

City of Alexandria, Virginia

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4-22-03

MEMORANDUM

DATE: APRIL 16, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: MEMORANDUM OF UNDERSTANDING FOR DEVELOPMENT AND MAINTENANCE OF A REGIONAL EMERGENCY COORDINATION PLAN (RECP) FOR THE NATIONAL CAPITAL REGION AND FOR UTILIZATION OF THE REGIONAL INCIDENT COMMUNICATION AND COORDINATION SYSTEM (RICCS)

ISSUE: Council authorization for the Mayor to sign on behalf of the City Council the Memorandum of Understanding (MOU) which has been developed by the Washington Metropolitan Council of Governments (COG) to improve the region's ability to respond to significant emergency events which have impacts across municipal boundaries.

RECOMMENDATION: That City Council authorize the Mayor to sign the Memorandum of Understanding on behalf of the City.

DISCUSSION: Since September 11, 2001, through the Council of Governments, the region's municipalities have been working to improve the responsiveness of the region's resources to potential emergencies not envisioned previously. This included a critique of the actions in the region following the attack at the Pentagon and the anthrax events that followed, and identification of scenarios requiring a regional emergency response.

The effort at COG was led by the Task Force on Homeland Security and Emergency Preparedness for the National Capital Region. In addition to the local governments, the business community, hospitals, utilities and the waste disposal industry are examples of the community representation sought in creating the Regional Emergency Coordination Plan (RECP) and the MOU.

The primary purpose of the RECP is to facilitate coordination of communication and resources in the region in the event there is another regional emergency event such as the anthrax events or the September 11 terrorism incident at the Pentagon. The RECP does not supercede any municipality's authority when an event takes place in its jurisdiction. The agreement is part of a regional effort to facilitate coordination of services which would be required beyond the initial response to an emergency event within the jurisdiction.

The Regional Incident Communication and Coordination System (RICCS) is a communications tool which will enable communication on a regional basis for coordination and/or decisions that are appropriate to be made because of their regional implications, (e.g., school closures during regional weather events).

Significant outreach to the federal government has been part of the effort of the Task Force in an effort to improve coordination between federal and local agencies

The COG Board of Directors approved the RECP and the MOU at its September 11, 2002, meeting and on January 8, 2003, reiterated its support for the RECP and urged members to take appropriate action to enable member endorsement and signature of the MOU.

ATTACHMENTS:

Attachment 1. January 17, 2003, letter from Mary K. Hill, Chair, COG Board of Directors

Attachment 2. Memorandum of Understanding

STAFF:

Art Dahlberg, Director, Code Enforcement



Local governments working together for a better metropolitan region

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CITY MANAGER'S OFFICE
ALEXANDRIA, VA

District of Columbia January 17, 2003

- Bowie
- College Park
- Frederick County
- Gaithersburg
- Greenbelt
- Montgomery County
- Prince George's County
- Rockville
- Takoma Park
- Alexandria
- Arlington County
- Fairfax
- Fairfax County
- Falls Church
- Loudoun County
- Manassas
- Prince William County

Honorable Kerry J. Donley
 Mayor
 City of Alexandria
 301 King Street, Suite 2300
 Alexandria, VA 22314

Dear Mayor Donley:

The Metropolitan Washington Council of Governments (COG) Board of Directors unanimously adopted Resolution R32-02 on September 11, 2002. The Board action approved the Regional Emergency Coordination Plan (RECP) and authorized its dissemination. The Board action also approved a Memorandum of Understanding (MOU) for the implementation of the RECP.

Following the Board action, the RECP and MOU were transmitted to COG's member local governments with a request that local governments endorse the RECP and MOU so that local governments are authorized to become signatories to the MOU. The Board also asked that the RECP be integrated into appropriate local and state emergency plans.

At its January 8, 2003 meeting, the Board reiterated its support for the RECP and directed COG staff to specifically request that each COG member local government take appropriate action to authorize the approval of the RECP and local government endorsement and signature of the MOU. A copy of the MOU is enclosed. Once approved by your jurisdiction, COG staff will arrange to secure an additional original signature on the formal MOU.

Lee Ruck, COG's General Counsel, will follow up to assist you in this action or answer any questions you may have on the RECP and MOU. If you wish to contact Mr. Ruck directly, he may be reached at 202-962-3733 or lruck@mwkog.org. You may also contact David J. Robertson, COG's Interim Executive Director at 202-962-3260 or drobertson@mwkog.org.

Sincerely,

Mary K. Hill
 Chair, Board of Directors

cc: Phil Sunderland ✓
 City Manager

Enclosure

Memorandum of Understanding (MOU) for Development and Maintenance of a Regional Emergency Coordination Plan (RECP) for the National Capital Region and for Utilization of the Regional Incident Communication and Coordination System (RICCS)

September 11, 2002

WHEREAS, in response to the terrorist acts of September 11, 2001, the COG Board of Directors ("COG Board") convened a Task Force on Homeland Security and Emergency Preparedness for the National Capital Region ("Task Force"), consisting of representatives from the local, state, federal governments, public sector agencies, and private and non-profit sector stakeholders; and

WHEREAS, federal, state and local governments and other public and private sector stakeholders agree that the region must have a coordinated homeland defense and security program with the capacity to respond with dispatch to the full spectrum of regional emergencies, including natural disasters, human-induced hazards, and terrorism; and

WHEREAS, on April 10, 2002, the COG Board approved the Task Force's Regional Emergency Coordination Plan Framework as the interim Regional Emergency Coordination Plan, and committed to adopt the full Regional Emergency Coordination Plan by September 2002; and

WHEREAS, the Regional Emergency Coordination Plan must be a living and evolving document, that will be strengthened and enhanced over time as it is exercised and tested; and

NOW THEREFORE, the signatory parties to this Memorandum of Understanding (MOU) hereby agree to the following:

1. To use the Regional Emergency Coordination Plan agreed to by the COG Board of Directors on September 11, 2002, in the event of a regional emergency.
2. To appoint representative(s) to participate in the emergency support work groups of the Regional Emergency Coordination Plan under the auspices of the COG Task Force on Homeland Security and Emergency Preparedness for the National Capital Region (Task Force) or successor organization. The appointees to the Task Force work groups shall be senior individuals having policy or technical knowledge required for further plan development.

3. To cooperatively maintain, through the Task Force (or successor organization) and its work groups, a comprehensive Regional Emergency Coordination Plan, and update supporting annexes as required for implementing the Plan.
4. To incorporate the Regional Incident Communication and Coordination System (RICCS) into agency/organization emergency response procedures to facilitate communication and coordination of the region's response to regional emergencies.
5. To cooperatively participate in exercises and drills to test and validate the Plan on a regular basis.
6. This MOU may be modified at any time with the written consent of authorized representatives of each signatory organization. Any signatory organization to this MOU may withdraw from it by providing COG a seven-day written notice of such action.
7. The MOU may be executed in duplicate or separate originals. It shall become effective immediately when it is executed by at least two participating jurisdictions each in Maryland and Virginia, and by the District of Columbia.

AGREED:

Supporting Parties

The undersigned parties hereby commit to undertake the required support for the development, maintenance, and utilization of the Metropolitan Washington Regional Emergency Coordination Plan:

DISTRICT OF COLUMBIA

COMMONWEALTH OF VIRGINIA

By: Anthony A. Williams, Mayor

By: Mark R. Warner, Governor

STATE OF MARYLAND

METROPOLITAN WASHINGTON
COUNCIL OF GOVERNMENTS

By: Robert L. Ehrlich, Jr., Governor

Mary K. Hill, Chair

IMPLEMENTING PARTIES

The undersigned parties hereby commit to undertake the required actions for implementation, development, maintenance, and utilization of the Metropolitan Washington Regional Emergency Coordination Plan:

CITY OF ALEXANDRIA

ARLINGTON COUNTY

By: Kerry J. Donley, Mayor

By: Paul Ferguson, Chair

CITY OF BOWIE

CITY OF COLLEGE PARK

By: G. Frederick Robinson, Mayor

By: Stephen A. Brayman, Mayor

DISTRICT OF COLUMBIA

CITY OF FAIRFAX

By: Anthony A. Williams, Mayor

By: Robert F. Lederer, Mayor

FAIRFAX COUNTY

CITY OF FALLS CHURCH

By: Katherine K. Hanley, Chair

By: Daniel E. Gardner, Mayor

FREDERICK COUNTY

CITY OF GAITHERSBURG

By: John L. Thompson, Jr., President

By: Sidney A. Katz, Mayor

CITY OF GREENBELT

By: Judith F. Davis, Mayor

CITY OF MANASSAS

By: Marvin Gillum, Mayor

PRINCE GEORGE'S COUNTY

By: Jack Johnson, Co. Executive

CITY OF ROCKVILLE

By: Larry Giammo, Mayor

LOUDOUN COUNTY

By: Scott K. York, Chair

MONTGOMERY COUNTY

By: Douglas M. Duncan, Co. Executive

PRINCE WILLIAM COUNTY

By: Sean T. Connaughton, Chair

CITY OF TAKOMA PARK

By: Kathryn H. Porter, Mayor

ENDORISING PARTIES

The undersigned parties hereby endorse the goals, strategies, and tactics of the Metropolitan Washington Regional Emergency Coordination Plan and commit to render such assistance in the planning, development, and implementation of the Plan as may, from time to time, be required:

United States Government

DEPARTMENT OF AGRICULTURE

By: _____

Title: _____

DEPARTMENT OF COMMERCE

By: _____

Title: _____

NATIONAL OCEANOGRAPHIC AND ATMOSPHERIC ADMINISTRATION

By: _____

Title: _____

DEPARTMENT OF DEFENSE

By: _____

Title: _____

ANDREWS AFB FIRE DEPARTMENT

By: _____

Title: _____

CORPS OF ENGINEERS

By: _____

Title: _____

FT. BELVOIR FIRE DEPARTMENT

By: _____

Title: _____

FT. MYER FIRE DEPARTMENT

By: _____

Title: _____

MILITARY DISTRICT OF WASHINGTON

By: _____

Title: _____

DEPARTMENT OF ENERGY

By: _____

Title: _____

DEPARTMENT OF HEALTH AND HUMAN SERVICES

By: _____

Title: _____

NATIONAL INSTITUTES OF HEALTH

By: _____

Title: _____

CENTERS FOR DISEASE CONTROL AND PREVENTION

By: _____

Title: _____

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

By: _____

Title: _____

DEPARTMENT OF INTERIOR

By: _____

Title: _____

NATIONAL PARK SERVICE

By: _____

Title: _____

DEPARTMENT OF JUSTICE

By: _____

Title: _____

DRUG ENFORCEMENT ADMINISTRATION – Washington Field Office

By: _____

Title: _____

FEDERAL BUREAU OF INVESTIGATION – Washington Field Office

By: _____

Title: _____

U.S. MARSHALLS SERVICE

By: _____

Title: _____

DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION

By: _____

Title: _____

GENERAL SERVICES ADMINISTRATION

By: _____

Title: _____

OFFICE OF HOMELAND SECURITY

By: _____

Title: _____

OFFICE OF PERSONNEL MANAGEMENT

By: _____

Title: _____

UNITED STATES ARCHITECT OF THE CAPITOL

By: _____

Title: _____

UNITED STATES CAPITOL POLICE

By: _____

Title: _____

UNITED STATES SUPREME COURT

By: _____

Title: _____

State Agencies

DIDTRICT OF COLUMBIA DEPARTMENT OF HEALTH

By: _____

Title: _____

DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

DISTRICT OF COLUMBIA EMERGENCY MANAGEMENT AGENCY

By: _____

Title: _____

DISTRICT OF COLUMBIA METROPOLITAN POLICE DEPARTMENT

By: _____

Title: _____

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

By: _____

Title: _____

MARYLAND DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

MARYLAND EMERGENCY MANAGEMENT ADMINISTRATION

By: _____

Title: _____

MARYLAND STATE POLICE

By: _____

Title: _____

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

By: _____

Title: _____

VIRGINIA DEPARTMENT OF HEALTH

By: _____

Title: _____

VIRGINIA DEPARTMENT OF TRANSPORTATION

By: _____

Title: _____

VIRGINIA STATE POLICE

By: _____

Title: _____

Regional Entities/Authorities

ALEXANDRIA SANITATION AUTHORITY

By: _____

Title: _____

DISTRICT OF COLUMBIA WATER AND SEWER AUTHORITY

By: _____

Title: _____

FAIRFAX COUNTY WATER AUTHORITY

By: _____

Title: _____

LOUDOUN COUNTY SANITATION AUTHORITY

By: _____

Title: _____

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

By: _____

Title: _____

PRINCE WILLIAM SERVICE AUTHORITY

By: _____

Title: _____

TRANSPORTATION PLANNING BOARD

By: _____

Title: _____

UPPER OCCOQUAN SEWAGE AUTHORITY

By: _____

Title: _____

VIRGINIA-AMERICAN WATER COMPANY

By: _____

Title: _____

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

By: _____

Title: _____

WASHINGTON SUBURBAN SANITARY COMMISSION

By: _____

Title: _____

Private/Nonprofit Sectors

AAA/REPUBLIC

By: _____

Title: _____

AMERICAN RED CROSS – Washington Metropolitan Area Consortium

By: _____

Title: _____

AMTRAK

By: _____

Title: _____

BROWNING FERRIS

By: _____

Title: _____

CSX TRANSPORTATION

By: _____

Title: _____

DOMINION VIRGINIA POWER

By: _____

Title: _____

GREATER WASHINGTON BOARD OF TRADE

By: _____

Title: _____

NORFOLK SOUTHERN

By: _____

Title: _____

POTPMAC ELECTRIC POWER COMPANY

By: _____

Title: _____

SALVATION ARMY

By: _____

Title: _____

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER – DC

By: _____

Title: _____

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER – MD

By: _____

Title: _____

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER – VA

By: _____

Title: _____

WASHINGTON GAS

By: _____

Title: _____

WASTE MANAGEMENT, INC.

By: _____

Title: _____