

**TOWN OF GREENSBORO  
EMERGENCY MANAGEMENT PLAN  
BASIC PLAN**

**Purpose**

The Purpose of the Emergency Management Plan is to identify the roles and responsibilities of the various Town agencies and staff during emergencies or major disasters. This Plan describes the policies and procedures for the response and recovery phases of emergency activities.

The intent of the Plan is to maximize survival of Town residents, prevent and/or minimize injuries and preserve property and resources in the Town of Greensboro by making use of all available manpower, equipment, and other resources in the event of an emergency or disaster.

**Situation**

The Town of Greensboro was incorporated in 1826. The Town of Greensboro has a population of approximately 1,931 residents. The Town is located within Caroline County, Maryland.

The Town is vulnerable to any and all types of disasters including hurricanes, tornadoes, severe windstorms, blizzards, electrical storms and flooding. Earthquakes, forest and brush fires are also a possibility. Chemical, transportation and radiological accidents as well as major structural fires, public demonstrations and civil disturbances and enemy attack all must be seriously considered as potential disaster possibilities. In a nuclear attack, even if not the recipient of a direct hit, prevailing winds would make it necessary for the population to seek and use all available protection from radioactive fallout. The hazards posing a threat to the Town of Greensboro are also outlined in the Caroline County Hazard Mitigation Plan.

**Concept of Operation**

A. Response

1. The government of the Town of Greensboro has the primary responsibility for emergency management activities.
2. If necessary, the Mayor may declare a Local State of Emergency and implement this plan.
3. When the emergency exceeds the Town's capability, assistance will be requested from the County.
4. If the emergency is of such a magnitude that all needs cannot be met at once, operations shall be directed to protect the largest number of citizens.
5. Day-to-day functions that do not contribute to the emergency operation may be suspended for the duration of the emergency.

6. It is the responsibility of each department to provide an emergency management program that meets the needs of those who either have been or might be affected by an emergency or major disaster. (Police Dept., Maintenance Dept., Water and Sewer Dept., Town Office).

B. Recovery

1. After the emergency, there is a need to determine the extent of damage, obtain needed assistance, and restore service to critical and essential facilities.

2. The Town government has the responsibility for determining the extent of the damage and the impact of that damage on the Town. This information must be reported to the Caroline County Department of Emergency Services and they should in turn report it to MEMA.

3. Since the Town government does not have programs to provide emergency financial assistance to individuals and businesses, the Town will seek financial recovery assistance from the State.

4. Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the Town, and provide for the basic needs of the Town's citizens. Long-term recovery focuses on restoring the community to its normal, or improved state of affairs. Examples of recovery actions are shelters, restoration of government services, and reconstruction of damaged areas.

**Organizational Responsibilities**

A. General

1. All departments of the Town will have emergency functions in addition to their normal day-to-day duties, but these emergency functions usually parallel or compliment normal functions. Each department is responsible for developing and maintaining its own emergency procedures. The SOPs of each department should identify circumstances under which a successor emergency authority would become effective, and when they would be terminated.

2. Each Town department is responsible for assigning a fully empowered representative of the County Emergency Operations Center (EOC) when requested by the Director of the Caroline County Emergency Management Agency.

B. Responsibilities

1. Mayor

- a. The Mayor has the ultimate responsibility for direction and control over the Town's activities related to the emergency or disaster.
- b. The Mayor can declare a State of Emergency in the Town of Greensboro, normally with the concurrence of the other members of the Council.

2. Fire Company

The Fire Company shall inform the Mayor and Council of all actions taken, coordinate its emergency services with the Town Police and Maintenance Department.

3. Public Works and Maintenance Department

- a. Provide damage assessment.
- b. Provide equipment as needed.
- c. Conduct debris and garbage removal.
- d. Coordinate street repair and storm drain maintenance.
- e. Provide water/sewage (sanitary and storm) service.
- f. Inspect, designate, make arrangements for the demolition of hazardous structures.
- g. Drain flooded areas where possible.

4. Greensboro Police Department

- a. Maintain law and order.
- b. Control traffic.
- c. Control restricted areas.
- d. Provide warning support.
- e. Provide communication support.
- f. Provide liaison and coordination with other law enforcement groups.
- g. Provide Caroline County Department of Emergency Services support.
- h. Provide medical response support.
- i. Assist in evacuation operations.

**Direction and Control**

A. The final responsibility for emergency management rests with the Mayor and Council. The Mayor and Council are responsible for all policy decisions. During response operations, the Mayor and Council will be available to their constituents to handle non-routine policy problems.

B. The Chief of Police, Town Manager, Public Works Director, and Greensboro Fire Chief will constitute Greensboro's Emergency Management team and will have the responsibility for coordinating the entire emergency management program, with the Town Manager designated to

lead this team. The team will make all routine decisions and will advise the Mayor and Council of the courses of action available for major decisions.

C. Specific persons and agencies are responsible for fulfilling their obligations as presented in this basic plan. Department heads will retain control over their employees and equipment. Each Department will be responsible for having its own emergency SOP to be followed for the duration of response operations.

D. During large scale emergencies certain departments may come under the directions of the Caroline County Department of Emergency Services.

E. The Greensboro Town Government will continue to exercise primary direction and control until notified by the County Emergency Operations Center or State EOC that they are in control. At that time each Department will serve at the pleasure of the control authority.

### **Continuity of Operations**

#### A. Continuity of Operations Plans.

1. The Town may activate Continuity of Operations Plans (COOP) in response to a significant event impacting parts or all of Town operations, public health, safety, or welfare.

2. Each Department shall be responsible for developing a COOP that is responsive to all hazards and ensures that regardless of the event, essential functions will continue to operate, and services will continue to be provided to the public to the best extent possible. Plans will anticipate the full range of potential emergencies, from those that cause the temporary interruption of a single function, to the shutdown of the entire department requiring the suspension of all non-essential functions and/or the relocation of essential functions and or personnel to an alternative site for an extended period of time.

3. COOP may provide for the temporary suspension or modification of certain provisions of the Personnel Rules and Regulations in order to meet the needs of a department. Such provisions may include but are not limited to changes to work assignments and job duties, leave policies, and work rules. COOP may also permit more flexible work options, such as staggered work shifts and the ability to work remotely.

4. The Town Manager is authorized to issue directives to establish and implement personnel procedures that may be necessary to carry out operations under a COOP.

5. After the return to Steady State, the Mayor and Council shall review the impacts that operating under a COOP had on employee leave and compensation and may determine to award additional leave or compensation, but are not required to.

#### B. Levels of Operation.

Continuity of Operations Plans will provide operational response designed to address the following three levels. Levels of Operation are determined by the Town Manager in consultation with the Mayor and Council. If the event is public health related, the Caroline County Health Officer may also be consulted.

1. Steady State.

Steady State describes normal operations, which is governed by standard provisions of the Greensboro Employee Manual.

2. Level I – Limited Impact.

This level is marked by minimal disruption to daily operations. There may be local or State Declarations of Emergency, declared Public Health emergency, or a change in the Emergency Operations Center activation level but the event is not impacting daily Town functions, services, or work locations in an unscheduled way.

a. Employee Attendance

1. Employees are expected to report to work as usual unless ill, on approved leave, or as otherwise directed by the department head or other authorized Town official.
2. Specific employees may be declared as emergency essential/mission-critical when necessary to avoid or mitigate serious damage to public health, safety, or welfare.
3. Failure to report to work or to perform assigned duties as required may result in disciplinary action, up to and including termination from employment.
4. The department head or other authorized Town official may alter an employee's supervisor, work schedule, work location, or duties in order to meet the needs of the department, provide service to the residents of Greensboro, or to mitigate the event that is creating a hazard.
5. An employee who reports to work exhibiting symptoms of an illness should be encouraged to return home on the employee's own leave. The Town Manager may consider administrative leave, when necessary and appropriate.

b. Employee Absence

1. An employee who is absent due to the employee's own illness, or to care for a sick member of the employee's immediate family may use accrued sick, vacation, or personal leave.

2. An employee who stays home because the employee's child's school or daycare provider is closed may use accrued vacation or personal leave.
3. An employee who must be absent for the foregoing reasons and who does not have accrued leave or has run out of accrued leave during the period of absence will be placed on leave without pay for the part of the absence uncovered by paid leave.
4. Employees are required to provide medical certification upon their return to work for any absence of five (5) or more consecutive days of sick and safe leave.

3. Level II – Partial Impact.

This level is marked by significant disruption to at least one but not all Town functions or services. One or more Town departments may require alternative work locations or assignments. There may be local or State Declarations of Emergency, declared Public Health emergency, or a change in the Emergency Operations Center activation level.

a. Employee Attendance

1. Employees are expected to report to work as usual unless ill, on approved leave, or as otherwise directed by the department head or other authorized Town official.
2. Specific employees may be declared as emergency essential/mission-critical when necessary to avoid or mitigate serious damage to public health, safety, or welfare.
3. Failure to report to work or to perform assigned duties as required may result in disciplinary action, up to and including termination from employment.
4. The department head or other authorized Town official may alter an employee's supervisor, work schedule, work location, or duties in order to meet the needs of the department, provide service to the residents of the Town, or to mitigate the event that is creating a hazard.
5. Eligible employees may be allowed to telework, provided that work-tracking is satisfactory to the department head under whose supervision the employee is working.
6. An employee who reports to work exhibiting symptoms of an illness should be encouraged to return home on the employee's own leave. The Town Manager may consider administrative leave, when necessary and appropriate.

b. Employee Absence

1. An employee who is absent due to the employee's own illness, or to care for a sick member of the employee's immediate family may use accrued sick and safe, vacation, or personal leave.
2. An employee who stays home because the employee's child's school or daycare provider is closed may use accrued vacation or personal leave.
3. An employee who must be absent from work due to the employee's own illness, or to care for a sick member of the employee's immediate and who does not have accrued leave or has run out of accrued leave during the period of absence may be placed on leave without pay for the part of the absence covered by paid leave. In lieu of leave without pay, an employee who has exhausted all other forms of paid leave may request advanced sick leave. The Town Manager may authorize advanced sick leave in the Town Manager's discretion.
4. If an employee is absent for illness directly related to a public health event, the employee may return to work after the period set by the Caroline County Director of Emergency Services, in consultation with the Health Officer and County Human Resources Director. The employee may be allowed to return without providing medical documentation. The period will be set based on the specific public health criteria present during the activation of a COOP Plan.

4. Level III – Full Impact.

This level is marked by a disruption in most or all Town functions and services. Most or all Town departments may require alternative work locations or assignments. There will be local or state Declarations of Emergency, declared Public Health emergency, or a change in the Emergency Operations Center activation level.

a. Employee Attendance

1. All employees who have been declared emergency essential/mission-critical are required to report for work unless on sick leave or other form of approved leave.
2. Specific employees may be declared as emergency essential/mission-critical when necessary to avoid or mitigate serious damage to public health, safety, or welfare.
3. An hourly employee working under a department designated at Level III shall receive a pay differential equal to 25% of the employee's base pay.

4. Failure of an emergency essential/mission-critical employee to report to work or to perform assigned duties as required may result in disciplinary action, up to and including termination from employment.
5. The department head or other authorized Town official may alter an employee's supervisor, work schedule, work location, or duties in order to meet the needs of the department, provide service to the residents of the Town, or to mitigate the event that is creating a hazard.
6. Emergency essential/mission-critical employees may be allowed or required to telework, provided that work-tracking is satisfactory to the department head under whose supervision the employee is working.
7. During a public health event, if authorized by the Town Manager or the Mayor, emergency essential/mission-critical employees may be screened for illness prior to their entry to the workplace. Employees who meet certain criteria established by the County Director of Emergency Services, in consultation with the County Health Officer and based upon guidance issued by the Maryland Department of Health or Centers for Disease Control, will be sent home. In such situations, the employee should be encouraged to utilize the employee's own leave. The Town Manager may consider administrative leave, when necessary and appropriate.

b. Employee Absence

1. All employees not declared emergency essential/mission-critical will be placed on paid administrative leave and will be required to stay home during the time that their department is at Level III.
2. An emergency essential/mission-critical employee who is absent due to the employee's own illness, or to care for a sick member of the employee's immediate family may use accrued sick and safe, vacation, personal, leave without pay, or advanced sick leave.
3. If an employee is absent for illness directly related to a public health event, the employee may return to work after the period set by the County Director of Emergency Services, in consultation with the County Health Officer and County Human Resources Director. The employee may be allowed to return without providing medical documentation. The period will be set based on the specific public health criteria present during the activation of a COOP Plan.

**Administration and Logistics**

A. Financial Administration.



1. Expenditures necessitated by emergencies will first be made by the use of funds regularly appropriated to local departments. If the Mayor and Council find these funds are inadequate to cope with a particular emergency, the Mayor and Council may make contingency funds available, as authorized in the budget.

2. All Town Departments participating in response and recovery operations shall maintain records of time, supplies, and other resources expended in an emergency. Town Departments will forward costs to the CCEMA upon request.

3. If private property is used by the Town under a declared State of Emergency, the owner shall be compensated for its use and for any damage.

B. Reports and Records.

1. Records of expenditures and obligations in emergency operations must be maintained by each Department, employing its own bookkeeping procedures. These records should be kept for a period of not less than three years.

C. Agreements and Understandings

1. Should Town resources prove to be inadequate during an emergency, or in the planning stage of a threatened emergency, such as a predicted hurricane strike, requests will be made for assistance from other jurisdictions, in accordance with existing mutual aid agreements or understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

D. Administrative Policies

1. All emergency assistance shall be provided without discrimination on the grounds of race, religion, sex, color, age, economic status, or national origin.

2. All emergency operations shall be conducted utilizing all practical means to protect the environment.

E. Logistics

1. The Town shall develop and maintain resource information on the supplies, equipment, facilities, and skilled personnel available for emergency response and recovery.

F. Use of Town Employees During Emergencies

1. The head of any department may assign any employee to perform related work even though the assigned duties are not precisely within the scope of the usual employment.

2. The Department head may assign any employee to perform emergency work at any place in the Town and for periods of time other than the usual employment time.

3. Employees assigned to emergency duties shall be reimbursed for reasonable and necessary expenses and shall receive appropriate overtime or compensatory time in accordance with State Laws and regulations.

G. Donations and Volunteers.

1. When the occasion demands, the Mayor can appoint a person or agency to organize, manage, coordinate and channel the donations and services of individual citizens and volunteer groups during emergency situations.

H. Plan Development and Maintenance

1. The Mayor and Council have the overall responsibility for emergency planning.

2. All Departments will be responsible for the development and maintenance of their respective segments of the plan.

3. The Mayor and Council will be responsible for an annual review of this plan, and require that each Department Head reviews their plan on an annual basis.

I. Important Definitions

1. **DISASTERS** - Any hurricane, tornado, storm, flood, high water, wind-driven water, snowstorm, drought, fire, explosion, or other catastrophe which results in severe or widespread damage to property, hardship, suffering or possible loss of life.

2. **EMERGENCY** – Any disaster which requires emergency government assistance to save lives, to protect property, public health and safety, or to avert or lessen the threat of a major disaster.