

## **Columbia County Emergency Operations Plan**

**June 2008  
Revised January 2011**



**Columbia County Emergency Management Agency  
Court House Annex, Rear of 26 W. 1<sup>st</sup> Street  
Bloomsburg, PA 17815**

**Copy Number \_\_\_\_\_**

## Foreword

The County Emergency Operations Plan (EOP) outlines how Columbia County complies with and implements the specific aspects of the Pennsylvania Emergency Management Services Code (Pa CS Title 35 Sections 7101-7707) and it incorporates the provisions of the Counter-terrorism Preparedness, Planning and Response Act (Act 2002, PL 1967, No. 227). The County EOP serves as a bridge between the municipal emergency management agencies and the Commonwealth of Pennsylvania Emergency Management Agency.

The County Plan is organized as follows:

The **Basic Plan** presents the policies and the concepts of operations that guide how the County will assist disaster, emergency and terrorism stricken municipalities, public facilities and agencies. The plan also summarizes county planning assumptions, response and recovery actions as well as responsibilities.

**Appendices** cover other information such as terms and definitions, acronyms, abbreviations, plan changes, revisions, etc.

The **Emergency Support Functions** describe the mission, concept of operations and responsibilities of the primary and support agencies involved in the implementation of the specific response functions. The Emergency Support Function Annexes have been categorized according to the Incident Command System (Command, Operations, Planning, Logistics and Finance).

**SOP Checklists** describe the duties of each ESF in bullet point fashion.

**Incident, Hazard or Event Specific Annexes** outline the response to specific events or situations. This category includes planning considerations for the specific hazard. The configuration allows the flexibility to expand this plan to incorporate site specific plans as required by federal or state regulations, or the county hazards vulnerability analysis.

**Record of Changes**

<b>CHANGE NUMBER</b>	<b>CHANGE</b>	<b>DATE ENTERED</b>	<b>CHANGE MADE BY (SIGNATURE)</b>
1	EOP Review See Appendix 4 for revisions	January 27, 2011	

**Certification of Review**

This Emergency Operations Plan has been reviewed by the Columbia County Emergency Management Agency. The review is hereby certified by the County Emergency Management Coordinator.

**Date**

**Signature**

January 27, 2011

**Promulgation**

THIS PLAN IS PROMULGATED AS THE COLUMBIA COUNTY EMERGENCY OPERATIONS PLAN. THIS PLAN IS DESIGNED TO COMPLY WITH ALL APPLICABLE STATE AND COUNTY 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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008

\_\_\_\_\_  
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WILLIAM M. SOBERICK, COMMISSIONER

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## TABLE OF CONTENTS

FOREWORD .....	I
RECORD OF CHANGES .....	II
CERTIFICATION OF REVIEW .....	III
PROMULGATION.....	IV
TABLE OF CONTENTS.....	V
I. BASIC PLAN.....	1
1. PURPOSE .....	1
2. POLICIES .....	1
3. SITUATION AND ASSUMPTIONS.....	1
A. <i>County Location and Description</i> .....	1
B. <i>County Capabilities and Resources</i> .....	1
C. <i>County Hazard Vulnerability</i> .....	1
D. <i>Planning Assumptions</i> .....	2
4. CONCEPT OF OPERATIONS .....	3
A. <i>General</i> .....	3
B. <i>Intergovernmental Assistance</i> .....	3
C. <i>Direction, Control, Coordination and Support</i> .....	3
D. <i>Continuity of Government</i> .....	5
5. ORGANIZATION, RESPONSIBILITIES AND EMERGENCY SUPPORT FUNCTIONS.....	7
A. <i>Organization</i> .....	7
B. <i>Responsibilities</i> .....	7
C. <i>Emergency Sections and Divisions</i> .....	8
1. COMMAND.....	8
2. OPERATIONS .....	9
3. PLANNING.....	11
4. LOGISTICS.....	12
5. FINANCE.....	14
6. ADMINISTRATION AND LOGISTICS .....	15
A. <i>Administration – County and Municipal Reports</i> .....	15
B. <i>Logistics – Coordination of unmet needs</i> .....	15
7. AUTHORITY AND REFERENCES .....	15
A. <i>Authority</i> .....	15
B. <i>References</i> .....	16
8. DEFINITION OF TERMS .....	16
9. TRAINING AND EXERCISES .....	17
A. <i>Training Authority</i> .....	17
B. <i>Exercise Requirements</i> .....	17
C. <i>Training Policy</i> .....	17
10. PLAN REQUIREMENTS, DEVELOPMENT, MAINTENANCE AND DISTRIBUTION.....	18

# Columbia County Emergency Operations Plan

A. <i>Requirements</i> .....	18
B. <i>Development and Maintenance Responsibilities</i> .....	19
APPENDICES .....	19

## **I. BASIC PLAN**

### **1. PURPOSE**

The purpose of this plan is to prescribe those steps to be taken by County government and officials to coordinate activities, provide support to municipalities, and interface with the Pennsylvania Emergency Management Agency (PEMA) for the purpose of protecting the lives and property of citizens in the event of a natural or man caused disaster. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S.), Section 7101 et seq., as amended. This plan is designated as an “All-Hazards” plan in scope.

### **2. POLICIES**

Reserved for future use

### **3. SITUATION AND ASSUMPTIONS**

#### **A. County Location and Description**

Columbia County is located in the east-central portion of Pennsylvania and encompasses a land area of 485.6 square miles. According to the 2000 Census of the United States, the population of the county is 64,151, which under Commonwealth Statute, makes Columbia County a 6<sup>th</sup> Class county. Bloomsburg, the county seat, is located in the East Center portion of the county. Approximately 52 percent of the county is forest, 40 percent is agriculture, 62 percent is considered rural and 38 percent is considered urban. There are 506 miles of state and federal highways and 878 miles of secondary and municipal roads in the county. The County is comprised of 33 municipalities, a state university, 6 school districts and a vocational technical high school.

#### **B. County Capabilities and Resources**

Columbia County operates a 9-1-1 Center and an Emergency Operations Center (EOC). The 9-1-1 Center and the EOC have listings of resources available from county assets as well as resources available from the municipalities via mutual aid agreements and memo’s of understanding..

#### **C. County Hazard Vulnerability**

Columbia County is subject to a variety of hazards. According to the County Hazard Vulnerability Analysis (HVA), the most likely and damaging of these are:

**Natural Hazards**

1. Floods
2. Wind Storms
3. Droughts
4. Winter Storms
5. Subsidence
6. Landslides
7. Earthquakes

**Man-Made Hazards**

1. Fires
2. Hazardous Materials Incidents
3. Utility Emergencies
4. Transportation Emergencies
5. Nuclear Power Plant Incidents
6. Terrorism
7. Pandemic

Therefore, training and response checklists and other accompanying documents are based primarily upon this assessment.

**D. Planning 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 reflect factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
3. The large number of casualties, heavy damage to structures and basic infrastructure, and disruption of essential services may overwhelm the capabilities of the local (municipal) governments along with their emergency response agencies in their response to meet the needs of the situation.
4. Within a short time following the occurrence of a major emergency / disaster, the county will be requested to coordinate and support the activities in accordance with the provisions of the Pennsylvania Emergency Management Code (Pa C.S. Title 35 Sections 7101-7707). The County Emergency Management Agency (EMA) will need to respond on short notice to provide timely and effective assistance.
5. By utilization of the tiered response system, the resources and capabilities of the regional counterterrorism task force can be requested by the county to provide additional coordination and support activities in accordance with The Counter Terrorism Planning, Preparedness and Response Act (Act 2002-227).

6. Due to limited resources at the County and the Regional Counter Terrorism Task Force (RCTTF), and upon a determination that resource requests exceed available resources, the County will request assistance from PEMA.
7. The occurrence of a major disaster / emergency, based upon these planning assumptions, may result in the declaration of an emergency by the Columbia County Commissioners, the Governor of Pennsylvania and even the President of the United States.

#### **4. CONCEPT OF OPERATIONS**

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

Most disasters / emergencies are handled by local responders. The County is called upon to provide supplemental assistance and coordination whenever the consequences of a disaster / emergency exceed local capabilities and as identified within the Pennsylvania Emergency Management Code (Pa. C.S. 35 Sections 7101-7701). If the disaster emergency exceeds the capabilities of the County, the RCTTF will be requested to provide assistance. The RCTTF can provide assistance in the form of specialized response teams. Additionally, State assistance can be requested through PEMA. The State can mobilize an array of resources including, specialized response teams, support personnel, and specialized equipment.

##### **B. Intergovernmental Assistance**

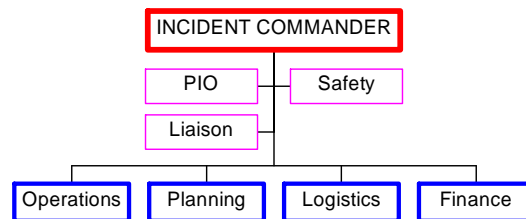
The County Emergency Management Coordinator (EMC) and Elected Officials will develop mutual aid agreements with adjacent counties for reciprocal emergency assistance as needed. Additionally, as provided for in Act 2002-227 (The Counter Terrorism Planning, Preparedness and Response Act), the County is a member of the RCTTF and may obtain assistance in the form of specialized support teams, materials and equipment. Adjacent counties and other governments will render assistance in accordance with PA Act 93 (State Mutual Aid Law) as well as the provisions of intergovernmental support agreements in place at the time of the emergency. The provisions of other applicable agreements will also apply.

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

###### **1. Incident Management**

The County Emergency Operations Plan, like the Commonwealth Emergency Operations Plan (CEOP) and the National Response Framework (NRF), employs a

- multi-agency operational structure that uses the Incident Command System (ICS) based upon the National Incident Management System (NIMS).
2. County Elected Officials are responsible for the protection of the lives and property of the citizens and they exercise ultimate control of the phases of emergency management as well as emergency activities within the county.
  3. An EMC has been designated and may act on behalf of the County Elected Officials. An EOC has been identified, and may be activated by the EMC or the Elected Officials during an emergency. The County is served by a 24/7, 9-1-1 Public Safety Communications Center.
  4. This plan embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard. The County EMC will mobilize functions and personnel as required by the emergency situation.
  5. Whenever possible, emergency response by the County government will follow the ICS delineated below. When called upon for assistance / coordination, the County EMA will interface with the local / municipal emergency management agencies. Consistent with the Pennsylvania Emergency Management Services Code, when two or more political subdivisions within a county are affected, the county organization shall exercise responsibility for coordination and support to operation. When two or more counties are involved, coordination shall be by PEMA or by the appropriate PEMA regional organization.



*Illustration 1 – Basic Incident Command System*

- a. The Incident Commander (IC) at an incident site will normally be from fire, police or emergency medical services, dependent upon the nature of the incident. The local IC will coordinate with the respective municipal EMC. When local conditions are such that the emergency / disaster event exceeds the local

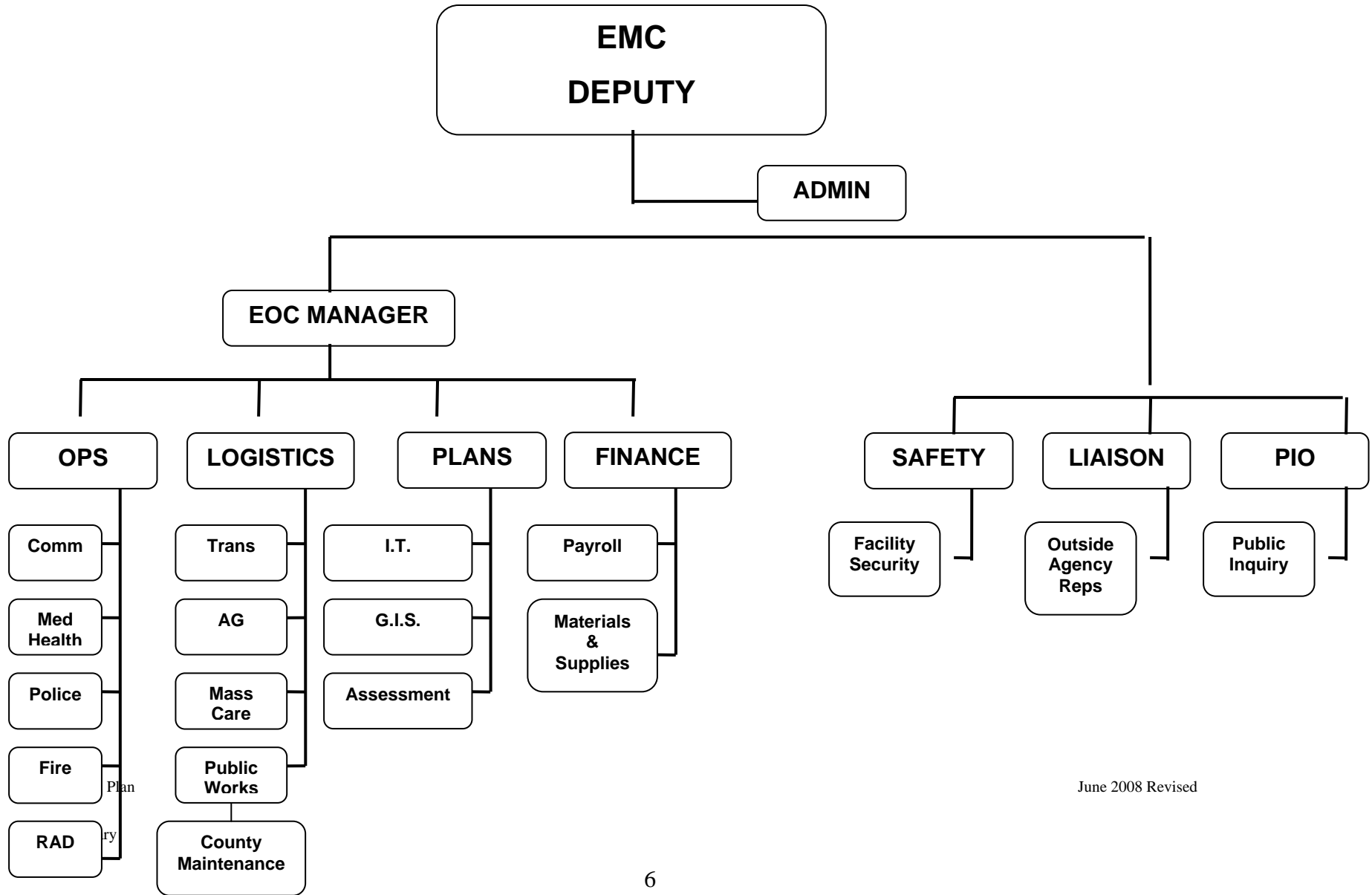
capabilities and / or local resources, the municipal EMC or others may contact the County EMA to request assistance.

- b. NIMS structure includes the categories of Command, Operations, Planning, Logistics and Finance along with command staff including Public Information, Safety and Liaison. The ICS structure delineated herein is consistent with NIMS.
  - c. The NIMS County EOC configuration is presented as Illustration 2.
6. When the County EMC receives notice of an imminent emergency from PEMA, the County 9-1-1 Center or the National Weather Service (NWS) a partial activation of the EOC will be considered.
7. Concurrent Implementation of Other Emergency Plans
- a. An incident involving hazardous materials, a weapon of mass destruction (WMD), a nuclear power plant incident or a dam emergency may involve “Incident Specific” response activity identified in other plans.
  - b. If the incident involves concurrent implementation of multiple response plans at various levels, PEMA shall serve to coordinate, to the maximum extent practical, to ensure effective actions.
8. Integration of Response, Recovery and Mitigation Actions
- a. Immediate response operations to save life, 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.

#### **D. Continuity of Government**

Continuity of Government procedures are specified in the Continuity of Government (COG) plan. The COG addresses the line of succession (elected officials, emergency management and county offices), alternate locations and preservation of records.

Illustration 2, Columbia County E.O.C. Organizational Chart



June 2008 Revised

## **5. ORGANIZATION, RESPONSIBILITIES AND EMERGENCY SUPPORT FUNCTIONS**

### **A. Organization**

This plan has been developed based upon the structure of emergency management within the State. This plan serves as an emergency management link between the municipalities and the State; it also coincides with the concepts of the NRF. This plan employs a functional approach that groups the types of assistance that the County and / or its municipalities are likely to need based upon the twelve (15) federal Emergency Support Functions (ESFs). The functional areas have been grouped according to NIMS categories.

All of the ESFs have been grouped within the Emergency Support Function Annexes section. To further facilitate response actions / activities of the EOC staff, Standard Operating Checklists have been developed and grouped by NIMS category within the Standard Operating Procedures (SOP) section. A Notification and Resource manual is provided in a separate document. Training and exercises are discussed in section 9 of the Basic Plan.

### **B. Responsibilities**

1. Primary Agencies – Each emergency function has been listed according to the appropriate incident command category and the appropriate agency has been identified as the “primary agency” for each function. The primary agency provides expertise and management for the designated function.
2. Support Agencies – Each emergency function typically has at least one “support agency” identified. These agencies serve to provide support for the mission assigned to the primary agency.

## **C. Emergency Sections and Divisions**

### **1. COMMAND**

#### **a. Elected Officials**

1. Responsible for establishing a county emergency management organization
2. Provide for continuity of operations
3. Establish lines of succession for key positions
4. Designate departmental emergency operations centers and alternatives
5. Prepare and maintain this EOP in consonance with the CEOP
6. Establish, equip and staff an EOC
7. Recommend an EMC for appointment by the governor who may act on their behalf, if necessary
8. Issue declarations of disaster emergency if the situation warrants
9. Apply for federal post-disaster funds, as available

#### **b. Emergency Management Coordinator - ESF #5**

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 local municipalities and PEMA
3. Identify hazards and vulnerabilities that may affect the municipalities in the county
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. Develop and maintain a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community
6. Mobilize the EOC and act as the Command function within the EOC during an emergency
7. Compile cost figures for the conduct of emergency operations above normal operating costs
8. Attend training and workshops provided by PEMA and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures
9. Serve on the executive committee of the RCTTF

**c. Public Information – ESF #15**

1. Advise the County EMC about Public Information activities
2. Follow the checklist for the Public Information function
3. Assist in the development, review and maintenance ESF #15
4. Respond to the EOC, the field, or Joint Information Center (JIC) as needed
5. Coordinate and release public information to the media

**d. County Department Heads**

1. Provide staff support and resources
2. Provide guidance, direction and authority to department personnel who support the EOC
3. Assist in the development and maintenance of the COOP
4. Develop, review and approve the EOC checklists specific to their department
5. Respond to the EOC or field location as needed
6. Advise Elected Officials and the County EMC about specific capabilities

**e. Liaison Officers – ESF #5 (PEMA, PSP, Penn D.O.T., PANG, D.E.P., etc.)**

1. Respond to the EOC or the field when requested by the EMC
2. Serve as the liaison between their respective agency and the County EOC
3. Interface with their respective agency to request / coordinate resources
4. Advise the County EMC about issues relating to their specific agency

**2. OPERATIONS**

**a. Operations Chief – ESF #5**

1. Serve as the coordinator of all activities categorized under 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
5. Provide periodic updates and briefings to Command

**b. Communications and Warning Officer – ESF #2**

1. Follow the checklist for the Communications and Warning function
2. Assist in the review and maintenance of ESF #2
3. Train staff members on the operation of communications systems
4. Ensure ability to communicate between the County EOC, field operations and Municipal EMAs
5. Assist with notification of County Commissioners, EOC staff, municipalities and key assets.
6. Respond to the EOC or the field as needed
7. Advise the Operations Chief on communications activities

**c. Fire, Rescue, Haz Mat Services Officer – ESF #4 , ESF #9, and ESF #10**

1. Follow the checklist for the Fire, Rescue, Haz Mat Services function
2. Assist in the review and maintenance of ESF #4, ESF #9, and ESF #10
3. Respond to the EOC or the field as needed
4. Coordinate fire, rescue and haz mat services activities, compile hazardous materials information for PEIRS and National Response Center Reports.
5. Interface with Certified Haz Mat Team, US&R & DEP as required
6. Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards
7. Coordinate route alerting of the public
8. Assist with evacuation of affected citizens, especially those identified with special needs
9. Coordinate the emergency shutdown of light and power
10. Coordinate the provision of emergency lights and power generation
11. Coordinate salvage operations and debris clearance
12. Advise the Operations Chief about fire, rescue, haz mat activities

**d. Health and Medical Services Officer – ESF #8**

1. Follow the checklist for the Health and Medical Services function
2. Assist in the review and maintenance of ESF #4
3. Respond to the EOC or the field as needed
4. Maintain a listing of special needs residents, based upon input received from the municipal EMAs and the web based special needs survey tool
5. Coordinate emergency medical activities within the county
6. Coordinate institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, daycare and adult care facilities
7. Coordinate medical services as needed to support shelter operations
8. Assist, as appropriate with search and rescue operations

9. Coordinate mortuary services
10. Advise the Operations Chief about Health and Medical Services activities
11. Coordinate activities associated with medical POD activations in Columbia County

e. **Law Enforcement – Police Services Officer, ESF #13**

1. Follow the checklist for Law Enforcement-Police Services function
2. Assist in the review and maintenance of the ESF #13
3. Respond to the EOC or the field as needed
4. Coordinate security and law enforcement services
5. Establish security and protection of critical facilities, including the EOC
6. Coordinate traffic and access control in and around affected areas
7. Assist, as appropriate, with route alerting and notification of threatened populations
8. Assist, as appropriate, with the evacuation of affected citizens, especially those identified with special needs
9. Coordinate the installation of emergency signs and other traffic movement devices
10. Assist, as appropriate, in search & rescue operations
11. Advise the Operations Chief about security and law enforcement operations
12. Provide for security and traffic control at POD sites.

**3. PLANNING**

a. **Planning Chief ESF #5**

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. Provide periodic updates and briefings to Command

b. **Assessment, Information and Planning**

1. Collect, evaluate and provide information about the incident
2. Determine status of resources
3. Establish information requirements and reporting schedules
4. Supervise preparation of an Incident Action Plan
5. Assemble information on alternative strategies

#### **4. LOGISTICS**

##### **a. Logistics Chief – ESF #5**

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
5. Provide periodic updates and briefings to Command

##### **b. Transportation Services Officer – ESF #1**

1. Follow the checklist for the Transportation Services function
2. Assist in the review and maintenance of the ESF #1
3. Respond to the EOC or the field as needed
4. Maintain a listing of transportation resources and contact information including capacities within the county
5. Coordinate the supply of transportation resources within the county during an emergency
6. Advise the Logistics Chief about transportation activities

##### **c. Public Works, Resource Management and Utility Services Officer – ESF #3, ESF #7, and ESF #12**

1. Follow the checklist for the public works, resource management and utility functions
2. Assist in the review and maintenance of ESF #3, ESF #7 and ESF #12
3. Respond to the EOC or the field as needed
4. Maintain a listing of public works assets, resources and public & private utilities
5. Serve as a liaison between municipal public works, resource providers and public and private utilities and the County
6. Coordinate the dissemination of information to and from public & private utilities
6. Coordinate the assignment of public works assets and resources
7. Monitor the availability of resources available to support the incident
8. Fill resource requests and maintain the appropriate records

**d. Mass Care, School Services – ESF #6**

1. Follow the checklist for the Mass Care-School Services function
2. Assist in the review and maintenance of the ESF #6
3. Respond to the EOC or the field as needed
4. Maintain a listing of Mass Care facilities including capacities in the county
5. Coordinate with American Red Cross and other appropriate agencies
6. Coordinate Mass Care-school services within the county during an emergency
7. Coordinate with ESF #1 (Transportation) and ESF #7 (Resource Management) regarding evacuation issues
8. Advise the Logistics Chief about Mass Care and school service activities
9. Coordinate emergency activities with schools located within the county

**f. Agriculture & Animal Care Services Officer – ESF #11**

1. Follow the checklist for the agriculture & animal care function
2. Assist in the review and maintenance of ESF #1
3. Respond to the EOC or the field as needed
4. Maintain a listing of agriculture assets within the county
5. Serve as a liaison between the County and the Ag Extension Office, Farm Service Agency and the County Conservation District
6. Coordinate the distribution of food to emergency workers and emergency disaster victims (Coordinate with Mass Care ESF #6)
7. Maintain a listing of animal care and control assets and resources
8. Serve as a liaison between the County and animal care and control agencies
9. Coordinate the assignment of animal care and control resources
10. Advise the Logistics Chief regarding agriculture and animal care issues
11. Coordinate activities with the County Animal Response Team (CART)

**h. Recovery Services Officer ESF #14**

1. Follow the checklists for the recovery services function
2. Assist in the review and maintenance of the ESF #14
3. Respond to the EOC or the field as needed
4. Maintain a listing of assets and resources
5. Serves as a liaison between the County and debris management agencies
6. Maintain a listing of donations management assets and resources
7. Serve as a liaison between the County and donations management agencies
8. Coordinate the assignment of donations management resources
9. Advise the Logistics Chief about recovery activities

**5. FINANCE**

**a. Finance and Administration Chief (ESF #5)**

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 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
5. Provide periodic updates and briefings to Command

**b. Finance**

1. Develop and maintain the checklist for the Finance function
2. Maintain oversight of all financial, cost and reimbursement activities associated with the emergency
3. Track costs and personnel time records
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 PEMA and the Federal Emergency Management Agency (FEMA) regarding recovery operations
7. Advise Elected Officials and the EMC regarding the financial aspects and implications of the event

**c. Administration**

1. Develop and maintain the checklist for the Administration function
2. Maintain oversight of all administrative activities associated with the emergency
3. Ensure that all functional areas receive administrative support as appropriate
4. Provide support to the financial element with regard to documentation, verification and related matters
5. Advise the EMC regarding the administrative aspects and implications of the event

## **6. ADMINISTRATION AND LOGISTICS**

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

1. 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 PEMA via PEIRS or the PEMA Liaison Officer
3. Municipal 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. Reports will be constructed in accordance with PEMA requirements; namely, the Pennsylvania Emergency Incident Reporting System (PEIRS).

### **B. Logistics – Coordination of unmet needs**

1. When municipal resources are overwhelmed, the County EMA is available to coordinate assistance and satisfy unmet needs. Similarly, if the County requires additional assistance, it will call on mutual aid from adjacent counties, its RCTTF, or from PEMA. Ultimately, PEMA will turn to FEMA for assistance in dealing with a major disaster or emergency.

## **7. AUTHORITY and REFERENCES**

### **A. Authority**

Authority for this Plan and specific actions is the Pennsylvania Emergency Management Services Code 35 Pa CS Sections 7101-7707 and the Counter Terrorism Planning, Preparedness and Response Act (Act 2002-227).

1. Under the Stafford Act, the Governor may request the President to declare a major disaster or emergency if the event is beyond the combined response capabilities of the counties involved and the State.
2. Under the Emergency Management Services Code of Pennsylvania Title 35, the County may request assistance from the State when all appropriate locally available forces and resources are fully committed.

3. Pennsylvania Consolidated Statutes Title 35, Section 7504 (a) states that when two or more political subdivisions within a county are affected, the county organization shall exercise responsibility for coordination and support to the area of operations. Additionally, when two or more counties are involved, coordination shall be provided by PEMA.
4. Through the authority of the Pennsylvania Emergency Management Services Code (35 Pa C.S.), as amended, and the appropriate County Resolution, this plan assigns functions necessary to support a comprehensive emergency management program.

## **B. References**

1. Homeland Security Presidential Directive – 5 (HSPD-5)
2. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
3. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment,” July 2000
4. Commonwealth of Pennsylvania Emergency Operations Plan, as amended
5. Title III, Superfund Amendments and Reauthorization Act, October 17, 1986, Section 301-305, 311 and 312
6. Counter Terrorism Planning, Preparedness and Response Act (Act 2002-227)
7. Pennsylvania Emergency Management Agency Emergency Management Directive D200-6, Pennsylvania Emergency Incident Reporting System
8. Columbia County, Hazard Vulnerability Analysis, February 2007

## **8. DEFINITION OF TERMS**

A complete set of definitions and terms appears within the Appendix Section of this plan (Appendix 1).

## **9. TRAINING AND EXERCISES**

### **A. Training Authority**

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of County agencies.

### **B. Exercise Requirements**

To provide practical, controlled operational experience for those who have EOC responsibilities, the EMC will activate this plan at least annually in the form of a simulated emergency exercise. Additionally, regardless of actual events, County all-hazards exercises will be conducted every two years. Further, the EMC and EMA staff will participate annually in a PEMA directed weather exercise.

### **C. Exercise Evaluation, After Action Reports & Implementation of Corrective Action**

EOC staff performance observed during drills, exercises and actual events will be evaluated against the objectives outlined in this plan as well as applicable incident specific standard operating guidelines (SOG's).

Participants in a drill, exercise or actual event will be requested to complete an after action report worksheet (AARW). The information compiled from AARW's will be discussed during the post incident critique which will be scheduled as soon as possible after the event.

Information obtained from event records, AARW's and the post incident critique will be used to complete the Homeland Security Exercise and Evaluation Program Report (HSEEP) which will be forwarded to PEMA and the Columbia County Commissioners upon completion.

The Columbia County EOP as well as applicable incident specific SOG's will be updated with corrective action recommendations as required with the lessons learned from the drill, exercise or actual event.

### **D. Training Policy**

#### **1. Public Official**

- a. **Response and Recovery Training:** A training program will be provided to county and municipal officials, EMC, EOC staffs and emergency services personnel

(police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency.

- b. Professional Development: Training will be provided to municipal EMCs and their elected officials in skills and techniques of writing plans, professional development skills and homeland security issues relating to municipal emergency preparedness. A minimum of four sessions per year will be given. Training will be provided either in a classroom environment or by training newsletter.
  - c. Radiological Protection: County / municipal personnel will be trained in radiological protection systems to enhance county / municipal emergency preparedness.
  - d. Damage Assessment: Annual training will be conducted in damage assessment procedures for county/municipal damage assessment teams.
2. Emergency Services and Other Responding Agencies

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

3. State and Federal Training

EMA staff will attempt to participate in State and Federal training programs as prescribed internally and by PEMA.

## **10. PLAN REQUIREMENTS, DEVELOPMENT, MAINTENANCE and DISTRIBUTION**

### **A. Requirements**

1. State Law: The Pennsylvania Emergency Management Services Code, 35 PA C.S Sections 7701-7707, as amended, requires each county and municipality to prepare, maintain and keep current an EOP. Further, the EOP must be available for inspection in the EOC, along with applicable emergency management plans, procedures and directives of PEMA and the Commonwealth.
2. County Resolution charges the County EMC to develop the County EOP and coordinate the preparation of supporting standard operating checklists.

3. PEMA: This plan attempts to conform with various Federal agency requirements and the format prescribed by PEMA to facilitate review and cross reference to PEMA, FEMA and Department of Homeland Security Documents.

## **B. Development and Maintenance Responsibilities**

1. EMC Responsibilities: The County EMC will coordinate development and maintenance of the plan. Plan components will be reviewed and updated consistently. Incident Specific Annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
2. NIMS section chiefs and staff members are responsible for the development and maintenance of their respective segments of this plan. Written reviews will be provided to the EMC annually indicating concurrence or comments. They will recommend changes, as necessary, and keep the EMC and Resource Manager abreast of changes in personnel, information and available resources.
3. Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code and County Resolution.
4. Execution: This plan will be executed upon order of the County Commissioners or their authorized representative, the County EMC.
5. Distribution: The basic plan is available for public review however its supporting materials are controlled documents not considered to be available for public consumption. Distribution is based upon regulatory or functional “need to know” basis. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page ii. Appendix 4 details the revision policy. A receipt system will be used to verify the process. A detailed distribution list is presented as Appendix 5.

## **APPENDICIES**

1. Terms and Definitions
2. County Organization for Emergency Management
3. Emergency Responsibilities by Organizational Entity (Primary/Support Matrix)
4. Changes and Revisions
5. Plan Distribution
6. Map of the County

