

Ocean Pines Emergency Operations Plan



Approved by Ocean Pines Board of Directors on April 18, 2007

Version 1.4

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Glossary

DRC-	Disaster Recovery Center
DHR-	Department of Human Resources
DHS-	Department of Homeland Security
DUA-	Disaster Unemployment Assistance
EMS-	Emergency Medical Service
EOC-	Emergency Operations Center
FAA-	Federal Aviation Administration
FEMA-	Federal Emergency Management Agency
HHS-	U.S. Department of Health and Human Services
HUD-	Department of Housing and Urban Development
NIMS-	National Incident Management System
NRP-	National Response Plan
ICS-	Incident Command System
NTSB-	National Transportation Safety Board
OPEOP-	Ocean Pines Emergency Operations Plan
PIO-	Public Information Officer
SAR-	Search and Rescue
USAR-	Urban Search and Rescue (FEMA)

II. Authority

- A. **Federal Government** - Presidential Executive Order #11795 dated, July 11, 1974, Public Law # 93-288 and # 91-606, Disaster Relief Act of 1976 as amended.

The Director of the Department of Homeland Security (DHS) is the President's advisor concerning Disaster Assistance.

- B. **State Government** - Executive order dated October 24, 1974, The Governor of the State of Maryland Article 16A, Adopted the State of Maryland Emergency Operations Plan.

The Maryland Emergency Management Agency Director is the Governor's advisor concerning Emergency and Disaster Assistance.

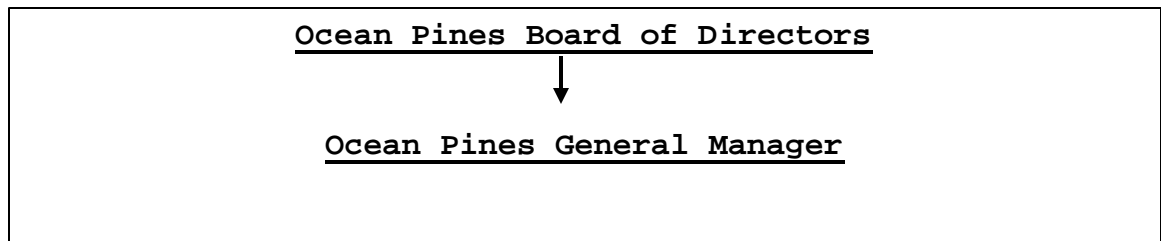
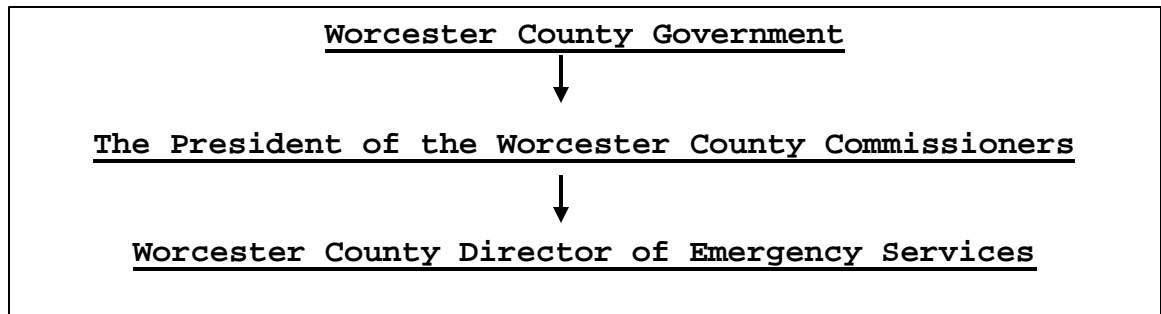
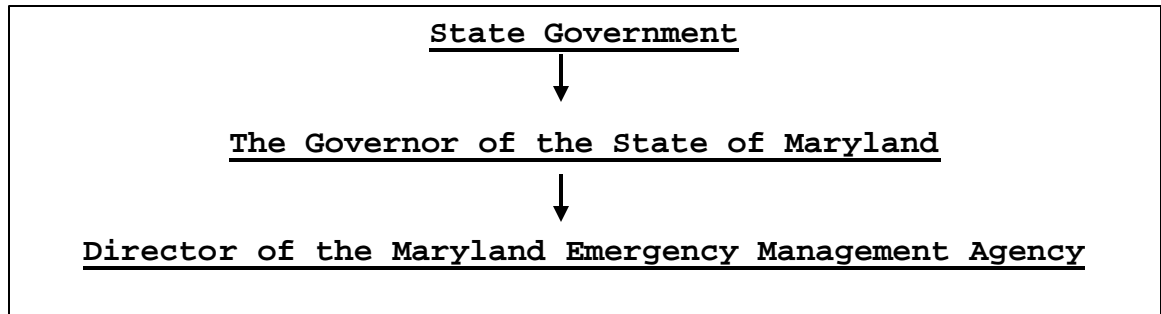
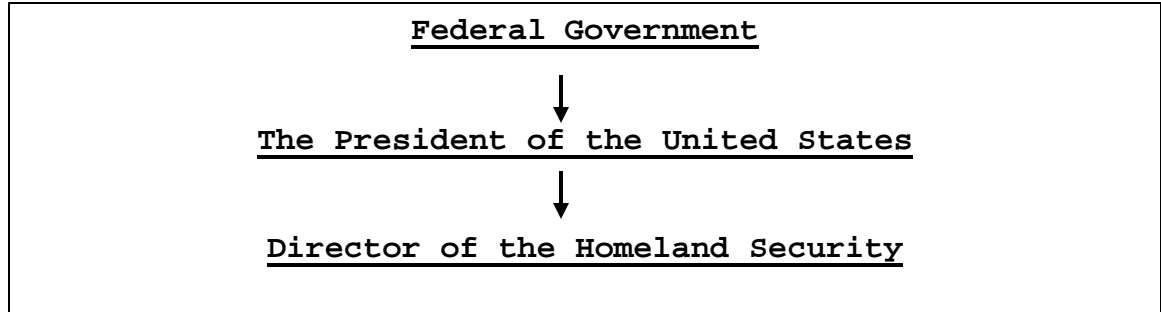
- C. **County Government** - By Resolution the Worcester County Commissioners have adopted an Emergency Operations Plan.

The Worcester County Emergency Services Director is the advisor to the President of the Worcester County Commissioners and coordinates assistance through the Emergency Management System.

- D. **Ocean Pines Association** - In the absence of a federal, state or county declaration of an emergency, the General Manager, under the guidance of the Board of Directors, will be in charge of the internal operations of any contingency plan for emergency conditions within the subdivision. It is imperative, however, that the Ocean Pines Emergency Operations Plan be completely capable of interacting with the County's Emergency Operations Plan. All orders to various department heads will come directly from the General Manager, and each department head will have specific duties and responsibilities.

The General Manager shall serve as a key advisor to the Board of Directors during major emergency operations or disaster. The General Manager will work closely with the Worcester County Emergency Services Director, and to that end, in cases where the county has activated its Emergency Operations Center and is in Condition III, a staff member of the Association shall respond there and remain for the duration of the emergency. All emergency operations will be governed by the National Response Plan and the National Incident Management System.

Structure of Authority



III. Purpose of Plan

- A. The Ocean Pines Emergency Operations Plan (OPEOP) provides a foundation for the coordination of all Association Departments and various support agencies and organizations, prior to, during and after any major emergency or disaster (technological, terrorism related, or natural). The intent of this plan is to seamlessly integrate with the Worcester County Emergency Operations Plan, and to avoid duplication of services.
- B. This plan further provides planning guidance on civil preparedness activities for all Association Departments, as well as various support agencies and organizations, as required by the established basic emergency management and civil defense laws. Primary and secondary priorities are established as follows:
 - Primary Purpose - the protection of human life.
 - Secondary Purpose - the protection of property.
- C. This policy provides a coordinating capability in Ocean Pines to allow each agency/organization to be more effective in its specific responsibilities through a coordinated effort. Each Association Department head and each head of a support agency/organization must ensure that internal operating instructions, including OPEOP checklists and alerting rosters, are included and must be used as a supplement to this plan.

IV. Situations and Assumptions

A. Situations

1. Ocean Pines is a residential community that consists of single family homes, condominiums and a managed care facility. Located on 3700 acres, Ocean Pines is bounded by Beauchamp Road to the North and Maryland Route 589 to the South and West. The Saint Martin River and Isle of Wight Bay define the northeastern and eastern edges of the community. Maryland Route 90, the northern access route to the coastal resort town of Ocean City, bisects Ocean Pines.
2. Ocean Pines is the largest year-round community in Worcester County. The population varies between the summer and winter months. In the off-season, October through April, there are approximately 14,000 people in residence. These figures are increasing as people are retiring from cities and moving to the shore. During the summer season from May through September, there are an estimated 20,000 people in Ocean Pines.

B. History

1. In 1968, Maryland Marine Properties, Inc., a subsidiary of the United States Land Corporation, Inc, purchased the first part of the land that was to become Ocean Pines. Those holdings were acquired a short time later by the Boise Cascade Home and Land Corporation, which became the major developer of Ocean Pines. Restrictive covenants, established at the community's inception, created the Ocean Pines Association to serve as the management agent for the community and be responsible for the maintenance of common areas, park facilities and open space as well as management of the communities' on site facilities including the Ocean Pines Yacht Club, Swim and Racquet Club, Tennis Club, and Golf and Country Club. There is also an Ocean Pines Beach Club consisting of an oceanfront block of land located between 49th and 50th Streets in Ocean City.

In accordance with the Restrictive Covenants, Boise Cascade gradually transferred community management to the Ocean Pines Association. Ocean Pines is governed by an elected seven person Board of Directors, who hire a General Manager to run the day to day operations of the community. The General Manager, through his/her department heads, oversees the operation of a police department, public works department, recreation department, finance department, and architectural review department. Ocean Pines also has a Volunteer Fire Department, and fulltime emergency medical services.

2. Over the years Ocean Pines has been affected by several hurricanes, which have passed just off shore causing high seas and some flooding and minimal damage.
3. It is common for Ocean Pines to experience the "Northeast Storm", or "nor'easters", which normally lasts approximately three days. Typical problems associated with these storms are winds, rain, minor flooding.
5. In February 1979 Ocean Pines experienced a large snowstorm. The storm placed approximately 24 inches of snow on the ground and contained wind gusts up to 65 miles per hour.
6. In September 1985 Ocean Pines experienced the effects of Hurricane Gloria. This Category three hurricane caused a mandatory evacuation of residents in Ocean Pines, with flooding and wind damage throughout the Community.

V. Concept of Operations

- A. The Ocean Pines Emergency Operations Plan (OPEOP) has been designed to include various potential incidents; man-made, natural, or terrorist attack. Therefore, individual sections of the plan may be utilized as the need arises.

- B. All supplemental individual Department's emergency operations plans will be coordinated with this functional plan.
- C. In the case of Worcester County and Ocean Pines, the two jurisdictions must work closely together. Ocean Pines is responsible for implementing evacuation orders issued by the county government, ensuring the continuity of government, damage assessment, etc., and the Worcester County government provides for sheltering, feeding of evacuees and establishing Disaster Relief Centers for individual disaster assistance. Ocean Pines will provide support to these efforts as needed. Therefore, communications between the two jurisdictions must be maintained.
- D. Operationally, Ocean Pines will communicate directly to the Worcester County Emergency Operations Center, keeping Worcester County abreast of its actions. All requests for a Governor's Declaration of a State of Emergency or a Presidential Declaration will be made through the county Governmental Chain of Authority.
- E. If, in the opinion of either the Ocean Pines Board of Directors in consultation with the General Manager, or the Worcester County Government, an impending disaster would devastate the entire community, a total evacuation of Ocean Pines will be conducted. All departments will make provisions to relocate equipment to a safe location.
- F. State and/or federal resources shall maintain a support role only, as they arrive.

VI. Organization

- A. Within Ocean Pines, the overall responsibility of civil preparedness and emergency operations rests with the General Manager, under the direction of the Board of Directors of Ocean Pines.
- B. The Ocean Pines Emergency Operations Plan (OPEOP) exists to protect lives and property in times of major emergency operations or disaster. This will enable the Board of Directors, the General Manager, and key personnel to carry out their responsibilities. This plan will help ensure the following:
 1. The ability to preserve Ocean Pines Association leadership under all conditions.
 2. A secure location where all communication and decision making can take place.
 3. To insure a secure facility with redundant radio and telephone capabilities.
 4. That integration with the Worcester County Emergency Operations Plan occurs in the event of a disaster that affects both Ocean Pines and the county, or one that requires county assistance.

VII. Staff Responsibilities

A. Internal Organizations

1. General Manager

The General Manager, under direction of the Board of Directors, is the chief executive officer and is responsible for the public safety and welfare of the people of Ocean Pines. The General Manager:

- a. Is responsible for coordinating local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards;
- b. Provides leadership and plays a key role in communicating to the public, and in helping people, businesses, and organizations cope with consequences of any type of domestic incident within the jurisdiction;
- c. Will advise the President of the Board of Directors when conditions requiring a state of emergency may exist.
- d. In the event that a state of emergency needs to be declared in Ocean Pines, that has not been declared County-wide, will make the appropriate request to the Board of Directors to do so.
- e. Serves as the overall coordinator and director of the Ocean Pines Emergency Operations Plan, working closely with the Worcester County Director of Emergency Services.
- f. Assures that a line of communication is maintained with the Ocean Pines Volunteer Fire Department Fire Chief or designee.
- g. In the event that an Emergency Operations Center has been activated in Ocean Pines, will direct activities at the Center.
- h. When a Response Level 3 Emergency Condition exists, will provide a staff member to immediately respond to the Worcester County Emergency Operations Center, who shall act as a liaison for the duration of the emergency.
- i. Is responsible for locating alternative emergency housing within Ocean Pines, if necessary. When county shelters are opened residents shall be directed to county shelters during emergency conditions.
- j. Will review and approve all press releases, situation reports, status

and progress reports relating to emergency conditions which originate in Ocean Pines. This shall also include disseminating and facilitating the release of information which affects Ocean Pines residents which originates at the County Emergency Operations Center.

- k. Will perform such other functions as may be assigned by the Board of Directors during emergency conditions.

2. Chief-Ocean Pines Police Department: (Responsibilities)

- a. Remain available to report to the on scene Command Post or the EOC during any major emergency operation or disaster in the community.
- b. Supervise law enforcement and other police services to assure the safety and welfare of citizens during emergencies.
- c. Provide necessary traffic control during emergency situations.
- d. Provide police radio communications at the EOC during emergency operations, as needed.
- e. Supervise crime related incidents such as terrorists acts, escaped fugitives, hostage incidents, looting, etc.
- f. Be responsible to conduct morgue operations and to identify victims pending the arrival of the Medical Examiner.
- g. Maintain mutual aid agreements with other Police agencies that may be called to assist.
- h. Be responsible to establish Police lines on the scene of any major emergency incident.
- i. Be responsible for the Crisis Management aspect to the threat of Terrorism.
- j. Provide support to the EOC for initial damage assessment operations.
- k. Serve or provide a commander to a Unified Command.
- l. Assist the Fire Department, as requested, to protect life and property, and to bring an emergency situation within the area under control.

3. Chief-Ocean Pines Volunteer Fire Company: (Responsibilities)
 - a. Remain available to report to the on scene Command Post or the EOC during any major emergency operation or disaster in the community.
 - b. Supervise all fire fighting/fire suppression, hazardous materials, and rescue operations in the community.
 - c. Jointly conduct SAR operations in the community.
 - d. Assist police in morgue operations.
 - e. Provide radiological and weather monitoring assistance.
 - f. Provide trained personnel to assist with emergency medical cases.
 - g. Maintain mutual aid agreements with other fire and rescue agencies that may be called upon.
 - h. Provide support to the EOC for initial damage assessment.
 - i. Provide hazardous materials response.
 - j. Coordinate hazardous materials clean-up.
 - k. Serve or provide a Chief Officer to a Unified Command

4. Captain – Emergency Services, Ocean Pines Volunteer Fire Department: (Responsibilities)
 - a. Remain available to report to the on scene Command Post or EOC during any major emergency or disaster in the community.
 - b. Provide adequate Fire/EMS personnel during emergencies.
 - c. Supervise all authorized personnel engaged in emergency care and life saving measures.
 - d. Conduct mass casualty triage operations.
 - e. Transport victims to medical facilities.
 - f. Assist in search and rescue operations.

- g. Periodically conduct exercises to test mass casualty care.
- h. Provide support to the EOC for initial damage assessment operations.
- i. Provide medical communications to the appropriate referral hospitals.
- j. Support the Worcester County Health Department with activities associated with Chemical and or Biological responses.

5. Public Works Director: (Responsibilities)

- a. Remain available to report to the EOC during any major emergency or disaster in the community.
- b. Maintain emergency evacuation routes.
- c. Conduct or coordinate debris removal and disposal.
- d. Conduct damage assessment for all Ocean Pines Association property. Coordinate emergency repairs as necessary.
- e. Be familiar with flood plains in the community to mitigate the effects of flooding.
- f. Upon request, provide general engineering support to other departments during emergencies.
- h. Assist in rescue operations, as requested
- i. Maintain a list of heavy equipment resources.
- j. Insure the safety of all equipment, which can be safely repositioned, during an ordered evacuation of the community.
- k. Serve on the Damage Assessment Team for the association.
- l. Be responsible for securing architectural records of Ocean Pines.
- m. With the permission of the General Manager, assist the county, as requested.

6. Comptroller: (Responsibilities)
 - a. Remain available to report to the EOC during any major emergency or disaster in the community
 - b. Provide funding advice for all departments.
 - c. Assure that each Department maintains records of expenditures.
 - d. In coordination with the county, assist agencies in appraising losses of tax revenue.
 - e. Serve as a member of the damage assessment team.
 - f. Be responsible for securing financial records of Ocean Pines.

7. Marketing/Public Relations Director: (Responsibilities)
 - a. Under the supervision of the General Manager, prepare press releases, situation reports, status and progress reports on emergency incidents which originate in Ocean Pines.
 - b. Work closely with the Public Information Officer appointed by the County Director of Emergency Services to disseminate information prepared by the county which may directly affect Ocean Pines residents.
 - c. Remain available to report to the EOC during any major emergency or disaster in the community.
 - d. Provide information on emergency preparedness on the public access television channel for residents. This channel may also be utilized, as necessary, to relay information on emergency incidents and conditions.

8. Director- Ocean Pines Recreation Department: (Responsibilities)
 - a. Maintain and manage designated emergency shelter(s) in Ocean Pines, as necessary. Such shelters may include the Community Center, the Administration Building, and/or other Ocean Pines amenity locations, as needed.
 - b. Provide assistance for cleanup operations.
 - c. If necessary, provide to, or receive assistance from, Worcester

County for shelter operations.

- d. Coordinate all sheltering and feeding of victims to include victims with special needs.

9. Clubs Manager (Responsibilities)

- a. Provide food and beverages to individuals sheltered in Ocean Pines facilities.
- b. In the event that Ocean Pines shelter are required for extended use, provide support staff to ensure that evacuees are properly fed and nourished.

10. Information Technology: (Responsibilities)

- a. Coordinate the information technology activities.
- b. Secure all essential data processing information i.e. records, etc.
- c. Provide technical advice concerning data processing.
- d. Set up and maintain IT automation in the Emergency Operations Center.
- e. Assist the EOC PIO with the Government Channel information.

B. Support Organizations

- 1. The following organizations/agencies may be called upon to assist in a support capacity during emergency operations within the community. **In the event that the County activates the County Emergency Operations Plan, the County shall be responsible for coordinating support operations.**

- a. Choptank Electric: (Responsibilities)

- 1.) Provide a representative at the EOC or maintain direct contact with Ocean Pines EOC staff.
- 2.) Maintain and restore power.
- 3.) Locate and protect hazardous areas involving electrical service.

- 4.) As necessary provide technical advice and service concerning power problems in the community.
 - 5.) Assist with information on the location of persons requiring electricity for life-saving devices.
- b. Verizon: (Responsibilities)
- 1.) If needed, provide a representative at the EOC.
 - 2.) Maintain and restore telephone service.
 - 3.) As necessary provide support to ensure telephone communications at the EOC.
- c. Eastern Shore Gas Company: (Responsibilities)
- 1.) If needed, provide a representative at the EOC.
 - 2.) Remain available to make emergency repairs to gas leaks.
- d. Radio, Television Stations and Cable T.V.: (Responsibilities)
- 1.) Remain available to broadcast emergency messages.
- e. Maryland Natural Resources Police: (Responsibilities)
- 1.) When requested provide a representative at the EOC to coordinate USCG resources.
 - 2.) Respond to emergency conditions in Ocean Pines waterways.
 - 3.) Assist in conducting Search and Rescue (SAR) operations.
- f. American Red Cross and other Relief Agencies: (Responsibilities)
- 1.) Provide mass care, shelter and individual emergency assistance to evacuees.
 - 2.) When necessary establish first aid stations.

- 3.) Coordinate volunteer manpower to assist in emergency efforts.

g. United States Army Corps of Engineers: (Responsibilities)

- 1.) Provide technical assistance.
- 2.) Provide sand bags to assist in flood control.
- 3.) When necessary assist with rescue operations.

h. Maryland National Guard: (Responsibilities)

- 1.) By approval of the Governor, the Guard may assist the County and Ocean Pines.
- 2.) Provide a representative at the County EOC to coordinate guard resources.
- 3.) Assist in the warning and if necessary the evacuation of the community.
- 4.) Provide manpower and equipment to assist in SAR operations.
- 5.) Provide Air Support for damage assessment and SAR., if necessary.

i. Maryland State Police: (Responsibilities)

- 1.) Provide a representative at the EOC, if necessary.
- 2.) Maintain evacuation routes (traffic flow) on routes exiting from Ocean Pines.
- 3.) Assist the Ocean Pines Police Department as requested under terms of Mutual Aid Agreement(s).
- 4.) Provide Air Support for damage assessment and SAR., if necessary.

j. United States Coast Guard: (Responsibilities)

- 1.) Respond to emergency conditions in Ocean Pines

waterways, in the absence of the Maryland Natural Resources Police.

- 2.) Assist in conducting Search and Rescue (SAR) operations in waterways, in the absence of the Maryland Natural Resources Police.
- 3.) Provide Air Support for damage assessment and SAR., if necessary.

k. State Highway Administration: (Responsibilities)

- 1.) Provide a representative at the EOC.
- 2.) Maintain evacuation routes exiting Ocean Pines.
- 3.) Provide assistance to the Ocean Pines Police and Department of public works with traffic patterns for evacuation.

l. Neighborhood Watch: (Responsibilities)

- 1.) Assist the Police Department in traffic control, as needed.
- 2.) Assist by providing citizen support in areas of expertise that support the Police Department public safety mission.
- 3.) Heighten community awareness of emergency conditions.

NOTE:

The Worcester County offices are coordinated through the Worcester County Emergency Operations Plan.

VIII. Emergency Operations Center:

A. Internal Emergency Operations Center

1. The Ocean Pines Emergency Operations Center may be activated in response to certain scenarios covered in this plan. The EOC Staff may be placed on 12-hour shifts to provide 24 hour coverage.
2. The primary Ocean Pines Emergency Operations Center is the Ocean Pines Administrative Building, located at 239 Ocean Parkway, Ocean Pines, Maryland.

B. Alternate Emergency Operations Centers

1. Ocean Pines shall send a staff member to serve in the Worcester County Emergency Operations Center when a Response Level 3 Emergency condition exists, or upon request of the County.
2. In the event that the Administrative Building is unavailable, a decision can be made to set up an alternate EOC at one of Ocean Pines other facilities.

IX. National Incident Management System (NIMS)

As adopted from the National Response Plan, the National Incident Management System is a flexible system to professionally deal with any manmade or natural emergency from any level of Government. The NIMS provides a core set of doctrine, concepts, terminology and organizational processes to enable effective, efficient, and collaborative incident management at all levels.

A. Definitions:

1. **Incident Command Post** – The tactical level, on-scene incident command and management organization is located at the ICP. It is typically comprised of designated incident management officials. When multiple command authorities are involved, the ICP may be led to a **Unified Command**, which provides for direct, on-scene control of tactical operations and utilizes a NIMS ICS incident management team organization, typically including Operations, Planning, Logistics, and Finance/Administration Sections. Generally, there is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICP's managed by an **Area Command**.
2. **Area Command/Unified Area Command** – An **area command** is established to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large or complex incident that has multiple incident management teams engaged. The **area command** has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies are followed. **Area Command** becomes **Unified Area Command** when incidents are multi-jurisdictional.
3. **Incident Commander** - The individual responsible for all incident activities, including the development of strategies and tactics and ordering and release of resources. The **IC** has overall authority and responsibility

for management of all incident operations at the incident scene.

4. **Incident Management Team** - The incident commander and appropriate Command and General Staff personnel assigned to an incident.
5. **Incident Security Officer** - The incident security officers is responsible for the security of the scene, maintaining public order and the screening of individuals to ensure that only authorized individuals may access the area. The ISO will also maintain a perimeter of the area. When not assigned elsewhere, the security officer also is responsible for information security and operational security, ensuring that sensitive information of all types is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it so that they can effectively and safely conduct their missions.
6. **Operations Section** – The operations section coordinates operational support to the on-scene incident management efforts.
7. **Planning Section** – The planning section's functions include the collection, evaluation, dissemination, and use of information regarding the threat or incident and the status of resources.
8. **Logistics Section** – The logistical section coordinates support that includes control and accountability for supplies and equipment; resource ordering, delivery of equipment, supplies, and services to field locations; transportation coordination and fleet management services and other duties as may be ordered by the incident commander.
9. **Finance/Administration Section** – This section is responsible for the financial management, monitoring, and tracking of all cost relating to the incident.
10. **Sector Officer** – is responsible for specific geographical area, or a specific function other than specified, under the direction of the incident commander.
11. **Staging Officer** - is responsible for the assembly of personnel and equipment at a staging area.
12. **Liaison Officer** - coordinates operations with other agencies and works closely with the staging officer.
13. **Investigative Intelligence Officer** - is responsible for the investigation and intelligence functions concerning the incident.
14. **Public Information Officer** - disseminates Information to the news media.

15. **Functional Areas** - Areas at the scene of an incident requiring identification, which includes:
 - a. **Command Post** - is the physical location from which the Incident Commander exercises command and control over the entire incident.
 - b. **Public Information Area** - is the location where factual and timely reports to the news media are disseminated.
 - c. **Staging Area**- is the location, separate from the incident scene, that will provide good access to the scene and where responding personnel and equipment would assemble for assignment.
 - d. **Triage Area** - is the location, at or near the incident scene, to which injured persons are evacuated for medical survey and emergency treatment prior to transport.

16. **Emergency Medical Services (EMS) Commander** – is responsible for overall EMS operations at the incident; for appointing EMS functionaries as necessary, and for forwarding recommendations to the Incident Commander.

B. **Police/Fire Lines and Crowd Control**

At any emergency or disaster scene there is a tendency for large crowds to gather. This creates an additional problem and necessitates the assignment of numerous personnel just to control these spectators. The dangers of injury, hysteria, panic, interference with operations, and the possibility of looting are increased if this condition is allowed to remain unchecked. To prevent this from occurring, the following procedures should be instituted immediately.

- a. Establish Police/Fire lines. Use of the OPVFD Fire Police shall require consent of the Fire Chief.
 - b. Remove all unauthorized persons from the area.
 - c. Restrict entry into the area to one or two checkpoints to establish the identity of persons desiring to enter.
1. Police/Fire Lines
 - a. Police/Fire lines must be established without delay.

b. The purpose is to seal off the area so that persons, vehicles, and equipment, which may interfere with operations, may effectively be excluded from the area. At large scale incidents, it is usually necessary to establish a double set of police lines, an inner perimeter and outer perimeter.

1.) The Inner Perimeter

a.) The inner perimeter, or security area, will include only the immediate emergency area. All but essential personnel and equipment shall be excluded.

2.) The Outer Perimeter

a.) The outer perimeter will include the entire area affected by arriving personnel and equipment and the area within which the various operational units will be established.

b.) The outer perimeter will be considered the actual Police line and should be established in accordance with requirements for traffic and pedestrian control. The outer perimeter line should be established so as to minimize the need for barriers, and in addition, provide for the orderly dispersal of vehicles and pedestrians in more than one direction.

c.) Ideally, one patrolled checkpoint should be allowed where the emergency route intersects the outer perimeter. If necessary, a second entrance through the line may be maintained on the opposite side of the perimeter to facilitate the entry and departure of emergency personnel and equipment. Personnel and equipment arriving at the entrance checkpoint will be directed to Staging Areas unless otherwise directed by the Incident Commander.

2. Personnel maintaining Police/Fire lines will exclude unauthorized persons and will direct authorized persons and equipment to the entrance checkpoint. Emergency personnel and equipment, however, shall not be delayed or rerouted, but shall be allowed through Police/Fire lines at their assigned checkpoint and directed to the scene as required.

3. The following persons shall be permitted through Police/Fire lines:
 - a.) The President of the Board of Directors
 - b.) The General Manager.
 - c.) Members of Police, Fire, and State Highway Department, and Emergency Management personnel in the performance of emergency duties.
 - d.) Members of any County, State, or Federal Government, or private agencies whose presence is necessitated by the emergency.
 - e.) Members of public utilities agencies engaged in emergency operations.
 - f.) Authorized members of the news media (radio, television, press, etc.).

NOTE:

AT CRIME SCENES, THE INCIDENT COMMANDER WILL DICTATE THE ABOVE POLICY FOR THE PURPOSES OF SAFETY AND EVIDENCE PRESERVATION.

4. Barriers
 - a.) In all cases at the scene of any incident, the public must be kept a sufficient distance from the scene to prevent interference with operations and also to protect them from potential dangers such as explosions, building or wall collapse, drifting gases, etc. Wooden barriers make it possible to contain these crowds, thus maintaining Police/Fire lines effectively with minimum of manpower.

 - b.) These barriers are available from the Public Works Department by contacting them directly or via communications. In the absence of such barriers, or prior to their availability, rope may be stretched between objects or between Public Safety personnel stationed along the line to effectively hold back the crowd.

 - c.) Persons crowding against barriers may constitute

additional problems when their movement is restricted and the area becomes congested. The Sector Commander of an area where large crowds are beginning to form must realize the necessity of either dispersing the crowd or breaking it into small groups before the congestion becomes unmanageable. Barriers may be realigned or an additional police line formed far enough away from the scene to correct the situation.

- d.) If it becomes necessary to move Police/Fire lines further to the rear, a new line of barriers should be set up in the rear prior to moving the crowd back. When the new line is established, the crowd will be directed behind it. However, the original line of barriers should not be moved until the crowd has been relocated behind the new line.
- e.) Shut-off lines may also be established in the rear of existing lines to further regulate the formation of crowds.

X. Potential Hazards

A. **Terrorism**

The Ocean Pines Emergency Operations plan inherently provides the structure necessary to operate prior to and during an actual emergency or disaster in Ocean Pines. Specifically, certain sections of the plan assign general responsibilities and provide for the command structure to be utilized in any event, regardless of the purpose or origin.

This section will discuss the unique challenges faced when addressing terrorist threats and responses to terrorist actions. These threats and actions may vary from minor events to the use of weapons of mass destruction (WMD).

Further, this section is written using guidance from, and in respect to, both the Federal and State Governments Terrorism Response Plans.

Definitions:

- a.) **Terrorism:**

Terrorism is defined by 18 U.S. Code, Title 3007 an "Unlawful use of force or violence, committed by group/s/ of two or more individuals, against person/s/ or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives."

b.) Weapons of Mass Destruction:

Weapons of Mass Destruction are defined as "Any weapon that is designed or intended to cause death or serious bodily injury through release, dissemination, of toxic or poisonous chemicals, or their precursors; any weapons involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a dangerous level to life; or any destructive device as defined in Section 921 of Title 18 of the U.S. Code."

c.) Assumptions:

- 1.) Acts and or threats of terrorism can occur anywhere with little or no advanced warning
- 2.) Terrorist attacks may take place in any form and against any target.
- 3.) No single agency at the local, State, Federal, or private-sector level possesses the authority and expertise to act unilaterally on many difficult issues that may arise in response to a threat or act of terrorism, particularly if weapons of mass destruction are involved.
- 4.) An act of terrorism, especially involving WMD, will quickly overwhelm local resources.
- 5.) Training and the implementation of counter-terrorist measures and procedures may reduce the effects of terrorism.

d.) Concept of Operations:

This section is based on the concept that general responsibilities and emergency functions for the various departments and agencies responding to WMD incidents will generally parallel their normal day-to-day functions.

Using guidance from both the Federal Response Plan as well as the Maryland Terrorism Annex to the State Emergency Operations Plan, activities associated with the threat of terrorism and or terrorist acts have been divided as follows:

1.) **Crisis Management:**

Crisis Management is focused on law enforcement issues and involves such issues as the anticipation, prevention, and/or confirmation of the threat, investigation of the

crime, and the apprehension and prosecution of the perpetrators of the terrorist act. It involves identifying, acquiring, and planning the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The FBI, under PPD-39, is designated the lead federal agency of this component.

The Maryland State Police is the lead agency in support of the FBI component. The Ocean Pines Police Department is the lead local agency in support of both the FBI and the Maryland State Police.

The Ocean Pines Police Department will regularly monitor intelligence information. In addition, they will be responsible for relaying any status change in the Homeland Security Advisory System (HSAS) to the public.

2.) **Consequence Management:**

Consequence Management focuses on developing and maintaining a functionally oriented, multi-hazard emergency management program. It provides for the protection of the public's health and safety, as well as maintaining essential government services, and providing emergency relief to business and individuals during disaster events. This component is the same as that which is implemented in all natural and technological hazards. The General Manager, as well as the Ocean Pines Police Chief and Ocean Pines Volunteer Fire Department Chief will serve as the lead local representatives for consequence management and are responsible for coordinating consequence management activities. The Maryland Emergency Management Agency is designated as the lead state agency and the Federal Emergency Management Agency is designated as the lead federal agency for this component.

The Police Chief and Fire Department Chief will ensure that plans and procedures are developed and maintained and will coordinate all local plans and response procedures with other jurisdictions as well as both State and Federal government agencies.

3.) **Direction and Control:**

The Ocean Pines Police Department will be responsible

for monitoring all available intelligence information. They will produce an intelligence report on matters that directly affect Ocean Pines. In accordance with the crisis and consequence management guidance, this information will be used for mitigating, preparing, responding, and recovering from any threat or act of terrorism.

Upon confirmation that a WMD event has occurred a "Joint Command Post" will be established on the scene. Representatives of the Police Chief and Fire Company Chief Incident Commanders will be identified and will begin operating under a "Unified Command System".

The Emergency Operations Center will be activated to the extent necessary and will provide support to the Joint Command Post in such areas as communications, transportation, alert and warning, evacuation, shelter and additional resources. The Emergency Operations Center will be kept current on all scene activities.

4.) **Threat Levels:**

The Homeland Security Advisory System (HSAS) has been developed as a foundation for a comprehensive and effective communications structure for the dissemination of information regarding the risk of terrorist attacks to all levels of government and the American people.

The Justice Department has been tasked by the President to maintain and manage the HSAS and will be responsible for the issuance of various levels as indicated.

Locally the Ocean Pines Police Department will be responsible for relaying the various HSAS levels to appropriate agencies. Any credible information of a specific threat affecting Ocean Pines, shall be relayed immediately to the General Manager, the President of the Board of Directors, as well as the Fire Chief.

a. **Condition "Green"** (Low Condition)

This condition reflects a low risk of terrorist attacks. The following conditions apply:

- Refining and exercising preplanned protective measures;
- Ensuring personnel receive training on HSAS, departmental, or agency-specific protective measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce risk.

b. **Condition “Blue”** (Guarded Condition)

This condition reflects a general risk of terrorist attack. In addition to the previously outlined protective measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information.

c. **Condition “Yellow”** (Elevated Condition)

This condition reflects a significant risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- Increasing surveillance of critical locations;
- Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of protective measures within the context of the current threat information; and
- Implementing, as appropriate, contingency and emergency response plans.

d. **Condition "Orange"** (High Condition)

This condition reflects a high risk of terrorist attacks. In addition to the previously outlined protective measures the following may be applied:

- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precaution at public events; and
- Preparing to work at an alternate site or with a dispersed workforce; and restricting access to essential personnel only.

e. **Condition "Red"** (Severe Condition)

This condition reflects a severe risk of terrorist attacks. In addition to the previously outlined protective measures, the following may be applied:

- Assigning emergency response personnel and pre-positioning specially trained teams and monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or reducing personnel to address critical emergency needs.

B. Man-Made Hazards

1. Major Power Outages

Ocean Pines historically has experienced major power outages in the past. These outages are often prompted by either increased regional demand due to prolonged excess heat or problems with underground utility lines.

In order to maintain the integrity of the overall power system the power company will make decisions to implement rolling blackouts.

- a. Concept of Operations:
 - 1.) Upon notification from the power company that a potential major power outage has occurred or may be imminent, the General Manager will be contacted.
 - 2.) The General Manager will establish contact with the power company's system operations and liaison representative to determine the extent of the situation.
 - 3.) The General Manager will relay all pertinent information to the Board of Directors. In addition, he will relay information to operational departments so they can make ready any internal operating procedures, such as the Police Department for the deployment of officers to control major traffic intersections.
 - 4.) For prolonged situations, the Emergency Operations Center may be activated in accordance with activation provisions in this plan. The Emergency Operations Center would be staffed with all appropriate departments in support of operations.
 - 5.) All Departments and Support agencies will manage responsibilities as outlined in Section VII.

2. Aircraft Disasters

For the most part, aircraft disasters are to be handled the same as any other disaster. Overall considerations are as follows:

- a. Human Factors
 - 1.) Remove the survivors and injured. Cut the seat belts, if possible, instead of unbuckling. Take photographs and record the location of the survivors and injured before removal, if possible.
 - 2.) Fatalities should not be moved unless necessary. If they have to be moved, photograph and record location in the wreckage before removal.
 - 3.) Do not disturb any part of the wreckage unless it is necessary to remove the injured. If possible, wreckage should be photographed before it is moved.

- b. An accident site is a hazardous area, therefore:
 - 1.) Do not smoke.
 - 2.) Do not touch batteries or cables since sparks can cause fire and explosion.
 - 3.) Use extreme care if in an enclosed area. Interior materials, when subjected to flame, will emit toxic gas which can be fatal.

- c. Attempt to ascertain the following prior to notification of the Maryland State Police and Federal Aviation Administration (FAA), or military authorities: (see Alerting Locator)
 - 1.) Make and model of aircraft.
 - 2.) Any identification numbers on the outside of the aircraft.
 - 3.) Name of the pilot.
 - 4.) Number of passengers and their medical condition.

- d. Provide to investigating authorities the names of any witnesses plus the names of the first officers at the scene.

- e. Military Aircraft
 - 1.) In the event of a military aircraft accident, Dover Air Force Base, (see Alerting Locator) is to be contacted as soon as possible. The Air Force will cause a local "crash team" to respond. Once they have arrived, the crash team will be responsible for the following:
 - a.) Investigation of accident.
 - b.) Care and treatment of injured.
 - c.) Identification of injured and dead.

NOTE: Of course, prior to the arrival of the crash team, on-scene personnel shall assure that the injured are cared for, the scene is secured, fires are extinguished, and property and wreckage are guarded.

- f. Non-military Aircraft
 - 1.) In the event of a non-military aircraft accident, the Maryland State Police, the Federal Aviation Administration (FAA) (see Alerting Locator), and the National Transportation Safety board (NTSB) are to be contacted immediately. These agencies will be

responsible for investigating the cause of the accident. Public Safety personnel will be responsible for:

- a.) Care of the injured.
- b.) Safeguarding of wreckage.
- c.) Identification of deceased.
- d.) Recovery of property.
- e.) Notification of next of kin.

Note: Instruments and parts of the airplane should not be moved unless absolutely necessary. The FAA or NTSB will remove this wreckage when they are finished their investigation.

3. Hazardous Materials Accidents

Hazardous materials pose a real and potentially disastrous threat to Ocean Pines, Maryland. Hazardous materials incidents may include, but are not limited to a response involving fires, spills, transportation accidents, chemical reactions, explosions, etc. Associated hazards involved may include toxicity, flammability, radiological hazards, corrosives, explosions, health hazards or any combination of these factors.

a. **Assumptions**

- 1). Hazardous material incidents can occur suddenly allowing little or no lead time to respond.
- 2). The burden of first response falls on the local jurisdiction.
- 3). Response to major hazardous materials incidents may require assistance from neighboring jurisdictions, the public and private sectors, and departments and agencies of the state and federal governments.
- 4.) Facilities subject to reporting and notification requirements outlined in Title III, Emergency Planning and Community Right to Know Act - 1986 "will provide required information to the appropriate local and state authorities". Its purpose is to encourage and support emergency planning efforts at the State and local levels and provide the public and local governments with information concerning potential chemical hazards present in their communities.

- 5.) Response and recovery operations may require State, Federal and/or private technical and financial assistance.
- 6.) Evacuation, isolation and quarantine of polluted areas may sometimes be the only means for protecting lives.

b. **Concept of Operations**

1.) General

This plan is based on the concept that emergency functions for the various groups responding to the hazardous materials accidents will generally parallel their normal day-to-day functions.

2.) Direction and Control

- a.) Upon confirmation of a hazardous materials accident the senior fire officer on the scene will act as the incident commander (IC), as specified in Section VII, "Staff Responsibilities". The Incident Commander will establish an "Incident Command Post" and, at his discretion, request representation from different departments/agencies.
- b.) The Incident Commander will exercise responsibility by closely coordinating with and utilizing the expertise of the other responsible officials at the Incident Command Post. All decisions relating to operations at the scene will be issued from the Incident Command Post.
- c.) The Emergency Operations Center (EOC) will be activated to the extent necessary and will provide support to the Incident Commander in such areas as communications, alert and warning, transportation, evacuation, shelter and additional resources. The EOC will be kept current on all of the scene actions, i.e., casualties and requests for resources.

3.) Public Information

- a.) The Incident Commander shall designate a Public Information Officer (PIO). This individual shall issue all official announcements pertaining

to the incident. This individual may either operate from a media staging area on the scene, or from the Emergency Operations Center.

- b.) Alert and Warning- At the request of the Incident Commander, the following procedures may be implemented to warn persons in the risk area.
1. Community notification over the Ocean Pines community access television station.
 2. Emergency Call up - Radio Stations
 3. Loud speakers, sirens, door-to-door notification, sign boards, and any other visual or audio method of notification.
 4. Notification of the Worcester County Director of Emergency Services for support.

c. **Radiological Response**

For accidents involving a suspected radioactive substance, the Incident Commander will contact the Worcester County Department of Emergency Services for further guidance.

d. **Hazardous Materials Response Levels**

1.) **Response Level I - Potential Emergency Condition**

- a.) An accident or threat of a hazardous material release which can be controlled by the first response agencies, and does not require evacuation other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

RESPONDERS AND POSSIBLE RESOURCES INCLUDE:

- Worcester County Fire Marshall
- Ocean Pines Volunteer Fire Department
- Ocean Pines Emergency Medical Services

- Ocean Pines Police Department
- Chemtrec

2.) **Response Level II - Limited Emergency Condition**

- a.) An incident involving a greater hazard or larger area which poses a potential threat to life or property, and which may require a limited evacuation of the surrounding area.

RESPONDERS AND POSSIBLE RESOURCES INCLUDE:

- All agencies in Level I
- Ocean Pines Public Works Department
- Worcester County Health Department
- Public Utilities
- Worcester County Director of Emergency Services.

3.) **Response Level III - Full Emergency Condition**

- a.) An incident involving a severe hazard or a large area which poses an extreme threat to life and property, and will possibly necessitate a large scale evacuation; or an incident requiring the expertise or resources of County, State, Federal, or Private agencies/organizations. **Worcester County**, working with Ocean Pines personnel, shall be responsible to notify State and Federal agencies/organizations at this level.

- All Agencies in Level I and II plus the following as needed;
- Mutual Aid Fire, Police and Emergency Medical Services
- State Emergency Management Agency
- State Department of the Environment
- State Department of Health
- Federal Environmental Protection Agency
- United States Coast Guard
- Regional Response Teams
- Activation of the County Emergency Operations Center

e. **Notification Responsibilities**

- 1.) (Refer to the Alerting List/Resource Locator for telephone numbers)
- 2.) Once a hazardous materials incident has been confirmed, and a Command Post established, the Fire/EMS Communications will make the following notifications; if not already made:
 - Ocean Pines Police Department
 - Ocean Pines Volunteer Fire Department (Hazardous Materials Response unit)
 - Ocean Pines General Manager
 - Worcester County Health Department
 - Public Utilities
 - Worcester County Director of Emergency Services.
- 4.) The Worcester County Emergency Services Director is responsible for notifying the following:
 - a.) Local Heads of Government
 - b.) State Emergency Operations Center
 - c.) Other persons or organizations necessary.
 - d.) General Public

f. **Task Assignments**

- 1.) Emergency Services - Communications
 - a.) Will make the notifications outlined in Section IX of this plan.
- 2.) Senior Fire Official on the Scene (Incident Commander)
 - a.) Coordinate all responding agencies, technical resources, and available information.
 - b.) Establish an Incident Command Post
 - c.) Isolate the area and deny entry.
 - d.) Identify the material(s) involved.
 - e.) Evaluate the hazards and risks present and conduct search and rescue.
 - f.) Coordinate and control evacuation of the affected public when conditions warrant.
 - g.) Control and confine the problem material.
 - h.) Decontaminate personnel, property and the

- general public as necessary.
- i.) Safely terminate and fully document the incident.
- j.) Identify transportation routes for hazardous materials.

3.) Police Department (senior ranking police representative)

- a.) Coordinate all police services activities and serve as the single point of law enforcement contact for the Incident Commander.
- b.) Assist in evacuating the people in the risk area, as requested.
- c.) Provide traffic control.
- d.) Activate mutual aid agreements with other law enforcement agencies, as necessary.

4.) Public Works Department

- a.) Conduct clean-up operations of non-toxic spills on public streets or property.
- b.) Assist in traffic control, road closures and traffic rerouting.
- c.) Determine impact on sewer and water systems.

5.) Fire/Emergency Medical Services

- a.) Coordinate health services with the Incident Commander.
- b.) Conduct all patient care and transportation.
- c.) Coordinate activities with the County Health Officer.
- d.) Provide medical personnel at shelters.

8.) Shelter Managers (Recreation Department and Food Services)

- a. Activate and manage shelters.

g. **Task Assignments (County and State)**

1.) County Health Officer

- a.) Coordinate with and support the Incident

- Commander.
- b.) Provide recommendations on health hazards and protective measures with the Incident Commander.
- c.) Coordinate all required emergency health services with Ocean Pines Emergency Medical Services.
- d.) Recommend a disposal site for the hazardous materials clean-up material.

2.) Department of the Environment (DOE)

- a.) Upon receipt of notification of a hazardous materials accident, the county shall notify appropriate state and federal agencies, including DOE.
- b.) The county shall coordinate with DOE and support the Incident Commander.
- c.) DOE shall provide for the legal authority for the containment, clean up and transport spill material.
- d.) DOE shall provide technical information to the Incident Commander.

h. **Task Assignments (Other)**

1.) Industry Representative

- a.) Provide information on the type and characteristics of the hazardous material(s) and recommendations on the area at risk and protective measures.
- b.) Provide technical support and resources for the containment and clean up.
- c.) Provide a 24 hour contact number.
- d.) Report releases of toxic chemicals to 911, Maryland Department of the Environment and the National Response Center.

C. **Natural Hazards**

1. Hurricanes

a. Definitions:

- 1.) A **Hurricane** is a tropical cyclone with sustained winds of 74 miles per hour or greater.

- 2.) A **Hurricane Watch** is issued by the National Weather Service when there is a threat of Hurricane-like conditions within the next 24 - 36 hours.
- 3.) A **Hurricane Warning** is issued by the National Weather Service when Hurricane conditions (winds 74 MPH or greater, or high water and rough seas) are expected in 24 hours or less.
- 4.) **Storm Surge** is an abnormal rise in sea level that occurs with a Hurricane.

b. Category of Hurricane

- 1.) Category 1
 - a.) Wind speeds 74-95 miles per hour
 - b.) Storm surge 4-5 feet above normal
- 2.) Category 2
 - a.) Wind speeds 96-110 miles per hour
 - b.) Storm surge 6-8 feet above normal
- 3.) Category 3
 - a.) Wind speeds 111-130 miles per hour.
 - b.) Storm surge 9-12 feet.
- 4.) Category 4
 - a.) Wind speeds 131-155 miles per hour.
 - b.) Storm surge 13-18 feet.
- 5.) Category 5
 - a.) Wind speeds 156 mph or greater
 - b.) Storm surge greater than 18 feet.

c. Hurricane Conditions

- 1.) Condition V - 72 hours prior to the forecast arrival of 40 miles per hour winds.
 - a.) The General Manager will call all Department Heads together for a briefing on the forecasted storm.
 - b.) A department head will be assigned to periodically monitor the storm status at the Worcester County Emergency Operations Center, and inform the General Manager. If the

storm poses any threat to Ocean Pines, tracking the storm pattern will begin.

2.) Condition IV - 48 hours prior to the forecast arrival of 40 mile per hour winds.

- a.) All Departments will have their employees on 24-hour stand-by.
- b.) All Departments will check all stand-by equipment for operational readiness (generators, radio equipment, etc.)

3.) Condition III - 36 hours prior to the forecast arrival of 40 mile per hour winds.

- a.) The Emergency Operations Center may be opened by the General Manager at the Administrative Building and staffed as necessary.
- b.) Tracking of the storm by an assigned department head will continue at the Worcester County Emergency Operations Center and a comprehensive forecast will be relayed every 6 hours as issued by the National Hurricane Center.

- 1. The decision to evacuate Ocean Pines either whole or in part will be based upon data directly obtained from the National Hurricane Center in Miami, Florida, and other factors to include probability, intensity, location, direction, expected time of arrival, and other area reports.

This decision shall be made in consultation with the Director of Emergency Services of Worcester County and the Ocean Pines Board of Directors.

4.) Condition II - 24 hours prior to the forecast arrival of 40 mile per hour winds.

- a.) All resident property owners may be requested to consider evacuation to relatives, or be directed to local shelters.
- b.) All transient population will be requested to evacuate at this time.

- 5.) Condition I - 12 hours prior to the forecast arrival of 40 mile per hour winds.
 - a.) All evacuation operations should be near completion.
 - b.) A survey may be done to assure complete evacuation.
 - c.) All non-essential Association equipment would be moved to secure sites.

- 6.) Condition Red - Experiencing 40 mile per hour winds or greater.
 - a.) All public safety personnel will be at predetermined locations on stand-by
 - b.) The Emergency Operations Center if activated) or the General Manager will keep the Maryland Emergency Management Agency, and the Worcester County Emergency Services Department updated on the storm severity within Ocean Pines.

- 7.) All Clear - storm has passed; winds below 40 miles per hour.

2. Winter Storms

During a severe snowstorm, vehicles from Public Safety Departments, other Association Departments, the military, and volunteers will fulfill the following needs:

- 1.) Public Safety Services
 - 2.) Support for other agencies, as requested.
 - 3.) Medical emergencies
 - 4.) Emergency transportation
-
- a.) Emergency Operations Center
- 1.) The Emergency Operations Center may be activated by the General Manager for severe snow accumulation.
 - 2.) The Emergency Transportation System will be coordinated through the EOC (if activated) or the General Manager.
 - 3.) The EOC (if activated) or the General Manager has the authority to allocate and position Association four-wheel drive vehicles.
 - 4.) Association four-wheel drive vehicles may be positioned

at the following locations:

1. Police Headquarters.
 2. Fire Headquarters, South Gate
 3. All Fire Department equipment will be deployed by the Fire Chief as the situations warrant.
- 5.) All other Association owned or volunteer vehicles will be deployed by the EOC (if activated) or the General Manager.
- 6.) Communications with all vehicles will be accomplished by using portable radios.

b.) Emergency Transportation System

- 1.) The Emergency Transportation System exists to provide transportation for the persons in the following priority, or as determined by the General Manager or his/her designee:
 - a.) Public Safety Personnel
 - b.) Essential Association employees
 - c.) Military personnel when requested
 - d.) Medical personnel will only be transported to their respective facility upon request of the Administrator of the medical facility.
- 2.) All requests for transportation will be channeled to the EOC (if activated) or General Manager. Requests to transport any person outside Ocean Pines must be approved by the EOC (if activated) or the General Manager. Public Safety personnel at the EOC will approve or disapprove all other requests, and, if approved determine if the transport will be done by Police, Fire, Association or Volunteer vehicles. Public Safety personnel will record the following:
 - a.) All requests for transportation, including disapprovals and the reason for the disapproval.
 - b.) Requesting persons name, telephone number, pick-up time, and destination.
 - c.) Time requested
 - d.) Vehicles assigned
 - e.) Time completed.

c.) Military Assistance

- 1.) Requests for Military assistance will be made through the County to the Maryland Emergency Management Agency. Public Safety Commanders are not to request Military assistance on their own.
- 2.) Activation of the National Guard will result in one military transport vehicle and driver responding to each fire station and Police Headquarters. The EOC will be responsible for assigning a uniformed Public Safety person with a radio in each military vehicle. Military personnel will serve as drivers only, and shall not be used for any Public Safety function. The EOC may direct a military vehicle from one area to another.

d.) Snow Removal

- 1.) In the event snowfall prevents response to an emergency call, the EOC (if activated) will be notified immediately. If the EOC is not activated, the General Manager will be notified. The EOC or General Manager will have the State Highway Administration or Department of Public Works dispatch a snow plow to the location to clear a path to the scene of the emergency.

e.) Emergency Shelters

- 1.) Upon being notified of stranded motorists in need of shelter, the EOC will endeavor to assign them to a temporary established emergency shelter.

3. Flooding Conditions

The first Public Safety personnel to arrive at the scene shall evaluate the situation and inform Communications. The Incident Commander shall respond to the scene and have the following responsibilities:

- 1.) Re-evaluate the situation and provide the Communications section with an update.
- 2.) Notify, through Communications, the Department of Public Works, if the situation is serious.
- 3.) Notify the General Manager if the situation is serious.

- 4.) Maintain contact with Communications, as necessary.
- 5.) Designate personnel to:
 - a.) Notify residents and evacuate, if necessary.
 - b.) Provide security for evacuated buildings and property.
 - c.) Maintain records on locations that sustain property damage by address or road and block number. This shall be furnished to the so that the county building inspectors may be contacted for the purpose of condemning buildings.
 - d.) Record the costs of the disaster in overtime, materials, and damage to Association property. All such damage shall be photographed. This information shall be forwarded to the General Manager.
- 7.) Provide Communications with estimates of any injured/deceased and missing individuals.
 - a.) Police and Fire Communications shall forward all necessary information from the Incident Commander to the Emergency Operations Center, if it has been activated.

4. Tornados

The Worcester County Emergency Communications Center regularly monitors and is in direct contact with the National Weather Service. The following actions should take place when Ocean Pines is placed under either a Tornado Watch or Warning:

1. Tornado Watch:

Once the Ocean Pines area is placed under a Tornado Watch the Worcester Emergency Communications Center will:

- a.) Relay the watch over the alpha pager system "weather alert paging group."
- b.) Contact the General Manager.

2. Tornado Warning:

- a.) The Emergency Communications Center will relay the warning over the alpha page system, "Weather Alert Group."
- b.) The Emergency Communications Center will conduct a radio system "All Call" to relay the

warning information to all system users as well as those monitoring the systems frequencies.

- c.) The General Manager will relay the warning information over the Comcast Cable Alert System.
- d.) If a Tornado is sighted on the ground consideration should be given to activation of the Civil Defense Mode of the fire siren system.

- 3. All Departments and Support agencies are expected to manage responsibilities, as outlined in Section VII.

XI. Evacuation

A. General

Because of damage caused during a disaster or other unusual occurrence, specific buildings in an area, or an entire area, may require evacuation. Both actual damage and potential hazards must be considered. The lack of sanitary facilities, utilities services, or other health hazards may necessitate such evacuations. In cases where an evacuation of Ocean Pines is being contemplated the Emergency Operations Center and local shelter(s) shall be activated.

B. Authorization

1.) Voluntary Evacuation

- a.) The first Public Safety personnel to arrive at the scene of an emergency shall, if necessary, inform affected people that an evacuation is necessary and offer to assist in the evacuation effort. In this instance, the Fire or Police are requesting, not ordering, an evacuation.

2.) Building and Area Evacuations

- a.) An order to evacuate a building and/or an area may only be given by the following:
 - 1.) Fire Chief
 - 2.) Fire Marshal
 - 3.) Public Works Director
 - 4.) Health Department representative
 - 5.) Police Commander

- 3.) Community-Wide Evacuation
 - a.) An order to evacuate the community may only be given by the following:
 - 1.) The Board of Directors of Ocean Pines or the President of the Board in the absence of a quorum of the Board.
 - 2.) Worcester County Commissioners.
 - 3.) Governor of the State of Maryland.

NOTE: The Incident Commander shall designate an Operations Officer to oversee all evacuation operations with Public Safety personnel. If necessary, additional personnel may be assigned to specific phases of the operation such as evacuations from buildings, transportation, temporary shelter, and records and notifications.

C. General Considerations

- 1.) Prior to issuing evacuation orders, serious consideration must be given to the following:
 - a.) The area to be evacuated - this may include the area of actual damage or any area of potential danger due to drifting gases, radiation hazard, subsequent explosion, etc.
 - b.) The appropriate number of persons to be evacuated.
 - 1.) The sick, aged, and infirm.
 - 2.) The probable period of evacuation.
 - 3.) Temporary shelter, food, and clothing.
 - 4.) Transportation, if necessary.
 - 5.) Necessary instructions to be given to the evacuees on such matters as clothing to carry, the securing of premises, etc.

NOTE:

This information will be passed on to the Emergency Operations Center. Obviously, if an evacuation must be immediate, some considerations may have to be postponed.

D. Search and Security of Evacuated Buildings

- 1.) A systematic check shall be made of all rooms and other areas to be sure that all persons have left the premises. Special attention shall be given to ensure children, the aged, the infirm, bedridden persons, or persons living alone do not remain in the buildings.
 - a.) Potential fire hazards should be eliminated; gas burners, oil burners, electrical appliances in use should be turned off.

- b.) Consideration shall be given to the necessity of shutting off utilities at main inlets. If such action is taken, service shall be restored by a utilities company representative only, i.e. electric, gas, water, etc., or by persons in charge of such premises.
- 2.) All attempts shall be made to keep an accurate record, listing the buildings searched and the identity of the search team assigned.

E. Shut-off of Utilities

- 1.) The shut-off of certain utilities may be directed by a responsible official of the Agency concerned or, in an emergency, by a Public Safety official on the basis of available information. Prior to such actions, however, concurrences should be obtained from other Agencies at the scene so that operations may not be hampered. If possible, such actions shall be coordinated by the Emergency Operations Center.
- 2.) The area involved in the shut-off may encompass several blocks or an individual building. If the affected area is large, the Incident Commander may utilize public address systems to make announcements throughout the area concerned. Cooperating radio and television stations may also be utilized in informing the public of the intended shut-off. This will be coordinated through the Public Information Officer, under direction of the General Manager.
- 3.) All residents and commercial occupants in the affected area shall be notified prior to the actual shut-off of electric, gas and water utilities and instructed to turn off appliances, extinguished pilot lights, and arrange for water rations. If utility shut-off will cause a serious health risk to a resident, the Incident Commander will be notified for proper action. Before service is resumed, residents must be notified.
- 4.) The utility company concerned shall be responsible for discontinuing service from the street if a large area is affected. If such discontinuance is necessary, care must be exercised to ensure that outlets in the affected buildings have been shut off. Similar care must be exercised when restoring service. However, representatives of the utility company concerned must be present when service is restored. When restoring service, care must be exercised that hazards are not created such as explosion from open gas jets, flooding from open water outlets, etc.
- 5.) In the event that it becomes necessary to stop utility service in large areas, notification shall be made to the Emergency Operations Center prior to the shut-off.

- 6.) Entries of the shut-off shall be maintained at the Emergency Operations Center, including:
 - a.) The type of utility shut off.
 - b.) The area affected.
 - c.) Address of building(s) affected (isolated cases).
 - d.) The name or identity of the person ordering the shut off.
 - e.) The location of the shut off point (main, valve, terminal, etc.).

F. Transportation

1.) **Land Evacuation**

- a.) Primary means of transportation for the movement of evacuees will be by privately owned and operated vehicles.
- b.) Association-owned and operated vehicles will be utilized to the maximum extent possible in locally directed evacuations to supplement private transportation.
- c.) Locally available County, State, and Federal owned and operated vehicles will provide general support in locally directed evacuations upon request by the County to the local head of the agency which controls such vehicles.

2.) **Water-borne Evacuation**

- a.) In community directed evacuations requiring water-borne transportation, privately owned and operated craft shall be utilized on a voluntary basis only.
- b.) Maryland Marine Police, or Coast Guard craft, when available and requested, will be utilized to transport evacuees in a community directed evacuation in a general support role.
- c.) Locally available commercially owned craft, when volunteered, will be utilized for emergency evacuation of refugees.

3.) **Air Evacuation**

- a.) Air evacuation should be considered as a supplement to either land or water-borne evacuations or both in their search and rescue role, and will be done with the assistance of all available aircraft.

G. Evacuation Centers

- 1.) In a community-wide evacuation the following locations will be opened for those people needing transportation.
 - a.) Ocean Pines Community Center
 - b.) Ocean Pines Country Club
 - c.) Other Ocean Pines Facilities, as needed.

H. Evacuation Sectors

- 1.) In a community-wide evacuation, Ocean Pines will be divided into two sectors with a Sector Commander responsible for all Public Safety personnel involved in the evacuation of that sector. The Sector Commander will report the progress of the evacuation to the Emergency Operations Center.
 - a.) Sector #1 – North Gate to the Route 90 Overpass.
 - b.) Sector #2 - Route 90 Overpass south, with all remaining properties.

I. Evacuation Phases (Community-Wide) (Public Announcements)

1.) **Phase I**

- a.) Ocean Pines is implementing Phase I of the Evacuation section of the Emergency Operations Plan. This includes:
 - 1.) All persons desiring to travel to Ocean Pines are asked to postpone their visits until the existing situation improves.
 - 2.) Residents in Ocean Pines and those living in known flood prone areas should secure their homes and prepare for possible evacuation.
 - 3.) Persons should secure or move all watercraft.
 - 4.) All persons are asked to tune into their Government Access Channel for further detailed information or advisories.

2. **Phase II**

- a.) Ocean Pines is now implementing Phase II of the Evacuation Section, of the Ocean Pines Emergency Operations Plan.
- 1.) All non-resident property owners, vacationers and visitors are requested to evacuate the community and if possible return to their permanent places of residence.
 - 2.) Residents and occupants of known low lying areas are requested to evacuate. They may stay with friends or relatives, at outlying commercial establishments, or at shelters that the Worcester County Department of Emergency Services has announced as open.
 - 3.) Ocean Pines has opened one or more designated facilities to serve as temporary shelters.
 - 4.) All persons should stay tuned to the Government Access Channel and local Radio and Television stations for additional information or advisories.

3. **Phase III**

- a.) Ocean Pines is now implementing Phase III of the Evacuation Section, of the Ocean Pines Emergency Operations Plan.
- 1.) The Worcester County Commissioners and/or the President of the Ocean Pines Board of Directors has declared a state of emergency.
 - 2.) All persons other than Emergency Personnel are requested to evacuate by _____.
 - 3.) All incoming traffic to Ocean Pines will be limited to emergency personnel. No other vehicles will be permitted, except as authorized by the Emergency Operations Center.
 - 4.) All persons in Ocean Pines shelters will be relocated to county shelters.
 - 5.) The Worcester County Department of Emergency Services has opened the following shelters: **(as designated at time of incident)**.

- 6.) Please stay tuned to your Government Cable Access Channel for further information or advisories.

4. **Phase IV**

- a.) Ocean Pines has implemented Phase IV of the Evacuation Section, "Emergency Operations Plan".
 - 1.) The Worcester County Commissioners and/or the Ocean Pines Board of Directors has REQUESTED a complete evacuation of Ocean Pines. All persons are to evacuate as soon as possible.
 - 2.) There is no incoming traffic allowed in Ocean Pines until further notice.
 - 3.) The Board of Directors has ordered all Association personnel to seek shelter and secure until further notice.
 - 5.) Please stay tuned to your Government Cable Access Channel and local Radio and Television Stations for further information or advisories.

I. Evacuation Routes:

Primary Evacuation Routes:

- 1.) Primary evacuation route for traffic from south Ocean Pines (south of Route 90 Overpass) will be via the Parkway to the South Gate. Traffic will then proceed south via Route 589 to Route 50, where it will be routed west on Route 50 via the westbound lanes.
- 2.) Primary evacuation route for north Ocean Pines (north of the Route 90 Overpass) will be via the Parkway to the North Gate. Traffic will then proceed south via Route 589 to route 50, where it will be routed west on Route 50 via the westbound lanes.
- 3.) Cathell Road (south Ocean Pines) and St. Martins Lane (north Ocean Pines) may be utilized as secondary access routes for residents wishing to access Route 589.
- 4.) U.S. Route 50 east bound lanes will be reserved for two-way emergency traffic only.
- 5.) No eastbound traffic except emergency vehicles will be allowed on Maryland Route 90.

NOTE:

It may be necessary to utilize Route 90 and Route 113 as an overflow. This shall be at the discretion of the Maryland State Police.

J. Traffic Control

1.) **Ocean Pines Police**

- a.) All traffic control within Ocean Pines is the responsibility of the Ocean Pines Police Department. They shall maintain standard operating procedures to conduct the same.
- b.) All mutual aid requests for additional traffic control will be subject to the approval of the Ocean Pines Chief of Police.

2.) **Maryland State Police**

- a.) All traffic control in Worcester County from the egress of Ocean Pines is the responsibility of the Maryland State Police.
- b.) Established traffic control posts will serve as information posts for evacuees.
- c.) Mobile refueling points and tow trucks will be positioned as required by the Maryland State Police.

3.) **Maryland Marine Police**

- a.) Marine embarkation and debarkation traffic control will be established by the Maryland Marine Police, or U.S. Coast Guard.
- b.) Water-borne traffic control is a joint responsibility of the Maryland Marine Police and the U.S. Coast Guard under existing regulations.
- c.) All water-borne operations will be conducted under the applicable safe boating regulations.

XII. Alert and Warning

- A.) The Alert and Warning Section of the Ocean Pines Emergency Operations Plan has been drafted to set forth actions to be taken in alerting the public to existing or potential emergencies. It is the responsibility of the Worcester County Emergency Services Director to maintain alert and warning systems and to disseminate emergency messages to the public.

B.) The following systems are in place to alert and warn the public of existing or pending hazards:

1.) Tri-County Emergency Alert System

a.) The Tri-County Emergency Alert System allows officials to interrupt television and radio broadcasting to issue emergency information to the public.

b.) This system is maintained and can be activated by the Wicomico County Emergency Management Agency. (See Alerting List)

2.) Civil Defense Alert Sirens

a.) There are 2 sirens located in Ocean Pines. These sirens are routinely used and are maintained by the Worcester County Department of Emergency Services. However, the sirens are equipped to transmit a different signal for Civil Defense alerts. This system would be utilized to alert the public to hurricanes, enemy attacks, etc.

b.) This system can be activated for public warning by the Worcester County Director of Emergency Services.

3.) Cable Television Emergency Alerting System

a.) The emergency alerting system allows officials to audibly access all cable television channels to issue emergency messages.

b.) This system is maintained by Comcast and can be activated by the President of the Ocean Pines Board of Directors, General Manager, and Comcast.

4.) Direct Contact/Radio and Television Stations

This system allows officials to contact radio and television stations by telephone to have messages placed on the air.

5.) Door-to-Door Alerting/Vehicle PA Use

Public safety personnel may go from door-to-door to alert the public to a pending or existing hazard as the situation warrants. Vehicle and portable public address systems may also be utilized, as needed, to notify residents

XIII. Damage Assessment

Determination of the extent and impact of the damage is necessary for community response and recovery operations. In addition, damage assessment is essential to support requests for State and Federal assistance. The Worcester County Development Review and Permitting Department shall be responsible for damage assessment in Ocean Pines. The Ocean Pines CPI Department shall assist the county, as requested.

Determination is also necessary as to when a safe return of the population should be conducted.

A.) Situations and Assumptions

- 1.) Immediately following any major emergency or disaster there are many situations that arise that have significant impact on the community. The following are some situations and assumptions that should be considered in the planning process:
 - a.) In addition to damage to dwellings and businesses, local government's critical infrastructure may be affected, such as; roadways, water systems, and structures.
- 2.) Business and homeowners will desire immediate access to the affected areas to begin their own damage assessments and recovery operations.
- 3.) County, State, and Federal authorities will require damage assessment figures and information within 48 hours.
- 4.) Requests for building permits should be considered, as they should increase during the recovery phase.

B.) Concept of Operations

The following system will enable Ocean Pines to organize and conduct initial assessment, and will provide the time needed to reduce existing hazards to ensure a safe re-entry to be affected

- 1.) **Phase I**
 - a.) The area will remain closed to all persons until the initial damage assessment can be made and unsafe conditions eliminated.

- b.) Damage assessment teams will be sent out to conduct drive-by surveys of all damage and unsafe conditions on the first daylight following the disaster.

2.) **Phase II**

- a.) A re-entry staging area will be set up to authorize access to the affected area.
- b.) Property owners and tenants may re-enter the affected area with identification i.e. tax bills, addresses, licenses, etc.
- c.) Damage assessment teams will begin compiling a comprehensive and detailed list of damage and dollar estimates.

3.) **Phase III**

The county, with assistance from Ocean Pines, will compile a report to be forwarded to the Maryland Emergency Management Agency. The affected area will be opened to the public.

C. **Organizational Responsibilities**

1.) General Manager (Responsibilities)

- a.) Notify the staff and other agencies when the need arises to provide the necessary damage assessment information.
- b.) Authorize adequate materials and labor necessary to complete this process in an expedient manner.
- c.) Be prepared to provide the following information:
 - 1.) Emergency funds available and any applicable restrictions.
 - 2.) The taxable base and the projected losses to the tax base due to the disaster.
- d.) Manage the Internal Emergency Operations Center during the immediate damage assessment phases, or until the center is officially closed.
- e.) Coordinate the various departments to ensure the necessary information is collected and is forwarded to the county.

- 2.) Director of Public Works (Responsibilities)
 - a.) Act as Association property damage officer.
 - b.) Provide public works advice for all aspects of Emergency Management.
 - c.) Provide dollar estimates for necessary debris clearance, traffic engineering, and protective measures. The cost of protective measures will be related to only engineering items, and not Fire and Police costs.
- 3.) Marketing/Public Relations Director (Responsibilities)
 - a.) Coordinate with all involved agencies to provide the necessary public relations assistance.
- 4.) The Director of Recreation and Parks (Responsibilities)
 - a.) Provide a list of the dollar estimate on damages, the location and an itemization of the damages to all Association parks, recreational grounds and equipment.
 - b.) If Ocean Pines shelters were activated, provide information on residents served and associated costs.
- 5.) The Police Chief (Responsibilities)
 - a.) Provide the counts of the number of people dead, injured and/or missing as a result of the disaster and update changes to these numbers with the Emergency Operations Center. Any additional overtime costs projected due to the disaster will also be provided to the General Manager.
- 6.) Clubs Manager (Responsibilities)
 - a.) In the event Ocean Pines Shelters were activated and food services were provided, prepare an accurate accounting of costs.
- 7.) The Worcester County Emergency Services Director
 - a.) Notify the American Red Cross Office when the damage assessment process begins. All efforts will be made to coordinate information with Red Cross personnel.

- 8.) The American Red Cross :
- a.) Inform the EOC of the number of people in shelters, the mass care cost and families needing housing for both short term and long term (over 30 days).

XIV. Emergency Care Facilities and Shelters

A.) Medical Facilities

1.) Medical Centers

- a.) The following is a list of the Medical Centers in the Ocean Pines area:
- 10th Street Medical Center, Ocean City
 - 63rd Street Medical Center, Ocean City
 - 75th Street Medical Center, Ocean City
 - 120th Street Medical Center, Ocean City
 - 126th Street Medical Center, Ocean City
 - 143rd Street Medical Center, Ocean City

2.) Hospitals

- a.) The primary hospital that serves the Ocean City area is Atlantic General Hospital, located on U.S. Route 113 near Berlin. This facility has 60 beds, and a 24-hour emergency room.
- b.) The primary trauma hospital for Ocean City is Peninsula Regional Medical Center in Salisbury, Maryland with approximately 370 beds and 24 hour emergency room.
- c.) Beebe Hospital in Lewes, Delaware with approximately 100 beds and 24 hour emergency room.

B.) Shelters

- 1.) In the event of an emergency requiring the evacuation of an isolated area, the following buildings will be available as emergency shelters:

PRIMARY

- 1.) Ocean Pines Community Center
- 2.) Ocean Pines Country Club
- 3.) Other Ocean Pines facilities, as needed.

- 2) If the emergency becomes a community-wide threat, or if there is a possibility of a pending disaster or emergency that would affect the entire community, the county shelters would be utilized and all provisions moved to shelters that are identified in the Worcester County Emergency Operations Plan, and as they direct them to be filled.
- 3.) Terrorist Attack Sheltering (as required by the Federal Emergency Management Agency). Resources will be coordinated by the county.
 - a.) In case of nuclear attack, Ocean City is considered a host area for the sheltering of evacuees from metropolitan areas. All persons will be sheltered in facilities identified on the National Shelters Survey Listing.
 - b.) During the increased readiness phase shelters radiation monitors will be trained and assigned to shelters. Shelters will be opened and stocked under the direction of assigned shelter managers.
 - c.) Radiological monitors will recommend shelter location and rotation to the shelter manager for minimal radiation exposure. All shelters will be visibly marked.

XV. Communications

- A.) During a community emergency, communications shall be coordinated through the Emergency Operations Center. In the event that the Worcester County Emergency Operations Center is coordinating a combined county/community emergency response, then communications shall be directed by the county.
- B.) In the event that a community emergency does not require the coordination of county, then emergency communications shall be directed by the Ocean Pines Emergency Operations Center, if activated.

XVI. Recovery:

A.) Concept of Operations:

- 1.) The Recovery Plan is broken down into three sections to recover from a catastrophic disaster. This will allow for an organized approach to the recovery.
 - a.) Immediate Recovery - This phase of recovery depending on the severity of the damage could last from the time of the event to two weeks after. This phase will include the following types of activities:

- 1.) Search and rescue operations
 - 2.) Immediate damage assessment
 - 3.) Security operations (civil peace and order)
 - 4.) Initial debris removal from roads
 - 5.) Health and welfare support (food and medical)
- b.) Short Term Recovery - This phase of the recovery again depending on the severity of the event could last from two weeks after the event to three months. This phase will include the following types of activities:
- 1.) Restoration of utilities
 - 2.) Operation of Disaster Application Centers (DACs)
 - 3.) Debris removal and disposal
 - 4.) Damage assessment for State and Federal assistance
 - 5.) Condemnation and removal of unsafe structures
- c.) Long Term Recovery - This phase of the recovery again depending on the severity of the event could last from three months after to a year or more. This phase will include the following types of activities.
- 1.) Building permits and construction licensing
 - 2.) Rebuilding

VIII. Alerting List

Phone:

- | | |
|---|-------------------|
| 1) General Manager of Ocean Pines: Tom Olson | Office:
Cell : |
| 2) OP Police Chief: David Massey | Office:
Cell : |
| 3) OP Volunteer Fire Department Chief: | Office:
Cell : |
| 4) OP Public Works Director: Kerry Nelson | Office:
Cell : |
| 5) OP Recreation/Parks Director: Mike Howell | Office:
Cell : |
| 6) OP Marketing/Public Relations Director: Kristi Connell | Office:
Cell : |
| 7) OP Clubs Manager: Pudge Ruppert | Office:
Cell : |