

The seal of Lycoming County, Pennsylvania, is a circular emblem. It features a central shield with a ship on a river, flanked by two figures. The shield is set against a background of a landscape with trees and a sun. The words "COUNTY OF LYCOMING" are written in a circular path around the top, and "PENNSYLVANIA" is written around the bottom. Two small circles are positioned on the left and right sides of the seal.

**Lycoming County  
Emergency Operations Plan**

**FEBRUARY 2020**

***Basic Plan***

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## **FOREWORD**

The Lycoming County Emergency Operations Plan (EOP) outlines how the County Government complies with and implements the requirement of the Pennsylvania Emergency Management Services Code to protect the lives and property of the citizens of the county. The county EOP serves as a bridge between the Local Municipal Emergency Operations Plan and the Pennsylvania State Emergency Operations Plan (SEOP).

## EXECUTIVE SUMMARY

**General:** This plan prescribes emergency response procedures for Lycoming County, while it reflects the structure of emergency management throughout the Commonwealth of Pennsylvania and the nation. This plan serves as an emergency management link between local municipalities and state government while incorporating the federal organizational concepts of the National Response Framework (NRF.)

All emergency response activities within the county will utilize the National Incident Management System (NIMS). This includes prescribed incident command structures that will be used by local emergency responders at the scene of emergencies, and at the county Emergency Operations Center (EOC).

This plan employs a functional, all-hazards approach that manages the assistance that the county is likely to need or provide by defining fifteen (15) Emergency Support Functions (ESFs). These functions are basically the same as those at the state and federal levels.

**Organization:** The plan is divided into four sections, all published separately. This allows users to separate those portions that may contain personal information (the items in Sections III and IV) or information that may need to be kept confidential.

### Section I contains:

- The *Basic Plan* which describes procedures and principles for organizing emergency response throughout the county. It contains overarching structures and assigns responsibilities to various organizations in the county.
- A listing of Related Supporting Plans that;
  - depend on this plan for assignment of responsibilities and operational principles and may supplement this plan during specific emergencies,
  - because of regulatory requirements or the specific nature of the hazards they address, should stand alone,
  - are published separately, and incorporated into this plan by reference,
  - In some cases contain personal or sensitive information and are exempted from the provision of the Right-to-Know Law, and from release to the general public.
- Appendices that provide additional information (definitions, explanation of terms, maps, etc.) that will be helpful during emergency response.

**Section II contains:** *ESF Annexes* that describe the fifteen emergency support functions and how they will be accomplished.

**Section III contains:**

- *Functional Checklists* that provide suggested tasks for each of the principal positions in the county EOC.
- *Blank Forms* that will be needed for the operation of the County EOC, and for reporting damages and other operational data to state government.

**Section IV contains:** *Notification and Resource Manual* (NARM) that contains a listing of those resources, facilities, personnel, equipment and supplies that are available to the county, along with contact information that will be needed to procure that resource for use during an emergency. It also contains the names of persons and facilities that require special notifications.

**SUMMARY OF CHANGES**

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)

**CERTIFICATION OF BIENNIAL REVIEW**

This Emergency Operations Plan has been reviewed by the Lycoming County Emergency Management Agency.

Date	Signature

PROMULGATION

This plan is promulgated as the Lycoming County Emergency Operations Plan. This plan is designed to comply with all applicable state and county laws and regulations and provides the policies and procedures to be followed in dealing with emergencies, disasters and terrorism events.

This plan supersedes all previous plans:

Promulgated this 11<sup>th</sup> day of February, 2020

County of Lycoming

ATTEST:

Scott L. Metzger  
Scott L. Metzger, Chairman

Matthew A. McDermott  
Matthew A. McDermott, Chief Clerk

Tony R. Mussare  
Tony R. Mussare, Vice Chairman



Richard Mirabito  
Richard Mirabito, Secretary

Kelle B. Robinson  
Kelle B. Robinson, Emergency Management Coordinator

## BASIC EMERGENCY OPERATIONS PLAN

### I. PURPOSE and SCOPE

- A. Purpose:** This plan is to prescribe those activities to be taken by County government and officials to coordinate emergency response activities, provide support to their citizens, and interface with the private sector, political subdivisions and the Commonwealth government for the purpose of protecting lives and property in the event of a natural or human-caused event or disaster. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code. This plan is designed as an “All-Hazards” plan. Its organization into Emergency Support Functions allows it to be used for disasters and emergencies of all types.
- B. Scope:** The plan will apply to all emergencies that require county-level response and occur within the geographic boundaries of the County, and to the use of county emergency response assets for response to emergencies in other counties and jurisdictions. The plan is applicable to all assets of county government and supporting emergency response organizations within the county.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. **County Location and Description:** Lycoming County is located in the north-central portion of Pennsylvania and encompasses a land area of 1,246 square miles. The largest of Pennsylvania’s 67 counties, Lycoming County is equivalent in size to the state of Rhode Island. According to the 2010 Census of the United States, the population of the county is 116,111.

Williamsport, the county seat, is located in the south-central portion of the county. Lycoming County is divided into 52 municipalities (1 city, 9 boroughs, and 42 townships).

Approximately 951 square miles (77 percent) of the county is forest, 148 square miles (12 percent) is agriculture, 99 square miles (8 percent) is considered rural and 37 square miles (3 percent) is considered urban. Over 2,200 miles of streams cover the county, with the West Branch of the Susquehanna River spanning 38 miles. There are 768 miles of state and federal highways, including I-180, US 220, and US 15. There are 1,185 miles of secondary and municipal roads in the county.

2. **County Capabilities and Resources:**
  - a. The County 9-1-1 Center serves as an emergency communications hub for the entire county.

- b. This plan contains a Notification and Resource Manual (NARM) which lists resources available from county, local municipal and private assets.
  - c. Mutual Aid and Support: The County is a member of the North Central Regional Task Force. The county also has numerous mutual aid agreements with surrounding counties.
3. County Hazard Vulnerability: The County is subject to a variety of hazards. According to the county Hazard Vulnerability Analysis (HVA) contained in the County Hazard Mitigation Plan, the most likely and damaging of these are:
- a. Floods, Flash Floods, & Ice Jams
  - b. Winter Storms (including snow & ice storms)
  - c. Tornadoes & Wind Storms
  - d. Thunderstorms & Hail
  - e. Droughts & Water Supply Deficiencies
  - f. Traffic Accidents
  - g. Power Outages
  - h. Terrorism
  - i. Fixed Nuclear Facility Incidents
  - j. Natural Gas Releases

**B. Assumptions:**

1. A major disaster, emergency or terrorism event may cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the regional economic, physical, and social infrastructures.
2. The extent of casualties and damage will depend on factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of cascading events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
3. A major disaster or emergency will overwhelm the capabilities of the local municipal governments along with their emergency response agencies.
4. The county will coordinate and support the activities of multiple political subdivisions in accordance with the provisions of the Pennsylvania Emergency Management Services Code. The County Emergency Management Agency may need to respond on short notice to provide timely and effective assistance.
5. Using the tiered response system, resources and capabilities of the regional task force may be requested by the county to provide additional coordination and support, in accordance with The Counterterrorism Planning, Preparedness and Response Act of 2002.
6. Upon a determination that resource requests exceed or may exceed locally available resources, the county will request assistance from the regional task force or the Pennsylvania Emergency Management Agency (PEMA).

7. The occurrence of a major disaster or emergency may result in the declaration of a disaster emergency by the Governor. Depending upon the severity of the event, the Governor may request a Declaration of Emergency or Major Disaster from the President, or a declaration of Economic Emergency from the administrator of the Small Business Administration.
8. The Pennsylvania Intrastate Mutual Aid System (PIMAS) will make aid available to the county and all of its political subdivisions that have not opted out of the system. PIMAS will be utilized in response to emergencies and disasters that require actions beyond the capacity of the local municipality or the county in which the incident occurs.

### **III. CONCEPT OF OPERATIONS**

#### **A. General:**

1. NIMS: All emergency response within the county will follow the National Incident Management System (NIMS) that has been specified by the U.S. Department of Homeland Security. This includes:
  - a. The designation of an Incident Commander, and, if necessary, an Incident Management structure;
  - b. The use of resource definitions specified by NIMS; and
  - c. Communication and planning protocols used in NIMS.
2. Phasing: All disasters start at the local level. Response will start there as well, and will escalate with the scope of the incident.
  - a. Initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by county 9-1-1.
  - b. If it appears that the incident will grow beyond the capabilities of the locality, or if more than one local municipality will be involved in response, the county EMA will assist with coordination of the efforts.
  - c. If local resources become overwhelmed, the county will provide supplemental assistance.
  - d. If county resources are not adequate, the county EMA will turn to other counties, the Regional Task Force and/or the state for assistance.

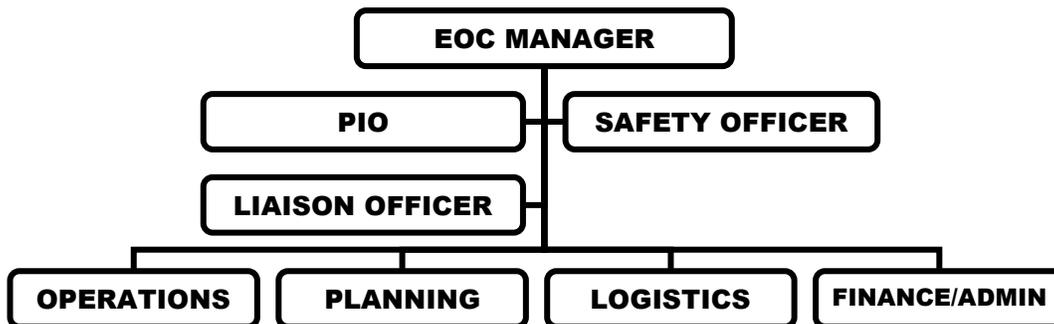
#### **B. Intergovernmental Assistance:** The County EMC and elected officials will develop agreements with nearby counties as well as incorporating support from state government. Non-routine requests for out-of-county support will be processed through the County EOC or EMA office.

1. The North Central Task Force will provide materials and equipment as well as assistance in the form of specialized incident support teams (ISTs/IMTs) as available.

2. Adjacent Counties and other governments will render assistance in accordance with the provisions of mutual aid or intergovernmental support agreements in place at the time of the emergency.
3. The provisions of Regional Task Force Plans, the County 9-1-1 plan and the associated mutual aid agreements will also apply.
4. The county EMA and other agencies will establish regular communication with state agency offices supporting the county (Pennsylvania Departments of Agriculture and Transportation, State Police, etc.)
5. Requests for unmet needs will be forwarded to the Commonwealth Response Coordination Center through the PEMA Central Area Office (ph: 717-651-7060/800-272-7362).

**C. Direction, Control, Coordination and Support**

1. County Elected Officials are responsible for the protection of the lives and property of the citizens and they exercise ultimate control of emergency activities within the county.
2. The Emergency Operations Center (EOC) will be used for decision-makers to exercise direction and control of county operations, to gather information and to coordinate activities of the responders during emergency situations.
  - a. The EOC is not normally activated, but will be activated as needed.
  - b. The location of the EOC is listed in the Notification and Resource Manual (Section IV of this plan).
3. The Emergency Management Coordinator (EMC) may act on behalf of the County Elected Officials. The County EOC may be activated by the EMC or the elected officials during an emergency.
4. The County EOC will use an operational structure that is based on the Incident Command System defined in the National Incident Management System. This mirrors the structure used at the state and outlined in the National Response Framework (NRF).



*Figure 1 – EOC Incident Management Structure*

5. The initial Incident Command/Unified Command (IC/UC) at an incident site will be from the service having primary jurisdiction (fire, police, emergency medical services, etc). As an incident progresses, the primary jurisdiction may change. If the line of jurisdiction becomes unclear, a unified command should be formed.
  - a. The on-site IC will coordinate with the respective municipal emergency management coordinator as much as possible.
  - b. If the county EOC is operational, it will coordinate with the scene through the local EMC (if available). If the local EMC is unavailable, the IC/UC at the incident site will coordinate directly with the county EOC.
  - c. The EOC Manager in the EOC will NOT assume command of those resources on-scene. The EOC will support the efforts of the on-site IC/UC.

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Provide/control transportation resources and infrastructure.
2	Communications	Provide/maintain telecommunications and radio communications (ACS)
3	Public Works & Engineering	Provide engineering and heavy equipment support.
4	Firefighting	Suppress fires and assist local firefighting efforts.
5	Emergency Management	Coordinate countywide emergency response functions; collect/share/analyze/disseminate information; track resources; arrange for the reception and distribution of goods; coordinate debris management.
6	Mass Care, Shelter, & Human Services	Coordinate shelter and feeding operations. Coordinate with the special needs population.
7	Logistics Management and Resource Support	Provide equipment and supplies.
8	Public Health & Medical Services	Coordinate medical care, public and crisis counseling, and mortuary services.
9	Search & Rescue	Coordinate search and rescue missions including: urban, wilderness, and underground.
10	Oil & Hazardous Materials Response	Respond/assist in incidents involving release of petroleum or other hazardous materials that may harm humans or the environment.
11	Agriculture & Natural Resources	Provide bulk food supplies; monitor animal feed and food production facilities and the health of livestock and food crops; coordinate animal safety/sheltering, protect natural, cultural and historic resources.
12	Energy	Maintain and restore the supply of energy.
13	Public Safety & Security	Provide physical security for citizens and their property: suppress criminal activity.
14	Long Term Community Recovery and Mitigation	Protect and restore human services, infrastructure and business environment in the disaster areas.
15	External Affairs	Provide information to the public through direct means and through the public media. Manage Public Inquiry and community outreach.

*Table 1: Emergency Support Functions*

6. Emergency Response will be managed through the fifteen Emergency Support Functions outlined in Table 1. The actual functions of the ESFs are detailed in Sections II and III of this plan.

7. Within the EOC, the ESFs have been assigned to the general staff sections of the incident command structure (Figure 2). This provides for better coordination and control. As situations require, direct collaboration between ESFs will be conducted.

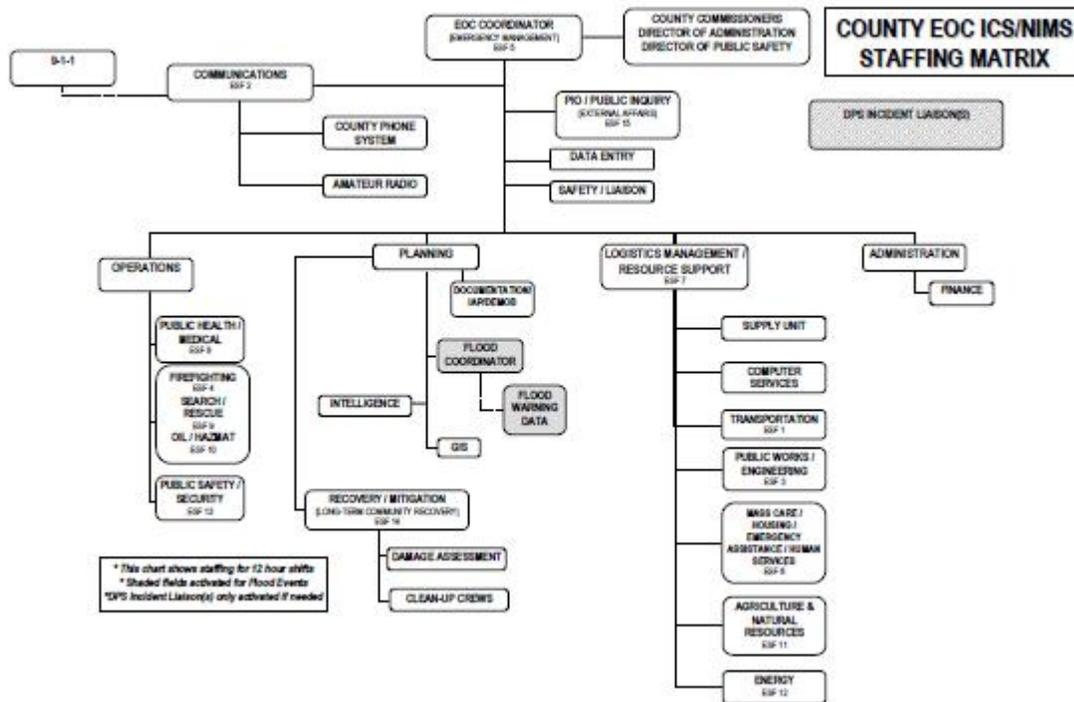


Figure 2 – Lycoming County EOC Organization

8. In those cases where an ESF is not staffed, ICS doctrine dictates that responsibilities and activities of that ESF revert to the section chief. If the section chief position is not filled, the responsibilities revert to the EOC Manager.
9. The County EMC will monitor local events through media outlets, internet sites, the county 9-1-1 center, reports from PEMA or the National Weather Service or other sources. Based on impending events, the EOC manager will consider a partial or full activation of the EOC.
10. Other Emergency Plans may be applicable and provide detail to supplement this plan:
  - a. An incident involving hazardous substances, weapons of mass destruction or a nuclear power plant incident may involve response prescribed by other (incident specific) plans (Regional Task Force Response Plan, SARA Plan, Nuclear/Radiological Emergency Response Plan, High Hazard Dam Plan, etc.). These plans provide additional information or details, but do not supersede or replace this County EOP.

- b. If the incident involves implementation of response plans at various levels, the county and state Emergency Management Agencies shall serve to coordinate to the maximum extent practical to ensure effective actions.

11. Integration of Response, Recovery and Mitigation Actions:

- a. Following a disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over recovery and mitigation. Recovery actions will be coordinated and based upon availability of resources.
- b. Mitigation opportunities will be considered throughout disaster operations.

<b>PHASE</b>	<b>EVENT</b>	<b>SCOPE</b>	<b>EXAMPLES</b>
<b>LEVEL IV</b>	Localized, every-day events w/ minor to moderate damages; significant damage to single-point site	No response to County EOC; DPS staff awareness and monitoring; EMA information gathering  <i>Normal Duty Hours EOC Staffing</i>	Weather watches; oil/fuel spills, hazmats w/out County assistance; SSES Unusual Event; structure/forest fires
<b>LEVEL III</b>	Significant event w/ threat to general population &/or damage in 1 or 2 municipalities; possible municipal disaster declaration	The following staff report to EOC: <ul style="list-style-type: none"> <li>• EOC Manager</li> <li>• Documentation</li> <li>• PIO (ESF #15 – External Affairs)</li> <li>• Liaison Officer</li> <li>• Operations Section Chief</li> <li>• IS Staff Member</li> <li>• ACS Coordinator-Advisory Page</li> </ul> <i>Additional EOC Staff Required</i>	Weather warnings; tropical storm/hurricane watches; SSES Alert; mass casualty events; hazmat team dispatch; evacuation or SIP > 50 people; major structure/forest fires
<b>LEVEL II</b>	Significant events across > 2 municipalities that may exceed local resources; probable municipal declaration; possible commitment of County resources	In addition to Level II Staff: <ul style="list-style-type: none"> <li>• Planning Section Chief</li> <li>• Logistics Section Chief (ESF #7 – Logistics Management / Resource Support)</li> <li>• Finance Section Chief</li> <li>• ACS Activation-Page Coordinator</li> </ul> <i>Partial EOC Activation</i>	Severe flash flood; moderate riverine flood; severe weather; SSES Site Area Emergency; major infrastructure failure; pandemic
<b>LEVEL I</b>	Catastrophic damage requiring heavy commitment of County resources; municipal disaster declarations; possible County declaration	Based on type of incident, staff remainder of EOC positions  <i>Full EOC Activation</i>	Major riverine flood; SSES General Emergency
<b>LEVEL V</b>	Long Term Recovery and Mitigation	Activate Recovery Task Force	Activate Recovery Task Force

*Table 2 – Levels of EOC Activation*

Activation of the County Emergency Operations Center (EOC):

- c. The EOC Manager will determine which ESFs are needed in the EOC. The EOC Manager will contact the required ESFs.
- d. Activation of the EOC may be phased in four levels, with Level IV being normal operations, and Level I involving a maximum effort on the part of County EMA and both paid and volunteer staff.

**D. Continuity of Operations Planning (COOP):** The County Continuity of Operations Plan (published as a separate, related plan) contains procedures to ensure that county government continues to provide services to the citizens.

1. Lines of succession specify replacements for principal elected officials should the incumbents be unable to perform the responsibilities of their office. The line of succession should be at least three deep, i.e. it should specify at least two replacements for principal officials.
2. Emergency Authority: The County Commissioners have authority, under emergency conditions, to:
  - a. Declare a state of emergency;
  - b. Proclaim and enforce curfews;
  - c. Shut down nonessential government operations;
  - d. Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with State authorities.
3. An Alternate EOC (AEOC) that has the basic minimum capabilities of the EOC has been designated. Its location and capabilities are specified in the Notification and Resource Manual (Section IV of this plan).
4. Vital Records Safeguarding: Each county elected official and department/ agency is responsible for identifying, selecting and protecting vital records, both paper and automated, that are essential for continued public well-being.
5. Local Municipalities: Each political subdivision has a COOP Plan that specifies the Line of Succession, critical functions, vital records and the procedures for safeguarding them.

**E. Political Subdivisions adopting the County Plan as their own:** To satisfy the requirements of the Emergency Management Services Code (35 Pa C.S., §7101-7707), each political subdivision must have an Emergency Operations Plan. PEMA has encouraged regionalization of local emergency management programs, including adoption of the county plan as their own.

1. Within Lycoming County, the political subdivisions listed in Appendix 5 have passed resolutions that adopt the county plan as their own.
2. Accordingly, for those municipalities:

- a. The requirement for a local Emergency Management Coordinator (EMC) remains. The local EMC will coordinate preparedness, especially logistical preparedness in the municipality. During time of emergency, the local EMC will have a primary responsibility for damage reporting and assessment in his/her area. In case of emergencies in political subdivisions other than her/his own, the local EMC may be asked to assist with damage reporting and assessment in those affected parts of the county.
- b. In Lycoming County, municipalities are required to maintain their on EOC and Alternate EOC. If there is an emergency in a township/borough/city and no EOC is available, the County may assist the local EMC in finding a suitable location (including a mobile EOC if available).
- c. The political subdivision will maintain:
  - 1) A Notification and Resource Manual (see Section IV of this plan) and will ensure that a current copy of the manual is available to the County EMA. (must be reviewed and updated every year)
  - 2) Functional checklists or SOPs for local reaction to emergencies.
- d. The local EMC will also coordinate public disaster awareness and individual preparedness for the citizens of his/her municipality.

**IV. RESPONSIBILITIES:** ESF responsibilities in this plan mirror those in the National Response Framework and state Emergency Operations Plan. As listed below, they are broken into the Prevention and Preparedness Phases (before the disaster strikes) and the Response and Recovery Phases (after the disaster.)

**A. ESF Responsibilities:** Each ESF has been assigned a “Coordinating” agency and at least one “Primary” and one “Support” agency. In cases where more than one agency has primary jurisdiction over functions within an ESF, a “coordinating agency” is designated from among them. Where there is only one agency with primary jurisdiction, that agency is also the coordinating agency.

1. Coordinating Agencies: The Coordinating Agency provides expertise and management for the designated function, especially during pre-disaster phases. It will coordinate the actions of all agencies assigned to the ESF.
2. Primary Agencies: The “Primary Agency” will support the mission of the ESF and the coordinating agency by applying its authority or jurisdiction over (portions of) the ESF.
3. Support Agencies: “Support Agencies” provide support for the mission by providing resources and accomplishing tasks assigned by the primary agency.

**B. Command Staff:**

1. Elected Officials
  - a. Prevention and Preparedness Phases:
    - 1) Responsible for establishing a county emergency management organization;
    - 2) Provide for continuity of operations;

- 3) Establish lines of succession for key positions;
  - 4) Prepare and maintain this EOP in consonance with the State Emergency Operations Plan;
  - 5) Establish, equip and staff an EOC; and
  - 6) Recommend for appointment by the governor an EMC who may act on their behalf, if necessary.
  - b. Response and Recovery Phases:
    - 1) Issue declarations of disaster emergency if the situation warrants; and
    - 2) Apply for federal post-disaster funds, as available.
2. Emergency Management Coordinator
- a. Prevention and Preparedness Phases:
    - 1) Prepare and maintain an EOP for the county subject to the direction of the elected officials, review and update as required;
    - 2) Maintain coordination with the local municipal EMA as well as PEMA, and provide prompt information in emergencies, as available;
    - 3) Identify hazards and vulnerabilities that may affect the county or its political subdivisions in coordination with the municipal EMAs;
    - 4) Identify resources within the County that can be used to respond to a major emergency or disaster situation and request needed resources from PEMA;
    - 5) Recruit, develop, train and maintain qualified personnel to staff the EOC and for other disaster needs;
    - 6) Attend training and workshops provided by PEMA and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures; and
    - 7) Serve on the executive committee of the Regional Task Force.
  - b. Response and Recovery Phases:
    - 1) Maintain emergency response checklists appropriate for the emergency needs and resources of the community;
    - 2) Mobilize the EOC and act as, or designate, the EOC Manager (command function) within the EOC during an emergency;
    - 3) Make recommendations to the elected officials regarding choice and timing of a Protective Action Recommendation; and
    - 4) Compile cost figures for the conduct of emergency operations above normal operating costs.
    - 5) Ensure IDR information is collected and forwarded to PEMA.
    - 6) Decide whether an Initial Damage Assessment is warranted and ensure that results are forwarded to PEMA.
    - 7) Prepare for Joint Preliminary Damage Assessment teams, if needed.
3. External Affairs (ESF #15)
- a. Prevention and Preparedness Phases:
    - 1) Advise elected officials and the County EMC about Public Information activities;
    - 2) Work with local EMAs to develop and maintain a list of diverse cultural sub-communities, with points of contact and of advocacy groups for special needs populations,

- 3) Develop and maintain the checklist for the Public Information function; and
  - 4) Assist in the development, review and maintenance of the EOP.
- b. Response and Recovery Phases:
- 1) Respond to the EOC, the field, or Joint Information Center (JIC) as needed;
  - 2) Advise elected officials and the County EOC Manager/EMC about Public Information activities;
  - 3) Coordinate the activities of the JIC; and
  - 4) Develop and release emergency public information before and during and after an emergency.
4. County Department Heads/County Agency Directors
- a. Prevention and Preparedness Phases:
- 1) Provide staff support and resources;
  - 2) Assist in the development and maintenance of the EOP; and
  - 3) Develop, review and approve the EOC checklists specific to their agency.
- b. Response and Recovery Phases:
- 1) Respond to the EOC or field location as needed; and
  - 2) Provide guidance, direction and authority to agency/department personnel who support the EOC.
5. Liaison Officers
- a. Prevention and Preparedness Phases:
- 1) Identify agencies and other organizations that may be needed during disaster response; and
  - 2) Prepare to integrate agency representatives into the EOC.
- b. Response and Recovery Phases:
- 1) Respond to the EOC or the field, as needed;
  - 2) Work with agency representatives to the EOC; and
  - 3) Establish communication with affected local municipalities and with other agencies that are affected by the emergency.
6. Agency Representative (from PEMA, PSP, PennDOT, National Guard, School, local municipality, etc.)
- a. Prevention and Preparedness Phases
- 1) Work with county EMA to identify resources that may be available from their organization;
- b. Response and Recovery Phases:
- 1) Respond to the EOC or the field, as needed;
  - 2) Serve as the liaison between their respective agency and the county EOC;
  - 3) Serve as member of ESF Branch if needed;
  - 4) Interface with their respective agency to request/coordinate resources; and
  - 5) Advise elected officials through the EOC Manager.

7. Safety Officer
  - a. Prevention and Preparedness Phases:
    - 1) Identify, monitor and assess hazardous and unsafe situations;
    - 2) Develop measures to ensure personnel safety;
    - 3) Correct unsafe acts or conditions as warranted.
  - b. Response and Recovery Phases:
    - 1) Identify, monitor and assess hazardous and unsafe situations;
    - 2) Develop measures to ensure personnel safety.
    - 3) Correct unsafe acts or conditions;
    - 4) Stop or prevent unsafe acts when immediate action is warranted
    - 5) Attend planning meetings to advise on safety matters;
    - 6) Investigate accidents and prepare accident report; and
    - 7) Incorporate lessons learned during emergencies or exercises into the existing plan and procedures.

**C. Operations Section:**

1. EOC Operations Section Chief
  - a. Response and Recovery Phases:
    - 1) Serve as the coordinator of all activities within the Operations Section;
    - 2) Function as the interface between the Operations Section and Command;
    - 3) Ensure that all personnel operating within the Operations Section receive up to date information regarding the situation and the event;
    - 4) Solicit periodic update briefings from the individual staff of the Operations functions; and
    - 5) Provide periodic updates and briefings to Command.
2. Communications (ESF # 2)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Communications function;
    - 2) Assist in the development, review and maintenance of the EOP;
    - 3) Train staff members on the operation of communications systems; and
    - 4) Ensure ability to communicate among the County EOC, field operations and the local municipal EMAs.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Assist with notification of key staff;
    - 3) Train staff members on the operation of communications systems;
    - 4) Ensure ability to communicate among the County EOC, field operations and the local municipal EMAs; and
    - 5) Advise the EOC chain of command about Communications activities.

3. Firefighting (ESF # 4)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Firefighting function; and
    - 2) Assist in the development, review and maintenance of the EOP.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Coordinate fire services activities;
    - 3) Coordinate route alerting of the public;
    - 4) Assist, as appropriate, with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
    - 5) Coordinate the emergency shutdown of light and power;
    - 6) Coordinate the provision of emergency lights and power generation;
    - 7) Assist schools with evacuation, as required; and
    - 8) Advise the EOC chain of command about fire and rescue activities.
4. Public Health and Medical Services (ESF # 8)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Health/Medical Services function;
    - 2) Maintain a listing of hearing and visually impaired, handicapped and other special needs residents, based upon input received from the local EMAs, county service providers and other advocacy groups;
    - 3) Coordinate emergency medical activities within the County;
    - 4) In conjunction with the Pennsylvania Department of Health and its Strategic National Stockpile (SNS) program, plan for, staff and train workers for Points of Dispensing (SNS PODs) for the emergency distribution of vaccines and medication in case of bioterrorism or epidemic; and
    - 5) Assist in the development, review and maintenance of the EOP.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Coordinate specialized transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
    - 3) Coordinate medical services as needed to support shelter operations;
    - 4) Assist, as appropriate, search and rescue operations;
    - 5) Execute mortuary services in accordance with the Coroner's plan
    - 6) Coordinate provision of inoculations for the prevention of disease; and
    - 7) Advise the EOC chain of command about Health/Medical Services activities.
5. Search and Rescue (SAR) (ESF # 9):
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Search and Rescue (SAR) function;
    - 2) Assist in the development, review and maintenance of the EOP;
    - 3) Maintain a list of all SAR/US&R (Urban Search and Rescue) teams and resources available to the county; and

- 4) Advise elected officials and the EOC Manager about SAR incidents and activities.
- b. Response and Recovery Phases:
  - 1) Respond to the EOC or the field, as needed;
  - 2) Maintain a list of all SAR/US&R teams and resources available to the county;
  - 3) Coordinate search and rescue activities within the county;
  - 4) Interface with the State US&R representative;
  - 5) Refer to PEMA to contact DEP Bureau of Deep Mine Safety for assistance with Underground Search and Rescue;
  - 6) Refer to PEMA for assistance in identifying available swiftwater rescue teams.
  - 7) Serve as an information resource regarding SAR incidents;
  - 8) Assist, as appropriate, SAR/US&R components; and
  - 9) Advise the EOC chain of command about SAR incidents and activities.
6. Oil and Hazardous Materials (ESF # 10):
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Hazardous Materials function;
    - 2) Assist in the development, review and maintenance of the EOP; and
    - 3) Maintain a listing of SARA Sites within the County along with facility emergency plans based upon input received from the facilities and municipal EMAs.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Maintain a listing of SARA Sites within the County along with facility emergency plans based upon input received from the facilities and municipal EMAs;
    - 3) Coordinate hazardous materials activities within the County;
    - 4) Interface with the State Certified - County Hazardous Materials team;
    - 5) Notify and Coordinate with the Department of Environmental Protection (DEP) as required;
    - 6) Serve as an information resource regarding hazardous materials incidents;
    - 7) Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazard;
    - 8) Assist as appropriate with hazardous materials operations; and
    - 9) Advise the EOC chain of command about Hazardous Materials incidents and activities.
7. Public Safety and Security: (ESF #13)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Law Enforcement/Police Services function; and
    - 2) Assist in the development, review and maintenance of the EOP.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;

- 2) Coordinate security and law enforcement services;
- 3) Establish security and protection of critical facilities, including the EOC;
- 4) Coordinate traffic and access control in and around affected areas;
- 5) Assist as appropriate with route alerting and notification of threatened populations;
- 6) Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- 7) Coordinate the installation of emergency signs and other traffic movement devices;
- 8) Assist as appropriate in search and rescue operations;
- 9) As required, assist schools in evacuation or shelter in place, and
- 10) Advise the EOC chain of command about Law Enforcement/Police Services operations.

**D. Planning Section:**

1. EOC Planning Section Chief
  - a. Response and Recovery Phases:
    - 1) Serve as the coordinator of all activities categorized under the Planning Section;
    - 2) Function as the interface between the Planning Section and Command;
    - 3) Ensure that all personnel operating within the Planning Section receive up to date information regarding the situation and the event;
    - 4) Solicit periodic update briefings from the individual staff of the Planning function;
    - 5) Design and implement programs/procedures to increase situational awareness among all EOC workers
    - 6) Incorporate GIS to provide graphical representations of the extent of the emergency and to provide information on affected facilities;
    - 7) Assist the EOC manager with long-range planning; and
    - 8) Provide periodic updates and briefings to Command.
2. Emergency Management (ESF #5)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Emergency Management function; and
    - 2) Assist in the development, review and maintenance of the EOP.
  - b. Response and Recovery Phases:
    - 1) Using whatever sources are available to collect and evaluate information regarding affected facilities and properties throughout the county;
    - 2) Consolidate damage information received from political subdivisions on the Initial Damage Report (IDR) (see Blank Forms, Section IV) and forward that information to PEMA;
    - 3) Provide information about the incident to elected officials, other ESFs and other agencies in the EOC;
    - 4) Determine status of resources;

- 5) Establish information requirements and reporting schedules;
- 6) Supervise preparation of an Incident Action Plan;
- 7) Assemble information on alternative strategies; and
- 8) Advise the EOC chain of command about the incident and anticipated events or consequences.

**E. Logistics Section:**

1. EOC Logistics Section Chief
  - a. Response and Recovery Phases:
    - 1) Serve as the coordinator of all activities categorized under the Logistics Section;
    - 2) Function as the interface between the Logistics Section and Command;
    - 3) Ensure that all personnel operating within the Logistics Section receive up to date information regarding the situation and the event;
    - 4) Solicit periodic update briefings from the individual staff of the Logistics functions; and
    - 5) Provide periodic updates and briefings to Command.
2. Transportation (ESF #1)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Transportation Services function;
    - 2) Assist in the development, review and maintenance of the EOP;
    - 3) Maintain a listing of Transportation Resources and contact information including capacities in the County; and
    - 4) Develop and maintain a listing of transportation-dependent citizens in the county.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Maintain a listing of Transportation Resources and contact information including capacities in the County;
    - 3) Coordinate the supply of transportation resources within the County during an emergency; and
    - 4) Advise the EOC chain of command about transportation-related activities.
3. Public Works and Engineering (ESF # 3)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Public Works function;
    - 2) Assist in the development, review and maintenance of the EOP; and
    - 3) Maintain a listing of Public Works assets and resources.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Maintain a listing of Public Works assets and resources;
    - 3) Serve as a liaison between municipal public works and the County;

- 4) Coordinate the assignment of Public Works resources;
  - 5) Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
  - 6) Coordinate debris management; and
  - 7) Advise the EOC chain of command about Public Works and Engineering activities.
4. Mass Care, Shelter and Human Services (ESF # 6):
- a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Mass Care, Shelter and Human Services function;
    - 2) Assist in the development, review and maintenance of the EOP; and
    - 3) Maintain a listing of Mass Care – Shelter facilities including capacities in the County.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Monitor status of Mass Care – Shelter facilities including capacities in the County;
    - 3) Coordinate with American Red Cross and other appropriate agencies;
    - 4) Coordinate Mass Care – Shelter provision within the County during an emergency;
    - 5) Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues; and
    - 6) Advise the EOC chain of command about Mass Care, Evacuation and Shelter activities.
5. Logistics Management and Resource Support (ESF # 7)
- a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Logistics Management and Resource Support function;
    - 2) Assist in the development, review and maintenance of the EOP;
    - 3) Maintain a listing of resources with contact information; and
    - 4) Develop procedures to rapidly order supplies and equipment, and to track their delivery and use.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Maintain a listing of resources with contact information;
    - 3) Coordinate the provision of materials, services and facilities in support of the emergency;
    - 4) Coordinate the establishment of and operation of Customer Support Centers to hand out emergency water and supplies to victims; and
    - 5) Advise the EOC chain of command about resource acquisition activities within the County.

6. Agriculture and Natural Resources (ESF # 11)
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Agriculture and Natural Resources function;
    - 2) Assist in the development, review and maintenance of the EOP;
    - 3) Work with the County Animal Response Team and other volunteer and municipal resources to provide for the welfare of production and companion animals, and
    - 4) Maintain a listing of human and animal food and animal care and control assets within the county.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Maintain a listing of food and animal care and control assets within the county;
    - 3) Serve as a liaison between the County and the food community;
    - 4) Serve as a liaison between the County EMA and the Extension Office;
    - 5) Coordinate the dissemination of information and supplies to the food and animal care and control community within the County;
    - 6) Coordinate the distribution of food to emergency workers and disaster victims;
    - 7) In coordination with ESF #6, provide for shelters for household pets (See PETS Act – Appendix 1) and service animals; and
    - 8) Advise the EOC chain of command regarding food and animal care and control issues.
7. Energy (ESF # 12):
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the energy function;
    - 2) Assist in the development, review and maintenance of the EOP; and
    - 3) Maintain a listing of energy and utility assets within the County.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Maintain a listing of energy and utility assets within the County;
    - 3) Serve as a liaison between the County and the energy suppliers;
    - 4) Coordinate the dissemination of information to the energy suppliers within the County;
    - 5) Assist the County EMC (EOC Manager) and elected officials in administering the fuel set-aside program (if implemented); and
    - 6) Advise the EOC chain of command regarding energy utility issues.

**F. Finance and Administration Section:**

1. EOC Finance and Administration Section Chief
  - a. Response and Recovery Phases:

- 1) Serve as the coordinator of all activities categorized under the Finance and Administration Section;
- 2) Function as the interface between the Finance and Administration Section and Command;
- 3) Ensure that all personnel operating within the Section receive up to date information regarding the situation and the event;
- 4) Solicit periodic update briefings from the individual staff of the Finance and Administration functions; and
- 5) Provide periodic updates and briefings to Command.

2. Finance

a. Prevention and Preparedness Phases:

- 1) Develop and maintain the checklist for the Finance function; and
- 2) Assist in the development, review and maintenance of the EOP.

b. Response and Recovery Phases:

- 1) Maintain oversight of all financial, cost and reimbursement activities associated with the emergency;
- 2) Track personnel time records and other costs incurred by the county in order to support possible claims for federal reimbursement.
- 3) Consolidate equipment and personnel costs incurred by political subdivisions
- 4) Administer the financial aspects of the emergency / disaster according to County policies and procedures;
- 5) Following the declaration of an emergency by the County Elected Officials, or the Governor, initiate emergency purchasing/acquisition procedures;
- 6) Serve as an interface with the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) regarding recovery operations; and
- 7) Advise the EOC chain of command regarding the financial aspects and implications of the event.

3. Administration

a. Prevention and Preparedness Phases:

- 1) Develop and maintain the checklist for the Administration function; and
- 2) Assist in the development, review and maintenance of the EOP.

b. Response and Recovery Phases:

- 1) Maintain oversight of all administrative activities associated with the emergency;
- 2) Ensure that all functional areas receive administrative support as appropriate;
- 3) Provide support to the financial element with regard to documentation, verification and related matters; and
- 4) Advise the EOC chain of command regarding the administrative aspects and implications of the event.

4. Long Term Community Recovery and Mitigation (ESF # 14):
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the recovery function;
    - 2) Identify the membership of the Long Term Recovery Committee; and
    - 3) Assist in the development, review and maintenance of the EOP.
    - 4) Identify and train members of the County Damage Assessment Team.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC or the field, as needed;
    - 2) Collect, compile, and report information and data, as appropriate;
    - 3) Coordinate damage assessment activities;
    - 4) Conduct Initial Damage Assessment utilizing the county Damage Assessment Teams
    - 5) Support the State/Federal Joint Preliminary Damage Assessment teams, if needed.
    - 6) Coordinate the activation of and meetings of the County Long Term Recovery Committee;
    - 7) Activate a County Recovery Task Force, if needed
    - 8) Designate and assist with operation of Disaster Recovery Centers;
    - 9) Serve as a liaison with state disaster recovery personnel;
    - 10) Coordinate with ESF #15 to disseminate recovery information to disaster victims and the general public; and
    - 11) Advise the EOC chain of command regarding recovery programs and needs.

## **V. EOC ADMINISTRATION AND LOGISTICS**

### **A. Administration:** County and Municipal Reports:

1. Local municipal governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
2. The County EMA will forward reports and requests for assistance to the appropriate PEMA area office.
3. Local and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
4. Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to PEMA.
5. The County EMA will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
6. The county EMA will make reports to PEMA by the most practical means, generally within one hour. Reports will be constructed in accordance with PEMA requirements.

**B. Logistics:** Coordination of unmet needs:

1. When local municipal resources are committed, the county Emergency Management Agency (EMA) will coordinate assistance to satisfy unmet needs.
2. If the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA).
3. PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency that threatens to exceed the capabilities and resources of the Commonwealth.

**VI. TRAINING AND EXERCISES**

**A. Policy:** The EMC is responsible for the overall preparedness of all persons and agencies involved in the county's response to emergencies. As such, the EMC should conduct or administer training and should activate this plan as required to evaluate and maintain the readiness posture of county resources.

**B. Exercise Requirements:** Exercises will be conducted following the Homeland Security Exercise & Evaluation program (HSEEP). As a minimum:

1. The EMC will activate this plan at least annually in the form of a drill;
2. An all-hazards functional exercise that involves the entire EOC staff, including volunteers and private sector representatives, will be conducted every two years;
3. The EMC and EMA staff will participate annually in a PEMA-directed weather exercise, at least as a Tabletop Exercise;
4. The county will prepare a three-year exercise plan and submit it to the PEMA area office; and
5. An After Action Report (AAR) will be prepared and an Improvement Plan (IP) administered for every exercise (see paragraph D below.)

**C. Training Requirements** Elected and appointed officials and all emergency management and response personnel will be trained to meet the minimum requirements specified in applicable legislation (Title 35, Pa C.S.A.), federal NIMS requirements and PEMA training and exercise directives.

1. The Emergency Management Agency will keep records and ensure that needed training is available through on-line sources, community colleges or scheduled training sessions in the county.
2. The County EMA will conduct quarterly trainings for local coordinators and county staff to provide program updates and coordinate county-wide response and emergency management.

3. Exercises, as indicated above, will be used as a training vehicle for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan.
4. EMA staff officers responsible for functional annexes are charged with ensuring that personnel who implement the respective annexes are competent.
5. Other state and federal training: EMA staff will participate in state and federal training programs as prescribed internally and by PEMA.

#### **D. After Action Reports**

1. An after action report that incorporates comments from all participants will be prepared:
  - a. After every activation of the EOC; and
  - b. After every exercise of the EOC.
2. All After Action Reports (AARs) must include an Improvement Plan Matrix and the corrective actions are to be incorporated into this plan as well as other plans and implementing instructions.

### **VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION**

#### **A. Development and Maintenance Responsibilities**

1. The county EMC will coordinate development and maintenance of the plan. Writing, review and update of specific portions of the plan will be accomplished by those staff members/agencies with the best knowledge of the subject matter.
2. Based upon legislation, regulation or PEMA directive, incident-specific annexes require an annual review. All other plan components will be reviewed and updated at least biennially.
3. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
4. Whether or not used in an actual event, a review of each section of the plan will be conducted at least biennially, and a written report will be provided to the EMC indicating concurrence or recommended changes.
5. At the conclusion of each biennial review, the EMC will:
  - a. If the biennial review indicates a need to change the plan, page changes will be published, approved by the county executive or county commissioners, and distributed as below.

- b. If the biennial review indicates so many changes that a revised plan should be published, it should be approved by the county executive or county commissioners, and distributed as below.
  - c. If the biennial review indicates that no changes are necessary, document the review on the "Certificate of Biennial Review" (pg ix) and forward a copy of the certificate to the PEMA area office. The original of the certificate will be maintained with the "master" copy of the plan.
6. This plan will be executed upon order of the County Commissioners or their authorized representative.

**B. Distribution:**

1. This plan and its supporting material are controlled documents. While the basic plan is open to the public, other portions of this plan are not considered to be subject to the Right-to-Know Law and are unavailable to the general public. Distribution is based upon a regulatory or functional "need to know" basis.
2. Copies of this plan are distributed according to an approved list (Appendix 3).
3. A "Receipt Form," including the copy number, will be used to document the fact that copies of the plan and changes reach the proper users. Forms will be maintained on file by the EMC.
4. Controlled copies of revisions will be distributed to all plan holders.
5. Revisions or changes are documented on the "Record of Changes".

**APPENDICES:**

1. Authority and References
2. Terms and Definitions
3. Plan Distribution
4. Map of the County
5. Political Subdivisions That Have Adopted this Plan as Their Own