging site to a temporary mortuary facility for further examination and identification. If a mass casualty event approaches or exceeds the District's capacity to handle fatalities, Federal Disaster Mortuary Operational Response Teams (DMORT's) also may be requested to provide support.
- The District's Strategic National Stockpile Plan and the Cities Readiness Initiative will be implemented, if indicated.
- The District Fatalities Management Plan will be implemented, as required.
- DOH will coordinate with District health and medical service providers, including hospitals, and health care facilities, by ensuring that the Hospital Mutual Aid Radio System (HMARS) is activated. DOH will conduct the following actions:
  - Coordinate the protection of the public from communicable diseases.
  - Coordinate systems to monitor and report on the safety of food and water supplies to citizens not displaced but impacted, relief workers, and displaced citizens residing in temporary shelters.
  - Coordinate systems to monitor health information and inspect and control sanitation measures.
  - Coordinate systems to monitor and respond to vector and epidemic control needs and provide immunizations.
  - Assist, as needed, with the acquisition of medical supplies, resources, medications, and other needs.
  - Assist, as needed, with laboratory testing and release of results and related activities.
  - Assist coordination of the delivery of injured survivors to hospitals and service providers to reduce overcrowding or overwhelming service providers.
  - If necessary, activate the Medical Reserve Corps to supplement existing medical resources.
  - Ensure activation and regular monitoring of HMARS.
  - Coordinate resources with area hospitals and EMS service providers to ensure appropriate and reliable service; and access to service within and around the emergency zone.
  - Assist with the tracking and identification of injured survivors and provide information, as appropriate, to the media, the public, and other community stakeholders through ESF #15
    - External Affairs.

#### **4.4.2.2 Activation**

- Upon activation of the DRP, ESF #8 will dispatch an ELO to the EOC.

#### 4.4.2.3 *Continuing Actions*

- As the event begins to stabilize, ESF # 8 will continue to monitor health- and medical-related activities by performing situational assessments. DOH will continually acquire and assess information about the emergency situation. DOH will continue to attempt to identify the nature and extent of health and medical problems and establish appropriate monitoring and surveillance of the situation to obtain valid, ongoing information.
- Based on the specific needs of a particular incident, DOH may determine that specialized support teams (for example, behavioral health team, vector management and control team, veterinary services support team, etc.) may need to be formed to support health and medical service providers, deliver assistance to the community, coordinate activities, provide technical and consultation advice, assist in coordinating with federal service providers, and address intermediate and long-term health and medical needs up to the time that normal and routine operations are achieved.
- As fatality examinations are completed, identified remains will be made available for release to funeral homes. Remains not yet identified will be held and catalogued. Further testing by other means (radiographs, fingerprints, or DNA) may be necessary to confirm identification prior to release of remains, which may require services of other entities. DOH will coordinate with ESF #13 - Law Enforcement and ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services through the Family Assistance Center to receive data to complete identifications and to provide notification to families. OCME will provide information to ESF #5 - Emergency Management concerning the results of fatality examinations and to ESF #15 - External Affairs for release of information to the public.

#### 4.4.2.4 *Public Information/Crisis Communication*

- The JIC provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the Incident Command System. ESF #8 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### 4.4.2.5 *Resource Requirements*

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA) Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

- Internal tracking of resources will be done via in-house tracking mechanisms currently in place and being used by the USDHS.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialized teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel of the specific times for dismissal
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final operational update for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF agency will continue to provide the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memoranda (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain standard operating procedures and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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

- Provide leadership in directing, coordinating, and integrating the overall efforts to provide medical and public health assistance.
- Coordinate and direct the activation and deployment of resources of health/medical personnel, supplies, and equipment.
- Coordinate the evacuation of patients from the disaster area when evacuation is deemed feasible and appropriate.
- Arrange for establishing active and passive disease surveillance systems for the protection of public health.
- Coordinate with the support agencies to direct and prioritize health and medical activities.
- Coordinate with ESF #6 and ESF #16 - Volunteer and Donations Management and the Medical Reserve Corps to ensure that a sufficient number of trained medical and support personnel are stationed at each mass care site.
- Coordinate with ESF #7 - Resource Support for key supplies and equipment.
- Coordination with ESF #7 - Resource Support and ESF #16 - Volunteer and Donations Management for supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.
- In addition to those activities previously stated, ESF #8 will coordinate with ESF #16 - Volunteer and Donations Management regarding the activities of volunteers actively engaged in providing assistance.
- Develop and maintain a roster of personnel that staff the ESF. Sufficient staffing will be available for 24-hours-per-day, 7-days-per-week.
- Record incoming requests for assistance, track personnel assigned to respond, and actions taken.
- Establish a protocol for prioritizing response activities.
- Coordinate activities with other ESFs.
- Coordinate food and water safety.
- Coordinate the sheltering, evacuation, and care of pets.
- Monitor the local wildlife population and perform disease management operations during the response.
- Perform laboratory testing and analysis during response operations.

- Provide medical intelligence to the Washington Regional Threat Analysis Center and other ESFs, as needed.

## 5.2 Support Agencies, Departments, and Organizations

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### 5.2.1 Support Agencies and Departments

- **Child and Family Services Agency (CFSA):** CFSA will ensure the safety of the children under its care and provide emergency intake services for children separated from their families as a result of the public health emergency.
- **Department of Disability Services (DDS):** DDS oversees and coordinates services for residents with disabilities through a network of private and non-profit providers.
- **Department of Behavioral Health (DBH):** DBH will provide emergency mental health assessments and care for district responders, residents, and visitors; Provide mental health response teams and periodic status briefings; Provide disaster related public health messaging; Monitor mental health status of responders; Provide stress mitigation interventions when appropriate; and if long-term care deemed appropriate and federal disaster declared DBH will coordinate the implementation of the FEMA crisis counseling program.
- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA will perform rapid damage assessment to identify the impact, type, and extent of disaster damages to District owned buildings and other structures to deem them safe and inhabitable.
- **Department of Employment Services (DOES):** DOES will assist in recruitment of emergency staff support, as needed, to assist in the emergency.
- **Department of Forensic Science (DFS):** DFS conducts and coordinates public health lab operations.
- **Department of General Services (DGS):** DGS will provide security at the District leased or owned property.
- **Department of Human Services (DHS):** DHS will be the lead agency in providing mass care and sheltering. DHS will maintain the family reunification centers, which coordinate with DOH's patient tracking efforts. DHS will also provide SNS support to DOH at Receiving, Staging, and Storage sites.
- **Department of Parks and Recreation (DPR):** DPR will assist other support agencies in providing facilities as needed for mass care, sheltering, alternative triage and treatment sites, and points of dispensing (POD).
- **Department of Public Works (DPW):** DPW, in coordination with DC Water, will ensure that the water and sewer sanitation within the emergency area are safe. DPW will support District Department of Transportation (DDOT) in the transportation of the Strategic National Pharmaceutical Stockpile.
- **Department of Energy & Environment (DOEE):** DOEE will coordinate with DOH to monitor environmental quality during an emergency. DOEE will contact the National Response Center to report the declared incident and, if the On-scene Coordinator (OSC) is deployed, DOEE will coordinate with the OSC in the monitoring and analysis of data.

- **District Department of Transportation (DDOT) and DPW:** DDOT with DPW will coordinate with DOH on the requirements for the transportation of the Strategic National Stockpile. DDOT will support the Metropolitan Police Department on perimeter control during a public health emergency and provide traffic management plans around closed locations.
- **Fire and Emergency Medical Services (FEMS):** FEMS will coordinate response activities with DOH and will report to the EOC on the status of EMS, Hazmat Rescue and related efforts. FEMS will provide pre-hospital care and transport during emergencies. FEMS will respond to emergency medical calls for residents, visitors, and organizations in the District.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.  

HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the emergency operations center through their emergency liaison officers (ELOs).
- **Metropolitan Police Department (MPD):** MPD will assist with enhancing security at hospitals, mass casualty collection points, PODs, and other sites providing public health services during a public health emergency. Hospitals or other health care facilities will make security requests to DOH through ESF #8 who will then contact MPD for assistance.
- **Office of the Chief Medical Examiner (OCME):** After MPD or FEMS notifies OCME that the incident scene is cleared as safe and secure, OCME will respond to the scene and take charge of fatality management. OCME will coordinate all mass fatality efforts, including investigating, establishing a temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains. In coordination with DHS through ESF #8, OCME will coordinate with District area hospitals for examination and storage or release of remains and will deputize hospital physicians to allow in-house hospital examinations.
- **Office of the Chief Technology Officer (OCTO):** OCTO will provide telecommunications support to ESF #8, maintain the area networks, and provide GIS capabilities.
- **Office of Contracting and Procurement (OCP):** OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
- **Office of Disability Rights (ODR):** ODR will assist in the response and support provided to people with disabilities during a response.
- **Office of Unified Communications (OUC):** OUC will facilitate communications and coordination among local, state, and federal authorities during regional and national emergencies.

- **Office on Aging (DCOA):** DCOA will assist in the response and support provided to the elderly in the District during a response.
- **Office of Victim Services (OVS):** OVS provides support to survivors of man-made events in the District.
- **Serve DC:** Serve DC will support ESF #8 when volunteers are requested to support emergency response and recovery. Voluntary assistance for ESF #8 could include but is not limited to administrative or logistical support. Information on the types of donations that would be most beneficial to assist survivors during the disaster will be provided to Serve DC.

## 5.2.2 Support Organizations

- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will coordinate activities with the appropriate divisions of the DOEE in order to ensure maintenance of sewage operations, safe and potable water supply in the District.

## 5.3 Nongovernmental Organizations

- **Nongovernmental Organizations (NGOs):** NGOs, such as the American Red Cross, DC Health Care Alliance, DC Hospital Association, DC Nurses Association, DC Primary Care Association, and Medical Chirurgical Society of DC, Medical Society of DC, National Medical Association, and Veterinary Medical Association will provide advice, assistance, and help in locating additional providers in their specialty areas.

## 5.4 Federal Agencies

### 5.4.1 Primary Federal Agency

**U.S. Department of Health and Human Services (HHS):** HHS is the federal coordinating agency for ESF #8 and will provide direct, technical, and other support to the District through ESF #8.

Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the FEMA National Response Coordination Center. If a joint field office (JFO) is established near the disaster area, ESF representatives will be in the JFO.

**HHS/Centers for Disease Control and Prevention (CDC):** CDC will provide strategic national stockpile support to the District in response to large scale public health and health care systems response operations.

### 5.4.2 Support Federal Agency

- **U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA):** FEMA will support the District's response operations by coordinating Federal resources and responding to requests for assistance from the District.
- **U.S. Department of Justice/Federal Bureau of Investigation (FBI):** The FBI will support survivor identification during suspected terrorist response operations.

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# EMERGENCY SUPPORT FUNCTION #9

## SEARCH AND RESCUE

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #9 - Search and Rescue (SAR) rapidly deploys components of Fire and Emergency Medical Services (FEMS) to provide specialized lifesaving assistance in the event of an emergency involving structural collapse or other technical rescue. There are several types of SAR operations supported under ESF #9, including the following:

- Structural collapse SAR
- Waterborne SAR
- Inland/wilderness SAR
- Aeronautical SAR

SAR services include the performance of distress monitoring, communications, location of distressed personnel, coordination, and execution of rescue operations, including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.

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

The policies and responsibilities detailed in ESF #9 are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- Internal operations plans of FEMS
- Standard operating procedures of FEMS

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #9 – Search and Rescue. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Fire and Emergency Medical Services
<b>Support Agencies</b>	Department of Behavioral Health Department of Consumer and Regulatory Affairs Department of Health Department of Human Services Department of Public Works District Department of Transportation Department of Energy & Environment Homeland Security and Emergency Management Agency Metropolitan Police Department Office of the Chief Medical Examiner Office of Contracting and Procurement Office of Unified Communications
<b>Support Organizations</b>	George Washington University Medical Center Howard University Hospital MEDSTAR Health PEPCO Prince George Hospital Washington Gas Company
<b>Regional Agencies/ Organizations</b>	Maryland State Police National Capitol Region Fire Departments Washington Metropolitan Area Transit Authority
<b>Primary Federal Agency</b>	U.S. Department of Homeland Security/Federal Emergency Management Agency
<b>Support Federal Agencies</b>	District of Columbia National Guard U.S. Army Golden Eagles - Engineering Battalion U.S. Coast Guard U.S. Environmental Protection Agency U.S. Marine Corps - Chemical Biological Incident Response Force U.S. Park Police

**The ESF #9 Primary Agency is Fire and Emergency Medical Services (FEMS).** FEMS will coordinate the SAR operations and the use of rescue and extrication resources during emergencies. The FEMS SAR team is dispatched with fire and emergency medical units to incidents involving SAR efforts. Fire and emergency medical units will provide on-scene, pre-hospital emergency medical care.

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

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

FEMS responds to and coordinates SAR operations for incidents of collapsed structures and provides rescue and extrication resources during acts of terrorism.

**The ESF #9 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #9. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #9 activities.

**The ESF #9 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #9 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #9 - Search and Rescue (SAR) rapidly deploys components of Fire and Emergency Medical Services (FEMS) to provide specialized lifesaving assistance in the event of an emergency involving structural collapse or other technical rescue. There are several types of SAR operations supported under ESF #9, including the following:

- Structural collapse SAR
- Waterborne SAR
- Inland/wilderness SAR
- Aeronautical SAR

SAR services include the performance of distress monitoring, communications, location of distressed personnel, coordination, and execution of rescue operations, including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.

### 1.2 Scope

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

The policies and responsibilities detailed in ESF #9 are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- Internal operations plans of FEMS
- Standard operating procedures of FEMS

## 2.0 POLICIES

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

- FEMS utilizes the National Capital Region Mutual Aid Agreement (NCR-MAA) and the Metropolitan Washington Council of Governments (COG) Fire and Rescue Mutual Aid Operations Plan (MAOP) to support expanding incidents, coordinate response throughout the region, and share unique resources.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

SAR emergencies can vary widely in scope, degree of devastation, threat to human life, and onset (notice versus no notice). For example:

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

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the NCR and the need to require an ESF #9 response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

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- Many structural collapses may result from a natural disaster. In addition, they may occur as the result of a significant human-caused event.
- At the time of an emergency, there may be structural collapses elsewhere in the District and region. These structural collapses will draw upon the same resources (engines or other tactical and support resources) that would be needed to support SAR and other emergency operations. It must be assumed that some SAR resources will become scarce, resulting in the disaster-related SAR operations competing for resources.
- Interruption of communications, including all internal, external, and public interfaces.
- Access may be hampered by bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, etc., making conventional travel to the incident location extremely difficult or impossible.

- Depending on the scope of the incident, mutual aid agreements (MAA) and the Emergency Management Assistance Compact (EMAC) may need to be enacted to allow FEMS to access additional SAR resources from surrounding jurisdictions.
- Efficient and effective mutual aid among the various local, state, and federal SAR teams requires the use of ICS together with compatible SAR equipment and communications.
- Local residents, workers, and/or converging volunteers may initiate SAR efforts but will usually lack specialized equipment and training (see ESF #16 - Volunteer and Donations Management).
- In situations where there are significant SAR shortfalls in the area, and a presidential declaration of disaster or emergency has been made, ESF #9 may request federal assistance from the Federal Emergency Management Agency (FEMA) through the Homeland Security and Emergency Management Agency (HSEMA) as well as federal ESF #9 resources through the HSEMA Emergency Operations Center (EOC).

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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

### 4.2 Coordination and Control

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- FEMS, as the primary agency for ESF #9, will activate the SAR system for any incident or anticipated incident that is determined likely to result in collapsed structures. The likelihood of activation depends on the nature and magnitude of the event, the suddenness of onset, and the existence of SAR resources in the affected area. The FEMS SAR team is able to remain self-sufficient for approximately 72 hours.

### 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Boundaries of the incident or event
- Search and rescue requirements

- Weather and environmental concerns/issues

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- In most cases, these types of incidents are reported directly to 9-1-1 at the Office of Unified Communications (OUC).
- During activation of fire-related emergency notification protocols, the fire chief or designee will notify senior command staff officials via established systems.
- The fire chief or designee will request support locally through the NCR-MAA through the OUC and coordinated through HSEMA when necessary.
- Resources requested from outside the NCR will go through HSEMA according to the EMAC.
- Numerous sources may notify the EOC of incidents with the potential for structural collapse. HSEMA will notify FEMS.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

- The ESF #9 Coordinator, a FEMS officer with the rank of fire captain or higher who has working knowledge of the standard operating procedures (SOPs), resources, and capabilities of FEMS, will conduct the following actions:
  - Report to the EOC within two hours of notification.
  - Establish communication links with primary and/or support agencies.
  - Establish communication links with the Incident Commanders.
  - Establish communications links with the FEMS senior command staff.
  - Obtain an initial situation and damage assessment through established intelligence procedures.
  - Contribute to situation reports.
  - Immediately following initiation of operations, the ESF #9 coordinator will establish and maintain a chronological log of SAR events and information obtained from the field.
  - FEMS operations will:
    - During the initial stages of the emergency, serve as the single point of contact for responding task forces and IST members for situation information and response status of SAR resources.
    - Provide command and control of incidents and institute the incident management system, including Unified Command as necessary.
    - Assign trained SAR personnel to the scene and activate the FEMS Mobilization Plan, as necessary, to call back off-duty personnel.
    - Provide sufficient technical equipment for immediate delivery to the scene.
    - Perform SAR as necessary.

- Perform triage and emergency medical treatment as necessary and assign emergency medical technicians and paramedics to the scene with appropriate equipment.
- Perform emergency medical transportation, as necessary, and provide emergency medical services (EMS) transport units to the scene.

#### **4.4.2.2 Activation**

- Initiation of the DRP and activation of the EOC will be communicated to FEMS by the Consequence Management Team (CMT) or the HSEMA Director.
- Not all initiations of the DRP and activations of the EOC will require establishment of ESF #9.
- In the event of an incident that requires support and resources outside of normal operations, the Incident Command, through FEMS leadership, can request initiation and/or activation through the CMT or the HSEMA Director.

#### **4.4.2.3 Continuing Actions**

- Retain an adequate on-duty force of SAR-trained personnel.
- Maintain preloaded shoring and bracing equipment truck(s).
- Maintain readily available backup supplies.
- Ensure replenishment of critical medical supplies.
- Activate agreements for emergency resupply as needed.
- Procure and maintain sufficient reserve ambulances to enable additional units to be placed in service as required.
- Request additional resources as necessary.

#### **4.4.2.4 Public Information/Crisis Communication**

- The JIC provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #9 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- FEMS currently maintains the necessary resources for initial response to any SAR incident in the District. In the event that additional resources are required, FEMS will work directly with ESF #7 - Resource Support as necessary.
- After exhausting NCR and interstate mutual aid resources, ESF #5 will utilize the U.S. Department of Homeland Security/FEMA EMAC mechanism. A federal declaration will be requested if all resources are depleted and there is a requirement for federal assistance. ESF #9 will coordinate with ESF #5 for additional needed resources during the recovery and mitigation phase.
- All requests for resources will be tracked in the WebEOC system for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and Emergency Liaison Officers) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.  
FEMS will operate in accordance with existing SOPs.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop MAA and/or memorandums of understanding (MOU) with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain SOPs and SOGs as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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

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

FEMS maintains a MOU with appropriate agencies to ensure a functional SAR team is maintained by having necessary specialists, not available with FEMS, trained and ready to respond as needed. FEMS also maintains MAAs to ensure additional immediate response if necessary from surrounding jurisdictions.

FEMS responds to and coordinates SAR operations for incidents of collapsed structures and provides rescue and extrication resources during acts of terrorism.

### 5.2 Support Agencies, Departments, and Organizations

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#### 5.2.1 Support Agencies and Departments

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

- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA will provide information and building plans for unsafe or collapsed structures to the extent that such information is available and plans exist. DCRA also will provide structural engineers to inspect these structures and serve on the IST.
- **Department of Health (DOH):** DOH will provide technical assistance on the health and medical impact of the emergency and assist in the determination of appropriate care for survivors. DOH's Health Emergency and Response Administration (HEPRA) will provide medical consultation, provide advice on health risks and recommendations, and support pre-hospital care. DOH will establish Casualty Collection Points (CCP) in coordination with FEMS.
- **Department of Human Services (DHS):** DHS will provide for the needs of evacuees, including food, shelter, and supplies, and will request assistance from ESF #1 to transport evacuees to shelters and establish shelter operations in coordination with DHS's agreements with the ARC.

- **Department of Public Works (DPW):** DPW will provide on-site refueling and on-site sand and salt, as necessary, for slippery conditions. DPW will provide debris removal in accordance with their Debris Removal Plan. In concert with the Office of Contracting and Procurement (OCP), DPW will help coordinate heavy equipment, operators, riggers, and mechanics to support SAR efforts as necessary.
- **District Department of Transportation (DDOT):** DDOT will manage and coordinate emergency transportation response operations and restoration of the transportation network during emergencies.
- **Department of Energy & Environment (DOEE):** DOEE will provide air quality support, ground water runoff testing, and other support to monitor the affected area for contaminants. In addition, DOEE will contact the National Response Center (NRC) to report the declared incident. If the On-Scene Coordinator (OSC) is deployed to the scene, DOEE will coordinate with the OSC monitoring and analysis of data and provide mitigation recommendations.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.

HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District Consequence Management Team (CMT). The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the emergency operations center through their emergency liaison officers (ELOs).

- **Metropolitan Police Department (MPD):** MPD will provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after an incident to protect the health and safety of persons and the integrity of the incident scene. MPD also will perform criminal investigations as necessary and provide canine assistance as available for SAR activities.
- **Office of the Chief Medical Examiner (OCME):** OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains, in coordination with DOH through ESF # 8 - Public Health and Medical Services.
- **Office of Contracting and Procurement (OCP):** OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
- **Office of Unified Communications (OUC):** OUC, in consultation with ESF #5 on protective actions, will facilitate and coordinate communications with the public. This may include the delivery of mitigation directions, evacuation instructions, and prioritization.

## 5.2.2 Support Organizations

- **George Washington University Medical Center, Howard University Hospital, and Prince George Hospital:** These hospitals will provide “go teams” for specific medical care, such as response for entrapped trauma patients.
- **MEDSTAR Health (MEDSTAR):** MEDSTAR may provide helicopter transportation of patients from SAR incident sites to medical facilities throughout the region.
- **PEPCO:** PEPCO will provide emergency response teams to address electric power utility disconnects as necessary.
- **Washington Gas Company (Washington Gas):** Washington Gas will provide emergency response teams to address natural gas utility disconnects as necessary.

## 5.3 Regional Agencies and Organizations

- **Maryland State Police (MSP):** MSP may provide helicopter transportation of patients from SAR incident sites to medical facilities throughout the region.
- **National Capital Region (NCR) Fire Departments:** The following fire departments are signatories on the COG Fire and Rescue MAOP. The intent of the Fire and Rescue MAOP is to ensure the fullest cooperation among fire prevention and suppression and EMS agencies in the NCR. In the event of a major disaster, all departments in this MAOP will call upon each other for response and recovery support. The NCR fire departments included in this are as follows:
  - City of Alexandria Fire Department
  - Arlington County Fire Department
  - District of Columbia Fire and Emergency Medical Services
  - City of Fairfax Fire Department
  - Fairfax County Fire Department
  - Frederick County Fire Department
  - Loudoun County Fire Department
  - City of Manassas Fire Department
  - City of Manassas Park Fire Department
  - Montgomery County Fire Department
  - Prince George’s County Fire Department
  - Prince William County Fire Department
  - Metropolitan Washington Airports Authority Fire Department
  - Naval District of Washington Fire Department
- **Washington Metropolitan Area Transit Authority (WMATA):** WMATA will respond with FEMS to any incident involving Metro property; provide backup resources such as personnel and equipment; and provide Metro buses, as requested and coordinated by ESF #5, for evacuating the population.

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## 5.4 Federal Agencies

### 5.4.1 Primary Federal Agency

**U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA):** FEMA is the coordinating federal agency for ESF #9 under the National Response Framework and will provide direct, technical, and other support to the District through the District counterpart ESF, in this case FEMS, if needed, including calling in SAR teams from across the country.

Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the USDHS National Response Coordination Center. When the joint field office (JFO) is established near the disaster area, ESF representatives that comprise the ERT will be in the JFO.

FEMA SAR teams will deploy to the disaster site when requested to assist the Incident Commander in operations.

### 5.4.2 Support Federal Agency

- **District of Columbia National Guard (DCNG):** As requested through HSEMA, DCNG provides SAR capability as well as traffic control, emergency transportation, evacuation of civilian population, communications assistance, area security, protection from theft and looting, medical services, aircraft for monitoring, surface radiation monitoring, radiation hazard plotting, wind and weather data, and control of reentry, as needed, during SAR.
- **U.S. Army Golden Eagles—Engineering Battalion:** The Golden Eagle Battalion serves as a response support during a large-scale event. The Unit is located at Ft. Belvoir.
- **U.S. Coast Guard (USCG):** USCG will provide direct, technical, and other support to search and rescue operations.
- **U.S. Environmental Protection Agency (EPA):** EPA will provide direct, technical, and other support to the District through FEMS.

In addition, the EPA and/or the USCG may initiate operations without a presidential disaster declaration under the NCP by providing an OSC to manage the federal assets employed in the operation. The OSC will operate with the Incident Commander in a Unified Command arrangement.

- **U.S. Marine Corps:** During a hazardous materials event, the U.S. Marine Corps may provide support to the District through their Chemical, Biological Incident Response Force (CLIFF).
- **U.S. Park Police:** During a SAR event, in coordination with MPD, the U.S. Park Police may provide site perimeter security, traffic control, staging area security, and assistance with emergency evacuations during and after an incident to protect the health and safety of persons and the integrity of the incident scene. Additionally, they may provide helicopter transportation of patients from SAR incident sites to medical facilities throughout the region.

# EMERGENCY SUPPORT FUNCTION #10 OIL AND HAZARDOUS MATERIALS RESPONSE

## EXECUTIVE SUMMARY

Response to oil and hazardous materials (hazmat) incidents is generally carried out in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 Code of Federal Regulations (CFR) Part 300. For purposes of this annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the NCP.

Hazardous materials include chemical, biological, and radiological substances.

Emergency Support Function (ESF) #10 - Oil and Hazardous Materials Response, through Fire and Emergency Medical Services (FEMS), provides a coordinated response to actual or potential discharges or releases of oil, chemical, biological, radiological, or other hazardous substances in the District of Columbia.

ESF #10 includes the control, containment, identification, assessment, mitigation, and monitoring of hazardous material released into the environment. This ESF also addresses the delivery of emergency medical services (EMS) to survivors of hazmat incidents and the decontamination of survivors, pets, remains, and emergency responders. In addition, ESF #10 coordinates the removal and disposal of hazardous materials with appropriate agencies and/or contractors.

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #10 – Oil and Hazardous Materials Response. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Fire and Emergency Medical Services
<b>Support Agencies</b>	Department of Behavioral Health Department of Consumer and Regulatory Affairs Department of Employment Services Department of Forensic Sciences Department of General Services Department of Health Department of Human Services Department of Public Works Department of Energy & Environment District Department of Transportation Homeland Security and Emergency Management Agency Metropolitan Police Department Office of Contracting and Procurement Office of the Chief Medical Examiner Office of Risk Management Office of the Attorney General Office of Unified Communications
<b>Support Organizations</b>	DC Hospital Association DC Water
<b>Regional Agencies/ Organizations</b>	Maryland Department of Environment National Capital Region Fire Departments Virginia Department of Environmental Quality Washington Metropolitan Area Transit Authority
<b>Primary Federal Agency</b>	U.S. Environmental Protection Agency

<b>Support Federal Agencies</b>	District of Columbia National Guard Federal Bureau of Investigation Maryland National Guard Naval Research Laboratory U.S. Army Golden Eagles - Engineering Battalion U.S. Coast Guard U.S. Department of Energy U.S. Department of Homeland Security U.S. Department of Transportation U.S. Department of the Interior U.S. Park Police Virginia National Guard
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**The ESF #10 Primary Agency is FEMS.** FEMS will maintain the protection of life and property from fire hazards in emergencies with emphasis on incidents involving the release of hazardous materials and the use of weapons of mass destruction (WMD). FEMS will provide emergency medical care to survivors affected by chemical, biological, and radiological contaminants and will decontaminate patients prior to transport to a hospital emergency department. Specific responsibilities will include the following:

- Establish a command post and institute Incident Command or Unified Command as necessary.
- Isolate the area with the assistance of law enforcement agencies.
- Deny entry to the hazardous areas with the assistance of law enforcement agencies.
- Identify the hazardous materials involved.
- Assess the situation.
- Establish isolation zones (hot, warm, and cold).
- Perform rescues in contaminated areas.
- Conduct operations in contaminated areas.
- Deliver EMS, including triage treatment and transportation to survivors of hazmat incidents.
- Control/contain the incident.
- Decontaminate survivors and emergency responders as required.
- Monitor downwind/downhill/downstream hazards.
- Evacuate/shelter in place as needed, with the assistance of law enforcement agencies when needed.
- Request additional resources as escalating incident conditions warrant.
- Preserve the crime scene and notify law enforcement officials of a potential criminal/terrorist act, if indications are present.
- Coordinate decontamination, containment, public notification, etc. with the Department of Health (DOH), Department of Energy & Environment (DOEE), and Homeland Security and Emergency Management Agency (HSEMA).

**The ESF #10 Supporting Agencies, Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #10. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #10 activities.

**The ESF #10 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #10 Federal Agencies/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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## 1.0 INTRODUCTION

### 1.1 Purpose

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Response to oil and hazardous materials (hazmat) incidents is generally carried out in accordance with the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40 Code of Federal Regulations (CFR) Part 300. For purposes of this annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the NCP. Hazardous materials include chemical, biological, and radiological substances.

Emergency Support Function (ESF) #10 - Oil and Hazardous Materials Response, through Fire and Emergency Medical Services (FEMS), provides a coordinated response to actual or potential discharges or releases of oil, chemical, biological, radiological, or other hazardous substances in the District of Columbia.

### 1.2 Scope

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ESF #10 includes the control, containment, identification, assessment, mitigation, and monitoring of hazardous material released into the environment. This ESF also addresses the delivery of emergency medical services (EMS) to survivors of hazmat incidents and the decontamination of survivors, pets, remains, and emergency responders. In addition, ESF #10 coordinates the removal and disposal of hazardous materials with appropriate agencies and/or contractors.

## 2.0 POLICIES

- As the primary agency for ESF #10, FEMS develops hazmat policy, provides planning guidance and coordination assistance, standardizes unit procedures, evaluates operational readiness, and funds special equipment and training requirements.
- The Incident Command System (ICS) will be implemented to effectively manage and control resources at the scene of emergencies involving hazardous materials, in accordance with the National Incident Management System (NIMS).
- The FEMS Personnel Accountability System will be used to track and control the movement of FEMS personnel at incident sites.
- The District responds to hazmat incidents according to the policies outlined in the following documents:
  - DC Comprehensive Hazardous/Toxic Materials Emergency Response and Weapons of Mass Destruction (WMD)
  - Fire and Emergency Medical Services ICS/Standard Operating Guides (SOG) for Hazardous Materials Incidents
  - Fire and Emergency Medical Services Medical Protocols for Patient Care
  - Fire and Emergency Medical Services Guidelines for Response to WMD Incidents
  - Fire and Emergency Medical Services SOG for Response to Bombing Incidents

- National Response Framework (NRF) ESF #10 - Oil and Hazardous Materials Response Annex for applicable federal laws and related annexes
- FEMS utilizes the National Capital Region Mutual Aid Agreement (NCR-MAA) and the Metropolitan Washington Council of Governments Fire and Rescue Mutual Aid Operations Plan (MAOP), and the Emergency Management Assistance Compact (EMAC) to support expanding incidents, coordinate response throughout the region, and share unique resources.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

#### 3.1.1 Disaster Condition

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

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the NCR and the need to require an ESF #10 response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

- An extensive transportation system serves the area in and around the District and is used by commercial and private vehicles, making a technological emergency an increasing possibility. Department of Public Works (DPW) has designated and posted hazardous cargo routes for trucks throughout the city. Maps have been created showing the railroad system and barge routes. Areas adjacent to these transportation systems are most at risk from an incident. Additionally, terrorist incidents that involve the intentional release of hazardous materials and the possible use of chemical, biological, radiological, and other WMDs place other areas of the District under additional risks.
- Immediately prior to a hazmat incident, all emergency support systems are fully operational.
- Densely populated areas will be adversely affected by a hazmat incident.
- Major hazmat incidents can produce extremely hazardous situations when they occur in or near commercial plants or public facilities.

- Hazmat incidents may result from a natural disaster. They also may occur as the result of accidental or intentional releases and terrorist acts.
- At the time of an emergency, hazmat incidents may occur anywhere in the District and region. These incidents will draw upon the same resources (engines or other tactical and support resources) that would be needed to assist other emergency operations. It must be assumed that some resources will become scarce, resulting in disaster-related hazmat operations competing for resources.
- Interruptions of communication systems may occur, including all internal, external, and public interfaces.
- The FEMS 800-MHz radio communication may be totally or partially compromised.
- Bridge failures, traffic, landslides, damaged road systems, air traffic restrictions, and so forth, may hamper access, making conventional travel to the incident location extremely difficult or impossible.
- Efficient and effective mutual aid among the various local, state, and federal hazmat teams requires the use of ICS together with compatible hazmat equipment and communication systems.
- Several federal agencies are on a 24-hour standby to assist with cleanup of hazmat incidents. These include the U.S. Environmental Protection Agency (EPA), the U.S. Department of Energy (DOE), and the U.S. Coast Guard (USCG).

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- The hazmat team is an integrated system of hazmat units, support teams, and technical specialists.
- The system is built around core units that are prepared to deploy immediately and initiate hazmat control, containment, and rescue operations on activation of ESF #10 of the *District Response Plan* (DRP). These units are primarily staffed by FEMS personnel who are experienced and trained in hazmat operations.
- The FEMS Hazardous Material Task Force provides support and coordination to the Hazardous Material Unit during emergency operations.
- Hazmat Technicians and Specialists provide expertise in hazmat disciplines.

### 4.2 Coordination and Control

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

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## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Boundaries of the incident or event
- Status of communication
- Status of natural gas service
- Status of power/electricity
- Status of water and sewer systems
- Hazard specific information
- Operational status of critical facilities
- Weather and environmental concerns/issues
- Hazardous materials involved in the incident
- Personal Protective Equipment (PPE) requirements

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## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- In most cases, hazmat incidents are reported directly to 9-1-1 at the Office of Unified Communications (OUC).
- During activation of fire-related emergency notification protocols, the Fire Chief or designee will notify all senior command staff officials via established systems.
- The Fire Chief or designee will request support locally through the NCR-MAA through the OUC and coordinated through the Homeland Security and Emergency Management Agency (HSEMA) when necessary.
- Resources requested from outside the NCR will go through HSEMA according to EMAC.

### 4.4.2 Response Actions

#### 4.4.2.1 *Initial Actions*

- The ESF #10 Coordinator, a FEMS Officer with the rank of Fire Captain or higher who has working knowledge of FEMS SOGs, resources, and capabilities, will complete the following tasks:
  - Report to the Emergency Operations Center (EOC) as a member of the Consequence Management Team (CMT) within two hours of notification.
  - Provide an Emergency Liaison Officer (ELO) to the EOC during activation.
  - Establish communication links with primary and/or support agencies.
  - Establish communication links with the Incident Commander.
  - Establish communications links with the FEMS senior command staff.
  - Obtain an initial hazmat incident situation and damage assessment.
  - Contribute to situation reports.

- FEMS operations will include the following actions:
  - Provide command and control of the incident.
  - Institute the incident management system, including Unified Command as necessary, in accordance with NIMS.
  - Notify the Metropolitan Police Department (MPD) Command Information Center, which will then notify all appropriate law enforcement agencies.
  - Provide trained hazmat personnel to the scene.
  - Activate the FEMS Mobilization Plan as necessary to call back off-duty hazmat trained personnel.
  - Provide sufficient technical equipment for immediate delivery to the scene.
  - Maintain hazmat frontline response unit for immediate response.
  - Perform triage and provide emergency medical treatment as necessary.
  - Provide emergency medical technicians and paramedics to the scene with appropriate equipment.
  - Decontaminate patients as necessary.
  - Provide ready-deployable decontamination equipment, including tents and heaters, showers and water heaters, and other necessary supplies.
  - Provide mass decontamination using fire apparatus and other means, if necessary.
  - Decontaminate emergency responders when indicated.
  - Perform emergency medical triage, treatment, and transportation, as necessary.
  - Provide EMS transport units to the scene.
  - Maintain sufficient in-service ambulances.

#### **4.4.2.2 Activation**

- Initiation of the DRP and activation of the EOC will be communicated to FEMS by the CMT or the HSEMA Director.
- Not all initiations of the DRP and activations of the EOC will require establishment of ESF #10.
- If an incident requires support and resources outside of normal operations, the Incident Command, through FEMS leadership, can request initiation and/or activation through the CMT or the HSEMA Director.

#### **4.4.2.3 Continuing Actions**

- Activate additional mutual aid agreements with appropriate jurisdictions to ensure that adequate backup support for hazmat units is available as needed.
- Maintain an adequate on-duty force of Hazmat Technicians as first responders throughout the incident.
- Procure and maintain a cache of necessary supplies to perform extended operations on an emergency basis as necessary throughout the incident.

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

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #10 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- FEMS currently maintains the necessary resources for initial response to any oil and hazmat incident in the District. If additional resources are required, FEMS will work with ESF #7 as necessary.
- If additional resources are needed, after exhausting NCR and interstate mutual aid resources, the EMAC mechanism will be utilized. A federal declaration will be requested if all resources are depleted and federal assistance is required.
- All requests for resources will be tracked in the WebEOC system for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### **4.4.2.6 Demobilization**

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:

- Critical resources
- Critical personnel, specialize teams, EOC personnel
- Establish recall roster in case reactivation is required
- Notify personnel to be released of the specific times for release
- Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

FEMS will operate in accordance with existing standard operating procedures.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain standard operating procedures (SOPs) and SOGs as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

**Fire and Emergency Medical Services (FEMS):** FEMS will maintain the protection of life and property from fire hazards in emergencies with emphasis on incidents involving the release of hazardous materials and the use of WMD. FEMS will provide emergency medical care to survivors affected by chemical, biological, and radiological contaminants and will decontaminate patients prior to transport to a hospital emergency department. Specific responsibilities will include the following:

- Establish a command post and institute Incident Command or Unified Command as necessary.
- Isolate the area with the assistance of law enforcement agencies.
- Deny entry to the hazardous areas with the assistance of law enforcement agencies.
- Identify the hazardous materials involved.
- Assess the situation.
- Establish isolation zones (hot, warm, and cold).
- Perform rescues in contaminated areas.
- Conduct operations in contaminated areas.

- Deliver EMS, including triage treatment and transportation to survivors of hazmat incidents.
- Control/contain the incident.
- Decontaminate survivors and emergency responders as required.
- Monitor downwind/downhill/downstream hazards.
- Evacuate/shelter in place as needed, with the assistance of law enforcement agencies when needed.
- Request additional resources as escalating incident conditions warrant.
- Preserve the crime scene and notify law enforcement officials of a potential criminal/terrorist act, if indications are present.
- Coordinate decontamination, containment, public notification, etc. with the Department of Health (DOH), Department of Energy & Environment (DOEE), and HSEMA.

## 5.2 Support Agencies, Departments, and Organizations

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### 5.2.1 Support Agencies and Departments

Support agencies will assist at the scene of a hazmat incident in accordance with their missions and responsibilities as prescribed in the DRP.

Under the terms of the NCR-MAA, NCR jurisdictions may help respond to a hazmat emergency in the District when FEMS resources are unavailable or require added assistance. A regional Incident Management Team can be requested through the mutual aid compact.

- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the Federal Emergency Management Agency (FEMA) crisis counseling program.
- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA has a regulatory role in hazardous materials. Additionally, DCRA will provide information on building plans and licenses.
- **Department of Employment Services (DOES):** DOES will coordinate technical support (for example, fit testing) through their Office of Occupational Safety and Health.
- **Department of Forensic Sciences (DFS):** DFS responsibilities include the Public Health Laboratory testing and analysis of Bioterrorism and Chemical Terrorism agents as requested and prioritized by entities outlined in the statute governing the DFS. Additional responsibilities include crime scene evidence collection through the Crime Scene Sciences Division.
- **Department of General Services (DGS):** DGS will coordinate with FEMS to access any public facilities involved in the hazmat incident. DGS will also perform rapid damage assessment for all public buildings and equipment. This includes schools and correctional facilities.

- **Department of Health (DOH):** DOH will provide technical assistance on the health and medical impact of hazardous materials and determine appropriate care for survivors. DOH will provide information to the public about self-protection. DOH will help the DOEE assess environmental damage and assist in cleanup and recovery planning (for example, toxic substance, air quality, water quality, and radiological sampling).
- **Department of Human Services (DHS):** DHS will assist in providing for evacuees, including food, shelter, supplies, and will request assistance from ESF #1 to transport evacuees to shelters and establish shelter operations in coordination with DHS's agreements with the American Red Cross of the National Capital Area.
- **Department of Public Works (DPW):** DPW will provide on-site refueling and on-site sand and salt for slippery conditions. DPW will provide debris removal in accordance with its debris removal plan. In concert with the OCP, DPW will help coordinate heavy equipment, operators, riggers, and mechanics to support oil and hazmat response efforts as necessary. DPW will coordinate with DC Water to ensure an adequate supply is maintained to support decontamination efforts.
- **Department of Energy & Environment (DOEE):** DOEE will provide and coordinate air quality monitoring and water runoff monitoring support, to include plume monitoring, collect surface water runoff samples for analysis, and provide other support to monitor the affected area of contaminants. DOEE will coordinate with the National Response Center (NRC) and serve as the state on-scene coordinator (SOSC) in the monitoring and analysis of data and provide mitigation services and/or recommendations. DOEE shall also coordinate and assist with deployment of federal resources from U.S. EPA and USCG should they be needed.
- **District Department of Transportation (DDOT):** DDOT will assist FEMS with traffic management and incident coordination during hazmat incidents that occur along the District transportation network.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.

HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District Consequence Management Team (CMT). The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the emergency operations center through their emergency liaison officers (ELOs).
- **Metropolitan Police Department (MPD):** MPD will provide perimeter security and staging area security to protect life and property from hazmat incidents. If necessary, MPD will conduct door-to-door warnings in an area affected by a hazmat incident. MPD will assist with traffic control in pedestrian/vehicle areas, if necessary, and will help notify the public of any emergency evacuation. MPD also will assist with explosive ordinance processing and disposal with the Military District of Washington, and will perform criminal investigations as necessary.

MPD can provide aid in support of a criminal act centered around terrorists with a weapon of mass destruction.

- **Office of Contracting and Procurement (OCP):** OCP will provide procurement specialists to assist in contracting and procuring the necessary resources and services.
- **Office of the Chief Medical Examiner (OCME):** After the incident scene has been cleared for entry by FEMS (hazmat) and is secured, and OCME is notified by MPD/FEMS, OCME will respond to the scene and take charge of fatality management. OCME will coordinate all mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
- **Office of Risk Management (ORM):** ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between the United States Occupational Safety and Health Administration (OSHA) and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an emergency.
- **Office of the Attorney General (OAG):** OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
- **Office of Unified Communications (OUC):** OUC, in consultation with ESF #5 on protective actions, will facilitate and coordinate communications with the public. This may include the delivery of mitigation directions, evacuation instructions, and prioritization.

### 5.2.2 Support Organizations

- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will ensure that adequate water supply is maintained to support oil and hazmat response and decontamination efforts.
- **DC Hospital Association:** DC Hospital Association will work with FEMS to coordinate information from hospitals regarding external decontamination facilities for use at the incident site and/or before entering hospitals. The DC Hospital Association also serves as a clearinghouse communications center to disseminate information to response personnel regarding hospital capacity and effective transportation of survivors and to avoid overcrowding.
- **Maryland Department of Environment:** The Maryland Department of Environment will coordinate with the District to support hazmat response operations as needed.

- **Virginia Department of Environmental Quality:** The Virginia Department of Environmental Quality will coordinate with the District to support hazmat response operations as needed.
- **PEPCO:** PEPCO will provide an Emergency Response Team to address electric power utility disconnects as necessary.

### 5.3 Regional Agencies and Organizations

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- **American Red Cross of the National Capital Region (ARC):** ARC in coordination with HSEMA will provide information on its assistance efforts under: ESF #6 - Mass Care, Emergency Assistance, Housing and Human Services; ESF #8 - Public Health and Medical Services; and ESF #16 - Volunteer and Donations Management.
- **National Capital Region (NCR) Fire Departments:** The following fire departments are signatories on the Metropolitan Washington Council of Governments Fire and Rescue MAOP. The intent of the Fire and Rescue MAOP is to ensure the fullest cooperation among fire prevention and suppression and EMS agencies in the NCR. In the event of a major disaster, all departments in this MAOP will call upon each other for response and recovery support. The NCR fire departments included in this are as follows:
  - City of Alexandria Fire Department
  - Arlington County Fire Department
  - The District of Columbia FEMS Department
  - City of Fairfax Fire Department
  - Fairfax County Fire Department
  - Frederick County Fire Department
  - Loudoun County Fire Department
  - City of Manassas Fire Department
  - City of Manassas Park Fire Department
  - Montgomery County Fire Department
  - Prince George's County Fire Department
  - Prince William County Fire Department
  - Metropolitan Washington Airports Authority Fire Department
  - Naval District of Washington Fire Department
- **Washington Metropolitan Area Transit Authority (WMATA):** WMATA will respond with FEMS to any incident involving Metro property; provide backup resources when District agency resources, personnel, and equipment must be supplemented in response to an incident that impacts Metro property; and provide Metro buses, as requested and coordinated by ESF #5, as needed for evacuating the population. SOPs are in place for implementing appropriate actions and providing logistical support for all incidents involving a hazmat release.

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## 5.4 Federal Agencies

### 5.4.1 Primary Federal Agency

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

In addition, the EPA and/or the USCG may initiate operations without a presidential disaster declaration under the NCP by providing an OSC to manage the federal assets employed in the operation. The OSC will operate with the Incident Commander in a Unified Command arrangement.

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

- U.S. Department of Homeland Security/Federal Emergency Management Agency
- General Services Administration
- National Oceanic Atmospheric Administration
- Nuclear Regulatory Commission
- U.S. Department of Defense
- U.S. DOE
- U.S. Department of Agriculture
- U.S. Department of Health and Human Services
- U.S. Department of Interior
- U.S. Department of Justice
- U.S. Department of Labor
- U.S. Department of Transportation
- U.S. Department of State
- U.S. Department of the Treasury

### 5.4.2 Support Federal Agency

- **District of Columbia National Guard (DCNG):** At the request of HSEMA, DCNG will loan specific equipment and mobilize units to provide the following:
  - Traffic control
  - Emergency transportation
  - Evacuation of civilian population
  - Search and rescue
  - Communications assistance

- Area security
- Protection from theft and looting
- Aircraft for monitoring
- Surface radiation monitoring
- Radiation hazard plotting
- Wind and weather data
- Control of reentry
- **Maryland National Guard:** During a hazmat incident, the National Guard will provide support through the Civil Support Teams (CST).
- **Naval Research Laboratory:** will coordinate with the District to support hazmat response operations, as needed.
- **U.S. Army Golden Eagles:** Engineering Battalion: The U.S. Army Golden Eagles – Engineering Battalion located at Ft. Belvoir may serve as a response support during a large-scale incident.
- **U.S. Coast Guard (USCG):** The USCG will assist with the containment and cleanup of a hazmat spill on waterways.
- **U.S. Department of Energy (DOE):** The DOE may provide support in a large-scale incident by coordinating the supply of energy and fuel required for response activities. DOE may also serve as a member of the NRT.
- **U.S. Department of Homeland Security (USDHS):** may serve as a member of the NRT and will coordinate with the District to support hazmat response operations, as needed.
- **U.S. Department of the Interior (DOI):** may serve as a member of the NRT and will coordinate with the District to support hazmat response operations, as needed.
- **U.S. Department of Transportation (DOT):** may serve as a member of the NRT and will coordinate with the District to support hazmat response operations, as needed.
- **U.S. Park Police (USPP):** may serve as a member of the NRT and will coordinate with the District to support hazmat response operations on U.S. Park property, as needed.
- **Virginia National Guard:** During a hazmat incident, the National Guard will provide support through the CST.

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# EMERGENCY SUPPORT FUNCTION #12

## ENERGY

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #12 - Energy gathers, assesses, and shares information on energy system damage (includes fuel, heating oil, natural gas, propane, etc.) and estimates the impact of energy system outages/shortages within the District of Columbia (District). The purpose of this ESF is to facilitate restoration of energy delivery and fuel supplies during and/or following an emergency. Power and fuel are critical to protecting lives and property and maintaining the continuity of the government, business, transportation, emergency services, and other critical infrastructure within the District. In addition, ESF #12 will provide generator support.

ESF #12 helps restore the District energy systems during and/or following an emergency. The Department of Energy & Environment (DOEE) is the primary agency responsible for coordinating with other governmental response elements and utilities to restore energy delivery.

ESF #12 support agencies have a variety of assets and resources available to mitigate energy or hazardous problems. Damage to an energy system in one geographic region may affect energy supplies in other regions that rely on the same delivery systems.

ESF #12 focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities for energy resources.

ESF #12 provides a framework to support management of cascading impacts and multiple incidents as well as the prevention of and preparation for subsequent events. Examples of incident management actions from the District perspective include:

- Assessing the stability of the energy infrastructure
- Coordinating federal support in the aftermath of an incident involving disruption to the energy infrastructure
- Enabling immediate recovery activities as well as addressing long-term consequences in the impacted area

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #12 – Energy. The following is a listing of these agencies, departments, and organizations.

Primary Agency	Department of Energy & Environment
Support Agencies	Department of Consumer and Regulatory Affairs Department of General Services Department of Public Works District Department of Transportation
Support Organizations	PEPCO Public Service Commission Washington Gas Company
Regional Agencies/ Organizations	Maryland Energy Administration Virginia Department of Mines, Minerals, and Energy
Primary Federal Agency	U.S. Department of Energy
Support Federal Agencies	U.S. Department of Defense/U.S. Army Corps of Engineers

**The ESF #12 Primary Agency is DOEE.** As the primary District agency for ESF #12, DOEE will use the framework of its Energy Supply Disruption Tracking plan to complete the following actions:

- Coordinate information flow.
- Assist in determining the level of event severity.
- Assist in identifying measures to be implemented.
- Monitor energy supply prior during and after the event.
- Track energy supply during the event.
- Conduct follow-ups after the event.

In the event of an energy emergency, DOEE will complete the following actions:

- Track information during the event.
- Provide situational awareness of the event.
- Assist in developing management decisions to respond to the event.

**The ESF #12 Supporting Agencies, Departments, and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #12. The specific responsibilities of supporting agencies may be articulated within the agencies’ administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #12 activities.

**The ESF #12 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #12 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #12 - Energy gathers, assesses, and shares information on energy system damage (includes fuel, heating oil, natural gas, propane, etc.) and estimates the impact of energy system outages/shortages within the District of Columbia (District). The purpose of this ESF is to facilitate restoration of energy delivery and fuel supplies during and/or following an emergency. Power and fuel are critical to protecting lives and property and maintaining the continuity of the government, business, transportation, emergency services, and other critical infrastructure within the District. In addition, ESF #12 will provide generator support.

### 1.2 Scope

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ESF #12 helps restore the District energy systems during and/or following an emergency. The Department of Energy & Environment (DOEE) is the primary agency responsible for coordinating with other governmental response elements and utilities to restore energy delivery.

ESF #12 support agencies have a variety of assets and resources available to mitigate energy or hazardous problems. Damage to an energy system in one geographic region may affect energy supplies in other regions that rely on the same delivery systems.

ESF #12 focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities for energy resources.

ESF #12 provides a framework to support management of cascading impacts and multiple incidents as well as the prevention of and preparation for subsequent events. Examples of incident management actions from the District perspective include:

- Assessing the stability of the energy infrastructure
- Coordinating federal support in the aftermath of an incident involving disruption to the energy infrastructure
- Enabling immediate recovery activities as well as addressing long-term consequences in the impacted area

## 2.0 POLICIES

The ESF #12 priorities aid in the restoration of energy delivery and provide generator support. DOEE will assign an ESF Emergency Liaison Officer (ELO) to temporary duty at the District Emergency Operations Center (EOC) or other augmentation facility. A DOEE representative will be appointed, as needed, to be a member of the Consequence Management Team (CMT).

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

An emergency (including a fuel shortage emergency) may sever key energy infrastructure, thereby constraining supply in affected areas and adversely impacting adjacent areas, especially those with supply links to the directly affected areas. Such an incident has the potential to affect transportation, communications, and other infrastructure necessary for sustaining public health and safety. In addition, it could affect continuity of government as well as critical infrastructure within the District.

#### 3.1.2 Special Events

A National Security Special Event (NSSE) may have the potential to significantly impact the National Capital Region and the need to require an ESF #12 response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

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- There may be widespread and possibly prolonged electric power outages or interruptions.
- There may be widespread and possibly prolonged disruption to the supply and distribution of natural gas.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- DOEE will coordinate all ESF #12 activity. Each support agency may be represented at the EOC. ESF #12 will maintain 24-hour contact with those representatives, as necessary, at those locations for the duration of the emergency response period. Support agency representatives will have sufficient knowledge of the capabilities and resources of their agencies, with appropriate authority to commit resources to the response effort.
- Upon issuance of a presidential disaster declaration, DOEE is the point of contact (POC) within the District and will represent this ESF in its dealings with the District of Columbia Coordination Officer (DCCO), who will issue requests for federal assistance to the Federal Coordinating Officer (FCO). The Federal Emergency Management Agency (FEMA) will issue a mission assignment to a federal ESF agency; DOEE will coordinate the delivery of assistance for ESF #12 with the appropriate federal partner and ESF #5 ELO present or available for duty at the joint field office (JFO) on a 24-hour basis for the duration of the emergency response period.

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## 4.2 Coordination and Control

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- ESF #12 will consolidate utility reports; identify the assessment of fuel and electric power damage, energy supply, and demand; and estimate repair of such systems, as follows:
  - Coordinate closely with officials to establish priorities to restore critical customer facilities and coordinate the provision of temporary, alternate, or interim sources of emergency fuel and power.
  - Obtain current information regarding damage to the energy supply and distribution systems and obtain estimates for restoration.
- ESF #12 will provide timely and credible energy supply assessments and restoration forecasts in times of disaster in coordination with the U.S. Department of Energy (USDOE).
- ESF #12 will coordinate with technical experts on energy supply production and delivery to facilitate energy information exchange.
- ESF #12 will coordinate with other ESFs in order to provide timely and accurate energy impact information and recommend options to mitigate impacts.
- ESF #12 will provide an ELO to the EOC during an emergency situation.
- ESF #12 will attain information regarding energy impacts and provide input to situation and other reports through the EOC.
- ESF #12 will coordinate among federal and mutual aid state officials and energy industries in the region regarding priorities to repair damaged energy systems.

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## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Boundaries of the incident or event
- Status of natural gas service
- Status of power/electricity
- Hazard specific information
- Operational status of critical facilities
- Weather and environmental concerns/issues

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## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- The EOC will notify ESF #12 of the activation of the CMT. ESF #12 will notify support agencies and appropriate officials by telephone, pager, and/or e-mail regarding the nature of the event and any potential ESF #12 issue.
- The ESF #12 team leader will attend any CMT meetings and be available, as necessary, for the duration of the initial response period.

## 4.4.2 Response Actions

### 4.4.2.1 *Initial Actions*

- Use available information to determine the status and assess the energy impacts of the emergency, including public agency and government resources needed to respond.
- Coordinate with utility representatives to establish priorities to repair damage and communicate regarding restoration of priority facilities.
- Coordinate with utility representatives to identify government actions that will help obtain needed resources to repair or restore damaged energy systems.
- Coordinate with and follow the guidance of USDOE to access fuel supplies in the petroleum reserve, in the event of a fuel shortage.
- Receive and respond to requests for information from neighboring states, local governments, regional bodies, federal agencies, and industry.

### 4.4.2.2 *Activation*

- Activate disaster response procedures.
- Dispatch an ESF #12 ELO to the EOC.
- Provide periodic situation and any other reports to the EOC as directed by HSEMA.

### 4.4.2.3 *Continuing Actions*

- Serve as the focal point for receipt of reports on damage to energy supply and distribution systems and requirements for system restoration.
- Advise and assist industry, District, and local authorities on priorities and actions for energy restoration and supply.
- Locate fuel for transportation, communications, and emergency operations. Coordinate with the U.S. Army Corps of Engineers (USACE) and the District of Columbia National Guard for the transportation of fuel.
- Coordinate the collection and reporting of energy supply information to the public.
- Recommend actions to conserve petroleum fuel, electric power, and natural gas and to ration energy, as necessary.
- Monitor the fuel supply system in coordination with gas station owners and companies to ensure the District possesses and maintains adequate supplies.

### 4.4.2.4 *Public Information/Crisis Communication*

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the Incident Command System (ICS). ESF #12 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### 4.4.2.5 *Resource Requirements*

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the U.S. Department of Homeland Security (USDHS)/FEMA Emergency Management Assistance Compact (EMAC) mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.
- Internal tracking of resources will be done via in-house tracking mechanisms currently in place and being used by DDOT.

#### 4.4.2.6 *Demobilization*

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialized teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 *Preparedness Actions*

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.

- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain standard operating procedures and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**Department of Energy & Environment (DOEE):** As the primary District agency for ESF #12, DOEE will use the framework of its Energy Supply Disruption Tracking plan to complete the following actions:

- Coordinate information flow.
- Assist in determining the level of event severity.
- Assist in identifying measures to be implemented.
- Monitor energy supply prior during and after the event.
- Track energy supply during the event.
- Conduct follow-ups after the event.

In the event of an energy emergency, DOEE will complete the following actions:

- Track information during the event.
- Provide situational awareness of the event.
- Assist in developing management decisions to respond to the event.

### 5.2 Support Agencies, Departments, and Organizations

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#### 5.2.1 Support Agencies and Departments

- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA will provide information and building plans for unsafe or collapsed structures to the extent that such information is available and plans exist. DCRA also will provide structural engineers to inspect these structures.
- **Department of General Services (DGS):** DGS will provide generator support by identifying available generators to be used in response operations, in coordination with HSEMA.
- **Department of Public Works (DPW):** DPW will support the restoration of energy delivery and fuel supplies during and/or following an emergency. They will also provide generator fuel supplies as needed.
- **District Department of Transportation (DDOT):** DDOT will facilitate and coordinate in the restoration of damaged transportation infrastructure within the public right-of-way to reestablish utilities. DDOT will also coordinate with PEPCO regarding downed power lines caused by trees.

## 5.2.2 Support Organizations

- **PEPCO:** PEPCO will provide electrical services to the public and businesses of the District. PEPCO will ensure constant communications with the EOC and provide an ELO to the EOC to ensure effective communication and coordination of emergencies, specifically monitoring the power grid and its impact on the District and provide operational/restoration information reports on response activities to the EOC. PEPCO will also support HSEMA in preparing an impact statement outlining the effects of a long-term power outage on government operations and on the potential threat to the health, welfare, and safety of citizens in the affected areas.
- **Public Service Commission (PSC):** PSC will provide emergency regulatory action as appropriate to facilitate PEPCO, Washington Gas Company, and any other suppliers under its mandate in the restoration of services to their customers.
- **Washington Gas Company (Washington Gas):** Washington Gas will provide natural gas to the public and businesses of the District and provide an ELO to the EOC to ensure continuous effective communications and coordination of emergencies, specifically monitoring the natural gas supply and its impact on the District. Washington Gas will also provide operational/restoration information reports on response activities to the EOC and Support HSEMA in preparing an impact statement outlining the effects of a long-term natural gas outage on government operations and on the potential threat to the health, welfare, and safety of citizens in the affected areas.

## 5.3 Regional Agencies and Organizations

- **Maryland Energy Administration (MEA):** MEA will serve as the lead agency for Maryland for ESF #12 and provide support as requested under the Emergency Management Assistance Compact (EMAC).
- **Virginia Department of Mines, Minerals, and Energy (DMME):** DMME will serve as the lead agency for Virginia for ESF #12 and provide support as requested under EMAC.

## 5.4 Federal Agencies

### 5.4.1 Primary Federal Agency

**U.S. Department of Energy (USDOE):** USDOE will serve as the federal agency for ESF #12 and will provide direct, technical, and other support and guidance to the District through its District counterpart. USDOE will also support the District in the event of a weapon of mass destruction (WMD) incident. Note: This USDOE support is outlined in Attachment J to the *National Capital Region WMD Incident Contingency Plan*.

Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the USDHS National Response Coordination Center. When the JFO is established near the disaster area, ESF representatives that comprise the Emergency Response Team will be in the JFO.

## 5.4.2 Support Federal Agency

**Department of Defense/U.S. Army Corps of Engineers (USACE):** USACE will respond in support of USDOE during a federally declared disaster and serve as the coordinating federal agency for ESF #12. USACE will also provide electrical generators and other support services as needed to supplement the District's efforts in the temporary restoration of electrical service.

# EMERGENCY SUPPORT FUNCTION #13

## LAW ENFORCEMENT

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #13 - Law Enforcement provides for the safety of citizens and security of property during public emergencies. It prescribes the procedures for the command, control, and coordination of the ESF #13 Primary District Agency and ESF #13 Supporting District Agencies to conduct emergency operations. It also establishes interagency relationships between the ESF #13 agencies and federal law enforcement agencies.

During public emergency operations, ESF #13 manages and coordinates law enforcement activities and provides personnel and equipment resources to execute response activities in the public safety and security area. Fulfilling this mission supports public safety and security operations in the field, enhances situational awareness at operations centers, and aids planning and decision making by the Consequence Management Team (CMT).

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #13 – Law Enforcement. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Metropolitan Police Department
<b>Support Agencies</b>	Department of Behavioral Health Department of Corrections Department of Forensic Sciences Department of General Services Department of Health Department of Public Works Department of Youth Rehabilitation Services District of Columbia Housing Authority District of Columbia Public Schools District Department of Transportation Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Office of the Attorney General Office of the Chief Medical Examiner Office of Risk Management Office of Unified Communications
<b>Regional Agencies/ Organizations</b>	AMTRAK Police City of Alexandria Arlington County Charles County Sherriff’s Office City of Bladensburg City of Bowie City of Fairfax Fairfax County City of Falls Church Fauquier County Frederick County City of Frederick City of Gaithersburg City of Greenbelt Loudoun County City of Manassas City of Manassas Park Police Metropolitan Washington Council of Governments Montgomery County Prince George’s County

	Prince William County City of Rockville City of Takoma Park Washington Metropolitan Area Transit Authority Maryland National Capital Park Police/Prince George’s County Division Maryland State Police Metropolitan Washington Airports Authority Police Virginia State Police/Division 7
<b>Primary Federal Agency</b>	U.S. Department of Justice
<b>Support Federal Agencies</b>	Bureau of Alcohol, Tobacco and Firearms/WFO CIA - Security Protective Services Pentagon Force Protection Agency Drug Enforcement Administration/WFO Federal Bureau of Investigations/WFO Federal Bureau of Investigations - Police Unit Federal Protective Service District of Columbia National Guard U.S. Park Police Military District of Washington/Provost Marshal National Institutes of Health Police U.S. Capital Police U.S. Immigration and Custom Enforcement/BFO U.S. Immigration and Customs Enforcement/WFO U.S. Marshals Service U.S. Park Police U.S. Secret Service/Uniformed Division U.S. Secret Services/WFO

**The ESF #13 Primary Agency is the Metropolitan Police Department (MPD).** MPD will be in direct liaison with the HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. MPD Emergency Liaison Officer (ELO) will keep the ESF #5 apprised of police operations with regular status reports to the EOC. All emergency police responses for major incidents or other critical situations shall be coordinated through the MPD Joint Operations Command Center (JOCC). MPD will be responsible for the delivery of both emergency and non-emergency police service to the public. If necessary, the entire department will be fully mobilized to ensure a continuity of service and effective police response in the event of an emergency or other critical situation. In addition to existing internal standard operating procedures (SOPs), MPD will be in contact with other city, local and federal police agencies to ensure that the safety of the public is not compromised by domestic or foreign terrorist threats or acts, to include natural and human-caused disasters:

- Establish a command post and institute Incident Command or Unified Command as necessary.
- Isolate the area with the assistance of law enforcement agencies.

- Deny entry to the hazardous areas with the assistance of law enforcement agencies.
- Identify the hazardous materials involved.
- Assess the situation.
- Establish isolation zones (hot, warm, and cold).
- Control/contain the incident.
- Request additional resources as escalating incident conditions warrant.

**The ESF #13 Supporting Agencies, Departments, and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #13. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #13 activities.

**The ESF #13 Regional Agencies/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #13 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #13 - Law Enforcement provides for the safety of citizens and security of property during public emergencies. It prescribes the procedures for the command, control, and coordination of the ESF #13 Primary District Agency and ESF #13 Supporting District Agencies to conduct emergency operations. It also establishes interagency relationships between the ESF #13 agencies and federal law enforcement agencies.

### 1.2 Scope

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During public emergency operations, ESF #13 manages and coordinates law enforcement activities and provides personnel and equipment resources to execute response activities in the public safety and security area. Fulfilling this mission supports public safety and security operations in the field, enhances situational awareness at operations centers, and aids planning and decision making by the Consequence Management Team (CMT).

## 2.0 POLICIES

The Metropolitan Police Department (MPD) has primary responsibility for law enforcement and security. In larger scale incidents, additional resources will be obtained through the activation of response plans and mutual aid and assistance agreements with ESF #13 support agencies and organizations.

The policy of the MPD is to set an appropriate department response level based on present known threats. The Chief of Police, or his/her designee, will determine the department response level. The department response level shall ensure a state of readiness that permits a comprehensive, coordinated response.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

A public emergency or other significant event may be of such severity and magnitude as to require a law enforcement response to address public safety and security.

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region (NCR) and the need to require an ESF #13 response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

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- There may be little or no warning before the onset of an event.

- The Mayor of the District has sufficient legislative authority (District of Columbia Public Emergency Act of 1980; D.C. Code § 7-230) to act during public emergencies to preserve the public peace, health, and safety of the citizens of the District.
- In a public emergency, law enforcement resources may be directly impacted and potentially degraded. In the event that the District cannot effectively control the situation, the Mayor can request federal assistance through proper channels.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- When the Homeland Security Emergency Management Agency (HSEMA) activates its Emergency Operations Center (EOC), MPD will dispatch an Emergency Operations Liaison (ELO) to perform all duties assigned to the ESF #13 position.
- When an emergency situation is anticipated or erupts, MPD will dispatch personnel to the affected area. MPD will establish mutual aid liaisons (as appropriate) and assess the situation. ESF #13 will coordinate any requests for additional District law enforcement resources and make requested resources available.
- Coordination of the use of other city, local, and federal law enforcement agencies will be managed by MPD. Should the situation escalate or require additional law enforcement resources from outside the affected area, such resources will be dispatched in conjunction with the support agencies. The police will provide necessary security to Fire and Emergency Medical Services (FEMS), medical personnel, and public utility personnel while performing emergency tasks if needed.
- When a public emergency is caused by a terrorist act, MPD will lead response management coordination for the District of Columbia, including close coordination with the Federal Bureau of Investigation (FBI), U.S. Secret Service, National Capitol Police, U.S. Park Police, and other federal law enforcement agencies, HSEMA, and other organizations as necessary. The FBI will be the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities, and in the coordination with HSEMA, the U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA) will be the primary federal agency for domestic incident management.

### 4.2 Coordination and Control

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- The Chief of Police or designee will direct and control all law enforcement operations and activities relating to the management of the public emergency. The command center will be activated at police headquarters, from which MPD will:
  - Monitor and coordinate police field operations.
  - Receive reports from police commanders.
  - Maintain logs on essential elements of information relating to arrests, injuries, deaths, personnel distribution, traffic control, and property damage.
  - Initiate requests for law enforcement assistance under existing required mutual aid agreements.

- Coordinate through ESF #5 - Emergency Management all requests for resources and/or equipment required by MPD to prepare for, respond to, and recover from the emergency/disaster.
- Brief the CMT on the status of MPD response efforts.
- ESF #13 will manage and coordinate law enforcement activities. This will be accomplished by mobilizing law enforcement resources in support of law enforcement operations. ESF #13 will use established law enforcement support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the MPD Incident Commander.

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Boundaries of the incident or event
- Need for security perimeter
- Personnel on scene

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- Upon notification of a public emergency, MPD will alert appropriate personnel and activate and staff the Joint Operations Command Center (JOCC) to facilitate communication. Upon receiving notification of implementation of the *District Response Plan* (DRP) and activation of the EOC, MPD Emergency Liaisons Officers will be posted at the EOC and at other command and control sites, as determined by the Chief of Police (e.g., Mobile Command Center/DC12).
- The HSEMA Emergency Notification and Warning Standard Operating Procedure (SOP) establishes a framework for the EOC to notify the Mayor, City Administrator, other members of the Executive Office of the Mayor, District Agency Directors, and other senior officials and staff at District government agencies as well as public utilities, Federal agencies, and the private sector of events that affect public safety in the District.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

- Report to the EOC as a member of the CMT within two hours of notification.
- Provide an ELO to the EOC during activation.
- Establish communication links with primary and/or support agencies.
- Establish communication links with the Incident Commander.
- Establish communications links with the MPD senior command staff.
- Obtain an initial law enforcement incident situation and damage assessment.
- Contribute to situation reports.

- MPD operations will include the following actions:
  - Provide command and control of the incident.
  - Institute the incident management system, including Unified Command as necessary, in accordance with National Incident Management System (NIMS).
  - Notify the MPD Command Information Center, which will then notify all appropriate law enforcement agencies.
  - Provide sufficient technical equipment for immediate delivery to the scene.
  - Maintain law enforcement frontline response unit for immediate response.

#### **4.4.2.2 Activation**

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

#### **4.4.2.3 Continuing Actions**

- Monitor and coordinate police field operations.
- Receive reports from police commanders.
- Maintain logs on essential elements of information relating to arrests, injuries, deaths, personnel distribution, traffic control, and property damage.
- Initiate requests for law enforcement assistance under existing required mutual aid agreements.
- Coordinate through ESF #5 - Emergency Management all requests for resources and/or equipment required by MPD to prepare for, respond to, and recover from the emergency/disaster.
- Brief the CMT on the status of MPD response efforts.

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the Incident Command System (ICS). ESF #13 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting NCR and interstate mutual aid resources, the FEMA Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.

- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

MPD will operate in accordance with existing SOPs.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain SOPs and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**Metropolitan Police Department (MPD):** MPD will be in direct liaison with the HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. MPD ELO will keep the ESF #5 apprised of police operations with regular status reports to the EOC. All emergency police responses for major incidents or other critical situations shall be coordinated through the MPD JOCC. MPD will be responsible for the delivery of both emergency and non-emergency police service to the public. If necessary, the entire department will be fully mobilized to ensure a continuity of service and effective police response in the event of an emergency or other critical situation. In addition to existing internal SOPs, MPD will be in contact with other city, local and federal police agencies to ensure that the safety of the public is not compromised by domestic or foreign terrorist threats or acts, to include natural and human-caused disasters:

- Establish a command post and institute Incident Command or Unified Command as necessary.
- Isolate the area with the assistance of law enforcement agencies.
- Deny entry to the hazardous areas with the assistance of law enforcement agencies.
- Identify the hazardous materials involved.
- Assess the situation.
- Establish isolation zones (hot, warm, and cold).
- Control/contain the incident.
- Request additional resources as escalating incident conditions warrant.

### 5.2 Support Agencies and Departments

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- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
- **Department of Corrections (DOC):** DOC will direct operations inside the institution affected by any public emergency. DOC will coordinate all actions necessary to restore the institution to normal operations. DOC will coordinate with local and federal ordinances during operations outside of the facility.
- **Department of Forensic Sciences (DFS):** DFS responsibilities include crime scene evidence collection through the Crime Scene Sciences Division; forensic testing and analysis as requested and prioritized by law enforcement and testing decedents through DNA in support of Office of the Chief Medical Examiner (OCME) through the Forensic Science Laboratory Division; and testing and analysis as requested and prioritized by law enforcement of Bioterrorism and Chemical Terrorism agents through the Public Health Laboratory Division.

- **Department of General Services (DGS):** DGS/Protective Service Unit is responsible for security at the District’s leased or owned property.
- **Department of Health (DOH):** DOH will coordinate health and medical assistance in the District. This will be done through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities.
- **Department of Public Works (DPW):** DPW will assist MPD and HSEMA via communication and contact with the Emergency Coordinator at DPW.
- **Department of Youth Rehabilitation Services (DYRS):** DYRS has custody over youth detained by or committed to the District’s juvenile justice system. DYRS will use internal plans and procedures to ensure safe and secure housing of youth in the event of a public emergency that requires the closure of part or all of a facility.
- **District of Columbia Housing Authority (DCHA):** DCHA will use its law enforcement capabilities and security personnel to coordinate with MPD to ensure public safety at District housing sites, specifically, and the District population, in general.
- **District of Columbia Public Schools (DCPS):** DCPS will coordinate with MPD to ensure the safety of the system’s students, faculty, and staff as well as to protect the school facilities and other DCPS properties.
- **District Department of Transportation (DDOT):** DDOT will help identify traffic posts, develop emergency routes, identify staging areas, and establish access routes for emergency vehicles. DDOT also will supply vehicles, if available, and equipment, if available, to serve as perimeter devices to secure a location or a road closure.
- **Fire and Emergency Medical Services (FEMS):** FEMS is the primary agency for the Fire Investigation Team and a member of the DC Arson Task Force (ATF). FEMS will also perform search and rescue operations and coordinate that activity with MPD. In some scenarios, FEMS will provide the initial Incident Command and in these situations, FEMS will establish a Unified Command with MPD and other agencies to set and implement incident priorities.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.  
  
HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District Consequence Management Team (CMT). The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the emergency operations center through their emergency liaison officers (ELOs).
- **Office of the Attorney General (OAG):** OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these

functions for their agencies. OAG will provide legal advice and take legal action for the District government.

- **Office of the Chief Medical Examiner (OCME):** OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.
- **Office of Risk Management (ORM):** ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between the United States Occupational Safety and Health Administration (OSHA) and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an emergency.
- **Office of Unified Communications (OUC):** The OUC will provide centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources. More specifically, the OUC will receive and manage all 911 and 311 call volume and will also oversee all land and mobile radio systems tied to that response network.

## 5.3 Regional Agencies and Organizations

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- **AMTRAK Police:** AMTRAK Police will coordinate with MPD in response to incidents on AMTRAK property.
- **Metropolitan Washington Council of Governments (COG):** COG will provide support via the Regional Incident Communication and Coordination System (RICCS) to ESF #5. COG's regional response in coordination with HSEMA will facilitate coordination between Regional Emergency Support Functions (RESFs) and District ESF #13.
- **Washington Metropolitan Area Transit Authority (WMATA):** WMATA Metro Transit Police Department (MTPD) will coordinate with MPD in response to incidents on WMATA property.

## 5.4 Federal Agencies

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### 5.4.1 Primary Federal Agency

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

Issuance of a Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 199, the National Response Framework (NRF) will be implemented by the FEMA. On behalf of the Mayor, HSEMA Director will serve as the District Coordinating Officer, to facilitate access to federal assistance. Initially, federal agencies will operate out of the FEMA Regional Response Coordination Center (RRCC). Later, when the Joint Field Office (JFO) is established near the disaster area, the agency ESF representatives that comprise the ERT will be in the JFO.

#### 5.4.2 Support Federal Agency

**District of Columbia National Guard (DCNG):** DCNG will provide manpower to MPD to assist in management of the designated 142 critical intersections in the city and in other capacities. DCNG may also provide personnel or equipment for traffic control support at designated intersections, provide transportation infrastructure security when MPD is unavailable, provide equipment and resources necessary to repair damage to the transportation infrastructure network of the District of Columbia, facilitate the transport of disaster relief supplies, provide maritime support and aviation support, and assist in the evacuation or relocation of persons during emergencies, at the request of the District Coordinating Officer, HSEMA Director, ensuring maximum federal reimbursement for response, recovery, and mitigation efforts during an emergency/disaster incident.

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# EMERGENCY SUPPORT FUNCTION #14 DAMAGE ASSESSMENT

## EXECUTIVE SUMMARY

Emergency Support Function (ESF) #14 – Damage Assessment identifies a system to coordinate damage assessment and reporting functions and to estimate the nature and extent of the damage to ensure accurate situation needs and damage assessments occur. The full range of engineering, building inspection, and enforcement services are implemented, managed, and coordinated in a way that maximizes the use of resources, aids emergency response, and implements recovery operations.

Disasters cause injury to individuals and damage to property, the environment, businesses, non-profit entities, and to government-owned assets. Damages must be assessed to determine a priority of response efforts and to determine eligibility for disaster aid.

An Initial Damage Assessment Report will be completed within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance.

Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #14 – Damage Assessment. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Department of Consumer and Regulatory Affairs
<b>Support Agencies</b>	Department of Behavioral Health Department of General Services Department of Health Department of Housing and Community Development Department of Human Services Department of Parks & Recreation Department of Public Works District of Columbia Housing Authority Department of Energy & Environment District Department of Transportation Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Office of Chief Technology Officer Office of Contracting and Procurement Office of Planning Office of Risk Management Office of the Tenant Advocate
<b>Support Organizations</b>	DC Water PEPCO Verizon Washington Gas Company
<b>Primary Federal Agency</b>	Department of Homeland Security/ Federal Emergency Management Agency Department of Defense/ U.S. Army Corps of Engineers
<b>Support Federal Agencies</b>	Small Business Administration U.S. Department of Health and Human Services U.S. Department of Housing and Urban Development U.S. Environmental Protection Agency

**The ESF #14 Primary Agency is the Department of Consumer and Regulatory Affairs (DCRA).** DCRA is responsible for conduct damage assessment. DCRA will serve as the Damage Assessment Task Force Leader. They are responsible for managing and supervising all aspects of a mission, both operational and managerial, from the time of activation through the end of the demobilization process. DCRA will also:

- Perform rapid damage assessment to identify the impact, type, and extent of disaster damages to residences including single-family homes, apartments, and mobile homes.

- Perform rapid damage assessment for the following areas:
  - Power generation and distribution facilities, including natural gas systems, wind turbines, generators, substations, and power lines
  - Communications

**The ESF #14 Supporting Agencies, Departments, and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #14. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #14 activities.

**The ESF #14 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #14 – Damage Assessment identifies a system to coordinate damage assessment and reporting functions and to estimate the nature and extent of the damage to ensure accurate situation needs and damage assessments occur. The full range of engineering, building inspection, and enforcement services are implemented, managed, and coordinated in a way that maximizes the use of resources, aids emergency response, and implements recovery operations.

### 1.2 Scope

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Disasters cause injury to individuals and damage to property, the environment, businesses, non-profit entities, and to government-owned assets. Damages must be assessed to determine a priority of response efforts and to determine eligibility for disaster aid.

An Initial Damage Assessment Report will be completed within 72 hours of the event, outlining the severity of the problems and the determination of need for further assistance.

Federal/State supported damage assessment precedes delivery of a Presidential Disaster Declaration and defines the specific needs for a long-term recovery.

## 2.0 POLICIES

- The federal government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
- Assistance through ESF #14 should include the application of loss-reduction and building science expertise to rebuild critical infrastructure.
- Volunteers that serve in a damage assessment role should be able to be credentialed and adhere to policies and procedures on what type of damage assessment they are assigned to perform.
- The District has a list of critical infrastructure located in the District and the National Capital Region and is housed by the Homeland Security and Emergency Management Agency (HSEMA).

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

- Most hazardous events that may affect the District have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
- An initial damage assessment will determine the severity and magnitude of the disaster, and identify what type of supplemental assistance is necessary to recover from its effects.

- If a disaster occurs of such magnitude that it could result in a presidential declaration of “major disaster” or “emergency,” a district-wide initial damage assessment of public and private property.
- If a significant emergency/disaster occurs, the following series of damage assessment activities will be conducted:
  - Initial impact assessment by field forces
  - Preparation of an Immediate Situation Report
  - Determination of the need for outside assistance/resources
  - Initiation of more detailed damage assessment activities including dispatch of local teams to the field
  - Summarization of field information gathered by damage assessment teams

### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #14 response to assist in addressing public safety and security concerns may be needed.

## 3.2 Planning Assumptions

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- The District will continue to be exposed to various hazards resulting in damage to both public and private property.
- Implementing damage assessment procedures will expedite relief and assistance for those adversely affected. The thoroughness and accuracy of damage assessment can affect the receipt of recovery assistance, such as a presidential declaration of disaster for the District.
- The various groups conducting independent assessments have different perspectives; therefore, some duplication of damage assessment may occur.
- Damage to the utility systems and the communications systems may hamper the impact assessment process.
- Federal government assistance will be requested to supply unmet needs of response agencies.
- The District will request the enactment of appropriate mutual aid agreements that are available to assist response operations depending on the disaster that has impacted the District.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- **Damage Assessment Task Force Leader – Department of Consumer and Regulatory Affairs:** The Damage Assessment Task Force Leader is responsible for managing and supervising all aspects of a mission, both operational and managerial, from the time of activation through the end of the demobilization process. This includes all personnel and equipment resources as well as overseeing and directly supervising the Task Force management. At the beginning of the event, the task force location may be located as virtual in nature and then become located at the Department of Consumer and Regulatory Affairs location. The

Damage Assessment Task Force Leader is responsible for the development and completion of all Task Force objectives as well as the proper reporting, record keeping and after-action requirements.

- **Damage Assessment Task Force Safety Officer – Office of Risk Management:** The Task Force Safety Officer is responsible for monitoring and assessing the safety aspects of the Task Force during incident operations. The Safety Officer reports directly to the Task Force Leader.
- **Damage Assessment Task Force Residential Group – Department of Consumer and Regulatory Affairs:** Perform rapid damage assessment to identify the impact, type, and extent of disaster damages to residences including single-family homes, apartments, and mobile homes.
- **Damage Assessment Task Force Business Group – Department of Consumer and Regulatory Affairs:** Perform rapid damage assessment to identify the impact, type, and extent of disaster damages to businesses.
- **Damage Assessment Task Force Debris Clearance Group – Department of Public Works:** Perform rapid damage assessment to trees, woody debris, sand, mud, silt, gravel, damaged building components and contents, wreckage produced during the conduct of emergency work, and other disaster-related wreckage.
- **Damage Assessment Task Force Emergency Protective Measures Group – Homeland Security and Emergency Management Agency:** Perform rapid damage assessment to prevent further damage to public and private property.
- **Damage Assessment Task Force Road System Group – District Department of Transportation:** Perform rapid damage assessment for all roads (paved, gravel, and dirt) and bridges, to pre-disaster design, function, and capacity in accordance with codes or standards (see ESF #3 Public Works and Engineering)
- **Damage Assessment Task Force Water Control Facilities Group – DC Water:** Perform rapid damage assessment for all water control facilities. Perform rapid damage assessment for all water treatment plants and delivery systems. Perform rapid damage assessment for all sewage collection systems and treatment plants
- **Damage Assessment Task Force Building and Equipment Group – Department of General Services:** Perform rapid damage assessment for all public buildings and equipment. This includes schools and correctional facilities.
- **Disaster Assessment Task Force Utilities System Group – Department of Consumer and Regulatory Affairs with Department of General Services**
  - Perform rapid damage assessment for the following areas:
  - Power generation and distribution facilities, including natural gas systems, wind turbines, generators, substations, and power lines
  - Communications.

The Damage Assessment Task Force missions may include assessing the damage of residential or business structures, unimproved land, public debris, road systems, water control facilities, buildings, and equipment and utility systems.

- To conduct an accurate damage survey, local governments should have capable Damage Assessment Task Force membership. These members should be identified and trained in advance of the disaster so they will be ready when needed. The Community Emergency Response Team (CERT) may be used for conducting window damage assessments (pictures of damage on their street, etc.) but will not enter any buildings due to safety reasons.
- The intent is to provide properly trained local personnel with the knowledge and equipment necessary to provide a safe and timely response to incidents causing damages in the District.
- Each Task Force Leader is responsible to make sure the team has the proper forms, U.S. National Grid maps, transportation, and other logistical needs. HSEMA can support the Task Force Leader in procuring the needed equipment, supplies, tools, and documentation.
- HSEMA will ensure that the following is accomplished:
  - Determining what happened, what the effects are, which areas were hardest hit, what situations should be given priority and what types of assistance are needed (e.g., local, state, or federal).
  - Public, private, non-profit, and individual damage assessments should be performed, because of the corresponding types of federal/state assistance available. Each type of assessment is designed to quantify the eligible amounts of damages a community incurred. District-wide strategic direction will be guided from the HSEMA Emergency Operations Center (EOC).
- There will be times where joint damage assessment operations will be conducted with Federal Emergency Management Agency officials.

## 4.2 Coordination and Control

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- HSEMA will be responsible for working with departments, agencies, and organizations to help identify capable individuals within the District that are willing to serve on the Task Force.
- Based on the location and type of incident, HSEMA will notify the nearest appropriate Disaster Assessment Task Force Leader to begin to mobilize personnel to staff the Task Force and await its assignment.

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Boundaries of the incident or event
- Status of transportation
- Status of communication
- Status of natural gas service
- Status of power/electricity
- Status of water and sewer systems
- Hazard specific information
- Operational status of critical facilities

- Weather and environmental concerns/issues
- Historical information
- Demographics

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- Immediately upon notification of a public emergency, DCRA will alert and dispatch an Emergency Liaison Officer (ELO) to the EOC as requested.
- The DCRA will activate its emergency response plans and dispatch an ELO to the EOC as requested.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

- The Damage Assessment Task Force missions may include assessing the damage of residential or business structures, unimproved land, public debris, road systems, water control facilities, buildings, and equipment and utility systems.
- To conduct an accurate damage survey, local governments should have capable Damage Assessment Task Force membership. These members should be identified and trained in advance of the disaster so they will be ready when needed. The CERT may be used for conducting window damage assessments (pictures of damage on their street, etc.) but will not enter any buildings due to safety reasons.
- The HSEMA will be responsible for working with departments, agencies and organizations to help identify capable individuals within the District that are willing to serve on the Task Force.
- The intent is to provide properly trained local personnel with the knowledge and equipment necessary to provide a safe and timely response to incidents causing damages in the District.
- Each Task Force Leader is responsible to make sure the team has the proper forms, U.S. National Grid maps, transportation, and other logistical needs. HSEMA can support the Task Force Leader in procuring the needed equipment, supplies, tools, and documentation.
- Based on the location and type of incident, HSEMA will notify the nearest appropriate Disaster Assessment Task Force Leader to begin to mobilize personnel to staff the Task Force and await its assignment.
- HSEMA will ensure that the following is accomplished:
  - Determining what happened, what the effects are, which areas were hardest hit, what situations should be given priority and what types of assistance are needed (e.g., local, state, or federal).
  - Public, private, non-profit, and individual damage assessments should be performed, because of the corresponding types of federal/state assistance available. Each type of assessment is designed to quantify the eligible amounts of damages a community incurred. District-wide strategic direction will be guided from EOC.

- There will be times where joint damage assessment operations will be conducted with Federal Emergency Management Agency officials.

Damage Level	Conditions Present in Assessment
<p>Destroyed; Severe Structural Damage (Red)</p>	<p>Structure has been seriously damaged and is unsafe. DO NOT ENTER. Entry may result in serious injury or death.</p> <ul style="list-style-type: none"> <li>■ Home blown off foundation or appears to be beyond repair.</li> <li>■ Not economically feasible to repair.</li> <li>■ Permanently uninhabitable.</li> <li>■ Complete failures of major components of structure, i.e., basement walls, foundation, roof.</li> <li>■ Two or more walls and roof/structural components significantly damaged or destroyed.</li> <li>■ Water is above the roof eaves.</li> <li>■ Water is above first floor.</li> </ul>
<p>Major; Habitability unlivable (Red)</p>	<p>This structure has been seriously damaged and is unsafe. DO NOT ENTER. Entry may result in serious injury or death.</p> <ul style="list-style-type: none"> <li>■ Significant damage to roof structure, roofing elements damaged or missing (e.g., trusses/framing).</li> <li>■ Damage to windows, doors, exterior walls, interior wind damage, rain/water damage.</li> <li>■ Extensive debris and utility problems.</li> <li>■ Shifting off foundation/foundation damage.</li> <li>■ Water is above the roof eaves.</li> <li>■ Water is above first floor.</li> </ul>
<p>Minor; Habitability affected (Yellow)</p>	<p>This structure has been damaged and its safety is questionable. Structure is repairable. Entry is only allowed with authorized personnel.</p> <ul style="list-style-type: none"> <li>■ Broken or blown in windows, doors, utilities.</li> <li>■ Damage to some of the roof sheathing.</li> <li>■ Can be fixed/repared within approximately 30 days.</li> <li>■ Damaged septic or well.</li> <li>■ Damage to furnace, hot water heater, utility panel, service entrance, washer/dryer.</li> <li>■ Minor damage to interior floors/walls.</li> <li>■ One (1) exterior wall damaged.</li> <li>■ Fire escape is not usable.</li> <li>■ Shingles/roofing damaged or missing.</li> <li>■ Tree fallen on structure; chimney damage.</li> <li>■ Structures without basement: 1-2 feet of water on first floor.</li> <li>■ Structures with basement: 1-8 feet of water.</li> <li>■ Mobile homes with broken utility connections.</li> <li>■ Mobile homes with slight movement from piers/foundation.</li> <li>■ Mobile homes with utilities flooded.</li> </ul>

Damage Level	Conditions Present in Assessment
<p>Affected but habitable (Green)</p>	<p>Damage is largely cosmetic in nature. Structure is repairable. Entry is allowed.</p> <ul style="list-style-type: none"> <li>■ Minimal damage to structure and/or contents and the home is habitable without repairs.</li> <li>■ Some shingle damage.</li> <li>■ Porch/deck damage but the living unit is still habitable.</li> <li>■ Broken windows.</li> <li>■ Damaged landscaping.</li> <li>■ Cosmetic damage to siding.</li> <li>■ Structures without basement: less than 12 inches of water on first floor.</li> <li>■ Structures with basement: less than 12 inches of water.</li> <li>■ Mobile homes with minor dents to roof or siding.</li> <li>■ Mobile homes with water standing under or around home, but not touching the bottom board.</li> <li>■ Mobile homes with indication of water being it but not touching the bottom board following a flash flood.</li> </ul>
<p>Inaccessible</p>	<p>This group includes homes that are inaccessible by normal means due to disaster-related loss of access (e.g., bridge out, road flooded or blocked by landslide, mudslide, severe erosion, washed out, etc.). In the event the inaccessibility is due to road or bridge damage, the preliminary damage assessment team should determine whether the road or bridge is maintained privately or by local government and make note of that on their sheets. If privately owned and sole access, damage should be noted as well.</p>

**4.4.2.2 Activation**

- Activation is as requested by Consequence Management Team (CMT). The CMT will activate the ESF #14 seat at the EOC and establish communication with supporting agencies, industry partners, regional stakeholders, HSEMA, and the CMT.

**4.4.2.3 Continuing Actions**

- ESF #14 will continue to brief ESF #5 through situation reports and action planning.
- ESF #14 will continue to assess buildings and utilities depending on the event.

**4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the Incident Command System (ICS). ESF #14 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### 4.4.2.5 *Resource Requirements*

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the FEMA Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.
- Internal tracking of resources will be done via in-house tracking mechanisms currently in place and being used by USDHS.

#### 4.4.2.6 *Demobilization*

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialized teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 *Preparedness Actions*

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.

- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain standard operating procedures and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**Department of Consumer and Regulatory Affairs (DCRA):** DCRA is responsible for conduct damage assessment. DCRA will serve as the Damage Assessment Task Force Leader. They are responsible for managing and supervising all aspects of a mission, both operational and managerial, from the time of activation through the end of the demobilization process. DCRA will also:

- Perform rapid damage assessment to identify the impact, type, and extent of disaster damages to residences including single-family homes, apartments, and mobile homes.
- Perform rapid damage assessment for the following areas:
  - Power generation and distribution facilities, including natural gas systems, wind turbines, generators, substations, and power lines
  - Communications

### 5.2 Support Agencies, Departments, and Organizations

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#### 5.2.1 Support Agencies and Departments

- **Department of Behavioral Health (DBH):** DBH will work with primary damage assessment agencies to coordinate the assessment of DBH facilities. DBH will also provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
- **Department of General Services (DGS):** DGS will perform rapid damage assessment for all public buildings and equipment. This includes schools and correctional facilities.
- **Department of Health (DOH):** DOH will work with primary damage assessment agencies to coordinate the assessment of DOH facilities.
- **Department of Housing and Community Development (DHCD):** DHCD will work with primary damage assessment agencies to coordinate the assessment of DHCD facilities and provide support to community constituents.
- **Department of Human Services (DHS):** DHS will work with primary damage assessment agencies to coordinate the assessment of DHS facilities.
- **Department of Parks and Recreation (DPR):** DPR will support the rapid damage assessment to park and recreational facilities.

- **Department of Public Works (DPW):** DPW will support the rapid damage assessment to trees, woody debris, sand, mud, silt, gravel, damaged building components and contents, wreckage produced during the conduct of emergency work, and other disaster-related wreckage.
- **District of Columbia Housing Authority (DCHA):** DCHA will work with primary damage assessment agencies to coordinate the assessment of DCHA facilities.
- **Department of Energy & Environment (DOEE):** DOEE will support and serve on damage assessment teams to ensure environmental tests are conducted and damages are identified.
- **District Department of Transportation (DDOT):** Perform rapid damage assessment for all roads (paved, gravel, and dirt) and bridges, to pre-disaster design, function, and capacity in accordance with codes or standards (see ESF #3 Public Works and Engineering)
- **Fire and Emergency Medical Services (FEMS):** FEMS will support damage assessments throughout the District by conducting building inspections and supporting damage assessment teams as necessary.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.  

HSEMA receives and assembles damage reports from all sources and prepare an incident report for the District CMT. The District CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the emergency operations center through their emergency liaison officers (ELOs).
- **Office of Chief Technology Officer (OCTO):** OCTO will coordinate with lead damage assessment agencies and will communicate with service providers as necessary to coordinate damage assessment operations and to estimate the service resumption timeline.
- **Office of Contracting and Procurement (OCP):** OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited. OCP will work directly with HSEMA to quickly identify sources and purchase the required goods as deemed necessary by the CMT Director.
- **Office of Planning:** The Office of Planning provides statistical data regarding District populations. In addition, the Office of Planning provides planners for the wards as well as maps.
- **Office of Risk Management (ORM):** The Office of Risk Management may serve as the Task Force Safety Officer and is responsible for monitoring and assessing the safety aspects of the Task Force during incident operations. The Safety Officer reports directly to the Task Force Leader.
- **Office of the Tenant Advocate (OTA):** OTA will work with primary damage assessment agencies to coordinate the assessment of OTA facilities and to provide support to District tenants impacted by the incident.

## 5.2.2 Support Organizations

- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will perform rapid damage assessment for all water control facilities, and all water treatment plants and delivery systems. DC Water will also perform rapid damage assessment for all sewage collection systems and treatment plants.
- **PEPCO:** PEPCO will deploy assessment teams to assess PEPCO facilities and infrastructure in the aftermath of an incident. PEPCO will work in coordination with District damage assessment teams as necessary.
- **Verizon:** Verizon will deploy assessment teams to assess Verizon facilities and infrastructure in the aftermath of an incident. Verizon will work in coordination with District damage assessment teams as necessary.
- **Washington Gas Company (Washington Gas):** Washington Gas will deploy assessment teams to assess PEPCO facilities and infrastructure in the aftermath of an incident. Washington Gas will work in coordination with District damage assessment teams as necessary.

## 5.3 Federal Agencies

### 5.3.1 Primary Federal Agency

- **U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA):** FEMA will provide natural hazard vulnerability/risk assessment expertise to include damage assessment teams that will work closely with District agencies to complete damage assessment in an efficient and effective manner.
- **Department of Defense/ U.S. Army Corps of Engineers (USACE):** USACE provides technical assistance to perform damage assessment of critical infrastructure in the impacted area. This assistance may include civil engineering and community planning expertise.

### 5.3.2 Support Federal Agency

- **Small Business Administration (SBA):** SBA will provide long-term loan assistance to homeowners, renters, businesses of all sizes, and nonprofit organizations for repair, replacement, mitigation, relocation, or code-required upgrades of incident-damaged property. Following damage assessments, SBA may also provide loan assistance to small businesses to address adverse economic impact due to the incident.
- **U.S. Department of Health and Human Services (HHS):** HHS will provide technical assistance that may include impact analyses and recovery planning support of public health and private medical or other healthcare service delivery infrastructure, where appropriate.
- **U.S. Department of Housing and Urban Development (HUD):** HUD will support damage assessment operations by providing building technology assistance as appropriate.
- **U.S. Environmental Protection Agency (EPA):** EPA will support damage assessment operations by providing technical assistance for environmental damage assessments and remediation.

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# EMERGENCY SUPPORT FUNCTION #15

## EXTERNAL AFFAIRS

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #15 - External Affairs ensures that sufficient District assets are deployed to the field during a potential or actual emergency/disaster to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the District residents in languages and formats understandable to the whole community.

External Affairs, which includes media relations and community outreach, provides guidance on District of Columbia's (District) ability to help citizens prepare and recover from the effects of an emergency. This function supports District agencies, as needed, before, during, and after an emergency in gathering and disseminating information. ESF #15 serves as a direct link to media outlets, community leaders, and District residents and works in close coordination with other program elements to develop and deliver critical information during and immediately following an emergency.

In the event of a declared emergency, ESF #15 will coordinate with the federal community, public sector organizations, and other District response agencies to support information collection and dissemination to the public, the media, and other interested parties. Similarly, in a multi-jurisdictional event involving both the District and surrounding areas, ESF #15 will coordinate and collaborate with the National Capital Region Regional-ESF #14 - Media Relations and Communications Outreach and the media, community, and public information personnel from surrounding jurisdictions to support communities and provide the media and public with needed and useful information.

ESF #15 is organized into the following functional components: Public Affairs, Community Relations, and Congressional Affairs.

The primary functions of each of these areas are described in the concept of operations.

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

- Assess resource needs and dispatch, to the incident scene, personnel to support the Public Information Officers (PIO) function.
- Establish and staff the Joint Information Center (JIC) as needed or conduct operations from a virtual JIC as deemed appropriate by the Executive Office of the Mayor (EOM).
- Provide critical information to the media and general public about the District's response to the emergency in formats and languages understandable to the whole community.
- Provide critical information about support assistance during the emergency, including shelter information, recovery assistance, and District and federal assistance availability.
- Provide accurate authoritative information to minimize rumors and false information.

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #15 – External Affairs. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Executive Office of the Mayor
<b>Support Agencies</b>	Department of Behavioral Health District of Columbia Public Schools District of Columbia Public Library Department of Consumer and Regulatory Affairs Department of Corrections Department of Disability Services Department of Forensic Sciences Department of General Services Department of Health Department of Human Services Department of Housing and Community Development Department of Motor Vehicles Department of Parks and Recreation Department of Public Works Department of Youth Rehabilitation Services Deputy Mayor for Education Deputy Mayor for Health and Human Services Deputy Mayor for Planning and Economic Development Deputy Mayor for Public Safety and Justice District of Columbia Housing Authority Department of Energy & Environment District Department of Transportation Executive Office of the Mayor Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office of Cable Television Office of Community Affairs Office of Disability Rights Office of Human Rights Office of Neighborhood Engagement Office of Planning Office of Policy and Legislative Affairs Office of the Advisory Neighborhood Commissions Office of the Attorney General Office of the Chief Medical Examiner

	Office of the Chief of Staff Office of the Chief Technology Officer Office of the City Administrator Office of the State Superintendent of Education Office of Unified Communications Office of Victim Services Office on African Affairs Office on Aging Office on Asian and Pacific Islander Affairs Office on Latino Affairs Serve DC
Support Organizations	AT &T Business Improvement Districts Comcast DC Water Destination DC Direct TV Dish Network Events DC PEPCO RCN Sprint Washington Gas United Way Verizon
Regional Agencies/ Organizations	Metropolitan Washington Council of Governments Regional Emergency Support Function #14- Media Relations and Community Outreach Washington Metropolitan Area Transit Authority
Nongovernmental Organizations	American Red Cross of the National Capital Region
Primary Federal Agency	U.S. Department of Homeland Security/Federal Emergency Management Agency U.S. Office of Personnel Management White House Office of Communications
Support Federal Agencies	Court Services and Offender Supervision Agency Criminal Justice Coordinating Council Department of Homeland Security Office of Intergovernmental Affairs National Capital Planning Commission Small Business Administration U.S. Department of Housing and Urban Development U.S. Department of the Interior/ National Parks Service

**The ESF #15 Coordinating Agency is Homeland Security and Emergency Management Agency (HSEMA).** HSEMA has the responsibility for collecting, analyzing, processing, and

coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA will coordinate District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA will execute actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources. HSEMA will maintain all contact lists and SOPs created for use by ESF #15.

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

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

In the event of an emergency involving a District and/or federal government response, the Media Relations Coordinator will collaborate with federal PIOs from the U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA) and other organizations to ensure that timely, reliable, consistent, and accurate information is made available to the public, affected communities, and other relevant parties. This collaboration will take place through the JIC, located at the Unified Command Center, and will be activated by the EOM Chief of Staff. Responsibilities of the JIC include, but are not limited to:

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

**The ESF #15 Supporting Agencies, Departments, and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #15. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The

specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #15 activities.

**The ESF #15 Nongovernmental Organizations (NGOs)** are citizen-based associations that operate independently of government, usually to deliver resources or serve some social or political purpose. NGOs are classified as either operational NGOs, which are primarily concerned with development projects, or advocacy NGOs, which are primarily concerned with promoting a cause.

**The ESF #15 Regional Agency/Departments** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #15 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

# 1.0 INTRODUCTION

## 1.1 Purpose

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Emergency Support Function (ESF) #15 - External Affairs ensures that sufficient District assets are deployed to the field during a potential or actual emergency/disaster to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the District residents in languages and formats understandable to the whole community.

External Affairs, which includes media relations and community outreach, provides guidance on District of Columbia's (District) ability to help citizens prepare and recover from the effects of an emergency. This function supports District agencies, as needed, before, during, and after an emergency in gathering and disseminating information. ESF #15 serves as a direct link to media outlets, community leaders, and District residents and works in close coordination with other program elements to develop and deliver critical information during and immediately following an emergency.

In the event of a declared emergency, ESF #15 will coordinate with the federal community, public sector organizations, and other District response agencies to support information collection and dissemination to the public, the media, and other interested parties. Similarly, in a multi-jurisdictional event involving both the District and surrounding areas, ESF #15 will coordinate and collaborate with the National Capital Region Regional-ESF (RESF) #14 - Media Relations and Communications Outreach and the media, community, and public information personnel from surrounding jurisdictions to support communities and provide the media and public with needed and useful information.

## 1.2 Scope

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ESF #15 is organized into the following functional components: Public Affairs, Community Relations, and Congressional Affairs.

The primary functions of each of these areas are described in the concept of operations.

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

- Assess resource needs and dispatch, to the incident scene, personnel to support the Public Information Officers (PIO) function.
- Establish and staff the Joint Information Center (JIC) as needed or conduct operations from a virtual JIC as deemed appropriate by the Executive Office of the Mayor (EOM).
- Provide critical information to the media and general public about the District's response to the emergency in formats and languages understandable to the whole community.
- Provide critical information about support assistance during the emergency, including shelter information, recovery assistance, and District and federal assistance availability.
- Provide accurate authoritative information to minimize rumors and false information.

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## 1.3 Limitations

Coordination with federal non-primary agencies and departments is dependent on that entity's capabilities, including their ability to coordinate with the District. Historically, this limitation has been overcome through personal relations, but this is not always possible to establish or maintain.

## 2.0 POLICIES

The policies and responsibilities detailed in this annex are supported by a number of subordinate plans that detail response timing and procedures. These subordinate plans include:

- Internal Operations Plans of EOM
- Standard Operating Procedures of EOM
- ESF #15 is responsible for coordinating an assessment and documentation of the social, political, and cultural aspects of a disaster area that might affect the emergency response and recovery effort.
- ESF #15 is designed to ensure that the affected public is aware of available District and/or federal disaster assistance programs and how to access them.
- All information being disseminated to the public must follow the guidelines established by EOM.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

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

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #15 response to assist in addressing public safety and security concerns may be needed.

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## 3.2 Planning Assumptions

- ESF #15 personnel will deploy simultaneously with other initial disaster response elements as warranted by the situation. The external affairs efforts are coordinated in support of a unified message as directed by the Mayor and/or Consequence Management Team (CMT).
- ESF #15 will coordinate with all elements of the District's government to ensure that disseminated information is accurate, timely, and consistent.

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# 4.0 CONCEPT OF OPERATIONS

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## 4.1 Organization

Preparation by the Homeland Security and Emergency Management Agency (HSEMA) staff for an anticipated or actual event will include coordinating with District agencies, collecting relevant information about the situation, alerting required staff, and requesting ESF #15 deploy personnel to the Emergency Operations Center (EOC), the Executive Office of the Mayor, and any mobile command centers in or near the affected area.

ESF #15 provides the resource and implementation mechanisms to ensure delivery of the messages developed in coordination with the CMT. ESF #15 coordinates messages with public affairs representatives from all involved District departments and agencies, and other involved organizations (e.g., the American Red Cross, other neighboring states, and the federal government), as appropriate, who will work to achieve the objectives specified in the Media Relations and Community Outreach Plan.

As needed, field personnel will be organized and dispersed throughout the affected area. They will include trained personnel who know the community. The cultural, racial, and ethnic make-up and special needs requirements of the affected population (including languages spoken) will be taken into consideration to the extent possible when making field team assignments.

### 4.1.1 Community Relations

The Community Relations element coordinates closely with the affected District response agencies to identify community leaders (e.g., grassroots, political, religious, educational, business, labor, and ethnic) and neighborhood advocacy groups that will assist in rapidly disseminating information, identifying unmet needs, establishing ongoing dialogue and information exchange, and facilitating collaborative multi-organizational and multi-level planning and mutual support for emergency recovery (e.g., federal and/or District, as appropriate, based on the conditions and nature of the emergency). Additional activities include:

- Close coordination with ESF #5, and ESF #16 to identify community leaders (e.g., grassroots, political, religious, educational, business, labor, ethnic, special needs).
- Serve as liaisons to neighborhood advocacy groups.
- Assist in the rapid dissemination of information.

- Work with residents and community leaders to identify unmet needs, establish an ongoing dialogue and information exchange, and facilitate collaborative mutual support for disaster recovery efforts.

### 4.1.2 Public Affairs

Public Affairs provide incident-related information through the news and social media and other sources to individuals, families, businesses, and industries directly or indirectly affected by the incident. Activities include:

- Use of a broad range of resources to disseminate information
- Monitors news coverage to ensure that accurate information is disseminated
- Provides basic services, such as communications and supplies, to assist the news media in disseminating information to the public
- Oversees the key function of media relations
- Prepares an initial action plan with incident-specific guidance and objectives at the beginning of an actual or potential incident
- Conducts the external affairs function between federal and District personnel.

### 4.1.3 Congressional Affairs

- Establishes contact with congressional offices to provide information on the incident as is relevant to their involvement.

## 4.2 Coordination and Control

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The Director of Communications and the Director of the Mayor's Office of Community Affairs have been designated as the lead ESF #15 coordinators to support public and community information dissemination at the earliest possible moment upon District awareness that an emergency is imminent or has occurred.

The ESF #15, through the JIC, is responsible for organizing and managing the field component of community relations, which interfaces with response entities, community organizations, and disaster survivors. The field component is organized similarly to the District government Ward structure. There are two Office of Neighborhood Engagement (ONE) representatives designated in each Ward. During an emergency, ONE representative may assist in the supervision of Ward teams to enhance day-to-day communications. If required, ONE representatives will report to the Community Outreach Coordinator or designee located at the EOC.

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Information from the Incident Command or CMT related to the incident to communicate to the public through the media, social media, or other communications means.

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

In response to an anticipated or actual event, EOM and/or the CMT will determine the need to notify, activate, and deploy ESF #15 critical staff. EOM, HSEMA, or the Regional Information Communication and Coordination System (RICCS) will coordinate the notification of these staff.

### 4.4.2 Response Actions

#### 4.4.2.1 *Initial Actions*

- Immediately upon notification of a public emergency, the EOM shall alert additional supporting departments and agencies to provide representatives to the appropriate ESF #15 location or to provide representatives who are immediately available via telecommunications (e.g., telephone, conference calls) to provide support alert supporting agency media personnel.
- In coordination with other staff elements, an initial Media Relations and Community Outreach Plan with disaster-specific guidance and objectives will be prepared jointly by the Director of Communications, the Director of the Mayor's Office of Community Affairs (OCAF), HSEMA, and representatives of the appropriate District agencies at the beginning of each emergency operation.
- EOM is responsible for the direction of and decision-making about media relations and public information operations.
- Determine what means of communication are necessary in order to reach all populations, including vulnerable populations.
  - Translate media advisories and press releases into foreign languages for dissemination.
- Determine what means of communication are necessary in order to reach all populations depending on scope of damage due to the scope of the incident, including, but not limited to:
  - Television
  - Print media
  - Social media
  - Radio
  - Alert systems
  - Text messages
  - Reverse 911
  - Printed information distributed door-to-door, in public areas, or via other means
- Direction of and decision-making about community outreach activities will be the responsibility of the individual District department or agency.
- Receive status reports from OCAF/ONE, or Serve DC personnel concerning emergencies and casualties in the neighborhoods.

#### 4.4.2.2 *Activation*

- EOM, in coordination with the CMT will activate the JIC and provide personnel to augment the JIC as deemed necessary.
  - HSEMA or RICCS will coordinate notification of personnel.
- If an Area Command is established, the lead PIO will work out of this location and coordinate with any established mobile JICs and the EOC-located JIC.

#### 4.4.2.3 *Continuing Actions*

- ESF #15 will work through the JIC, in accordance with the JIC Manual, to communicate with the news media and the public.
- ESF #15 will coordinate the messages of all PIOs and District agencies and organizations, including:
  - Press releases
  - Social media
  - All other electronic, oral, and printed communications
- Continue to collect and disseminate information (via press conferences, social media, press releases, and oral communications).
- The District Emergency Alert System can be activated if needed when directed by the Mayor, or his or her designee.
- Additional agency PIOs will be identified and may be located at non-JIC response sites as deemed necessary by EOM or CMT.

#### 4.4.2.4 *Public Information/Crisis Communication*

ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public. Additionally, ESF #15 shall:

- Maintain a two-way exchange of information between JIC personnel and Neighborhood Services Coordinators and ONE.
- Provide updated information (via social media, and phone) to key community and civic leaders, JIC media personnel, DC Council members, members of Congress, District Agencies, Governors of Maryland and Virginia, and necessary ESFs.
- Schedule Mayor's press briefings as necessary to ensure media are providing accurate information to the public.
- Communicate community needs with service providing agency contacts such as the Department of Health (medical), the Office on Aging, the Department of Human Services (food and mass care), and the Department of Parks and Recreation (shelter).
- Collaborate, as necessary with Serve DC (ESF #16) to engage volunteer corps.

#### 4.4.2.5 *Resource Requirements*

- Coordinate and collaborate directly with each individual agency to supplement human resources and directly with ESF #5 for other resource needs.

- Coordinate with RESF #14 through the Metropolitan Washington Council of Governments for additional assistance to supplement public affairs personnel.
- Coordinate with the Federal ESF #15 for presidentially declared disasters to receive additional assistance to supplement public affairs personnel.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and Emergency Liaison Officers) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain standard operating procedures and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Coordinating Agency

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**Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA will coordinate District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA will execute actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources. HSEMA will maintain all contact lists and SOPs created for use by ESF #15.

### 5.2 Primary Agency

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

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

In the event of an emergency involving a District and/or federal government response, the Media Relations Coordinator will collaborate with federal PIOs from the U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA) and other organizations to ensure that timely, reliable, consistent, and accurate information is made available to the public, affected communities, and other relevant parties. This collaboration will take place through the JIC, located at the Unified Command Center, and will be activated by the EOM Chief of Staff. Responsibilities of the JIC include, but are not limited to:

- Monitoring news reports and media outlets to track information concerning the event, ensuring accuracy of reporting, and taking action to correct misinformation and incorrect information concerning the disaster response, recovery and mitigation operations that appear in the news media;
- Maintaining contact with and gathering information from federal, regional, District, and voluntary organizations taking part in disaster response operations;
- Handling news conferences and press operations for disaster area tours by government officials and the press;

- Coordinating with the Logistics Section to provide basic facilities, such as communications, office space, and supplies, to help the news media disseminate information to the public; and
- Providing staff and other resources for a JIC operation.

### 5.3 Support Agencies, Departments, and Organizations

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

The following agencies, departments, and organizations will provide staff and resources to support the collection of information and the dissemination of messages and information to disaster survivors and the general public to promote public health and safety under the guidance and direction of the EOM:

- Department of Behavioral Health
- District of Columbia Public Schools
- District of Columbia Public Library
- Department of Consumer and Regulatory Affairs
- Department of Corrections
- Department of Disability Services
- Department of Forensic Sciences
- Department of General Services
- Department of Health
- Department of Human Services
- Department of Housing and Community Development
- Department of Motor Vehicles
- Department of Parks and Recreation
- Department of Public Works
- Department of Youth Rehabilitation Services
- Deputy Mayor for Education
- Deputy Mayor for Health and Human Services
- Deputy Mayor for Planning and Economic Development
- Deputy Mayor for Public Safety and Justice
- District of Columbia Housing Authority
- Department of Energy & Environment
- District Department of Transportation
- Executive Office of the Mayor
- Fire and Emergency Medical Services
- Homeland Security and Emergency Management Agency
- Metropolitan Police Department
- Office of Cable Television
- Office of Community Affairs
- Office of Disability Rights
- Office of Human Rights
- Office of Neighborhood Engagement
- Office of Planning
- Office of Policy and Legislative Affairs
- Office of the Advisory Neighborhood Commissions
- Office of the Attorney General
- Office of the Chief Medical Examiner
- Office of the Chief of Staff
- Office of the Chief Technology Officer

- Office of the City Administrator
- Office of the State Superintendent of Education
- Office of Unified Communications
- Office of Victim Services
- Office on African Affairs
- Office on Aging
- Office on Asian and Pacific Islander Affairs
- Office on Latino Affairs
- AT &T
- Business Improvement Districts
- Comcast
- DC Water
- Destination DC
- Direct TV
- Dish Network
- Events DC
- PEPCO
- RCN
- Sprint
- Washington Gas
- United Way
- Verizon

## 5.4 Regional Agencies and Organizations

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- **Metropolitan Washington Council of Governments (COG):** During a response, COG may coordinate requests for additional ESF #15 support from COG members throughout the National Capital Region. COG also facilitates the coordination of RESF #14 Media Relations and Communications Outreach
- **Washington Metropolitan Area Transit Authority (WMATA):** WMATA will coordinate with ESF #15 via the JIC to share and disseminate information to the public.

## 5.5 Federal Agencies

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### 5.5.1 Primary Federal Agency

**U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA):** Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the USDHS National Response Coordination Center. When the Joint Field Office (JFO) is established near the disaster area, ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO. Wherever FEMA chooses to establish its operation, there will be a JIC established to coordinate the joint federal-District message to the public.

FEMA is able to provide the District with a number of communication resources to include:

- **Mobile Emergency Response Support (MERS):** FEMA's MERS provides mobile telecommunications, operational support, life support, and power generation assets for the on-site management of all-hazard activities. MERS provides a deployable broadcast radio capability for multimedia communications, information processing, logistics, and operational support to federal, state, and local authorities during Incidents of National Significance and domestic incidents. MERS is a valuable recovery resource to update the public.

- **National Preparedness Network (PREPnet):** Delivers information via cable television, satellite services, personal digital devices, cell phones, and webcasts to both the public at large and to emergency responders.
- **Recovery Radio Support:** FEMA works with local broadcasters to set up the Recovery Radio Network, which provides official information hourly, several times a day, about the incident response and recovery effort by offering a pool feed to local stations. Distribution can be provided through the Emergency Alert System network. All broadcasters are required to have equipment to monitor and air Emergency Alert System (EAS) programs, and most primary EAS stations have portable, remote pick-up equipment that can be installed in the JIC. Alternatively, telephone or two-way radio can be used to deliver programming to the EAS distribution point. The Recovery Radio Network is implemented by a team whose size depends on the scope of the incident.

### 5.5.2 Support Federal Agency

The following federal agencies and organizations may provide staff and resources to support the collection of information and the dissemination of messages and information to disaster survivors and the general public to promote public health and safety under the guidance and direction of the JIC.

- Court Services and Offender Supervision Agency
- Criminal Justice Coordinating Council
- National Parks Service
- National Capital Planning Commission
- Small Business Administration
- U.S. Department of Homeland Security Office of Intergovernmental Affairs
- U.S. Department of Housing and Urban Development
- U.S. Office of Personnel Management
- White House Office of Communications

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# EMERGENCY SUPPORT FUNCTION #16

## VOLUNTEER AND DONATIONS MANAGEMENT

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #16 - Volunteer and Donations Management provides guidance for the engagement and coordination of volunteers, volunteer services, and donations management in an emergency and establishes a consistent framework for coordinating with volunteer organizations supporting a response. This plan does not conflict with the established procedures of voluntary agencies regarding their respective procedures for soliciting goods and services or mobilizing their trained volunteers. However, in a District emergency, voluntary agencies are expected to abide by this document. ESF #16 strives to adhere to the Volunteer and Donations Management Support Annex as outlined in the National Response Framework. *(Note: Any reference to donated goods and services in this plan means all donated goods, all donated services, and all volunteers.)*

#### ■ **Volunteers**

ESF #16 provides guidance for recruiting, managing, and appropriately deploying affiliated, unaffiliated, and spontaneous volunteers in an emergency. This plan provides the volunteer management framework for the District, which can be activated for a potential, imminent, or declared disaster, or during an emergency. Volunteers may be utilized and included in plans concerning emergency preparation, mitigation, response, and recovery.

#### ■ **Donations**

ESF #16 provides guidance for the coordination, management, and the acceptance, control, receipt, storage, distribution, and disposition of donated goods. This document provides the donations management framework for the District, which can be activated for a potential, imminent, or declared disaster, or during an emergency. Donations management may be utilized during emergency preparation, mitigation, response, and recover.

Serve DC is the primary District agency responsible for ESF #16. The overall mission of Serve DC is to strengthen and promote volunteer activities through three focus areas: partnerships; national service; and volunteerism.

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

Three key aspects of this plan include:

- Volunteer Management
- Volunteer Reception Center
- Donations Management

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #16 – Volunteer and Donations Management. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Serve DC
<b>Support Agencies</b>	Department of Behavioral Health Department of General Services Department of Health Department of Human Services Department of Parks and Recreation Department of Public Works District of Columbia Public Schools Executive Office of the Mayor Fire and Emergency Medical Services Homeland Security and Emergency Management Agency Metropolitan Police Department Office of the Chief Financial Officer Office of the Chief Technology Officer Office of the City Administrator Office of Neighborhood Engagement Office of Partnerships and Grants Services Office of Unified Communications
<b>Nongovernmental Organizations</b>	American Red Cross of the National Capital Region DC Volunteer Organizations Active in Disasters
<b>Primary Federal Agency</b>	U. S. Department of Homeland Security/ Federal Emergency Management Agency
<b>Support Federal Agencies</b>	District of Columbia National Guard

**The ESF #16 Primary Agency is Serve DC.** Serve DC will serve as the primary agency for managing volunteers and donations during an emergency. This is done through the Donations Coordinator who works with government entities, voluntary and community-based organizations, the business sector, and the media.

**The ESF #16 Supporting Agencies/Departments** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #16. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #16 activities.

**The ESF #16 Nongovernmental Organizations (NGOs)** are citizen-based associations that operate independently of government, usually to deliver resources or serve some social or political purpose.

NGOs are classified as either operational NGOs, which are primarily concerned with development projects, or advocacy NGOs, which are primarily concerned with promoting a cause.

**The ESF #16 Federal Agencies/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

# 1.0 INTRODUCTION

## 1.1 Purpose

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Emergency Support Function (ESF) #16 - Volunteer and Donations Management provides guidance for the engagement and coordination of volunteers, volunteer services, and donations management in an emergency and establishes a consistent framework for coordinating with volunteer organizations supporting a response. This plan does not conflict with the established procedures of voluntary agencies regarding their respective procedures for soliciting goods and services or mobilizing their trained volunteers. However, in a District emergency, voluntary agencies are expected to abide by this document. ESF #16 strives to adhere to the Volunteer and Donations Management Support Annex as outlined in the National Response Framework. *(Note: Any reference to donated goods and services in this plan means all donated goods, all donated services, and all volunteers.)*

### **Volunteers**

ESF #16 provides guidance for recruiting, managing, and appropriately deploying affiliated, unaffiliated, and spontaneous volunteers in an emergency. This plan provides the volunteer management framework for the District, which can be activated for a potential, imminent, or declared disaster, or during an emergency. Volunteers may be utilized and included in plans concerning emergency preparation, mitigation, response, and recovery.

### **Donations**

ESF #16 provides guidance for the coordination, management, and the acceptance, control, receipt, storage, distribution, and disposition of donated goods. This document provides the donations management framework for the District, which can be activated for a potential, imminent, or declared disaster, or during an emergency. Donations management may be utilized during emergency preparation, mitigation, response, and recover.

Serve DC is the primary District agency responsible for ESF #16. The overall mission of Serve DC is to strengthen and promote volunteer activities through three focus areas: partnerships; national service; and volunteerism.

## 1.2 Scope

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

Three key aspects of this plan include:

- Volunteer Management
- Volunteer Reception Center (VRC)
- Donations Management

## 2.0 POLICIES

### 2.1 Volunteer

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- Response activities for volunteer deployment and management (which may be undertaken by Serve DC before a mayoral or presidential declaration), will be closely coordinated with District officials, including the Homeland Security and Emergency Management Agency (HSEMA) and appropriate volunteer agency representatives.
- The District government looks principally to ESF #16 to coordinate voluntary organizations with established volunteer management structures in order to receive, process, and deploy volunteers to emergency operations.
- Serve DC will activate the District's VRC for the purpose of processing and managing unaffiliated/spontaneous volunteers. The District government encourages spontaneous volunteers to affiliate with a recognized volunteer organization that can facilitate their involvement in emergency relief activities.
- Serve DC will deploy and/or manage affiliated and trained volunteers to coordinate their involvement in emergency relief activities according to the needs entered through our established emergency management databases (WebEOC, etc.).

### 2.2 Donations

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- Response activities for donations management in the form of in-kind, services, materials, etc. (which may be undertaken by Serve DC before a mayoral or presidential declaration) will be closely coordinated with other District officials, HSEMA, and appropriate volunteer agency representatives.
- The District government looks principally to ESF #16 to coordinate voluntary organizations with established donation management protocols in order to receive and deliver appropriate donated goods to impacted communities in the recovery phase.
- The District government encourages donors interested in making financial contributions to connect with recognized and recommended voluntary organizations in order to encourage their support for emergency relief actions based on what is needed as expressed by other government officials and supporting partners.
- The Volunteer Mobilization Plan will be used during emergency preparation, mitigation, response, and recovery.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

- During and after an emergency, volunteer assistance will likely be required. During an emergency, the city will likely experience a high volume of requests for various services. An emergency may affect the lives of many local response personnel and their facilities and prevent

them from performing their prescribed emergency duties. Therefore, supplemental support will be needed from volunteers to assist with satisfying needs registered across the city.

- Volunteers may be called on to support various needs, including outreach, sheltering, mass care, debris removal, light first aid and triage, crowd control, supply distribution, etc.
- The period immediately following an emergency is critical in engaging volunteers to assist in the response to the emergency.

### 3.1.2 Special Events

A National Security Special Event (NSSE) may have the potential to significantly impact the National Capital Region and the need to require an ESF #16 response to assist in addressing public safety and security concerns may be needed.

## 3.2 Planning Assumptions

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- Volunteer management response activities will be necessary in a potential, imminent, or declared disaster, or during an emergency, all of which require rapid coordination in order to mitigate potential donations issues in the response phase of disaster operations.
- In a potential, imminent, or declared disaster or during an emergency, volunteers will support the primary District response agency, supporting agencies, or partnering volunteer organizations.
- All communications based on the volunteer needs of an agency and availability of volunteers will be made through Serve DC, unless the volunteer is affiliated with a partnering volunteer organization.
- In the aftermath of a disaster, community members may self-deploy in anticipation of offering assistance and potentially disrupt the critical first responder operations. Serve DC and its partners, will accept, vet, coordinate, and appropriately deploy such spontaneous volunteers through the VRC Plan.
- In smaller emergencies, volunteer management may be handled by voluntary organizations with or without federal, district, or Serve DC coordination.
- Serve DC will work closely with ESF #15 - External Affairs to produce clear, consistent, and regular messages to the media. In addition, Serve DC will conduct volunteer engagement analysis, particularly by monitoring news sources for appeals for volunteers.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- Key steps are critical for the successful activation of ESF #16. Those steps include but are not limited to:
  - Outreach to an affiliated and trained network of volunteers.
  - Public education, recruitment, and training of volunteers to serve various agencies during an emergency.
  - Exercising the activation and operation of VRCs.

- Evaluation of VRC procedures.
- Production of after action briefings on volunteer management operations and revision of Standard Operating Procedures (SOPs) accordingly.
- Efficient and effective mutual aid among the various local, state, and federal volunteer agencies requires the use of Incident Command Structure in accordance with the National Incident Management System, together with compatible equipment and communications.
- Donations management response activities will be necessary in a potential, imminent, or declared disaster, or during an emergency, all of which require rapid coordination in order to mitigate potential donations problems in the response phase of disaster operations.
  - In an emergency, donors will offer assistance including but not limited to: cash, goods, equipment, and loan of equipment, food, services, etc.
  - Serve DC will be notified of all offers of assistance made directly to all levels of government—federal and District—as well as to voluntary organizations for coordination purposes.
  - In small-scale emergencies, donations management may be handled by voluntary organizations with or without federal, District, or Serve DC coordination.
  - Serve DC will work closely with ESF #15 - External Affairs to produce clear, consistent, and regular messages to the media pertaining to the ongoing needs as relayed by District officials and community partners.
  - Key preparedness steps are critical for the successful activation of ESF #16. Those steps include but are not limited to:
    - Communication with participating organizations about their potential role in donations management;
    - Training of ESF #16 representatives in the Donations Management Portal;
    - Conducting donations management exercises;
    - Dissemination of public information in coordination with ESF #15—External Affairs, regarding donations acceptance protocols; and
    - Conducting after action briefings on donations management operations and revising SOPs accordingly.

## 4.2 Coordination and Control

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ESF #16 will coordinate with the Joint Information Center (JIC) and ESF #15 - External Affairs to release timely information to the public. The types of information released will include updates on community needs, agencies involved in emergency relief, acceptable donations, volunteer needs, and points of contact for the public to volunteer and/or make donations.

### 4.2.1 Volunteers

Serve DC will activate the volunteer mobilization plan for managing spontaneous/unaffiliated volunteers during an emergency. Management of volunteers requires a coordinated effort by all

involved government entities, voluntary, and community-based organizations, the business sector, and the media.

#### 4.2.2 Donations

- Serve DC will serve as the primary agency for managing donations during an emergency. Management of donations requires a coordinated effort by all involved government entities, voluntary and community-based organizations, the business sector, and the media.
- Serve DC will work closely with voluntary organizations and agencies. In times of emergency, Serve DC will activate the donations management plan.
- Serve DC coordinating activities may include:
  - Enhancing coordination with volunteer organizations;
  - Securing District warehouse spaces, points of entry, and checkpoints through Department of General Services (DGS);
  - Activating the Donations Management Portal; and
  - Coordinating with appropriate federal agencies for international offers of assistance that meet acceptance criteria established by the District and the U.S. Department of Homeland Security/Federal Emergency Management Agency (USDHS)/Federal Emergency Management Agency (FEMA); excluding solicitation of donations to non-District government organizations).

### 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- Socio-economic/political impacts
- Need for volunteers and skill sets required

### 4.4 Mission Critical Tasks

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#### 4.4.1 Notification

- HSEMA will notify relevant agencies in response to a confirmed or unconfirmed event that could impact the District.
- Upon notification of an emergency, the ESF #16 Emergency Liaison Officer(s) (ELO) will coordinate with ESF #5- Emergency Management to determine response needs.

#### 4.4.2 Response Actions

##### 4.4.2.1 Initial Actions

- The Executive Director of Serve DC or designee will establish contact and begin to coordinate with representatives from the Volunteer Center and established voluntary organizations.

##### 4.4.2.2 Activation

- Upon activation of the DRP, ESF #16 will dispatch an ELO to the HSEMA Emergency Operations Center (EOC) or alternate EOC location.

#### 4.4.2.3 *Continuing Actions*

- Activate a VRC to welcome, process, and appropriately deploy volunteers;
- Ensure close coordination between the EOC, the VRCs, and staging areas;
- Provide status updates and other information to ESF #5 - Emergency Management;
- Activate the Donations Management System to coordinate and manage the acceptance, control, receipt, storage, distribution, and disposition of donated goods;
- Establish an incident-specific donations protocol;
- Identify donations collection and distribution sites by coordinating with representatives at the EOC; and
- Produce reports concerning donation and volunteer activities.

#### 4.4.2.4 *Public Information/Crisis Communication*

- The JIC provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the Incident Command System. ESF #16 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### 4.4.2.5 *Resource Requirements*

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the FEMA Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.
- Internal tracking of resources will be done via in-house tracking mechanisms currently in place and being used by District Department of Transportation (DDOT).

#### 4.4.2.6 *Demobilization*

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the Consequence Management Team (CMT) will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources

- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialized teams and EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and ELOs) and request a final situation report. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain SOPs and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**Serve DC:** Serve DC will serve as the primary agency for managing volunteers and donations during an emergency. This is done through the Donations Coordinator who works with government entities, voluntary and community-based organizations, the business sector, and the media.

### 5.2 Support Agencies, Departments, and Organizations

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- **Department of Behavioral Health (DBH):** DBH will coordinate mental health activities within the District through needs assessment and provisioning of appropriate crisis support services and counseling for first responders, survivors, families, and special vulnerable populations. DBH will provide a Clearinghouse Communication Center for volunteers to provide mental health services for those seeking assistance. Also, this clearinghouse acts as a referral service for local community members seeking such support.
- **Department of General Services (DGS):** DGS will be mobilized during an emergency to aid in warehousing and staging of donated goods and services.

- **Department of Health (DOH):** DOH will provide information on the types of donations and/or trained volunteers that would be most beneficial to assist survivors during the disaster.
- **Department of Human Services (DHS):** DHS will work with volunteer organizations to coordinate the delivery of donated goods and services to shelters and will assist with FEMA procedures relative to emergency declarations.
- **Department of Parks and Recreation (DPR):** DPR will provide space/facilities and staff to support Volunteer and Donations Coordination Teams (VDCTs), and will help in receiving, organizing, and distributing donations.
- **Department of Public Works (DPW):** DPW will provide transportation assistance to support the VDCTs or voluntary organizations in distributing donated goods and services.
- **District of Columbia Public Schools (DCPS):** DCPS will provide space/facilities and staff to support VDCTs, and will help in receiving, organizing, and distributing donations.
- **Executive Office of the Mayor (EOM):** EOM will conduct the community relations aspects of requesting donated goods for emergencies. EOM will also ensure that timely, reliable, consistent, and accurate information is made available to the public, affected communities, and other relevant parties.
- **Fire and Emergency Medical Services (FEMS):** FEMS will coordinate with Serve DC in managing donations, including notification when donations are about to be or have been depleted.
- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.  

HSEMA receives and assembles damage reports from all sources and prepares an incident report for the Consequence Management Team (CMT). The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the Emergency Operations Center (EOC) through their Emergency Liaison Officers (ELOs).
- **Metropolitan Police Department (MPD):** MPD will provide security at donation receiving and staging locations, and will provide escort assistance.
- **Office of the Chief Financial Officer (OCFO):** The OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The OCFO will coordinate with the Office of Contract and Procurement to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.
- **Office of the Chief Technology Officer (OCTO):** OCTO will provide information technology and information management support to assist in monitoring and tracking donations.

- **Office of the City Administrator (OCA):** OCA provides oversight and support to the Deputy Mayors and increases government effectiveness with cross-agency and targeted improvement initiatives, including the integration of strategic policy priorities, budgetary constraints, and operational directives. The office shares administration-level operational information about donations and volunteer needs.
- **Office of Neighborhood Engagement (ONE):** There are two ONE representatives assigned to each Ward. During an incident, ONE representatives would coordinate with ESF #16 to identify community volunteer needs and capabilities, and to provide community outreach support.
- **Office of Partnerships and Grants Services (OPGS):** OPGS will provide services and assistance to increase Serve DC's capacity to track goods and services donated to impacted communities.
- **Office of Unified Communications (OUC):** The OUC provides centralized District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources and if required, may assist in providing comprehensive information to callers about donations and volunteer needs.

## 5.3 Nongovernmental Organizations

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- **American Red Cross (ARC) of the National Capital Region:** The American Red Cross of the National Capital Region will assist in donations management and distribution. The ARC will provide a referral to interested donors about drives, hotlines, or agencies that collect donated items that can be warehoused. The American Red Cross of the National Capital Region also will work with Serve DC to recruit and train local volunteers as needed in a relief operation.
- **DC Volunteer Organizations Active in Disasters (DC VOAD):** DC VOAD will establish a process for convening and facilitating the involvement of member organizations in the mitigation of, preparedness for, response to, and recovery from an emergency.

## 5.4 Federal Agencies

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### 5.4.1 Primary Federal Agency

**U.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA):** FEMA will assist the District through the National Donations Strategy, assisted by private voluntary organizations with participation by federal and District emergency management personnel. FEMA will serve as the primary federal agency for managing donations during a federally declared disaster.

Upon a presidential declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the USDHS National Response Coordination Center. When the joint field office (JFO) is established near the disaster area, ESF representatives that comprise the Emergency Response Team (ERT) will be in the JFO.

## 5.4.2 Support Federal Agency

**District of Columbia National Guard (DCNG):** DCNG will support the safe collection and distribution of donated goods and services, at the request of HSEMA.

# EMERGENCY SUPPORT FUNCTION #17

## BUSINESS AND INDUSTRY

### EXECUTIVE SUMMARY

Emergency Support Function (ESF) #17 – Business and Industry describes the policies, responsibilities, and concept of operations for District of Columbia (District) incident management activities involving the private sector during incidents requiring a coordinated response. In this context, ESF #17 further describes the activities necessary to ensure effective coordination and integration with the private sector (profit and nonprofit), other business and industry components, and nongovernmental organizations (including those serving special needs populations) engaged in response and recovery.

This ESF applies to all District executive agencies operating during incidents requiring a coordinated District response that involves the private sector in the following ways:

- Impacted organization or infrastructure
- Response resource
- Regulated and/or responsible party
- Member of the Homeland Security Emergency and Management Agency (HSEMA)

The policies and responsibilities detailed in ESF #17 are supported by subordinate plans and procedures that detail how District agencies partner with the private sector to ensure effective response.

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #17 – Business and Industry. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Deputy Mayor for Planning and Economic Development
<b>Support Agencies</b>	Department of Behavioral Health Department of Consumer and Regulatory Affairs Department of Disability Services Department of Employment Services Department of General Services Department of Health Department of Housing and Community Development Department of Human Resources Department of Human Services Department of Insurance, Securities and Banking Department of Public Works Department of Small and Local Business Development Deputy Mayor for Health and Human Services District of Columbia Housing Authority District of Columbia Public Schools District Council Department of Energy & Environment District Department of Transportation Homeland Security and Emergency Management Agency Housing Finance Agency Metropolitan Police Department Office of the Attorney General Office of the Chief Financial Officer Office of the Chief Medical Examiner Office of Contracting and Procurement Office of Disability Rights Office of Partnerships and Grants Development Office of Planning Office of Risk Management Office of the State Superintendent of Education Office of Zoning Public Service Commission Serve DC
<b>Support Organizations</b>	Apartment and Office Building Association of DC Chamber of Commerce DC Building Industry Association

	DC Business Improvement Districts DC Courts (Superior Court and D.C. Court of Appeals) DC Hospital Association DC Public Charter School Board DC State Board of Education
<b>Regional Agencies/ Organizations</b>	Greater Washington Board of Trade Metropolitan Washington Council of Government
<b>Primary Federal Agency</b>	Department of Homeland Security Federal Emergency Management Agency
<b>Support Federal Agencies</b>	Small Business Administration U.S. Army Corps of Engineers U.S. Department of Health and Human Services U.S. Department of Housing and Urban Development U.S. Environmental Protection Agency

**The ESF #17 Primary Agency is the Deputy Mayor for Planning and Economic Development.**

The Deputy Mayor for Planning and Economic Development coordinates private sector coordination efforts under ESF #17. To accomplish this, the Deputy Mayor for Planning and Economic Development identifies, trains, and assigns personnel to staff ESF #17 in the Emergency Operations Center (EOC) and notifies all ESF #17 supporting agencies upon activation. Specific responsibilities include:

- Develop plans, processes, and relationships, and facilitate coordinated response planning with the private sector at the strategic, operational, and tactical levels.
- Share information, including threats and warnings, before, during, and after an incident.
- Inform and orient the private sector on the contents of the response plan.
- Encourage and facilitate the development and coordination of equivalent private-sector planning.
- Coordinate and conduct local incident management functions with the private sector and the District government.
- Develop, implement, and operate information-sharing and communication strategies, processes, and systems with District security stakeholders.

**The ESF #17 Supporting Agencies, Departments, and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #17. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #17 activities.

**The ESF #17 Regional Agency/Organizations** are regional agencies and organizations who work on similar missions within their jurisdictions in order to achieve the mission of the support function, mission area, or other organizational structure. These agencies or organizations may be critical in providing a support role, resources, or services, in achieving the District's desired end state.

**The ESF #17 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

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## 1.0 INTRODUCTION

### 1.1 Purpose

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Emergency Support Function (ESF) #17 describes the policies, responsibilities, and concept of operations for District of Columbia (District) incident management activities involving the private sector during incidents requiring a coordinated response. In this context, ESF #17 further describes the activities necessary to ensure effective coordination and integration with the private sector, both for-profit and not-for-profit, other business and industry components, and not-for-profit organizations (sometimes called nongovernmental organizations [NGOs]), including those serving special needs populations, engaged in response and recovery.

### 1.2 Scope

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This annex applies to all District executive agencies operating during incidents requiring a coordinated District response that involve the private sector in any of the following ways:

- Impacted organization or infrastructure;
- Response resource;
- Regulated and/or responsible party; and
- Business Emergency Management Operations Center (BEMOC)

The policies and responsibilities detailed in this annex are supported by subordinate plans and procedures that detail how District agencies partner with the private sector to ensure effective response.

### 1.3 Limitations

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The District does not have complete authority over the private sector market. The District can adjust regulations to respond to market demands.

## 2.0 POLICIES

- The District government encourages cooperative relations between private sector organizations and local authorities regarding prevention, preparedness, mitigation, response, and recovery activities.
- The District government encourages processes that support informed cooperative decision making. It takes actions that engage the private sector at the strategic (e.g., chief executive officer, corporate president, or other senior leadership, etc.) and operational levels to ensure:
  - Effective and efficient use of private sector, Federal and District resources;
  - Timely exchange of information; and
  - Public and market confidence in times of crisis or catastrophe.
- The District government encourages extensive two-way and multidirectional sharing between the public and private sectors of operational information and situational awareness relative to potential or actual incidents. The District works cooperatively to develop and apply processes,

procedures, and communications protocols that support such sharing at the strategic leadership and operational levels.

- The District government encourages members of the critical infrastructure and key resources community to organize sector-coordinating and information-sharing mechanisms suitable for their sectors or areas of concern.
- The District government encourages owners and operators of those infrastructure elements whose disruption may have local or regional impact to develop appropriate emergency response plans and information-sharing processes and protocols tailored to the unique requirements of their respective sectors or industries, and mapped clearly to local emergency response plans and information-sharing networks.
- The District government encourages private sector organizations to develop and maintain capabilities needed for response to and management of all-hazards incidents and emergencies, except in cases where the capabilities are inherently governmental in nature.
- The District incorporates private sector representatives in incident management planning, operations, and exercises, when appropriate and practical.
- The District government may direct private sector response resources in some cases in which contractual relationships exist. Also, the District retains full authority to oversee and control, as appropriate, District infrastructure involved in an incident.
- The District government treats information provided by the private sector, from receipt through destruction, in a manner consistent with applicable statutes and regulations. These handling procedures include Protected Critical Infrastructure Information (PCII), providing exemption from disclosure, to protect from unauthorized disclosure appropriately designated proprietary or otherwise sensitive company information.
- The District government avoids actions that disrupt existing relationships between voluntary aid providers at the local, tribal, State, or national level when eliciting additional offers of goods and services.
- The District government conducts after-action critiques of the procedures detailed in this annex with private sector participants when they are practiced in District-sponsored exercises; it shares such critiques appropriately with private sector participants.
- The District government supports measures that ensure site accessibility for essential services providers responding to disasters or emergencies. These entities provide:
  - Telecommunications service;
  - Electrical power;
  - Natural gas;
  - Water and sewer services; or
  - Any other essential service, as determined by the Mayor.

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## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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#### 3.1.1 Disaster Condition

An emergency or other significant event may be of such severity and magnitude as to require private sector coordination. ESF #17 will provide the overall coordination to respond to a disaster affecting the District.

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require an ESF #17 response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

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

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- Depending upon the nature and extent of the disaster, ESF #17 may activate with the opening of the EOC. ESF #5 will coordinate ESF #17 functions until the EOC opens.
- The WebEOC BEMOC board may be activated to provide situational awareness to BEMOC participants.

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## 4.2 Coordination and Control

- The Deputy Mayor for Planning and Economic Development (DMPED) is responsible for all ESF #17 administrative, management, planning, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining standard operating procedures (SOPs). All ESF #17 supporting agencies will assist Deputy Mayor for Planning and Economic Development in planning and executing the above responsibilities. All ESF #17 personnel will be trained on the principles of the National Incident Management System and will integrate those principles into all ESF #17 planning and response operations.
- Coordination with all supporting and other appropriate departments/ agencies and organizations will be performed to ensure continual operational readiness.

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## 4.3 Critical Information Requirements

Critical information requirements for this ESF include, but are not limited to, the following:

- The number of business and infrastructure impacted by the incident
- Impact to private sector utilities
- Impact on District-owned buildings
- Impact on the private sectors to include banks, hotels and other businesses
- Security requirements

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## 4.4 Mission Critical Tasks

### 4.4.1 Notification

- The HSEMA will notify relevant agencies and BEMOC participants of activation of the EOC. DMPED will then notify ESF #17 support agencies and appropriate officials by telephone, pager, and/or e-mail regarding the nature of the event and any potential ESF #17 issue.
- The DMPED will attend any Consequence Management Team (CMT) meetings and be available.

### 4.4.2 Response Actions

#### 4.4.2.1 Initial Actions

- Depending upon the nature and extent of the disaster, ESF #17 may activate with the opening of the EOC.
- The EOC will be staffed according to EOC policy and procedures. HSEMA will implement necessary actions to protect the public. Initial private sector coordination activities will begin after the disaster assessment is complete.
- BEMOC participants will be notified via email of BEMOC board activation by HSEMA.
- Depending on the results of the damage assessment, the Mayor may request a presidential disaster declaration, which, if awarded, would make the District eligible for a variety of federal assistance programs. To assist in coordinating these programs, the Mayor will appoint a DC

Coordinating Officer who will work closely with the Deputy Mayor for Planning and Economic Development.

#### **4.4.2.2 Activation**

- At the EOC, the DMPED representative will establish contact with private sector counterpart organizations and/or industry, including representative private sector organizations created for such incident to assist in assessment of impacts and identification of resources available to support potential or actual incident management efforts.

#### **4.4.2.3 Continuing Actions**

- Private sector entities are responsible for the repair, restoration, and security of their property, and first seek reimbursement for disaster losses from insurance or other sources.
- Federal disaster assistance may be available, primarily in the form of low-interest disaster loans from the U.S. Small Business Administration (SBA).
- Private Sector Agencies/Organizations and other District entities, as assigned, assist and facilitate private sector relationships with the District as they implement recovery plans and return to normal operations.
- The Deputy Mayor for Planning and Economic Development assists or facilitates infrastructure owners and operators with the restoration of facilities, working under existing authorities, in coordination with private sector organizations and consortia that are organized for these purposes.

#### **4.4.2.4 Public Information/Crisis Communication**

- The Joint Information Center (JIC) provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS. ESF #17 will continue to keep the JIC apprised of the response efforts and coordinate any public information. ESF #15, in consultation with ESF #5, will develop a strategic communications plan to prepare and deliver coordinated and sustained messages to the public.
- When the EOC is activated, public information and crisis communications will be coordinated through ESF #15.

#### **4.4.2.5 Resource Requirements**

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, the S.S. Department of Homeland Security (USDHS)/Federal Emergency Management Agency (FEMA) Emergency Management Assistance Compact mechanism will be utilized. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.
- Internal tracking of resources will be done via in-house tracking mechanisms currently place and being used by USDHS.

#### 4.4.2.6 Demobilization

- Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the CMT will direct the implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:
  - No request for additional resources
  - End of incident is imminent
  - Unassigned resources
- Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT, Incident Commander, and Emergency Operations Chief, is establishing release priorities of the following:
  - Critical resources
  - Critical personnel, specialize teams, EOC personnel
  - Establish recall roster in case reactivation is required
  - Notify personnel to be released of the specific times for release
  - Establish demobilization checkout
- The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and Emergency Liaison Officers [ELOs]) and request a final situation report for inclusion into the incident/activation archive. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise the HSEMA Disaster Recovery Manager of ongoing activities.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.
- Develop mutual aid agreements and/or memorandums (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain SOPs and standard operating guides as needed.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

**Deputy Mayor for Planning and Economic Development (DMPED):** DMPED will coordinate private sector coordination efforts under ESF #17. To accomplish this, DMPED will identify, train,

and assign personnel to staff ESF #17 in the EOC, and notify all ESF #17 supporting agencies upon activation. Specific responsibilities include:

- Develop plans, processes, and relationships, and facilitate coordinated response planning with the private sector at the strategic, operational, and tactical levels.
- Share information, including threats and warnings, before, during, and after an incident.
- Inform and orient the private sector on the contents of the response plan.
- Encourage and facilitate the development and coordination of equivalent private sector planning.
- Coordinate and conduct local incident management functions with the private sector and the District government.
- Develop, implement, and operate information-sharing and communication strategies, processes, and systems with District security stakeholders.

## 5.2 Support Agencies, Departments, and Organizations

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### 5.2.1 Support Agencies and Departments

- **Department of Behavioral Health (DBH):** DBH will provide behavioral health outreach, assessment, supports, education, and interventions for survivors of traumatic events, their family members, and emergency rescue personnel. Provide disaster related public health messaging; briefings on mental health status of responders and community and if long-term care deemed appropriate and federal disaster declared coordinate the implementation of the FEMA crisis counseling program.
- **Department of Consumer and Regulatory Affairs (DCRA):** DCRA will support rebuilding operations through the DCRA Surveyor's office, and the Permitting and Zoning Administrator's offices and provide information on the District Construction Codes. DCRA will also handle all non-health related business licensing and corporations/nonprofit regulation.
- **Department of Disability Services (DDS):** DDS will provide coordination and technical advice for access and functional needs populations to include coordination with service providers
- **Department of Employment Services (DOES):** DOES will manage issues related to the recruitment of manpower during an emergency and serve as the central clearinghouse for mobilization and referral of paid and unpaid workers. DOES will work with ELOs to allocate critical manpower resources on a priority basis and ensure the continuation of unemployment benefits payments; employer tax collections, disability, and workers compensation payments; summer youth employment programs; Job Training Partnership Act programs; and Job Services activities.
- **Department of General Services (DGS):** DGS will provide equipment, materials, and trade persons to support mass care efforts and identify alternative shelter sites, temporary staging locations, storage locations, and other related services in the event of an emergency. DGS will also coordinate the emergency inspection and contracting and managing of demolition or stabilization of damaged structures and facilities designated by the District government as

immediate hazards to public health and safety or as necessary to facilitate lifesaving hazards to the public health and safety reasons until demolition is accomplished.

- **Department of Health (DOH):** DOH will identify, obtain, and allocate needed medical resources and recommend policy direction and direct resources according to needs and potential impact on District-wide services.
- **Department of Housing and Community Development (DHCD):** DHCD will plan for and provide economic recovery and growth assistance, provide technical assistance in community planning and economic assessment and identify, train, and assign personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.
- **Department of Human Resources (DCHR):** DCHR provides for language access services.
- **Department of Human Services (DHS):** DHS identified and advises on long-term recovery housing options for displaced survivors and will reasonably ensure that disaster survivors care, required medication and food.
- **Department of Insurance, Securities, and Banking (DISB):** DISB assists in ensuring access to and proper regulation of insurance, securities, banking and related financial instruments in a time of emergency so as to allow the city to rebuild.
- **Department of Public Works (DPW):** DPW plans for and coordinates debris management in coordination with private sector firms as needed.
- **Department of Small and Local Business Development (DSLBD):** DSLBD fosters economic growth and development of Local, Small, and Disadvantaged Business Enterprises through supportive legislation, business development programs, and agency and public/private contract compliance. DSLBD also identifies, trains, and assigns personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.
- **Deputy Mayor for Health and Human Services:** The Deputy Mayor for Health and Human Services will oversee health and human service response operations as needed.
- **District of Columbia Housing Authority (DCHA):** DCHA will manage and provide subsidized public housing for low-income, elderly, and disabled District residents. DCHA also maintains contracts to identify temporary housing and provide housing counseling.
- **District of Columbia Public Schools (DCPS):** DCPS will support other educational partners to return children to school after an event.
- **District Council:** The District Council will coordinate with the CMT and enact the necessary laws in response to the incident.
- **Department of Energy & Environment (DOEE):** DOEE will assist in ensuring energy needs are met for long-term recovery efforts and advise on environmental impacts of long-term recovery efforts. DOEE will also plan for and provide technical assistance for contaminated debris management and environmental remediation, in coordination with impacted ESF #17 stakeholders.
- **District Department of Transportation (DDOT):** DDOT will provide status and resource information concerning reestablishing any part of the transportation infrastructure that is damaged and plan for and provide technical assistance in transportation planning and

engineering. DDOT will also coordinate transportation assistance programs, in coordination with ESF #17.

- **Homeland Security and Emergency Management Agency (HSEMA):** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional and interstate resources.
- **Housing Finance Agency (HFA):** HFA will help stimulate and expand home ownership and rental opportunities by issuing tax-exempt Mortgage Revenue Bonds to lower costs of single-family and rental housing. HFA will also identify, train, and assign personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.
- **Metropolitan Police Department (MPD):** MPD will provide security in the impacted area, to include security for businesses affected by the incident.
- **Office of the Attorney General (OAG):** OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
- **Office of the Chief Financial Officer (OCFO):** OCFO will be the lead agency to ensure that disbursement of District funds continues in an orderly manner, including employee pay, vendor payments, and direct transfers. The OCFO will coordinate with the Office of Contract and Procurement to ensure that unforeseen and emergency procurements of critical goods are effected as quickly as possible.
- **Office of the Chief Medical Examiner (OCME):** OCME, through the Family Assistance Center will continue to coordinate with the MPD on family/next-of-kin death notification and continue to work with families/next-of-kin to identify and release remains. OCME may coordinate with ESF #17 stakeholders to facilitate the notification of next of kin and the identification of remains.
- **Office of Contracting and Procurement (OCP):** OCP will coordinate with the appropriate agencies to ensure that procurement processes are expedited and will assist in obtaining critical resources needed for private sector coordination.
- **Office of Disability Rights (ODR):** ODR will provide coordination and technical advice for access and functional needs populations to include coordination with service providers.
- **Office of Partnerships and Grants Development (OPGD):** OPGD provides services and assistance to increase the capacity of District government agencies and nonprofit organizations to ensure they are informed of and can successfully compete for federal, District, and foundation grant dollars. OPGD will also identify, train, and assign personnel to maintain contact with ESF #17 and prepare to execute missions in support of ESF #17.
- **Office of Planning:** The Office of Planning will assist in planning for private sector coordination and will seek changes, as appropriate, to Comprehensive Plan and Zoning Regulations in light of impact of disaster or emergency as property owners rebuild.

- **Office of Risk Management (ORM):** ORM will assist in assessing and mitigating against risks by and for the District. ORM will also serve as the point of contact between the United States Occupational Safety and Health Administration (OSHA) and the District government to conduct workplace safety inspections of all District buildings, if necessary, to ensure that they meet the minimum OSHA requirements during an emergency crisis. ORM will also investigate occupational accidents, illnesses, injuries and fatalities to identify potential and existing risks, determine injury/loss causes, and investigate reports of unsafe work environments during the emergency and will analyze damage assessment data, particularly where critical facilities are housed and located, in an effort to reduce or eliminate risk to employees and any other citizen who may access government property during the crisis. ORM will also provide government advice to officials to reduce liability that may occur as a result of government action during an emergency.
- **Office of the State Superintendent of Education (OSSE):** OSSE will support other educational partners to return children to school after the event.
- **Office of Zoning (DCOZ):** DCOZ will support the Zoning Commission to allow proper regulation of rebuilding efforts.
- **Public Service Commission (PSC):** PSC will regulate utilities following the disaster.
- **Serve DC:** Serve DC will provide information on volunteer availability and donation management with regard to private sector coordination efforts

### 5.2.2 Support Organizations

- **Apartment and Office Building Association of DC:** The Apartment and Office Building Association of DC will communicate with and manage responses for its member apartment house owners and builders.
- **DC Chamber of Commerce (DCC):** The DCC will support District businesses to respond and recover from the incident in coordination with other ESF #17 stakeholders.
- **DC Building Industry Association (DC BIA):** DC BIA will support the building industry to respond to and recover from the incident in coordination with other ESF #17 stakeholders.
- **DC Building Improvement Districts (DC BID):** DC BID will support the impacted building improvement districts to respond to the incident.
- **DC Courts (Superior Court and D.C. Court of Appeals):** DC Courts will handle disputes, to include private sector disputes, and maintain order.
- **DC Hospital Association:** The DC Hospital Association will coordinate with hospitals and other private sector health care providers in the District during response operations.
- **DC Public Charter School Board:** The DC Public Charter School Board will support other educational partners to return children to school after an event.
- **DC State Board of Education (DCSBOE):** DCSBOE will support other educational partners to return children to school after an event.

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## 5.3 Regional Agencies and Organizations

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- **Greater Washington Board of Trade (BOT):** BOT will support District businesses to recover after the incident.
- **Metropolitan Washington Council of Government (COG):** COG will serve as regional clearinghouse, as appropriate, for communication among jurisdictions and ESF #17 partners.

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## 5.4 Federal Agencies

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### 5.4.1 Primary Federal Agency

**U.S. Department of Homeland Security/Federal Emergency Management Agency (USDHS/FEMA):** FEMA will serve as the coordinator for ESF #17 under the National Response Framework (NRF) and provide direct, technical, and other support to the District through the District counterpart ESF #17. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

Upon a Presidential Declaration of an emergency or major disaster, under the authority of the Robert T. Stafford Disaster Relief Act as Amended, April 1999, federal agencies initially will operate out of the USDHS National Response Coordination Center. When the Joint Field Office (JFO) is established near the disaster area, ESF representatives that comprise the Emergency Response Team will be in the JFO.

### 5.4.2 Support Federal Agency

- **Small Business Administration (SBA):** SBA will provide support for private sector coordination by assisting small businesses to recover from the incident.
- **U.S. Army Corps of Engineers (USACE):** USACE will provide support for private sector coordination by providing engineering services as requested.
- **U.S. Department of Health and Human Services (HHS):** HHS will provide support for private sector coordination including, but not limited to:
  - Collaboration with State, tribal, local and private sector officials on prioritizing restoration of the public health and private medical and healthcare service delivery infrastructures to accelerate overall community recovery;
  - Technical consultation and expertise on necessary services to meet the long-term physical and behavioral health needs of affected populations, as well as encouraging short- and long-term public financing to meet these needs;
  - Coordination of linking HHS benefit programs with affected populations; and
  - Technical assistance in the form of impact analyses and recovery planning support of public health and private medical and other healthcare service delivery infrastructure, where appropriate.
- **U.S. Department of Housing and Urban Development (HUD):** HUD will provide building technology technical assistance and provide assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.

- **U.S. Environmental Protection Agency (EPA):** EPA will provide technical assistance in contaminated debris management, environmental remediation, and watershed protection, planning, management, and restoration. EPA will also provide technical assistance in developing appropriate drinking water and wastewater infrastructure projects and in identifying financial assistance options. EPA may also provide technical assistance on using environmentally sound and sustainable approaches in rebuilding businesses and communities.

# EMERGENCY SUPPORT FUNCTION #18 MILITARY SUPPORT TO CIVIL AUTHORITY (DEFENSE SUPPORT OF CIVILIAN AUTHORITIES)

## EXECUTIVE SUMMARY

Emergency Support Function #18 - Military Affairs provides Defense Support of Civilian Authorities (DSCA) for the safety of citizens and security of property during public emergencies. It prescribes the procedures for the implementation, and coordination of the ESF #18 Primary Agency and Support Agencies to establish procedures for requesting and utilizing military assistance; and conduct routine, all-hazard operations and special events in the District of Columbia. It establishes interagency relationships with ESF #18 National Guard (Title 32), active duty (Title 10), and United States Coast Guard (USCG) (Title 14) military agencies.

During public emergency operations, ESF #18 manages and coordinates DSCA activities and provides personnel and equipment resources to execute response activities to fulfill a request of the District or federal agency. Fulfilling this mission supports public safety and security operations in the field, enhances situational awareness, aids planning and decision making, and provides coordination and de-confliction of military support.

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## Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations

The Primary, Supporting, Regional, and Federal Agencies, Departments, and Organizations are the stakeholders for ESF #18 – Military Support to Civil Authority. The following is a listing of these agencies, departments, and organizations.

<b>Primary Agency</b>	Homeland Security and Emergency Management Agency
<b>Support Agencies</b>	All Lead Emergency Support Function Agencies Department of Behavioral Health Department of Corrections Department of General Services Department of Health Department of Public Works Department of Youth Rehabilitation Services District Department of Transportation District of Columbia Housing Authority District of Columbia Public Schools Executive Office of the Mayor Fire and Emergency Medical Services Metropolitan Police Department Office of the Attorney General Office of the Chief Medical Examiner Office of Unified Communications
<b>Support Organizations</b>	DC Water PEPCO
<b>Nongovernmental Organizations</b>	American Red Cross of the National Capital Region
<b>Primary Federal Agency</b>	District of Columbia National Guard
<b>Support Federal Agencies</b>	Air Force District of Washington Coast Guard Sector Baltimore Defense Coordinating Element, FEMA Region III Defense Coordinating Officer, FEMA Region III Joint Force Headquarters-National Capital Region Marine Corps National Capital Region Command Military District of Washington Naval District of Washington US Coast Guard

**The ESF #18 Primary Agency is the Homeland Security and Emergency Management Agency (HSEMA).** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.

HSEMA receives and assembles damage reports from all sources and prepares an incident report for the Consequence Management Team (CMT). The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the Emergency Operations Center (EOC) through their Emergency Liaison Officers (ELOs).

**The ESF #18 Primary Support Agency is the DC National Guard (DCNG).** DCNG is in direct liaison with HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. DCNG ELO apprises ESF #5 - Emergency Management, and will provide regular status reports to the EOC. DCNG is responsible for the delivery of National Guard assets in support of the mission(s). In addition to existing internal directives and mandates, DCNG is in contact with other city, local, and federal police agencies to ensure the safety of the public is not compromised by domestic or foreign terrorist threats or acts, to include natural and human-caused disasters.

**The ESF #18 Supporting Agencies/Departments and Organizations** are District and public/private entities with specific capabilities or resources that support the primary agency/department in executing the mission of ESF #18. The specific responsibilities of supporting agencies may be articulated within the agencies' administrative orders, agency plans, or documents. The specific responsibilities of the supporting agencies, departments, and organizations are directly related to ESF #18 activities.

**The ESF #18 Nongovernmental Organizations (NGOs)** are citizen-based associations that operate independently of government, usually to deliver resources or serve some social or political purpose. NGOs are classified as either operational NGOs, which are primarily concerned with development projects, or advocacy NGOs, which are primarily concerned with promoting a cause.

**The ESF #18 Federal Agency/Departments** are certain key federal agencies that provide key support resources and services in achieving the mission of the support function, mission area, or other organizational structure.

## 1.0 INTRODUCTION

### 1.1 Purpose

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ESF #18 - Military Affairs provides Defense Support of Civilian Authorities (DSCA) for the safety of citizens and security of property during public emergencies. It prescribes the procedures for the implementation, and coordination of the ESF #18 Primary Agency and Support Agencies to establish procedures for requesting and utilizing military assistance; and conduct routine, all-hazard operations and special events in the District of Columbia. It establishes interagency relationships with ESF #18 National Guard (Title 32), active duty (Title 10), and United States Coast Guard (USCG) (Title 14) military agencies.

### 1.2 Scope

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During public emergency operations, ESF #18 manages and coordinates DSCA activities; and provides personnel and equipment resources to execute response activities to fulfill a request of the District or federal agency. If an emergency or major disaster occurs which overwhelms local resources or a large pre-planned event is scheduled, ESF #18 will be activated to provide military support. Fulfilling this mission supports public safety and security operations in the field; enhances situational awareness, aids planning and decision making, and provides coordination and de-confliction of military support.

The *National Response Framework* (NRF) sets forth policies and concepts for federal disaster response. U.S. Army North (ARNORTH) pre-designates the Defense Coordinating Officer (DCO) to serve as the point of contact for DOD support in emergency/disaster relief operations in FEMA Region III. Once missioned, these T10 forces will be under the operational control of the T32 Dual Status Commander.

The U. S. Army Corps of Engineers (USACE) is authorized (by Public Law 84-99) to supplement the efforts of state and local governments in a flood emergency.

### 1.3 Limitations

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- Support in response to foreign disasters provided in accordance with Department of Defense Directive (DODD) 5100.46 (Reference (k)).
- Joint investigations conducted by the Inspector General of the Department of Defense (DOD), the Defense Criminal Investigative Service, and the military criminal investigative organizations with civil law enforcement agencies on matters within their respective jurisdictions using their own forces and equipment.
- Detail of DOD personnel to duty outside the Department of Defense in accordance with DODD 1000.17 (Reference (l)).
- Counternarcotic operations conducted under the authority of section 1004 of Public Law 101-510 (1991) (Reference (m)).
- Support provided by the U.S. Army Corps of Engineers when accomplishing missions and responsibilities under the authority of section 701n of title 33, U.S.C. (Reference (n)) and Executive Order 12656 (Reference (o)).

- Assistance provided by DOD intelligence and counterintelligence components in accordance with DODD 5240.01 (Reference (p)), Executive Orders 12333 and 13388 (References (q) and (r)), DOD 5240.1-R (Reference (s)), and other applicable laws and regulations.
- Military community relations programs and activities administered by the Assistant Secretary of Defense for Public Affairs (see DODD 5410.18 and DODD 5410.19 (References (t) and (u))).
- Sensitive support in accordance with DODD S-5210.36 (Reference (v)).

## 2.0 POLICIES

The DC National Guard (DCNG) is the first military responder in the District of Columbia with the responsibility for coordinating and employing all National Guard assets and coordinating with all other uniformed forces operating to support the District. In larger scale incidents, additional resources will be obtained through the activation of Memoranda of Understanding/Agreement with other National Guard entities outside of the District.

In response to a request for assistance from a civil authority, under imminently serious conditions and if time does not permit approval from higher authority, DCNG may provide an immediate response by temporarily employing the resources under their control, subject to any supplemental direction provided by higher headquarters, to save lives, prevent human suffering, or mitigate great property damage within the District. Emergency call directly and inform HSEMA; when time permits coordinate through HSEMA for DCNG support

When requested by civil authorities, commanders can respond to save lives, prevent human suffering, or mitigate great property damage under imminently serious conditions within the United States.

The policy of the DCNG is to ensure employed capabilities are appropriate based on the mission request from the District and thorough mission analysis. The Commanding General, or his/her designee, will request authorization from the Secretary of the Army to execute the capabilities requested by the District in accordance with the Seven Step Process. The personnel and/or equipment requested will be adequate to prosecute the mission and support the forces.

U.S. Code Title 10 – Armed Forces provides the legal basis for the roles, missions, and organization of each of the services as well as the DOD. U.S. Code Title 32 – Armed Forces outlines the roles of the United States National Guard.

Immediate response ends when DCNG assistance is no longer required (e.g., when there are sufficient resources and capabilities available from state, local, and other federal agencies to respond adequately) or when a DCNG authority directs an end to the response. The DCNG official directing a response under immediate response authority makes an assessment, no later than 72 hours after receipt of request for DCNG assistance, as to whether there remains a need for the continued DCNG support.

## 3.0 SITUATION AND ASSUMPTIONS

### 3.1 Situation

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Military forces are not first responders and take hours and days to alert and mobilize. Authority to raise forces and initiate movement should be granted to the National Guard at the earliest indication that they will be needed. However the DCNG has a Quick Reaction Force that is available to respond within 4-6 hours of notification for emergency situations.

Military forces are a response asset of last resort. All available District resources will be employed and expended before requesting DCNG support.

The DC National Guard has no State Active Duty (SAD) status. The Mayor requests the DCNG thru HSEMA when their assistance is deemed necessary to support emergency/disaster operations. Title 32 authorization by the Secretary of the Army is not guaranteed prior to landfall of a hurricane or other disaster.

The DCNG will not perform any mission in direct competition with private enterprise, unless there are no readily available or identified private resources capable of performing the same mission.

#### 3.1.1 Disaster Condition

A public emergency or other significant event may be of such severity and magnitude as to exhaust or expect to exhaust District resources and require a National Guard response to address public safety and security.

#### 3.1.2 Special Events

A National Security Special Event may have the potential to significantly impact the National Capital Region and the need to require a National Guard response to assist in addressing public safety and security concerns may be needed.

### 3.2 Planning Assumptions

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- There may be little or no warning before the onset of an incident.
- In a public emergency, District resources may be directly impacted and potentially degraded.
- A situation has occurred that exceed District capabilities.
- Federal government assistance will be requested to supply unmet needs of District agencies.
- The military may have specialized units, individuals, or equipment whose skills are needed.

## 4.0 CONCEPT OF OPERATIONS

### 4.1 Organization

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- When the Homeland Security Emergency Management Agency (HSEMA) activates the Emergency Operations Center (EOC), DCNG will dispatch an Emergency Liaison Officer (ELO) to perform all duties assigned to the DCNG and ESF #18 position.

- When an emergency situation is anticipated or erupts, DCNG will dispatch ELOs to the appropriate agencies. DCNG ELOs will coordinate any requests for DSCA capabilities through ESF #18.
- The Director of HSEMA and the Commanding General (CG), DCNG will evaluate the overall magnitude of each incident. If all other available resources are insufficient, the recommendation to utilize the National Guard is presented to the Secretary of the Army by the CG thru the Seven Step Process for execution. For known and recurring events, requests for support must be submitted no later than 45 days prior to the event start date.
- The DCNG DC Government Operations and Planning Specialist to HSEMA will submit requests for military support directly to the DCNG Director of Military Support and Staff Judge Advocate for review and execution.
- The DCNG will determine the resources necessary to support the requests assigned to it; organize a task force(s) that is capable of accomplishing the support mission(s). The requesting agency will indicate the capability needed to support the mission. The DCNG will then conduct an analysis to determine the service members and equipment needed.
- The CG has the authority to coordinate additional support from other States by manner of Memorandum of Understanding/Emergency Management Assistance Compact agreements that will be routed through the Joint Force Headquarters (JFHQ)-DC Joint Operations Center (JOC) to the JOC(s) of the supporting state(s).

## 4.2 Coordination and Control

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- During a mission, the DCNG will be under the tactical control of the supported agency. Agencies must utilize forces within the parameters approved in the Secretary of the Army mission request document
- When called to SAD, DCNG will remain organized in their traditional unit structured and remain under the command and control of their military lines of authority.
- The DCNG will determine the resources necessary to support the requests assigned to it; organize a task force(s) that is capable of accomplishing the support mission(s) within the limits of authorized strength for SAD call-up provided by the Governor; and other the necessary units to the area of operations. Command and control of DCNG units remain with the Commanding General and within his/her military channels.

## 4.3 Critical Information Requirements

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Critical information requirements for this ESF include, but are not limited to, the following:

- DCNG will not perform any mission in direct competition with private enterprise, unless there are no readily available or identified private resources capable of performing the same mission.

## 4.4 Mission Critical Tasks

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### 4.4.1 Notification

- The HSEMA Emergency Notification and Warning Standard Operating Procedure (SOP) establishes a framework for the EOC to notify the Mayor, City Administrator, other members of the Executive Office of the Mayor, District Agency Directors, and other senior officials and staff at District government agencies as well as public utilities, Federal agencies, and the private sector of events that affect public safety in the District.
- DCNG will notify units of impending disaster in order for them to prepare to respond.
- In a major disaster, the HSEMA Director will notify the FEMA Office of National Capital Region coordination.

### 4.4.2 Response Actions

#### 4.4.2.1 *Activation*

- In conjunction with HSEMA and with other primary and support agencies, DCNG will make a rapid initial assessment of the situation and, as appropriate, notify and activate one or more ESF #18 support agencies.

#### 4.4.2.2 *Continuing Actions*

- ESF #18 will continue to staff the EOC as long as there is a requirement to coordinate among ESF #18 support agencies and HSEMA.
- Potentially provide security presence in order to ensure unimpeded recovery operations.

#### 4.4.2.3 *Public Information/Crisis Communication*

- The EOC will take the lead in communications during an emergency. During activation, HSEMA will notify relevant agencies in accordance with the current Emergency Response Notification matrix. HSEMA will contact select regional and federal response partners based on the severity of the emergency and the potential for the incident to create an impact outside District boundaries.

#### 4.4.2.4 *Resource Requirements*

- Resource requirements are determined by assessments performed during an incident.
- Resource requests and replenishment of resources will be coordinated with ESF #7.
- After exhausting National Capital Region and interstate mutual aid resources, District officials will utilize the FEMA Emergency Management Assistance Compact mechanism. A federal declaration will be requested upon depletion of all resources and the need for federal assistance.
- All requests for resources will be tracked in WebEOC for maximum federal reimbursement subsequent to a federal emergency/disaster declaration.
- DCNG may use their own internal tracking systems for tracking of resources and status.
- DCNG assets are organic to DCNG but can be obtained from other Nongovernmental partners including, but not limited to, the following: Command and Control; Transportation; Engineering; Communication; Medical; Logistics; Security; Aviation; Maintenance; chemical, biological, radiological, nuclear, and explosive (CBRNE) response capabilities.

#### 4.4.2.5 Demobilization

Once incident goals and objectives have been achieved and/or a centralized District coordination presence is no longer required, the Consequence Management Team (CMT) will direct implementation of the incident demobilization plan. The Planning Section is responsible for the development and implementation of the incident demobilization plan. Demobilization planning will begin during the response period. Indicators to start demobilization planning include the following:

- No request for additional resources
- End of incident is imminent
- Unassigned resources

Once the incident demobilization plan has been approved, the Planning Section Chief shall ensure that it is distributed to all activated ESFs. In consultation with the CMT and Incident Commander and Emergency Operations Chief, establish release priorities of the following:

- Critical resources
- Critical personnel, specialize teams, EOC personnel
- Establishing recall roster in case reactivation is required
- Notifying personnel of the specific times for dismissal
- Establishing demobilization checkout

The Documentation Unit will ensure that all incident documents are submitted prior to demobilization. The EOC Manager will conduct the brief-out to EOC personnel (HSEMA staff and Emergency Liaison Officers [ELOs]) and request a final situation report. In cases where the EOC is deactivated but there are ongoing recovery activities, the responsible agency ESF will continue to apprise HSEMA Disaster Recovery Manager of ongoing activities.

ESF # 18 will:

- Based on the completion of recovery assignments by operational units, coordinate with HSEMA to synchronize timing of the demobilization process given diminishing emergency conditions.
- Activate ESF # 18 internal procedures to stand-down.
- ESF #5 will ensure demobilization information is disseminated in sufficient time to facilitate an orderly downsizing of incident resources.

ESF #5 will coordinate the development of an after action report (AAR). All response agencies will participate and provide information for the AAR, to include corrective actions and the development of an Improvement Plan. The AAR will be submitted to the Mayor, City Administrator, and Deputy Mayor for Public Safety. The Mayor's Emergency Policy Council will track the progress of accomplishing the corrective actions.

#### 4.4.3 Preparedness Actions

- Review, exercise, and re-evaluate existing plans, policies, and procedures.

- Develop mutual aid agreements and/or memoranda (MAA/MOU) of understanding with internal and external partners. Review and update the current MAA/MOU on a regular basis.
- Review and update inventory/resource lists.
- Test reliability of emergency telephone roster for contacting personnel and activating emergency procedures.
- Develop and maintain SOPs and standard operating guides as needed.
- Develop Operations Plans (OPLAN's) to provide ESF #18 support to the full spectrum to potential disasters facing the District of Columbia.
- Conduct regular training and exercise for Civil Support (CS)/DSCA missions.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Primary Agency

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**Homeland Security and Emergency Management Agency:** HSEMA has the responsibility for collecting, analyzing, processing, and coordinating the dissemination of information regarding emergencies. Under the direction of the Mayor, HSEMA coordinates District assets to provide the necessary emergency assistance before, during, and after the occurrence of emergencies. HSEMA executes actions to facilitate access to federal disaster assistance process upon depletion of District, regional, and interstate resources.

HSEMA receives and assembles damage reports from all sources and prepares an incident report for the Consequence Management Team (CMT). The CMT assesses the emergency and provides a copy of their assessment to the primary ESF agencies. These agencies will communicate response actions and any changes in operating status to the Emergency Operations Center (EOC) through their Emergency Liaison Officers (ELOs).

### 5.2 Support Agencies, Departments, and Organizations

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#### 5.2.1 Support Agencies and Departments

- **DC Department of Behavioral Health (DBH):** DBH will provide the CMT with a regular assessment of first responders' "burn out" symptoms and report on counseling and preventative mitigating actions for the public.
- **Department of Corrections (DOC):** DOC will direct operations inside the institution affected by any public emergency. DOC will coordinate all actions necessary to restore the institution to normal operations. DOC will coordinate with DCNG during operations outside of the facility.
- **Department of General Services (DGS):** DGS/Protective Service Unit is responsible for security at District leased or owned properties.
- **Department of Health (DOH):** DOH will coordinate health and medical assistance in the District. This will be accomplished through clinical assessment and management of health care facilities, mental health assistance for those affected, assessment of health and medical needs, and notification to local hospitals for mass medical care activities.

- **Department of Public Works (DPW):** DPW will assist DCNG and HSEMA via communication and contact with the Emergency Coordinator in the DPW.
- **Department of Youth Rehabilitation Services (DYRS):** DYRS has custody over youth detained by or committed to the District's juvenile justice system. DYRS will use internal plans and procedures to ensure safe and secure housing of youth in the event of a public emergency that requires the closure of part or all of a facility.
- **District Department of Transportation (DDOT):** DDOT will help identify traffic posts, develop emergency routes, identify staging areas, and establish access routes for emergency vehicles. In addition, DDOT will supply vehicles and equipment, if available, to serve as perimeter devices to secure a location or a road closure.
- **District of Columbia Housing Authority (DCHA):** DCHA will use its law enforcement capabilities and security personnel to coordinate with DCNG to ensure public safety at District housing sites, specifically, and the District population, in general.
- **District of Columbia Public Schools (DCPS):** DCPS will coordinate with DCNG to ensure the safety of the students, faculty, and staff.
- **Executive Office of the Mayor (EOM):** The EOM will be the executive-level resource ensuring the planning and the cooperative coordination of all District agencies. The EOM has ultimate responsibility to ensure continuation and restoration of services from District agencies. The Mayor's Communications Director serves as spokesperson for the Mayor on all activities of District government agencies.
- **Fire and Emergency Medical Services (FEMS):** FEMS is the primary agency for the Fire Investigation Team and a member of the DC Arson Task Force (ATF). FEMS will perform search and rescue operations and coordinate that activity with DCNG. FEMS will also coordinate hazardous materials and weapons of mass destruction (WMD) response. FEMS also responsible for initial mass casualty coordination and management. In some scenarios, FEMS will provide the initial Incident Command and in these situations FEMS will establish a Unified Command with DCNG and other agencies to set and implement incident priorities.
- **Metropolitan Police Department (MPD):** MPD will provide all pertinent information concerning police activities and emergency or emerging situations to HSEMA to disseminate to city officials, the press, other agencies, and the public. Also, MPD's Public Information Officer will be available to answer questions and provide information to the public, coordinated through the Joint Information Center in ESF #15 External Affairs.
- **Office of the Attorney General (OAG):** OAG will provide legal advice and take legal action for the supporting agencies, unless lawyers in the supporting agencies normally perform these functions for their agencies. OAG will provide legal advice and take legal action for the District government.
- **Office of the Chief Medical Examiner (OCME):** OCME will respond to the scene and provide coordination of mass fatality efforts, including investigating, establishing temporary morgue(s), coordinating transportation of remains, performing postmortem examinations and identifications, securing evidence, certifying cause and manner of death, and releasing remains.

- **Office of Unified Communications (OUC):** The OUC will provide centralized, District-wide coordination and management of public safety voice radio technology and other public safety wireless communication systems and resources. More specifically, the OUC will receive and manage all 911 and 311 call volume and oversee all land and mobile radio systems tied to that response network.

### 5.2.2 Support Organizations

- **District of Columbia Water and Sewer Authority (DC Water):** DC Water will be available in the EOC to coordinate information with DC Water's Command Center to restore service. DC Water will collect, analyze, and disseminate information to the EOC to aid in the overall response and recovery operations.
- **PEPCO:** PEPCO provides electrical services to the public and businesses of the District. PEPCO will ensure communications with the EOC and provide an ELO to the EOC to ensure effective communications and coordination of public emergencies, specifically monitoring the power grid and its impact on the District. PEPCO will provide operational/restoration information reports on response activities to the EOC. Additionally, PEPCO will help HSEMA prepare an impact statement outlining the effects of a long-term power outage on government operations and on the potential threat to the health, welfare, and safety of citizens in the affected areas.

## 5.3 Nongovernmental Organizations

- **American Red Cross of the National Capital Region (ARC):** ARC in coordination with HSEMA will provide information on its assistance efforts under: ESF #6 - Mass Care, Emergency Assistance, Housing and Human Services; ESF #8 - Public Health and Medical Services; and ESF #16 - Volunteer and Donations Management.

## 5.4 Federal Agencies

### 5.4.1 Primary Federal Agency

**DC National Guard (DCNG):** DCNG will be in direct liaison with HSEMA and other city agencies via the EOC in order to coordinate interagency responses to any emergencies that may arise. DCNG ELO will apprise ESF #5 of National Guard operations with regular status reports to the EOC. DCNG will be responsible for the delivery of National Guard assets in support of the mission(s). In addition to existing internal directives and mandates, DCNG will be in contact with other city, local, and federal police agencies to ensure the safety of the public is not compromised by domestic or foreign terrorist threats or acts, to include natural and human-caused disasters.

### 5.4.2 Support Federal Agency

- **Department of Homeland Security/Federal Emergency Management Agency (FEMA):** FEMA will assist the military affairs support to the District via the Defense Coordinating Element and the Defense Coordinating Officer stationed at Region III.

Additional ESF #18 support may be provided by the following defense organizations, in coordination with HSEMA and DCNG:

- Air Force District of Washington
- Coast Guard Sector Baltimore
- Joint Force Headquarters-National Capital Region
- Military District of Washington
- Naval District of Washington
- Marine Corps National Capital Region Command