

EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan for the Town of Highland Beach provides a framework for use in performing emergency functions during a major emergency or disaster in the town.

This Emergency Operations Plan includes the four phases of emergency management. They are:

Prevention - those activities which eliminate or reduce the probability of an incident, also known as mitigation;

Preparedness - those activities developed to save lives and minimize damage;

Response - immediate activities which prevent loss of lives and property and provide emergency assistance; and,

Recovery - short and long term activities which return all systems to normal or improved standards.

PURPOSE OF THE PLAN

This plan is designed to describe the emergency-disaster response of the town of Highland Beach. The plan goal is to provide a means to utilize all available resources to **MITIGATE** or prevent potential emergencies or disasters whenever possible, **PREPARE** to deal efficiently with the effects of inevitable events, **RESPOND** to the needs to save lives and protect property, and promote a means to **RECOVER** rapidly from unavoidable damages.

The plan is intended to be both "generic" and "hazard specific", covering the entire range of emergency and disaster situations from age old natural disasters to the technological hazards created as a bi-product of our modern society.

The plan is a reference of emergency-disaster information and the basic source of data considered necessary to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information relative to **when** and **where** the response will be effective, and even **why** it will be done.

SITUATION

The Town of Highland Beach, located in Anne Arundel County, in the State of Maryland. The Town has an area of 44 acres, and a population that ranges from 109 year round residents (2000 census) to 250 summertime residents (estimate).

The Town is accessed on land by one roadway, Bay Highlands Drive. By water the Town is accessed via the Chesapeake Bay, Oyster Creek and Black Walnut Creek.

Mutual Aid System - The Town is serviced by the Anne Arundel County Fire Department. (<http://www.aacounty.org/fire> , 410.222.8200) Law enforcement is handled by the Anne Arundel County Police Department. (<http://www.aacounty.org/Police>, 410.222.8050) The nearest hospital is the Anne Arundel Medical Center. (<http://www.aahs.org>, 443.481.1000).

VULNERABILITY

The Town is situated along three waterways – the Chesapeake Bay, Black Walnut Creek, and Oyster Creek – that have been the cause of flooding in the past.

HAZARD ANALYSIS

FLOODS: Floods are the most probable natural cause of emergencies or disasters in the Town. Northeasters, storms and extreme high tides may cause some lowland flooding. Tropical storms and Hurricanes are more likely to be responsible for major flooding.

WINTER STORMS: Winter storms with snow, ice and freezing temperatures in various combinations, occur occasionally in Highland Beach. A potential for emergency exists when such storms also result in loss of electric power, leaving people without water and adequate heating capability. Heavy wet snows cause most power failures, however ice storms can also cause power outages.

WINDSTORMS: High winds are possible and can result in downed trees, damaged phone and power lines.

HIGH HEAT EMERGENCY: Heat emergencies occur occasionally.

DROUGHT: Drought is rarely a problem.

FIRE: Fires are always possible but have rarely occurred in the Town.

EARTHQUAKE: Earthquakes have not occurred in the Town but have the potential to cause extensive damage to buildings.

NATIONAL EMERGENCY: National emergencies, including a possible attack by foreign interests, are not likely. Since Highland Beach is dependent upon outside resources for a large percentage of food and fuel supplies, any situation which might affect this system could have a severe impact upon the town's population.

TECHNOLOGICAL HAZARDS:

Hazardous Materials are unlikely to have any effect on the Town unless they wash up on the Town's shores.

Aircraft Crashes can happen anywhere at any time. A small private plane did crash into Black Walnut Creek years ago.

CONCEPT OF OPERATIONS

General:

Operations conducted under this plan require a rapid and coordinated response. Implementation of operations must be as self-triggering as possible and not dependent upon the presence of a particular individual.

The Board of Commissioners or their designees will be responsible for the execution of the plan and for minimizing the disaster effects.

Operations:

Operation of the plan commences when the Board of Commissioners or a designated representative, determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property to a minimum. The Board of Commissioners have prepared the Town Hall to provide temporary shelter as necessary.

ORGANIZATION AND RESPONSIBILITIES

Organization:

The Board of Commissioners will perform duties as the situation demands, and shall receive reports relative to the emergency. The Board of Commissioners shall be responsible for organization, administration and operations. The Board of Commissioners shall oversee the recruitment of volunteer personnel to assist the Town for emergency management purposes.

Responsibilities:

The Town operations plan consists of this basic plan to cover emergency operations as follows:

Evacuation: Includes actions to protect the population before, during and after disasters by establishing evacuation routes and safe areas.

Communications: Includes local emergency communications to be utilized for all types of disasters.

Alert and Warning: Includes a means for receiving and disseminating warnings for disasters.

Shelter: Includes actions to protect the population before, during, and after disasters by establishing temporary shelter.

Public Works: Includes maintaining the Town's roads when a disaster threatens or occurs.

Emergency Public Information: Includes actions for providing a flow of accurate and official information and instructions to the general public through all means of communications available before, during, and after an emergency or disaster.

PLAN DEVELOPMENT

Town officials developed this Emergency Operations Plan for the Town. It is implemented with the complete knowledge of all individuals with assignments or responsibilities in the plan. Participants have agreed to perform emergency response functions to the best of their ability within the guidelines provided. It is intended that this Plan be the primary outline for emergency or disaster operations.

PLAN MAINTENANCE

The Board of Commissioners will be responsible for keeping this plan up-to-date by an annual review. This plan will be revised whenever any significant change occurs, or if there is a proposal received that will enhance the town's emergency response capability.

ADMINISTRATION AND LOGISTICS:

The Mayor and commissioners have the responsibility for assuring that the Town Hall is physically opened. The Town Hall will be opened on **DEMAND** during power outages by contacting the Mayor or any Commissioner. The Town Hall will be opened when there is the need for shelter during an emergency when there has not been a notice to evacuate the Town.

The Commissioner of Public Works shall be responsible for arranging to have debris cleared from town roads and do a damage assessment.

SHELTER

The Town Hall is available to provide temporary protection from the effects of a disaster or impending disaster, is suitable for a temporary (2 day) shelter and is equipped with power generator, AED, first aid supplies, and water.

Items to be bought to the shelter include – medicines, comfort items (pillow, blanket), toiletries and baby supplies, clothing and food requirements.

No pets or weapons.

COMMUNICATIONS

The Town will use telephones, emails and other means of communication. The Town will be aware of citizens with special needs.

ALERT AND WARNING

The Anne Arundel County has primary responsibility for the initial warning of evacuation. Notice of a recommended or ordered evacuation is accomplished by Anne Arundel County Police and Fire Department personnel using vehicle sirens and loud speakers. The Emergency Alert System and NOAA Weather Radio Alerts are also used to notify citizens or areas to be evacuated, the location of shelters and the best routes to reach shelter locations.

EVACUATION

If an evacuation is ordered by the State or County the Town Hall will not be available for shelter.

Evacuation route is west on Douglass Avenue or west on Bay Avenue , left on Walnut Avenue, right on Bay Highlands Drive to Arundel on the Bay Road.

Commissioners contact numbers:

Mayor – Bill Sanders: 410.263.1875

Public Works – Ray Langston: 410.267.6960

Government Operations – Sterling Seay: 410.267.8864

Planning and Zoning – Ben Secundy: 410.267.7732 or 301.262.5317

Finance – Linda Aikens: 410.268.0019 or 301.408.3351

Attachments:

Guide to Emergency Preparedness

Disaster Preparedness Guide

Emergency Preparedness Checklist

Crisis Checklist