

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

March 2, 2009

CALL TO PODIUM:

Skip Lanham
Emergency Management Coordinator
Police Department

RESPONSIBLE STAFF:

Chief John King
Skip Lanham, Police Department
Lynn Board, City Attorney

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Resolution of the Mayor and City Council Adopting the Metropolitan Washington Council of Governments Emergency Management Mutual Aid Operational Plan

SUPPORTING BACKGROUND:
<p>The Metropolitan Washington Council of Governments (COG) in response to the events of 9/11, Hurricane Katrina and large-scale events held in downtown Washington, DC, recognizes the need to establish Mutual Aid Agreements (MAA). These were developed and approved by COG member jurisdictions in 2005/2006. Gaithersburg approved the COG MAA in November 2005.</p> <p>The MAA calls for operational plans to be developed in the event of spontaneous incidents or large scale pre-planned events that exceed the capability of any COG jurisdictions. The next step was development of Mutual Aid Operational Plans (MAOP), which are required by the MAAs, in order to request or provide support, provide protection from additional liability, and ensure policies for fiscal issues and reimbursement were in place.</p> <p>The COG Police MAOP was finalized and approved by Chief King in November 2008. (The COG Debris Removal MAOP is currently under review by the jurisdictions.) The Emergency Management MAOP was approved by the COG Emergency Managers Committee and Attorneys Committee on December 17, 2008 and December 19, 2008, respectively, and has been submitted for approval by respective jurisdictions. The Mayor and City Council conducted a work session on February 23, 2009 and directed staff to prepare documents for approval.</p>

DESIRED OUTCOME:
Vote on Resolution

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
ADOPTING THE METROPOLITAN WASHINGTON
COUNCIL OF GOVERNMENTS EMERGENCY
MANAGEMENT MUTUAL AID OPERATION PLAN

WHEREAS, the City of Gaithersburg adopted the National Capital Region Mutual Aid Agreement in conjunction with the member jurisdictions of Council of Governments in November of 2005; and

WHEREAS, the National Capital Region Mutual Aid Agreement calls for the development of an operation plan; and

WHEREAS, the Metropolitan Washington Council of Governments has developed an Emergency Management Mutual Aid Operation Plan; and

WHEREAS, the Metropolitan Washington Council of Governments is recommending that the City Council adopt the Metropolitan Washington Council of Governments Emergency Management Mutual Aid Operations Plan; and

WHEREAS, the adoption of the plan will be in the City's best interests as it provides an operation plan in the event of spontaneous incidents or large scale pre-planned events that exceed the capability of any COG jurisdiction:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg that the Metropolitan Washington Council of Governments Emergency Management Mutual Aid Operations Plan attached hereto is hereby adopted by the Mayor and City Council.

ADOPTED by the Mayor and City Council this 2nd day of March, 2009.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 2nd day
of March, 2009.

Angel L. Jones, City Manager

DRAFT

**The Greater Metropolitan Washington Area
Emergency Management Mutual Aid Operational Plan**



**Approved by the COG Emergency Managers Committee
Metropolitan Washington
Council of Governments
December 17, 2008**

**Attorneys Committee Revisions
November 19, 2008**

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AGENCY/JURISDICTION

Alexandria City
Arlington County
Fairfax City
Fairfax County
Falls Church
Frederick County
Loudoun County
Montgomery County
Prince George's County
Prince William County
District of Columbia
Manassas Park
Manassas
Virginia
Maryland

I. PREFACE

This Emergency Management Mutual Aid Operations Plan was entered into to effectuate provisions of the National Capital Region Mutual Aid Agreement, entered into by local governments, quasi-governmental entities, and states in the Metropolitan Washington Area, and effective by its terms on December 15, 2005. The National Capital Region Mutual Aid Agreement was authorized by the Intelligence Reform and Terrorism Protection Act of 2004, Act of Dec. 17, 2004, Pub. L. 108-458, Title VII, Subtitle C, § 7302, 118 Stat. 3840, effective on enactment, as provided by § 7308 of such Act. As such it is the intention of the parties to that Agreement that any activity taken under this Operations Plan, and any action or inaction implementing or relating to such activity, is within the purview of the National Capital Region Mutual Aid Agreement, and subject to the authorities and protections of P.L. 108-458. Authority for development, execution, and utilization of this Operations Plan and actions hereunder is set forth in Section 5 of the National Capital Region Mutual Aid Agreement. It shall be the duty of each signatory jurisdiction and agency to ensure that individuals discharging functions and responsibilities on behalf of the jurisdiction or agency, whether requesting assistance under this Operations Plan or receiving and authorizing responses to such requests, have been properly delegated authority to do so by the chief operating officer or other authorized representative of the jurisdiction or agency specified in P.L. 108-458.

It is the intent of this Operations Plan to create and describe relationships and to provide general direction and guidance rather than specify the operations of responding agencies. Therefore, although all functions and responsibilities under this Operations Plan may be assigned to employees or units of multiple jurisdictions or agencies, it will remain the duty of the Incident Jurisdiction to coordinate the appropriate tasks required.

This Operations Plan does not prevent any of the parties from entering into cooperative agreements with any other entity for mutual cooperation during normal, day-to-day operations. However, mutual aid or assistance provided between or among parties to the National Capital Region Mutual Aid Agreement is presumed to be requested and provided pursuant to that Agreement unless otherwise affirmatively stated at the time of the request or the response.

It is the intent of the parties to the National Capital Region Mutual Aid Agreement and the participants to this Operations Plan that the procedures set forth in this plan and actions taken hereunder reflect the definitions, procedures, and directives of the National Incident Management System (NIMS), as it may be amended from time to time. Where definitions, procedures, or directives specified by this Plan differ from those set forth in NIMS, this Plan will govern and control.

It is the intent of the participants to this Operations Plan that this Plan is not subject to Federal or state Freedom of Information disclosure requirements, under applicable law enforcement, emergency management, and anti-terrorism exceptions.

II. DEFINITIONS

Terms used in this Operations Plan will be defined as used in common contextual English or as defined by the National Incident Management System (NIMS), except as follows:

AFFECTED JURISDICTION - The political jurisdiction in which an emergency or public service event is occurring or which is expected to occur. This jurisdiction may also be referred to as the 'incident jurisdiction.' When a request for assistance hereunder has been made the affected jurisdiction may also be referred to as the 'requesting jurisdiction.'

ASSISTING AGENCY - An agency or jurisdiction that is providing assistance to an affected jurisdiction under the authority and procedures of the National Capital Region Mutual Aid Agreement or this Operations Plan or both. An assisting agency may be referred to as a 'responding agency' or 'responding jurisdiction.'

AUTHORIZED REPRESENTATIVE OF THE FEDERAL GOVERNMENT- The term 'authorized representative of the Federal Government' means any individual or individuals designated by the President with respect to the executive branch, the Chief Justice with respect to the Federal judiciary, or the President of the Senate and Speaker of the House of Representatives with respect to Congress, or their designees, to request assistance under a mutual aid agreement for an emergency or public service event. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302.)*

CHIEF OPERATING OFFICER- The term 'chief operating officer' means the official designated by law to declare an emergency in and for the locality of that chief operating officer. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302.)*

EMERGENCY- The term 'emergency' means a major disaster or emergency declared by the President, or a state of emergency declared by the Mayor of the District of Columbia, the Governor of the State of Maryland or the Commonwealth of Virginia, or the declaration of a local emergency by the chief operating officer of a locality, or their designees, or other authorized individual(s), that triggers mutual aid under the terms of a mutual aid agreement. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302. This definition of 'emergency' differs from that utilized in the National Incident Management System (NIMS).)*

EMPLOYEE- The term 'employee' means the employees of a Party to the National Capital Region Mutual Aid Agreement, including its agents or authorized volunteers, who are committed in a mutual aid agreement to prepare for or who respond to an emergency or public service event. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302.)*

HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-5 (HSPD-5) - A Presidential directive issued on February 28, 2003, and intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

INCIDENT JURISDICTION - See Affected Jurisdiction.

INTELLIGENCE REFORM ACT - The Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302, 118 Stat. 3638, 3840, as it may be amended from time to time.

LOCALITY- The term 'locality' means a county, city, or town within the State of Maryland or the Commonwealth of Virginia and within the National Capital Region. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302. Locality as used herein differs from the NIMS definition of 'local government.'*)

MUTUAL AID AGREEMENT- The term 'mutual aid agreement' means an agreement, authorized under Section 7302 of the Intelligence Reform and Terrorism Protection Act of 2004, for the provision of police, fire, rescue, and other public safety and health or medical services to any party to the agreement during a public service event, an emergency, or pre-planned training event. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302. Differs from the NIMS definition of 'mutual aid agreement.' Prior agreements for mutual assistance in time of emergency, or other joint powers agreements entered into that are not intended to implement the Act, will not be referred to as mutual aid agreements. Rather they may be referred to as mutual assistance agreements, supplementary mutual aid agreements, or just agreements or memoranda of understanding.*

NATIONAL CAPITAL REGION OR REGION- The term 'National Capital Region' or 'Region' means the area defined under Section 2674(f) (2) of Title 10, United States Code, and those counties with a border abutting that area and any municipalities therein. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302. This definition differs geographically from the existing COG footprint derived historically from the Standard Metropolitan Area definition of the Department of Commerce, from that utilized by the National Capital Area Transportation Planning Board, or that defined by the Environmental Protection Agency for Clean Air Act compliance.*

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) - A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause,

size, or complexity. Its provisions are documented in FEMA Document 501, March 1, 2004, as it may be amended from time to time. NIMS includes utilization of the defined Incident Command System, which describes specific operational relationships in management of an incident, including designation of an Incident Commander and supporting staff structure.

NOTICE - Any communication required to be given by this Plan and made according to *Section III* of this Plan.

PARTICIPANT - Any locality, quasigovernmental agency, state, or federal entity, or any agency thereof, that has executed this Operations Plan. See SIGNATORY AGENCY.

PARTY- The term 'party' means the State of Maryland, the Commonwealth of Virginia, the District of Columbia, and any of the localities duly executing a Mutual Aid Agreement under [Section 7302 of the Intelligence Reform and Terrorism Protection Act of 2004]. (*Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302.*)

PUBLIC SERVICE EVENT- The term 'public service event'—

(A) means any undeclared emergency, incident, or situation in preparation for or response to which the Mayor of the District of Columbia, an authorized representative of the Federal Government, the Governor of the State of Maryland, the Governor of the Commonwealth of Virginia, or the chief operating officer of a locality in the National Capital Region, or their designees, requests or provides assistance under a Mutual Aid Agreement within the National Capital Region; and

(B) includes Presidential inaugurations, public gatherings, demonstrations and protests, and law enforcement, fire, rescue, emergency health and medical services, transportation, communications, public works and engineering, mass care, and other support that require human resources, equipment, facilities, or services supplemental to or greater than the requesting jurisdiction can provide. (*Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302. Differs from the NIMS definition of 'public service event.'*)

REQUESTING JURISDICTION - See Affected Jurisdiction.

RESPONDING AGENCY - See Assisting Agency.

RESPONDING JURISDICTION - See Responding Agency.

SIGNATORY AGENCY - A jurisdiction, or a governmental or quasi-governmental department or agency that has executed this Operations Plan. See PARTICIPANT.

SIGNATORY JURISDICTION - A jurisdiction that has executed the National Capital Region Mutual Aid Agreement. See PARTY.

STATE- The term 'State' means the State of Maryland, the Commonwealth of Virginia, and the District of Columbia. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302. Differs from the NIMS definition of 'state.'*)

TRAINING- The term 'training' means emergency and public service event-related exercises, testing, or other activities using equipment and personnel to simulate performance of any aspect of the giving or receiving of aid by National Capital Region jurisdictions during emergencies or public service events, such actions occurring outside actual emergency or public service event periods. *(Defined by the Intelligence Reform and Terrorism Protection Act of 2004, Pub. L. 108-458, Section 7302.)*

III. REQUESTING MUTUAL AID

A. CRITERIA AND GENERAL PROCEDURE

1. Establishment of need. In the event that an emergency or public service event shall exist and the affected jurisdiction shall have committed all or shall have foreseen the need to supplement its available resources.
2. Establishment of Procedure. The following procedure shall apply to all requests for assistance under this operations plan. The failure to comply with any aspect of this procedure for requesting assistance does not mean that a response is unauthorized but may result in the termination of assistance before the stated purpose is accomplished.
3. Designation of authorized individual(s). Each participant which is an agency, department, or entity of a party to the National Capital Region Mutual Aid Agreement shall designate an authorized individual or individuals to request assistance under this operations plan. Each participant, whether such an agency, department, or entity, shall designate an individual or individuals who may receive and authorize responses to requests for assistance. Such designation shall be in writing and will contain, insofar as possible or reasonable, both title and name of such individuals, together with contact information. This designation shall be communicated to all participants to this Operations Plan and also to the Metropolitan Washington Council of Governments (COG). COG has agreed to maintain a current listing of all authorized individuals for various operations plans so furnished and will make identification available electronically to all participants. It shall be the duty of each signatory jurisdiction and agency to ensure that individuals discharging functions and responsibilities on behalf of the jurisdiction or agency, whether requesting assistance under this Operations Plan or receiving and authorizing responses to such requests, have been properly delegated authority to do so by the chief operating officer or other authorized representative of the jurisdiction or agency specified in P.L. 108-458.”
4. Modification of designation. The designation of authorized individuals for this operations plan may be changed at any time by a participant, by following the procedure authorized under paragraph 3, above. Unless otherwise specified, the new designation will be understood to revoke any previous designations and grant full authorization to the newly designated individual(s)

to request any form of assistance under this operations plan and/or to authorize response to any request for assistance under this operations plan.

5. Communication of request. The request for assistance may be communicated in any manner including WebEOC and other electronic communications, or through oral requests confirmed in writing as soon as practicable. Such a communication may include automated requests generated due to predetermined factors which indicate the existence of an emergency or public service event, provided an authorized individual approved generating such a request under the predetermined factors.
6. Communication of response authorization. The Participant receiving the request should consider the capacity to provide the requested assistance. It should communicate to the requesting participant whether or not it is able to provide any or all of the requested assistance, the scope of the assistance which can be provided, and the estimated time availability of any such response. Response authorizations may be oral but should be confirmed in writing as soon as practicable under the circumstances.

B. FUNCTION SPECIFIC PROCEDURE

1. When the appropriate official of the affected jurisdiction determines that an emergency or public service event assistance is required, such person or his designee shall communicate this determination to the designated individual in the Participant from which assistance is requested.
 - a) An oral notice for assistance shall be made by either personal conversation or telephone call and subsequently be verified by hard-copy telecommunications messages (facsimile, e-mail, teletype, etc.) initiated by the appropriate official.
 - b) Requests for assistance shall include:
 - (i) The name and position of the official making the request;
 - (ii) The nature and location of the emergency or public service event;
 - (iii) The number of personnel requested and any specific qualifications required;

- (iv) The type(s) of equipment needed;
- (v) The mission these resources (personnel and equipment) will be expected to perform;
- (vi) Anticipated length of mission;
- (vii) The name, rank, and location of the individual to whom assisting personnel shall report; and
- (viii) The location where responding units should report (and if an advance request – the date and time of reporting).

2. The official receiving the request shall consider the capacity of the Participant to provide the requested assistance. If assistance is to be provided, the official shall promptly advise the affected jurisdiction of the number of personnel, specialized units, and equipment that will be provided.

Requesting agencies shall confirm the request for aid in any manner including WebEOC and other electronic communications, or through oral requests confirmed in writing as soon as practicable.

- 3. 4. Responding agencies shall confirm their response to a request in any manner, including WebEOC on other electronic communications, or through oral responses confirmed in writing as soon as practicable.
- 4. No Agency shall send assistance unless requested to do so.
- 5. Termination of a mutual aid request shall be conducted in the same manner as initiating one – first by oral confirmation followed by hard-copy telecommunication.

IV. IMPLEMENTATION AND DEPLOYMENT

A. USE OF PERSONNEL

- 1. Assisting employees shall be under the command and control of the designated Incident Commander or Emergency Operations Center Director (depending on request).
- 2. Whenever possible, assisting employees shall be deployed as integral units under their own supervisor. If such deployment is not possible, the assisting employees shall be deployed as members of a team with officers of the affected jurisdiction. If neither of these procedures is possible, the Incident Commander will determine the

deployment.

3. The nature of the emergency or public service event will determine how the assisting employees will be utilized. In general, the assisting employees generally should be deployed as supporting units.

B. ORDERS

1. Orders will be directed from the Incident Commander or Unified Command in accordance with the Incident Command System or from the Emergency Operations Center (EOC) Director or other authorized official of the affected jurisdiction.
2. No orders shall knowingly be issued that would require assisting personnel to commit an illegal act. Assisting employees will comply with all lawful orders issued under the authority of the Incident Commander or EOC Director. Assisting employees will not obey any order which they know would require them to commit any illegal acts. Responsibility for the justification of refusal to obey any order rests with the refusing individual.

C. GENERAL REGULATIONS

1. Release of all information related to the emergency or public service event shall be the responsibility of the affected jurisdiction by means of the Public Information Officer. Other officials or employees shall not give statements to any media representative unless authorized by the Public Information Officer.
2. Where mutual aid activities and procedures of a specific responder group are addressed in a separate Operations Plan, services of that group will be provided in conformity with its specific Operations Plan.
- 2.

V. COMMUNICATIONS

A. COMMON COMMUNICATIONS PRINCIPLES

1. The jurisdiction(s) affected by the emergency or public service event will establish a communications plan in accordance with the National Incident Management System. The plan shall include interoperable communications provisions for responders requested under the mutual aid plan.
2. All communications will be conducted utilizing plain language.
3. All agencies that have been requested to support the affected jurisdiction shall use communications channels directed by the affected jurisdiction.
4. The affected jurisdiction(s) shall provide information, on access routes, staging area, the identity of the Incident Commander, and any change in the Incident Commander or location of the Command Post, to those agencies which have been requested to respond.

VI. COMMAND AND CONTROL

A. Field Operations Command and Control

1. FIRST UNIT ON THE SCENE

Regardless of the location, nature, and extent of the emergency or public service event, the first public safety officer to arrive on the scene shall have initial command and control authority, consistent with the National Incident Management System and shall:

- a) Immediately notify his/her agency via his/her communications network, advising that he/she is on the scene of an actual or potential emergency or public service event. If the officer is outside his/her jurisdiction, he/she shall request that a public safety official be dispatched to the scene from the jurisdiction where the event is occurring;
- b) Assess the emergency or public service event, direct all subsequent arriving assistance, establish a preliminary command post, give the exact location of the preliminary command post to his/her communications network, and maintain command and control of the emergency or public service event location until relieved of command by competent authority; and
- c) Document all assisting agencies that respond, and their assigned responsibilities.

2. SINGLE JURISDICTIONAL RESPONSIBILITY

- a) The affected jurisdiction will have command and control authority. If the first responding unit is not from the affected jurisdiction, command and control authority shall be rapidly and expediently transferred to authorized personnel of the affected jurisdiction.
- b) Upon arrival of the authorized jurisdictional public safety official, the initial public safety individual shall automatically relinquish command of the emergency or public service event by:
 - 1) Advising his/her communications network of the name, title, and agency of the appropriate relieving jurisdictional public safety official; and

- 2) Apprising the affected jurisdictional public safety official of the nature and current status of the emergency or public service event, and of all actions taken prior to his/her arrival.
- c) Upon assuming command of an emergency or public service event from the initial public safety individual, the relieving jurisdictional public safety official shall:
 - 1) Assume the role of the Incident Commander; and
 - 2) Announce his/her name, title, agency designation, and command post location.
- d) In accordance with Incident Command System protocols, change of command will be accomplished by announcing the name, title, and agency designation of the oncoming Incident Commander.

- 1) Subsequent changes of command will be announced, giving the name, title, and agency designation of the oncoming Incident Commander.

- 2) Any change in Command Post location will also be announced.

3. MULTI-JURISDICTIONAL RESPONSIBILITY

- a. When a single incident occurs where jurisdictional boundaries are uncertain, two or more jurisdictions are affected, or doubt exists as to the ultimate responsibility for command, the first unit from one of the affected jurisdictions to arrive on the scene shall have command and control authority.
- b. The senior or otherwise designated official whose units were first to arrive on the scene shall assume the role of Incident Commander with ultimate responsibility and command and control authority until relieved or replaced as a result of the subsequent arrival of senior ranking officials(s) or the decisions of higher governmental authority.
- c. The Incident Commander shall lead the Incident Management Team and shall consult with team members in making decisions. In multi-jurisdictional incidents, the

senior official(s) who are on the scene from each affected jurisdiction shall be included in the Incident Management Team.

4. FINAL DETERMINATION OF INCIDENT COMMANDER AND INCIDENT MANAGEMENT TEAM

As soon as is practical after the onset of the incident, the appropriate chief public safety officials of the affected jurisdiction(s) shall confer, using the most accessible means available, and make final determination of the Incident Commander and the Incident Management Team. If issues related to command and control authority cannot be reconciled among chief public safety officials, the principal elected or appointed officials of the affected jurisdictions shall be responsible for their resolution.

B. EOC command and control

Mutual aid personnel or equipment not assigned to a specific incident will be under the control of the requesting jurisdictions Emergency Operations Center. Specific reporting instructions will be provided by the affected jurisdiction identifying reporting location and supervisor. Communication methods and protocols will be established depending upon assignment.

VII. ADDITIONAL SPECIAL ISSUES

Function planning or drafting group to add procedures or requirements specific or unique to the function, e.g., Intelligence.

VIII. AMENDMENT OR ADDITION OF PARTIES

Additional parties may become Signatory agencies in this Plan after (1) the Signatory Agency provides the information required in this Plan and (2) the Signatory Agency executes a copy of the Plan, as it may have been amended at the time of execution, gives the original executed copy to COG and sends a copy to each other Signatory agency.

This Plan may be amended with the consent of a majority of the Signatory Agencies. If any Signatory Agency elects not to agree to an amendment approved by a majority of the signatories hereto, it shall notify COG and all signatories and shall of its refusal. Its obligations and opportunities hereunder terminate thirty days after such notice.

Any Signatory Agency may withdraw from the Plan no sooner than 30 days after giving written notice to each other Signatory agency. This notice will not terminate the Plan among the other Signatory agencies.

[Each of the individuals signing this document represents that he or she is authorized to agree to the provisions and make the representations contained in this Plan, including any Appendices provided by that jurisdiction at the time of execution, and to execute it on behalf of his or her jurisdiction.]

The update to this document and its appendices will begin during the fourth year following the approval date on this document and will be completed no later than the completion of the fifth year.

IX. WITHDRAWAL OF ASSISTANCE

Whenever possible, the assisting personnel and equipment shall be withdrawn pursuant to the mutual agreement of the requesting and assisting jurisdictions. If agreement is not possible, either the requesting or assisting jurisdiction may unilaterally withdraw the assisting personnel or equipment, after notifying the other agencies of the intended action.

X. CHANGES TO THE OPERATIONAL PLAN

- A. Changes, including additions and deletions to this Operational Plan or its appendices, must be proposed in writing at a meeting of the Emergency Managers Committee of the Metropolitan Washington Council of Governments.

- B. 60-day period shall be provided for review by all signatories.
- C. Each signatory shall transmit his/her agreement or disagreement with the proposed change by the end of the 60-day review period.
- D. All signatories must agree with the proposed changes in order to implement them.

XI. SIGNATURE SECTION

**THE GREATER METROPOLITAN AREA
EMERGENCY MANAGEMENT MUTUAL AID OPERATIONAL
PLAN**

SIGNATURE SECTION

City of Alexandria

Date

Arlington County

Date

District of Columbia

Date

City of Fairfax

Date

Fairfax County

Date

City of Falls Church

Date

Frederick County

Date

Loudoun County

Date

City of Manassas

Date

City of Manassas Park

Date

Montgomery County

Date

Prince George's County

Date

Prince William County

Date

State of Maryland

Date

Commonwealth of Virginia

Date

APPENDIX A

JURISDICTIONAL MOAP ACTIVATION DESIGNEES

Alexandria Fire Department Emergency Management Coordinator
Arlington County Office of Emergency Management
City of Fairfax Fire Department
Fairfax County Office of Emergency Management
Loudoun County Fire Department
City of Manassas Police Department
City of Manassas Park Fire Department
District of Columbia Homeland Security and Emergency Management Agency
Montgomery County
Prince George's County
Prince William County Fire Department
Frederick County Emergency Management
Falls Church Police Department
Maryland Emergency Management Agency
Virginia Department of Emergency Management

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