

Clarion County Emergency Operations Plan



March, 2016

Volume 1: Basic Plan

VOLUME 1 - BASIC PLAN

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RELATED SUPPORTING PLANS (Published Separately)

The following plans are maintained by Clarion County Emergency Management Agency

1. Continuity of Government/Operations Plan
2. Hazardous Materials Plan
3. SARA Plans
4. Dam Plan
5. Radiological Emergency Response Plan
6. Hazard Mitigation Plan
7. Special Events Plan
8. Pandemic Influenza Plan
9. Debris Management Plan
10. Donations/Volunteer Management Plan
11. Terrorism Incidents Plan
12. Hazard Vulnerability Analysis
13. Emergency Response Plan for Unconventional Well Sites
14. Severe Weather Plan
15. Extreme Temperature Plan
16. Clarion County 9-1-1 Plan

The following plans are maintained by their owners, but are coordinated with the County:

1. Prison Plan
2. School Plans
3. Strategic National Stockpile Plan
4. Regional Task Force Plans
5. Mass Casualty Plan
6. Mass Fatality Plan
7. Municipal Plans
8. Health Care Plans
9. Dam Plans
10. Unconventional Well Site Plans
11. Day Care Centers

EXECUTIVE SUMMARY

General: This plan reflects the structure of emergency management throughout the Commonwealth of Pennsylvania and the nation. The Plan 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. This plan serves as an emergency management link between local municipalities and state government while reflecting 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 volumes.

Volume 1 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.
- Appendices that provide additional information (definitions, explanation of terms, maps, etc.) that will be helpful during emergency response.
- 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.
- Related plans, because of regulatory requirements or the specific nature of the hazards they address, should stand alone.
- Some of the related plans contain personal or sensitive information and are exempted from the provision of the Right-to-Know act, and from release to the general public. These are published separately, and incorporated into this plan by reference.

Volume 2 contains: ESF Annexes that describe the fifteen emergency support functions and how they will be accomplished.

Volume 3 contains: Functional Checklists that provide suggested tasks for each of the principal positions in the County EOC. These are maintained in the EOC and are not published.

Volume 4 contains: Notification and Resource Manual (NARM) is maintained in a computer data base and is not published.

RECORD OF CHANGES

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

Promulgation

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 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:** Clarion County is a rural sixth-class county located in the west central portion of Pennsylvania and encompasses a land area of 607 square miles. According to the 2010 Census of the United States, the population of the county is 39,988. Clarion Borough, the county seat, is located in the central portion of the county. Approximately 248 square miles 41% of the county is forest, 158 square miles 26% is agriculture, 477 square miles 78.6% is considered rural and 130 square miles 21.4% is considered urban. There are 648 miles of state and federal highways and 659 miles of secondary and municipal roads in the county. The County is comprised of 34 local municipalities, and has 7 School Districts, 1 Career & Technical Education Center and Clarion University.
2. **County Capabilities and Resources:**
 - a. The County 9-1-1 Center serves as an emergency communications hub for the entire county.
 - b. Clarion EMA maintains their resources available from county, local municipal and private assets in a computer data base system.
 - c. **Mutual Aid and Support:** Clarion County is a member of the Northwest Central Pennsylvania Emergency Response Group (regional task force) and participates in the Pennsylvania Intrastate Mutual Aid System.
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. Flooding
 - b. Winter Storms
 - c. Windstorms
 - d. Fires
 - e. Transportation Accidents
 - f. Utility Emergencies

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 EMA 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 regional task force will provide materials and equipment as well as assistance.
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 the Regional Task Force Plan, 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 State EOC through the PEMA Western Area Office.

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. Clarion County maintains a primary and alternate EOC.
3. The Emergency Management Coordinator/designee may act on behalf of the County Elected Officials. The County EOC may be activated by the EMA Coordinator/designee 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).

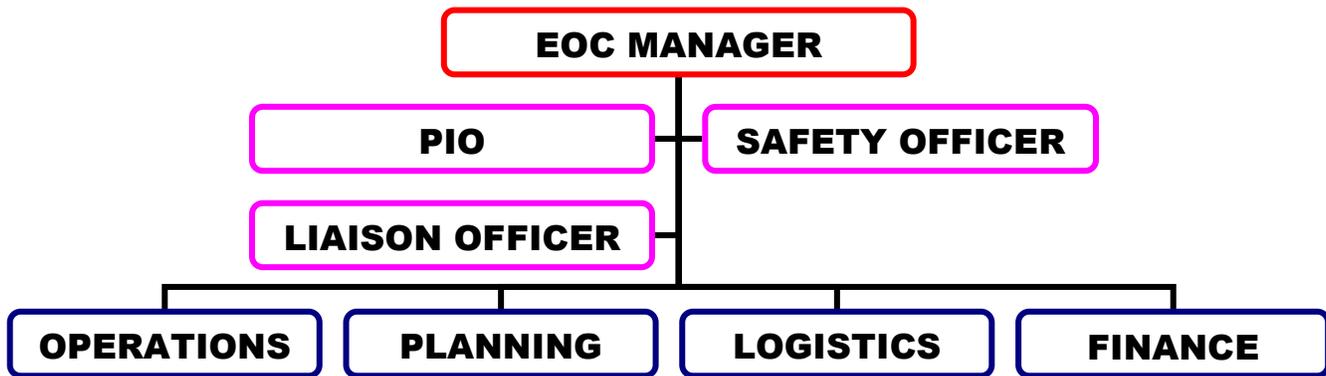


Figure 1 – EOC Incident Management Structure

5. The initial Incident Commander/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 it becomes unclear, a unified command may 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, EOC Manager may appoint IC/UC Liaison to respond to IC/UC to coordinate/communicate 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.
6. The County EMA will monitor local events through media outlets, internet sites, the county 9-1-1 Center, reports from PEMA, or from the National Weather Service (NWS) and other sources. Based on impending events, the EMA Coordinator/designee will consider a partial or full activation of the EOC.

7. Emergency Support Functions (ESF): Emergency response will be managed through the fifteen ESFs outlined in Table 1. The actual functions of the ESFs are detailed in Volume 2 of this plan.

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Provide/control transportation resources and infrastructure.
2	Communications	Provide/maintain telecommunications and Information Technology (IT) resources.
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, Emergency Assistance, Shelter, & Human Services	Provide human service support and coordinate with Red Cross for shelter and feeding operations.
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	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 Rumor Control and community outreach.

Table 1: Emergency Support Functions

8. 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.

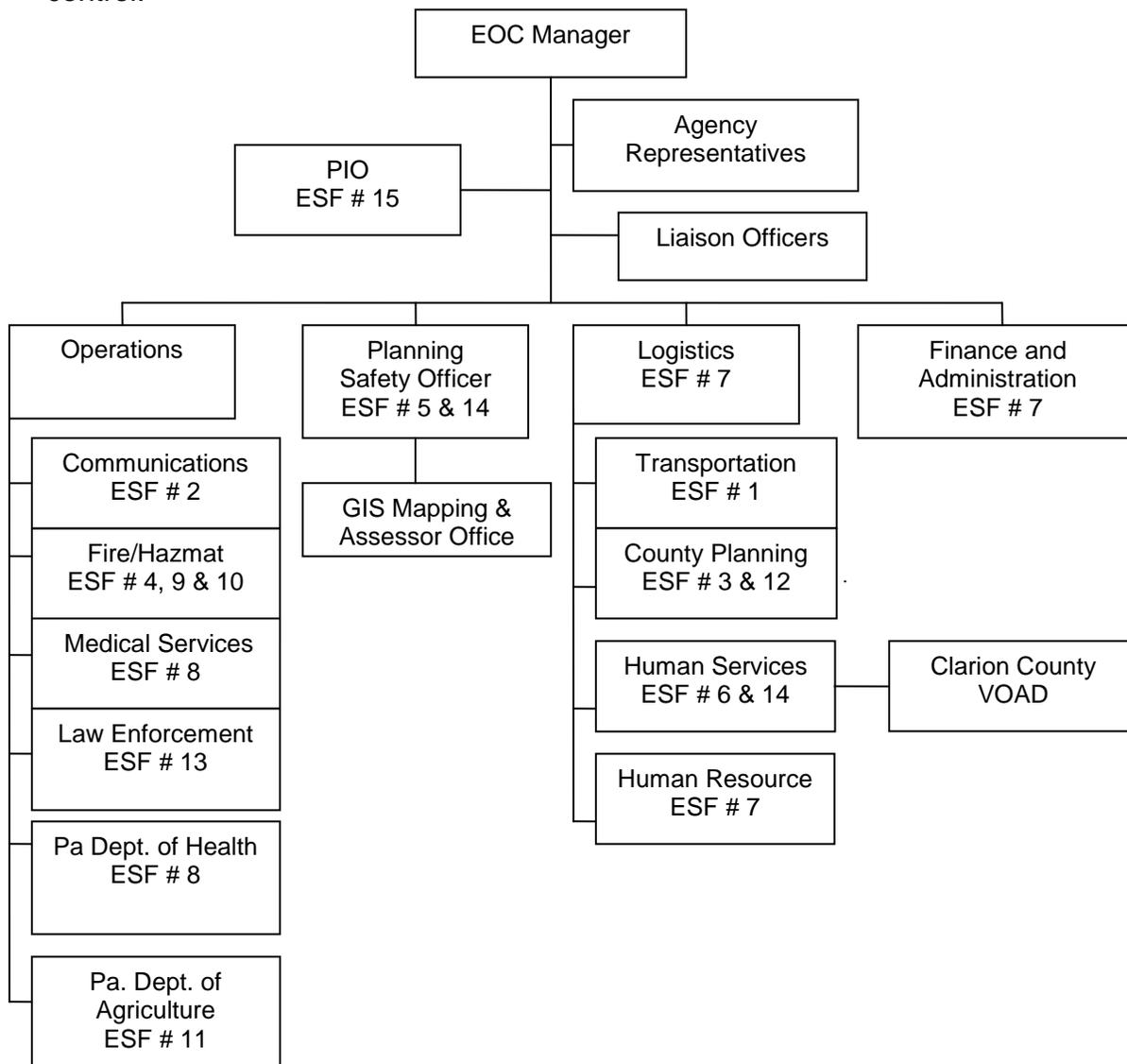


Figure 2 – County EOC Organization

9. Other Emergency Plans may be applicable and provide detail to supplement this plan:
- An incident involving hazardous substances, weapons of mass destruction may involve response prescribed by other (incident specific) plans (Regional Task Force Response Plan, SARA Plan, High Hazard Dam Plan, etc.). These plans provide additional information or details, but do not supersede or replace the procedures outlined in this County EOP.
 - 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.

10. 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.

11. Activation of the County Emergency Operations Center (EOC):

- a. The EOC Manager will determine which staff positions are needed in the EOC and will contact the staff.
- b. 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.

PHASE	EVENT	SCOPE	EXAMPLES
LEVEL IV	Normal Operations, routine, localized events with relatively minor damages	9-1-1 center monitoring the situation, EMA on call	HAZMAT incidents, fires, flood watch
LEVEL III	Threats that require situational awareness, planning or possible county-level response	County EMA staff reports to the EOC or incident site to monitor needs for county or out-of county resources	Localized flooding, Major HAZMAT
LEVEL II	Threats that require increased situational awareness, coordination or damage assessment	Partial mobilization of EOC Staff, & ESFs as required.	Significant flooding, severe winter weather
LEVEL I	Catastrophic damage involving the entire county or neighboring counties	Full mobilization of EOC Staff with all available ESFs.	Severe winter storm, hurricane

Table 2 – Levels of EOC Activation (The examples suggest possible scenarios only and are not fixed)

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

- 1. Emergency Authority: The County Commissioners have authority, under emergency conditions, to:
 - a. Declare a state of emergency;
 - b. Proclaim and enforce curfews;
 - c. Permit local government personnel and property to be used outside of the jurisdiction, but within the county, unless inter-county agreements exist with neighboring counties;
 - d. Shut down nonessential government operations; and
 - e. Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with State authorities.

2. An Alternate EOC (AEOC) that has the basic minimum capabilities of the EOC has been designated.
3. 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.
4. Local Municipalities: Each municipality will determine a line of succession for local officials.

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 Clarion County, the political subdivisions have passed resolutions that adopt the county plan as their own are listed in Appendix 5.
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 function as a deputy to the County EMC, with primary responsibility for damage reporting and assessment in his area.
 - b. If there is an emergency in the affected township/borough, there may be no local EOC, or the local EOC may be co-located with the County EOC. Incident coordination will rely on the County. The County Incident Manager will determine whether to activate the County EOC in support of the local incident.
 - c. The political subdivision will maintain a Notification and Resource Manual in Knowledge Center.
 - 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 those 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 missions assigned by the primary agency.

B. Command Group:

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 a primary and alternate 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 Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed;
 - 2) Issue declarations of disaster emergency if the situation warrants; and
 - 3) Apply for federal post-disaster funds, as available.
2. EMA Coordinator/Designee
 - 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 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 PAR; and

- 4) Compile cost figures for the conduct of emergency operations above normal operating costs.
3. Public Information Officer (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 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 Representatives (from PEMA, PSP, PennDOT, National Guard, Schools, local municipalities, 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 agencies and the county EOC;
- 3) Serve as members of ESF Branches if needed;
- 4) Interface with their respective agencies to request/coordinate resources; and
- 5) Advise elected officials through the EOC Manager.

7. Safety Officer

a. Prevention and Preparedness Phases:

- 1) Identifies, monitors and assesses hazardous and unsafe situations;
- 2) Develop measures to ensure personnel safety; and
- 3) Correct unsafe acts or conditions as warranted.

b. Response and Recovery Phases:

- 1) Identifies, monitors and assesses 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 advice 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, if they decide to do so; 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 (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 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, Department of Environmental Protection, Bureau of Deep Mine Safety for assistance with Underground Search and Rescue;
 - 6) Refer to PEMA for assistance in identifying available swift water 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) Assist schools in evacuation or shelter in place, if they decide to do so; 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) Coordinate damage assessment.
 - 8) Assist the EOC Manager with long-range planning; and
 - 9) 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 available, 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) 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 list 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, Emergency Assistance, Shelter and Human Services (ESF # 6):
 - a. Prevention and Preparedness Phases:
 - 1) In coordination with the Red Cross ensure that a checklist is developed and maintained for the Mass Care/Shelter 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.
 - 4) Assist the Clarion County VOAD, as required.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Coordinate with American Red Cross and other appropriate agencies;
 - 3) Coordinate county human service agencies and Clarion County VOAD response
 - 4) Monitor status of Mass Care – Shelter facilities including capacities in the County;
 - 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 Resource 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 for rapidly ordering 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 County Animal Response Team, and other volunteer and municipal resources to provide for the welfare of production and domestic animals, and
 - 4) Maintain a listing of 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 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 costs and personnel time records;

- 3) Administer the financial aspects of the emergency/disaster according to County policies and procedures;
 - 4) Following the declaration of an emergency by the County Elected Officials, or the Governor, initiate emergency purchasing / acquisition procedures;
 - 5) Serve as an interface with the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) regarding recovery operations; and
 - 6) 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 (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.
 - 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. 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 PEMA western area office.
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, 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 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.

VI. TRAINING AND EXERCISES

A. Policy: The EMA Coordinator is responsible for the overall preparedness of all persons and agencies involved in the county's response to emergencies. As such, the EMA Coordinator 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 will be conducted every two years;
3. The EMA Coordinator and 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 a Corrective Action Plan (CAP) 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, 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 must include a CAP or Improvement plan 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 EMA Coordinator or designee will coordinate development and maintenance of the plan. Writing, review and update of specific portions of the plan will be accomplished in coordination with 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 volume of the plan will be conducted at least biannually, and a report will be provided to the EMA Coordinator.
5. At the conclusion of each biennial review, the EMA Coordinator or designee will:
 - a. If the biennial review indicates a need to change the plan, page changes will be published, approved by the 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 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" 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. Volumes 1 and 2 will be posted on the Clarion County and OES websites. Volume 3 is distributed based upon a regulatory or functional "need to know" basis.
2. Revisions 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. Municipalities Adopting the County Plan

APPENDIX 1 AUTHORITY AND REFERENCES

- A. The authority for this Plan and county emergency management programs comes from the Pennsylvania Emergency Management Services Code and the Counterterrorism Planning, Preparedness and Response Act of 2002.

- B. References
 - 1. The Robert T. Stafford Disaster Relief and Assistance Act (42 U.S.C. § 5121 et. seq.)
 - 2. The Pennsylvania Emergency Management Services Code (35 PaCSA § 7101 et. seq.)
 - 3. The Pennsylvania Right-to Know Act of 2008
 - 4. The Pennsylvania Intrastate Mutual Aid System (PIMAS) (Act 93 of 2008)
 - 5. Homeland Security Presidential Directive – 5 (HSPD-5)
 - 6. Homeland Security Presidential Directive – 8 (HSPD-8)
 - 7. Homeland Security Exercise Evaluation program, Vols. I-III
 - 8. Pennsylvania Emergency Management Agency, “All-Hazard Mitigation Plan”
 - 9. Commonwealth of Pennsylvania, State Emergency Operations Plan
 - 10. Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.
 - 11. Pennsylvania Act 165 Hazardous Materials Response Act
 - 12. Pets Evacuation and Transportation Standards Act of 2006
 - 13. Clarion County, Hazard Vulnerability Analysis

Appendix 2 Terms and Definitions

Activate - To start or place into action an activity or system.

Agency Representative – An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting the agency's participation in the incident. Agency representatives will report to the liaison officer or to the incident commander/EOC Manager in the absence of a Liaison Officer.

All-Hazards – The spectrum of all types of hazards including accidents; technological events; natural disasters; terrorist attacks; warfare, including chemical and biological; pandemic or other biological emergencies, nuclear or explosive events.

ARES – Amateur Radio Disaster Services (formerly Amateur Radio Emergency Services)

Congregate Household Pet Shelter – Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a disaster or emergency.,

Continuity of Government/Operations Plan (COG/OP) - Planning to ensure that essential services and Government functions continue during, or as soon as possible after a disaster or emergency vent.

Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

County Damage Assessment – (Also called Initial Damage Assessment) A damage assessment, conducted by the county damage assessment team(s), that uses PEMA-developed procedures to assign a damage category to emergency-caused damages.

County Recovery Task Force – A type of Local Recovery Task Force (LTRC) formed from local volunteer assets to coordinate and administer voluntary contributions to short-term and long-term recover

Critical Incident Stress Management (CISM) – A system developed and published by the International Critical Incident Stress Foundation to head off the psychological effects of certain types of particularly traumatic incidents on emergency responders. The system involves trained teams of practitioners who conduct peer debriefings for affected responders. Teams in Pennsylvania are independent, and are managed and dispatched locally, or through the Department of Health, Bureau of Emergency Medical Services.

Customer Service Center – A location where disaster victims can come to receive emergency food, water, ice, tarps or cleaning supplies. These are normally located in an open parking lot providing drive-through service and a very limited variety of essential goods.

Deploy - To move to the assigned location in order to start operations.

Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

Human-Caused Disaster - Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, including enemy action, weapons of mass destruction or overt paramilitary actions, or other acts such as sabotage resulting from human-made causes. This includes oil spills and other injurious environmental contamination which threatens or causes substantial damage to property, human suffering, hardship or loss of life.

Disaster Emergency - Those conditions which upon investigation may be found, actually or likely to affect seriously the safety, health or welfare of a substantial number of citizens of the county or preclude the operation or use of essential public facilities. A disaster should be of such magnitude or severity as to render essential state supplementation of county efforts or resources.

Emergency Alert System (EAS) Announcements - Official announcements made at the county or state level for the specific purpose of providing information, instructions or directions to the residents of the county. Announcements are made over the legally designated EAS network. EAS announcement does not preclude appropriate use of newspapers, radio and television for public information statements.

Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kinds, whether from enemy attack, human-made or natural sources.

Emergency Services - The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

Explosive Ordnance Disposal (EOD) - A specialized component of the U. S. military tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with other explosive devices

Governor's Proclamation of "Disaster Emergency" – A proclamation by the Governor upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation authorizes municipalities (including counties) to exercise certain powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).

Hazardous Materials (HAZMAT) - Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials may be chemical, biological, radiological, or explosive.

Hazards Vulnerability Analysis (HVA) - A compilation of natural caused, technological caused and human caused hazards and their predictability, frequency, duration, intensity and risk to population and property.

Household Pet – A domesticated animal, such as a cat, dog, bird, rabbit, rodent or turtle that is traditionally kept in a home for pleasure rather than for commercial purposes; can travel on commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

Initial Damage Assessment – (Also called County Damage Assessment) A damage assessment, conducted by the county damage assessment team(s) that uses PEMA-developed procedures to assign a damage category to emergency-caused damages.

Initial Damage Report – Reports compiled during the response phase of an emergency that list numbers of damaged facilities, and other essential information. The IDR information is originated at the local level, compiled at the county and forwarded on to PEMA. IDR data should be submitted as soon as possible since it is used to determine operational needs and to identify the location and scope of damages for more formal damage assessments that come in the recovery phase of the emergency.

Joint Preliminary Damage Assessment – A damage assessment conducted by state and federal personnel to verify that sufficient damage has occurred to justify a Presidential Declaration of Major Disaster or Emergency

Liaison Officer – The Liaison Officer is the IC/UC point of contact for representatives of other governmental agencies, non-governmental organizations and/or the private sector (with no jurisdiction or legal authority) to gain input on the agency's policies, resource availability and other incident-related matters.

Local Disaster Emergency (When declared by the County Commissioners) - The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

Local Recovery Task Force (County Recovery Task Force) - A group established to oversee the recovery and reconstruction process and serve as an advisory committee to local government officials responsible for recovery activities. The Local/County Recovery Task Force should have representatives from all facets of the community (school, faith-based, business, and volunteer, etc.)

Long Term Recovery Committee (LTRC) – A group of volunteer organizations established to provide recovery assistance to victims of a disaster or emergency beyond those services available from government sources. The LTRC should work in coordination with county and local government in order to ensure maximum utility from all available resources.

Mass Care Centers - Fixed facilities suitable for providing emergency lodging for victims of disaster left temporarily homeless. Mass Care centers are capable of providing all essential social services. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.

Municipality - As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township or similar unit of government..." (Article IX, Section 14, The Constitution of Pennsylvania).

Notification – The act of making known or informing. For use in context with this document: to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System or by other means to the general public immediately after the sirens have been sounded.

Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources

Political Subdivision - Any county, city, borough, township or incorporated town within the Commonwealth, as well as school districts, and water, sewer and other authorities that have governmental or taxing authority.

Point of Dispensing (POD) – A facility established for the mass dispensing of pharmaceuticals. Operation of these PODs is described in the Strategic National Stockpile (SNS) plan.

Presidential Declaration of "Emergency" - "Emergency" means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected county and municipal governments and that Federal assistance is necessary.

Presidential Declaration of "Major Disaster" - "Major Disaster" means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of

cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Preliminary Damage Assessment – See Joint Preliminary Damage Assessment (above)

Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.

Public Information Statements - Public announcements made by PEMA or county official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency.

RACES – (Radio Amateur Civil Emergency Service) A part of the amateur radio service established under Federal Communication Commission rules and regulations to establish and maintain leadership and organizational infrastructure necessary to provide amateur radio communications in support of emergency management entities throughout the United States or its territories. RACES can be used during any disaster or emergency when normal governmental communications have sustained damage, or when additional communication is desired.

Reentry - The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.

Route Alerting - Route alerting is a supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.

Service Animal – Any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

Special Needs Population: Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

Standby - To be ready to perform but waiting at home or other location for further instructions.

Strategic National Stockpile (SNS) – A program headed by the federal Centers for Disease Control that maintains large stocks of medications for distribution to the public during emergencies. The SNS relies on the state and county governments to have plans and play a major part in the distribution of the medications. This is done through a series of PODs (Points of Dispensing) that are located throughout the county.

Support - To act in a secondary or subordinate role to a primary activity by providing a means of maintenance or subsistence to keep the activity from failing under stress. (For use in context to this document: providing "unmet" needs, unforeseen requirements for supplies, equipment, services, training, etc.)

Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.

Urban Search and Rescue (US&R) – A specific type of search and rescue that deal in urban settings, especially with collapsed building rescue. Pennsylvania has one team (PA Task Force-1) that is sponsored and certified by FEMA and managed by PEMA. Additionally, there are a series of US&R components in the nine Regional Task Forces.

Volunteer Emergency Communications – Any or all of those volunteer organizations such as RACES, ARES, CAP, and Coast Guard Auxiliary which may provide emergency telecommunications services to responders or victims within the county.

Weather Warning - Previously expected severe weather is occurring or is about to occur.

Weather Watch - Indicates that conditions and ingredients exist to trigger severe weather.

**Appendix 3
Plan Distribution**

- A. The plan will be provided primarily by electronic version (posted on Clarion County and OES websites) with hard copies provided on an as needed basis.
- B. Electronic or hard copies of this plan will be distributed to appropriate agencies as follows:

Name of Recipient/Office	Electronic or Hard Copy
Clarion County EMA	Electronic
Clarion County Commissioners	Hard
PEMA Western Area	Electronic

- C. Municipalities and schools will be notified when revised plan is placed on websites.

Appendix 4
Map of the County

Clarion County, Pennsylvania



County of Clarion
Mapping & GIS Department
CHA

County Boundary
 Township Boundaries
 • Towns



**Appendix 5
Municipalities Adopting the County Plan**

MUNICIPALITY	ADOPTED COUNTY PLAN	OWN PLAN
Ashland Township		
Beaver Township		
Brady Township		
Callensburg Borough		
Clarion Borough		
Clarion Township		
East Brady Borough		
Elk Township		
Farmington Township		
Foxburg Borough		
Hawthorne Borough		
Highland Township		
Knox Borough		
Knox Township		
Licking Township		
Limestone Township		
Madison Township		
Millcreek Township		
Monroe Township		
New Bethlehem Borough		
Paint Township		
Perry Township		
Piney Township		
Porter Township		
Redbank Township		
Richland Township		
Rimersburg Borough		
Salem Township		
Shippenville Borough		
Sligo Borough		
St. Petersburg Borough		
Strattanville Borough		
Toby Township		
Washington Township		

NOTE: Copies of municipal resolutions are maintained at the EMA office.

**Clarion County
Emergency Operations Plan**

**Volume 2: Emergency Support
Function Annexes**

March, 2016

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Emergency Support Function (ESF) # 1 Annex

Transportation

NIMS Category: LOGISTICS

Coordinating Agency: County EMA

Primary Agency: Transportation Officer

Support Agencies: County Transportation Providers - Commercial
County Transportation Providers - Schools

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 1 – Transportation assists government, voluntary organizations and private citizens requiring transportation to perform response missions and facilitate recovery from major disasters or emergencies.

B. Scope

1. ESF # 1 responsibilities include:

- a. Coordination and assistance in procuring emergency transportation.
- b. Monitoring the status of transportation (ground and air) and transportation infrastructure
- c. Assisting officials in prioritizing restoration of damaged transportation systems.

2. Potential operations include:

- a. Providing resources or personnel to aid traffic control relocation, and evacuation efforts.
- b. Monitoring restricted airspace (in cooperation with the Federal Government).
- c. Conducting damage reporting and assessment.
- d. Performing aerial reconnaissance or photography.
- e. Coordinating transportation of patients or medical professionals.
- f. Coordinating restoration of county roads, bridges, and transit systems or establishing similar temporary systems.

II. Situation and Assumptions

- A. The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence assistance available and offered by transportation providers.
- B. During and immediately following an emergency there may be a heavy demand for transportation to move people, supplies, records and equipment to minimize loss of life and property and to ensure continuity of government. For this reason, transportation resources may be in short supply. Transportation corridors and terminals may be damaged or destroyed requiring close coordination with PennDOT, State or municipal Police to monitor. It may be necessary to establish temporary facilities for emergency use.
- C. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. County EMA is the Coordinating Agency and will coordinate efforts and missions of ESF #1 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.

- C. The county's ESF #1 branch will coordinate with state and federal ESF #1 branches in order to maximize the results of all efforts and to avoid duplication.
- D. The majority of transportation assets in Clarion County belong to private individuals or companies, or to other governmental entities (school districts.) The ESF #1 branch will maintain a list of these transportation assets, and find ways to procure/use them during disaster.
- E. The ESF #1 Branch will monitor the status of county transportation systems and determine the feasibility of land or air transport. Branch members will also recommend means to restore the transportation network if damaged.
- F. The branch will coordinate directly with the PennDOT county manager and other transportation officials to gather information and assistance when needed.
- G. If transportation needs cannot be filled from within the county, they may be identified in other municipalities or in the state. Requests for support from outside the county will be sent through the EOC Manager and PEMA Area Office to that municipality/office.
- H. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
- I. The Transportation ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the representative in policy/planning meetings within the EOC.
 - 2. Develop team procedures and policies, as necessary, in cooperation with team members.
 - 3. Assign/delegate missions to supporting agencies.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF #5 (Emergency Management) to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.
- B. Support Agencies
 - 1. Provide assistance to the Transportation Branch Director in accomplishing missions assigned to the Transportation Branch.
 - 2. Provide supplemental staff to support the team, as necessary.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 2 Annex

Communications

NIMS Category: OPERATIONS

Coordinating Agency: County 9-1-1

Primary Agency: County 9-1-1

Support Agencies: Mobilecom Services

Verizon Crisis Response Team

County RACES/ARES

PEMA

Verizon, Windstream, Century Link, Comcast, AT&T, Venus and Affiniti

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 2 – Communications ensures interoperable voice and data communications resources and services to support emergency operations or other disaster assistance initiatives.

B. Scope

1. ESF #2 responsibilities include:

- a. Providing land-line, modem, cellular, internet and radio assistance or resources for emergency missions.
- b. Coordinating the use of other available resources to facilitate a favorable result.

2. Potential operations include:

- a. Receiving and transmitting messages.
- b. Issuing alert and warning messages or notifications.
- c. Ensuring technical support and equipment exists to enable functional countywide communications systems.
- d. Identifying government or private sources that can render communications assistance from outside the affected area.
- e. Assisting with identifying and combating a cyber attack on county/local facilities.
- f. Supporting the restoration of damaged emergency communications.
- g. Advising/assisting in prioritization of restoration of damaged communication infrastructure.

II. Situation and Assumptions

- A. County emergency response is reliant on electronic communication for command, control, coordination and information gathering.
- B. The County EMA maintains open, reliable, and redundant communication systems.
- C. The County EMA personnel monitor national reporting services that indicate present and impending weather and other hazards.
- D. The extent of damage to the communications infrastructure of the affected area, in addition to the peculiarities of the telecommunications network in the area, will influence the strategy for assistance offered by service providers.
- E. The County 9-1-1 Center has the ability to activate the Emergency Alert System and Integrated Public Alert and Warning System (IPAWS) for local, regional, or countywide public announcements.

- F. At least some of the redundant communications systems in place will continue to function throughout the emergency.
- G. RACES and Civil Air Patrol (CAP) will be able to respond and communicate throughout the emergency.
- H. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County 9-1-1 is the coordinating agency and will coordinate efforts and missions of ESF #2 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #2 branch will coordinate with state and federal ESF #2 branches in order to maximize the results of all efforts and to avoid duplication.
- D. An assessment of the countywide communications network will be conducted and the information analyzed to determine the feasibility/operability of land-line, cellular, and other communications in the affected area(s).
- E. The status of communications technology and resources will be disseminated widely among emergency response agencies.
- F. In all cases, municipalities and response agencies in the affected area(s) will be contacted as soon as possible.
- G. Warnings or notifications will be made through the County's primary warning point or via the County Emergency Operations Center when activated and emergency information is disseminated from that facility.
- H. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.
- I. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- J. The Communications ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the representative in policy/planning meetings within the EOC.
 - 2. Develop team procedures and policies, as necessary, in cooperation with team members.
 - 3. Assign/delegate missions to supporting agencies.
 - 4. Act as the coordinating agent for all communication resources.
 - 5. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 6. Establish liaison with ESF #5 to facilitate the sharing of information and data.
 - 7. Collect, compile, and report information and data, as appropriate.
- B. Support Agencies
 - 1. Provide assistance to the Communications Branch Director in accomplishing missions assigned to the Transportation Branch.
 - 2. Provide supplemental staff to support the team, as necessary.

3. Track the use of resources from their respective organizations and share that information with the Team Leader.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 3 Annex

Public Works & Engineering

NIMS Category: LOGISTICS

Coordinating Agency: County EMA

Primary Agency: Planning Department

Support Agencies: County Buildings Department

County Parks

Municipal Public Work Departments

Water and Sewer Companies (Public & Private)

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 3 – Public Works and Engineering provides technical advice and or coordination for evaluation, engineering services, contracting for construction management and inspection, and contracting for emergency repair of water and wastewater facilities and transportation infrastructure as well as assisting with the provision of potable water and ice and emergency power to assist the county and local municipalities in lifesaving and life sustaining actions, damage mitigation, and recovery activities following a major disaster emergency.

B. Scope

1. ESF #3 responsibilities include:

- a. Coordinating for engineering, construction management, and building Inspection services.
- b. Coordinating for contracting services.
- c. Procuring sites for temporary emergency use.
- d. Provision of emergency power and potable water.
- e. Coordinating the removal of debris from damaged areas in the community.

2. Potential operations include:

- a. Coordinating the county Debris Management Plan.
- b. Coordinating for actual removal of debris from public areas.
- c. Obtaining permits to dispose of debris.
- d. Coordinating the construction or restoration of public buildings.
- e. Coordinating the repair or restoration of public structures.
- f. Coordinating the repair or restoration of water supply systems and wastewater or solid waste treatment facilities.
- g. Coordinating for the emergency demolition or stabilization of public and other critical facilities or structures, including flood protection and flood control structures.
- h. Coordinating for the preparation of sites for Customer Support Centers (CSCs) or other emergency use.
- i. Damage assessment or inspection of damaged buildings and facilities.
- j. Serve on/advise the Short Term/Long Term Recovery Task Force (See ESF #14.)

II. Situation and Assumptions

- A. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the availability of assistance from engineering or other ESF #3 providers.
- B. While the owner of a property is responsible for its repair or demolition, if a damaged facility or property presents an imminent danger to the public, local government has authority to enter private property and take whatever actions are necessary.
- C. Unless there is a declaration of disaster emergency, normal contracting and environmental protection practices will be followed. A declaration will allow relaxed rules for contracting and/or disposal of debris.
- D. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #3 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #3 branch will coordinate with state and federal ESF #3 branches in order to maximize the results of all efforts and to avoid duplication.
- D. An assessment of the condition of public infrastructure will be conducted and the information analyzed to determine the need for or immediate repair, restoration, or demolition of any structure or facility.
- E. The status of the public infrastructure will be disseminated widely among emergency response agencies, to local governments and the general public.
- F. The ESF#3 branch will identify public and private engineering and public works resources. This will be recorded in Knowledge Center and reported to ESF #7.
- G. Missions will be tracked, and resources will be reassigned as they become available for subsequent use.
- H. Team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- I. The Public Work ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF teams, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with team members.
 - 3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Public Works Branch Director, and make resources of their respective organizations available for public works operations, as possible.
2. Provide supplemental staff to support the branch as necessary.
3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 4 Annex

Firefighting

NIMS Category: OPERATIONS

Coordinating Agency: County EMA

Primary Agency: Fire/Hazmat Services

Support Agencies: Local Fire Departments
Department of Conservation and Natural Resources

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 4 – Firefighting coordinates detection and suppression of wildland, rural and urban fires caused by, or causing an emergency that spans multiple political subdivisions of the county.

B. Scope

1. ESF #4 responsibilities include:

- a. Managing firefighting activities in developed areas as well as wildlands or forests.
- b. Providing personnel, equipment, and supplies for emergency response.
- c. Providing other assistance or resources that can be useful in firefighting operations.

2. Potential operations include:

- a. Coordinating performance of fire suppression operations.
- b. Providing supplemental resources to jurisdictions.

II. Situation and Assumptions

- A. Urban commercial and residential fire incidents typically can be managed by municipalities and will not require extensive county support or involvement.
- B. After certain disaster events, urban water systems may be inoperable or sufficiently damaged so that some conventional fire suppression techniques are severely challenged.
- C. The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the firefighting strategy as well as availability of assistance from ESF #4 providers outside the immediate area.
- D. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #4 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The County's ESF #4 branch will coordinate with state and federal and local ESF #4 branches in order to avoid duplication and to maximize the results of all efforts.
- D. The status of firefighting resources and capabilities will be monitored by ESF #4. This will be recorded in the Knowledge Center and reported to ESF #7.

- E. Missions will be tracked, and resources will be reassigned as they become available for subsequent use.
- F. Team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- G. The Firefighting ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF teams, and other matters.
 2. Develop procedures and policies, as necessary, in cooperation with team members.
 3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 5. Establish liaison with ESF 5 to facilitate the sharing of information and data.
 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 1. Provide assistance to the Firefighting Branch Director, and make resources of their respective organizations available for public works operations, as possible.
 2. Provide supplemental staff to support the branch as necessary.
 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 5 Annex

Emergency Management

NIMS Category: PLANNING

Coordinating Agency: Clarion County EMA

Primary Agency: Clarion County EMA

Support Agencies: Municipal EMA's
County Fire Departments
County Emergency Medical Services
County Transportation
County Planning
County PIO
Northwest Central Pa. Task Force

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 5 – Emergency Management coordinates the effort to collect, assemble, analyze, and disseminate information about an emergency and the necessary response and recovery operations. It then analyzes information and applies it to the creation of operational and strategic plans, including the transition to and the provision of disaster assistance and other recovery activities.

B. Scope of Operations

1. ESF #5 responsibilities include:

- a. Collecting, processing, and disseminating information to County, local, and private officials involved in emergency response and recovery operations.
- b. Providing a place (EOC or Mobile CP) and structure for overall coordination of the countywide response to an emergency.
- c. Coordinating with state and federal government representatives involved in response and recovery activities.
- d. Preparing county disaster declarations and requesting gubernatorial declarations from the state.

2. Potential operations include:

- a. Obtaining damage assessment information from affected jurisdictions.
- b. Gathering data and information and developing reports.
- c. Collecting deployment information from other ESF branches
- d. Producing status reports.
- e. Conducting situation analysis.
- f. Creating incident action and strategic operations plans.

II. Situation and Assumptions

- A. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the method of data collection and dissemination.

- B. The ESF #5 branch will rely on local reports and damage assessments as well as information from other ESF branches to develop a regional or County-wide summary of events, damages, and response operations.
- C. Documents developed by the ESF branch will not be released directly to the public.
- D. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The Clarion County EMA is the coordinating agency and will coordinate efforts and missions of ESF #5 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #5 branch will coordinate with state and federal and local ESF #5 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Data and information will be obtained continually from county departments and agencies, other ESFs, and municipalities, and the findings will be summarized in reports, specifically those prescribed by the Incident Command System.
- E. The information the ESF team will seek to gather includes, but is not limited to:
 - 1. Geographic boundaries of the affected area,
 - 2. Social, physical, economic, and political impacts of the disaster
 - 3. Status of transportation systems in the affected area
 - 4. Status of communications systems in the affected area
 - 5. Access/entry points to the affected area
 - 6. Hazard-specific data and information regarding the disaster
 - 7. Current and forecast weather conditions for the affected area
 - 8. Status of critical facilities in the affected area
 - 9. Status/activation of local governments in the affected area
 - 10. Emergency declarations by affected jurisdictions
 - 11. Resource needs and unmet "service" needs
 - 12. Response and recovery priorities in jurisdictions and of the County
 - 13. Status of pending ESF operations
 - 14. Status of Special Populations
- F. ESF #5 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- G. The Emergency Management ESF Branch or the branch members may participate in other emergency response missions as necessary.
- H. Initial Damage Reports submitted by local municipalities will be consolidated at the county and forwarded to PEMA. This data will be used to anticipate operational needs, and to identify locations where damage may be found.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF teams, and other matters.

2. Develop procedures and policies, as necessary, in cooperation with team members.
 3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 5. Establish liaison with other ESFs to facilitate the sharing of information and data.
 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
1. Provide assistance to the Emergency Management Branch Director, and make resources of their respective organizations available for emergency management operations, as possible.
 2. Provide supplemental staff to support the branch as necessary.
 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 6 Annex

Mass Care, Emergency Assistance, Shelter & Human Services

NIMS Category: LOGISTICS

Coordinating Agency: County EMA

Primary Agencies: Human Services & Area Agency on Aging

Support Agencies: American Red Cross

RACES
Children and Youth
Civil Air Patrol
Riverview Intermediate Unit #6
MH/MR Office
Emergency Medical Services
Fire Services
Police Services
School Districts
County Probation
Clarion County DCORT Team
CERT Teams

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 6 – Mass Care, Emergency Assistance, Shelter and Human Services coordinates the effort to meet the basic needs of surviving victims following a disaster, as well as to collect, assemble, and report information about victims and assist with reunification of families.

B. Scope

1. ESF#6 responsibilities include:

- a. Coordinating temporary shelter, basic medical care, and food to victims and their families,
- b. Collecting and forwarding evacuee information and assisting families in their efforts to reunite.
- c. Coordinating bulk distribution of emergency supplies

2. Potential operations include:

- a. Coordinating food for responders and emergency workers,
- b. Coordinating basic medical care,
- c. Coordinating vouchers for clothes and certain other expenses,
- d. Coordinating temporary shelters and keeping shelter records,
- e. Coordinating meals to displaced families or individuals,
- f. Coordinating informal behavioral health screening to determine need,
- g. Coordinating critical incident stress debriefings (for responders) or psychological first aid for the general public.
- h. Collecting damage assessment information, and
- i. Assisting with coordination of federal programs and provision of housing and housing repair to citizens whose homes were affected by the disaster.

3. For a complete discussion of animal care and sheltering, please refer to the Agriculture and Natural Resources (ESF #11).

II. Situation and Assumptions

- A. A significant disaster event may deny a population access to food, may spoil food and ruin clothing, and may displace a population from their homes and create a widespread need for shelter, food, and other basic human needs.
- B. The extent of damage to infrastructure and communities in the affected area will influence the demand for and selection of shelters.
- C. The extent of damage to shelters in the affected area and the availability of shelter space in the area will influence the strategy for assistance offered by service providers.
- D. Shelter sites may consist of existing, pre-identified facilities, temporary, built-to-demand structures, or tent cities.
- E. Some victims with special needs will not be able to be accommodated at all shelters. Special needs shelters may need to be established, sometimes requiring extra transportation for victims.
- F. Some individuals with special needs may require transportation assistance to enable them to reach a shelter facility.
- G. Shelter and feeding activities will continue as long as the need persists.
- H. Close cooperation will be maintained with the ESF 11 team, to ensure an efficient food service system is employed that satisfies the needs of the greatest number of people.
- I. A Donations and Volunteer Management plan exists for the County, which can be helpful in organizing volunteer resources as well as donated goods. For more detail, please refer to the Donations Management Plan.
- J. The Public Information team will be a critical partner to mass care and sheltering activities. For more detail of public information operations, please refer to the Public Information (ESF #15).
- K. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #6 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #6 branch will coordinate with state and federal and local ESF #6 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Unmet needs for resources or other assistance will be forwarded through the Regional Task Force (if activated) to the PEMA Area Office, to the State EOC through ESF #7.
- E. The county's ESF #6 branch will work closely with local volunteer organizations in order to maximize the effectiveness of their contribution to the disaster response. The county will rely on voluntary agencies to open and operate shelters.
- F. Provision of shelter and other services will take into account and make efforts to accommodate citizens with special needs and requirements; including age, physical or mental infirmity, and language difficulty.

- G. Shelters will be designated to care for domestic pets in close proximity to their owners' shelters.
- H. Sheltering operations will begin prior to a disaster event when information and data suggest large-scale displacement of citizens may occur.
- I. Family Assistance Centers, when necessary, will be established in cooperation with the appropriate local jurisdiction and private entities.
- J. Resource needs will be determined and requests for assistance will be conveyed to appropriate ESF teams.
- K. Shelter occupancy records will be maintained in Knowledge Center and shared with emergency management officials of the county and in appropriate local jurisdictions.
- L. Shelter, food, and other assistance will be made available until the need for emergency relief in the affected area has been reduced sufficiently so that individuals and families can return to their homes or are able to receive assistance from traditional personal, private, and governmental sources.
- M. Missions will be tracked, and resources will be reassigned as they become available for subsequent use.
- N. All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- O. The Mass Care, Emergency Assistance and Human Services ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF teams, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with team members.
 - 3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF# 5 to facilitate the sharing of information and data, and with other ESFs for logistical and other support as needed.
 - 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 - 1. Provide assistance to the Mass Care, Emergency Assistance and Human Services Branch Director, and make resources of their respective organizations available for public works operations, as possible.
 - 2. Provide supplemental staff to support the branch as necessary.
 - 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function #7 Annex

Logistics Management and Resource Support

NIMS Category: LOGISTICS

Coordinating Agency: County EMA

Primary Agency: County EMA

Support Agencies: Area Agency on Aging
County Central Accounting
Transportation
County Corrections
Emergency Medical Services
Fire Services
Human Services
Municipalities
Police Services
County Human Resources
Veterans Affairs

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 7 – Resource Support provides comprehensive, strategic logistics planning to utilize all available resources in an optimum way, and provide operational management and coordination of supplemental resources, including performing logistical operations necessary to support an emergency response or recovery efforts.

B. Scope of Operations

1. ESF #7 responsibilities include:

- a. Contracting for or obtaining goods or services.
- b. Coordinating execution of logistical or administrative activities for emergency response operations.
- c. Providing emergency contracting support.
- d. Coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.
- e. Integrating resources from private and volunteer sources, as well as from other counties, state and federal government.

2. Potential operations include:

- a. Procuring equipment or supplies.
- b. Leasing temporary office space or mobile office units.
- c. Performing printing or photographic reproduction services.
- d. Initiating contracting agreements.

II. Situation and Assumptions

- A. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the ability to provide resources.
- B. Supplies and equipment will be provided from existing County inventories whenever possible.
- C. Supplies and items of equipment obtained from commercial providers will not be stockpiled.

- D. The scope of procurement operations will be consistent with the severity of the event.
- E. Procurement will be conducted in accordance with Commonwealth and County laws and regulations, including provisions for emergency procurement and no-bid contracting.
- F. The county commissioners may issue a declaration of Disaster Emergency which will suspend some of the time consuming regulations and procedures.
- G. A donations plan exists for the County, which can complement the effort to obtain resources under some circumstances.
- H. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #7 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #7 branch will coordinate with state and federal and local ESF #7 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities.
- E. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
- F. Contracts with commercial vendors will be initiated to obtain supplies and equipment unavailable in existing inventories.
- G. Missions will be tracked, and resources will be reassigned if they become available for subsequent uses.
- H. ESF #7 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- I. The Logistics Management and Resource Support ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
 2. Develop procedures and policies, as necessary, in cooperation with branch members.
 3. Act as the coordinating agent for all branch resources; develop operations assignments, and direct deployment, in cooperation with branch members.
 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 5. Establish liaison with other ESFs to facilitate the sharing of information and data.
 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 1. Provide assistance to the Branch Director, and make resources of their respective organizations available for logistics management and resource support operations, as possible.

2. Provide supplemental staff to support the branch as necessary.
3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 8 Annex

Public Health & Medical Services

NIMS Category: OPERATIONS

Coordinating Agency: County EMA

Primary Agency: Medical Services & Pa. Dept. of Health

Support Agencies: County Coroner
Emergency Health Services Council
County Hospitals and Nursing Homes
Pa. Dept. Of Environmental Protection
Transportation
County MH/MR
County DECORT
American Red Cross

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 8 – Health and Medical Services coordinates the provision of medical and behavioral health care and the dissemination of public health information necessary to support emergency response to and recovery from a public health or other medical disaster; a potential or actual event requiring a public health or medical response or a developing public health or medical emergency.

B. Scope of Operations: ESF #8 responsibilities include:

1. Health and Medical support includes:
 - a. Coordinating health and medical professionals and facilities and their disposition of care and treatment.
 - b. Managing medical supplies and resources to facilitate an effective, efficient, and appropriate result.
2. Public Health includes:
 - a. Monitoring of disease and potential trends.
 - b. Identifying environmental or other factors that may affect the health of the community.
 - c. Disseminating information to the public on how to deal with disease issues.
3. Behavioral Health includes:
 - a. Critical Incident Stress Management (CISM) for emergency workers.
 - b. Psychological First Aid or other behavioral health screening, and referral to professional services for victims of the disaster (DCORT Team).
 - c. Public information on behavioral health issues.
4. Potential operations include:
 - a. Identifying health hazards
 - b. Disseminating public health information
 - c. Managing vector control
 - d. Conducting triage and providing treatment
 - e. Coordinating transportation of patients
 - f. Operating field hospitals
 - g. Coordinating the opening and operation of PODs under the SNS plan,
 - h. Controlling patient loads at hospitals

- i. Importing medicines, medical professionals, or supplies into the affected area
- j. Establishing temporary morgues, performing forensic examinations and completing victim identifications
- k. Managing medical supplies and pharmaceuticals
- l. Arranging crisis counseling for victims (DCORT Team)
- m. Arranging or conducting CISM debriefings for responders
- n. Health surveillance
- o. Identifying and publicizing environmental health hazards
- p. Tracking patients at and between hospitals and other medical treatment centers
- q. Coordinating mortuary services and the identification and disposition of remains
- r. Managing mass fatalities, dealing with next of kin.

II. Situation and Assumptions

- A. A significant disaster event may cause a considerable number of injuries or deaths, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance. A natural or technological disaster may cause a failure of the health system, which then becomes a secondary disaster. An epidemic or widespread disease may become a disaster on its own.
- B. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the ability to provide medical or health resources
- C. The extent of damage to medical, mental health, and extended care facilities within the affected area will influence the strategy and ability to coordinate care and provide appropriate treatment.
- D. Damage to solid waste disposal facilities, waste water treatment facilities and water treatment systems, and the loss of electrical power services, may foster conditions that propagate bacteria and disease.
- E. Appropriate information about patients will be shared with the ESF #6 branch.
- F. General information only or aggregate data regarding patients will be provided to public information officials to share with media outlets.
- G. Medicines and supplies will be provided from existing inventories whenever possible.
- H. Procurement will be conducted in accordance with federal, Commonwealth and County laws and regulations, including provisions for emergency procurement and no-bid contracting.
- I. The county commissioners may issue a declaration of Disaster Emergency which will suspend some of the time consuming regulations and procedures.
- J. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #8 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #8 branch will coordinate with state, federal and local ESF #8 branches in order to avoid duplication and to maximize the results of all efforts.

- D. Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities before referring to outside agencies.
- E. An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of accessing care facilities and transporting patients from one location to another.
- F. The patient load at medical facilities will be monitored and action will be taken to moderate the influx of patients at all available treatment sites.
- G. A continuous assessment will be conducted to determine the Countywide supply of essential and appropriate medicines as well as the level of need.
- H. Assessments will be conducted to determine the threat posed by vermin or other health hazards, and actions will be taken to eradicate such threats.
- I. Water supplies in the affected area will be evaluated and designated safe or unsafe for public consumption.
- J. Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.
- K. Public service announcements will be broadcast, offering health and safety guidance and directions.
- L. All branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- M. The Public Health and Medical Services ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with branch members.
 - 3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with branch members.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF 5 to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 - 1. Provide assistance to the Branch Director, and make resources of their respective organizations available for public works operations, as possible.
 - 2. Provide supplemental staff to support the branch as necessary.
 - 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 9 Annex

Search and Rescue

NIMS Category: OPERATIONS

Coordinating Agency: County EMA

Primary Agency: Fire Services

Support Agencies: County Fire Departments
Civil Air Patrol
County Police Departments
Northwest Central Pa. Task Force
State Agencies
Pennsylvania State Police

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 9 – Search and Rescue – coordinates the elements of search and rescue operation in the event of a major disaster or emergency. Operational activities include locating, extricating, and coordinating on-site medical assistance to victims in collapsed buildings, wilderness or water.

B. Scope of Operations

1. ESF #9 responsibilities include:
 - a. Collapsed structures or search and rescue operations.
 - b. Urban Search and Rescue (USAR) companies or squads formed under the auspices of the RTFs or PEMA.
 - c. Wilderness search teams, including the Pa. Dept. Conservation & Natural Resources and Civil Air Patrol.
 - d. Underground search teams from the Department of Environmental Protection's Bureau of Deep Mine Safety.
2. Potential operations include:
 - a. Conducting needs assessments
 - b. Provision of technical advice
 - c. Organizing and monitoring the conduct of searches
 - d. Provision of technical advice and assistance to State and Federal teams.

II. Situation and Assumptions

- A. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the ability to conduct rescue operations.
- B. In situations that entail structural collapse, large numbers of people may require rescue and medical care.
- C. The National Urban Search and Rescue (USAR) Response System consists of Urban Search and Rescue Task Forces, Incident Support Teams and technical specialists. Pa Task Force 1 is available through the Pennsylvania Emergency Management Agency, and other teams can be requested from the Federal Emergency Management Agency. Regional Task Forces in Pennsylvania have developed additional USAR assets that are available throughout the RTF.

- D. Because the mortality rate among victims rises dramatically after only a few hours, Search and Rescue must be initiated without delay.
- E. In the course of response, rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities.
- F. Following any disaster, secondary events and/or other hazards (fires, landslides, flooding and hazardous materials) may compound problems and further threaten disaster victims and rescue personnel.
- G. Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for lost victims and rescue personnel.
- H. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder or crime.
- I. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.
- J. A donations plan exists for the County, which can complement the effort to obtain resources under some circumstances.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #9 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #9 branch will coordinate with state and federal and local ESF #9 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Information regarding the extent of the incident will be collected to enable the branch to develop an appropriate response strategy.
- E. Resource needs and requests will be obtained through ESF #7 from County departments and agencies, other ESFs, and municipalities before looking to sources outside the county.
- F. If it is determined that outside resources are needed, the ESF #9 branch will forward a request through the EOC Manager to the RTF or PEMA for the appropriate assistance. This request will follow protocols outlined by the RTF or PEMA (if applicable.)
- G. Coordinate logistical support of deployed USAR forces beyond their initial 72 hour period of self sufficiency.
- H. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
- I. Contracts with commercial vendors will be initiated to obtain supplies and equipment unavailable in existing inventories.
- J. Missions will be tracked, and resources will be reassigned if they become available for subsequent uses.
- K. ESF #9 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- I. The Emergency Management ESF branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

A. Primary Department or Agency

1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
2. Develop procedures and policies, as necessary, in cooperation with branch members.
3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with branch members.
4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
6. Collect, compile, and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Branch Director, and make resources of their respective organizations available for search and rescue operations, as possible.
2. Provide supplemental staff to support the branch as necessary.
3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 10 Annex

Oil and Hazardous Materials

NIMS Category: OPERATIONS

Coordinating Agency: County EMA

Primary Agency: Fire/Hazmat Services

Support Agencies: Local Fire Departments

Special Hazard Responders of Clarion County

Police Services

Emergency Medical Services

Local Emergency Planning Committee

County 9-1-1 Center

Pa. Department of Environmental Protection

Mc Cutcheon Enterprises, Inc.

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 10 – Hazardous Materials coordinates the resources and services necessary for response or recovery efforts essential to the remediation of conditions caused by toxic chemical or hazardous material release.

B. Scope of Operations

1. ESF #10 responsibilities include:

- a. Limiting or containing accidental releases of hazardous materials and hazardous wastes.
- b. Taking actions that mitigate the effects of a leak.

2. Potential operations include:

- a. Coordinating the suppression of chemical fires,
- b. Coordinating conduct of soil tests or collecting air samples,
- c. Coordinating construction of stabilizing berms or other barriers,
- d. Coordinating application of retardant materials,
- e. Coordinating collection of hazardous materials,
- f. Coordinating removal of contaminated soil, and
- g. Coordinating decontamination of a site or individual.

II. Situation and Assumptions

- A. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the ability to provide resources or to respond.
- B. Supplies and equipment will be provided from existing County inventories whenever possible.
- C. Supplies and items of equipment obtained from commercial providers will not be stockpiled.
- D. Hazardous materials include oil, fuels, chemicals, toxic debris and waste, chemical weapons, radioactive substances, and other contaminants capable of polluting soil, water tables, or water bodies or harming humans or animals.
- E. Fixed facilities, disposal sites, pipelines, highways and water bodies are potential incident sites, all of which pose unique response challenges.

- F. A severe disaster may precipitate cascading incidents, and coordination with local hazardous materials response teams will become critical.
- G. Local responders will act as incident commanders unless a formal request is made by local officials for County personnel to assume command. The coordinating agency may provide an on-scene coordinator at the request of local responders.
- H. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #10 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #10 branch will coordinate with state, federal and local ESF #10 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities.
- E. Information regarding the extent of the incident will be collected to enable the branch to develop an appropriate response strategy.
- F. Individuals subject to exposure will be decontaminated or otherwise treated with appropriate medical care, when necessary.
- G. Missions will be tracked, and resources will be reassigned if they become available for subsequent uses.
- H. ESF #10 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- I. The Oil and Hazardous Materials ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with branch members.
 - 3. Act as the coordinating agent for all related resources and activities; develop operations assignments, and direct deployment, in cooperation with branch members.
 - 4. Ensure sufficient persons are identified to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 - 1. Provide assistance to the Branch Director, and make resources of their respective organizations available for Oil and Hazardous Materials operations, as possible.
 - 2. Provide supplemental staff to support the branch as necessary.
 - 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 11 Annex

Agriculture and Natural Resources

NIMS Category: LOGISTICS

Coordinating Agency: County EMA

Primary Agency: Pa. Dept. of Agriculture

Support Agencies: Pa. Dept. of Health

Transportation

American Red Cross

County Parks & Recreation

DCNR Reps from state parks in the county

Clarion County Historical Society

County Social Service Agencies

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 11 includes the identification, security and coordination of efforts to provide bulk food resources, to protect agriculture and food production, to protect domestic and farm animals and to protect natural, historic and cultural resources.

B. Scope of Operations: ESF #11 responsibilities include:

1. Food support includes:
 - a. Identifying sources of food supplies,
 - b. Obtaining food resources, and
 - c. Arranging to transport food to designated staging sites in the affected area.
2. Protection of Agriculture and Food Production includes:
 - a. Taking steps to prevent animal or crop disease,
 - b. Ensure food production and distribution, and
 - c. Identify potentially dangerous human foodstuffs before it makes it to market.
3. Protection of domestic and farm animals include:
 - a. Measures to shelter animals from disaster,
 - b. Measures to evacuate them to a safe location and provide shelter there, and
 - c. Establishing shelters for domestic pets.
4. Protection of Natural, Historic or Cultural Resources includes:
 - a. Identification of historic buildings and artifacts
 - b. Physical steps to protect historic buildings and artifacts
 - c. Restoration of damaged historic buildings and artifacts
5. Potential operations include:
 - a. Researching governmental food programs and stockpiles
 - b. Negotiating with food suppliers
 - c. Developing a food procurement strategy
 - d. Organizing a food transportation plan
 - e. Coordinating with private and volunteer groups
 - f. Analyzing staging sites
 - g. Establishing a temporary food assistance program.
 - h. Providing information to farmers on sheltering or protecting farm animals
 - i. Providing shelter for domestic pets near human mass care centers

- j. Providing shelter for farm animals at a location out of the area affected by the emergency
- k. Rescuing stray and abandoned animals
- l. Ensuring adequate supplies of food are available at boarding facilities and temporary shelters
- m. Coordinating grief counseling to victims whose animals are lost, injured, or killed
- n. Assisting with inspecting food processing and transportation facilities and equipment to ensure safe production of food.

II. Situation and Assumptions

- A. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the ability to provide resources and services.
- B. Supplies and equipment will be provided from existing County inventories whenever possible.
- C. Supplies and items of equipment obtained from commercial providers will not be stockpiled.
- D. A significant disaster event may deny human and animal populations access to food and water, may create conditions that prevent individuals with food supplies from preparing them, or may displace a population from their homes and create a widespread need for food and drink.
- E. Some disaster situations may require citizens to evacuate their homes and farms. Those with large animals or livestock may be separated temporarily or effectively prevented from providing continuous care to livestock.
- F. Food supplies intended for human populations will be suitable for either household distribution or congregate meal service.
- G. Food supplies will be provided from existing managed inventories whenever possible.
- H. Close cooperation will be maintained with the ESF 6 branch to ensure “Pet friendly” shelters.
- I. Commercial and retail food storage facilities may be inoperable as a result of widespread power failure; thus, some privately-held, large-volume food supplies may be available as donated goods.
- J. A donations plan for the County exists, which can be helpful in organizing food collection and distribution efforts. For more detail of donations management operations, please refer to the Donations Management Plan.
- K. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #11 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county’s ESF #11 branch will coordinate with state and federal and local ESF #11 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities before looking to outside sources.
- E. Pet owners who need to evacuate, whether to a mass care center or to private accommodations should make every effort to take their pets with them. If this proves

impossible, the agencies supporting ESF #11 will assist the pet owners in making suitable arrangements.

- F. When necessary, a mutual aid program that incorporates pet food and equipment suppliers as well as veterinary professionals will be implemented during emergencies to provide assistance to local governments and citizens.
- G. Storage and staging sites will be identified and utilized as necessary.
- H. A strategy for direct procurement of food supplies will be implemented to obtain products not available in current inventories.
- I. Food supplies will be evaluated to ensure their suitability for consumption.
- J. Missions will be tracked, and resources will be reassigned if they become available for subsequent uses.
- K. ESF #11 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- L. The Agriculture and Natural Resources ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with branch members.
 - 3. Act as the coordinating agent for all related resources and activities develop operations assignments, and direct deployment, in cooperation with branch members.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 - 1. Provide assistance to the Branch Director, and make resources of their respective organizations available for public works operations, as possible.
 - 2. Provide supplemental staff to support the branch as necessary.
 - 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function # 12 Annex

Energy

NIMS Category: LOGISTICS

Coordinating Agency: County EMA

Primary Agency: County Planning

Support Agencies: Transportation
Utility and Energy Companies
Public Utility Commission

I. Purpose and Scope

A. Purpose

To provide liaison to the utility and energy industries to facilitate a coordinated restoration of telephone, electric, gas, and commodity fuels, as well as energy delivery systems, in affected areas.

B. Scope of Operations

1. ESF #12 responsibilities include:
 - a. Communicating with providers,
 - b. Coordinating restoration strategies, and
 - c. Reviewing emergency plans.
2. Potential operations include:
 - a. Coordinating restoration plans,
 - b. Implementing rationing measures,
 - c. Allocating fuel resources,
 - d. Coordinating delivery schedules with wholesale providers,
 - e. Locating supplemental resources and arranging for distribution or delivery, and
 - f. Participating in damage assessment operations.

II. Situation and Assumptions

- A. Utility and energy resources include: electricity, natural gas, water, heating oil, coal, propane, gasoline, and fire wood.
- B. The extent of damage to the utility and energy infrastructures of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.
- C. Damaged or destroyed transmission lines, pipelines, or energy distribution equipment may pose significant public health hazards and may pose unique debris management challenges.
- D. The ESF Branch Leaders, in conjunction with branch members, may appoint a supplemental staff member as Resource Coordinator to coordinate the restoration or supply of a specific resource.
- E. The County has some authority to regulate utility and energy services and commodities; however, providers remain private enterprises with whom the government usually must negotiate rather than unilaterally compel cooperation.
- F. Supplies and equipment will be provided from existing County inventories whenever possible.
- G. Supplies and items of equipment obtained from commercial providers will not be stockpiled.

- H. The scope of procurement operations will be consistent with the severity of the event.
- I. Procurement will be conducted in accordance with Commonwealth and County laws and regulations, including provisions for emergency procurement and no-bid contracting.
- J. The County Commissioners may issue a declaration of Disaster Emergency which will suspend some of the time consuming regulations and procedures.
- K. A donations plan exists for the County, which can complement the effort to obtain resources under some circumstances.
- L. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #12 branch.
- B. The resources of any particular department or agency remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #12 branch will coordinate with state and federal and local ESF #12 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities.
- E. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
- F. An assessment will be conducted to determine the scope of system damage, the supply of remaining resources, the capability of operable systems and equipment, and the nature of immediate needs.
- G. Requests as well as restoration operations will be prioritized, and resources will be allocated and deployed in mission assignments.
- H. Out-of-County or regional providers will be contacted to arrange deliveries or distribution of supplemental resources or equipment, as necessary.
- I. ESF #12 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- J. The Energy ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with branch members.
 - 3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with branch members.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.

- B. Support Departments or Agencies
 - 1. Provide assistance to the Branch Director, and make resources of their respective organizations available for public works operations, as possible.
 - 2. Provide supplemental staff to support the branch as necessary.
 - 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function (ESF) # 13 Annex

Public Safety and Security

NIMS Category: OPERATIONS

Coordinating Agency: County EMA

Primary Agency: Law Enforcement

Support Agencies: County Sheriff
County District Attorney
County Probation
Municipal/University Police Departments
Pennsylvania State Police
Law Enforcement Strike Team
State Park Rangers

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 13 – Public Safety and Security assigns responsibilities for security and provides for coordination among law enforcement agencies during emergencies.

B. Scope

1. ESF #13 Public Safety and Security support entails the coordination and deployment of uniformed personnel to:
 - a. Assist local officials in field operations,
 - b. Ensure security of critical infrastructure and other sites,
 - c. Maintain stability and order within communities, and
 - d. Otherwise guard the public safety.
2. Potential operations include:
 - a. Providing for perimeter security at an incident site,
 - b. Managing traffic patterns,
 - c. Coordinating the patrolling of communities,
 - d. Establishing security at shelters (in coordination with ESF #6), Customer Service Centers (CSCs) (in coordination with ESF #7), and Points of Dispensing (PODs) (in coordination with ESF #8),
 - e. Implementing protective action orders,
 - f. Providing for the enforcement of isolation or quarantine orders, and
 - g. Apprehending offenders.

II. Situation and Assumptions

- A. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the ability to provide resources.
- B. Supplies and equipment will be provided from existing County inventories whenever possible.
- C. Supplies and items of equipment obtained from commercial providers will not be stockpiled.
- D. Local law enforcement agencies share mutual aid agreements and will cooperate according to parameters set forth in such documents

- E. During and immediately after emergencies, police services must be expanded to provide the increased protection required by disaster conditions. If municipal capabilities become overtaxed, then support can be provided by the county or regional task force and augmented by state and federal law enforcement agencies.
- F. The governor may issue a declaration of emergency, which may make the Pennsylvania National Guard available to augment municipal police forces.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #13 branch.
- B. The resources of any particular department remain under the administrative and policy procedures and control of their home agency, but will be under the operational control of the incident commander.
- C. The county's ESF #13 branch will coordinate with state and federal and local ESF #13 branches in order to avoid duplication and to maximize the results of all efforts.
- D. Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities.
- E. Requests will be prioritized, and resources will be allocated and deployed in mission assignments.
- F. Emergency law enforcement operations will be an expansion of normal functions and responsibilities, and normal procedures and protocols will be followed to the greatest extent possible.
- G. ESF #13 will keep the Incident Manager informed of changes in police resource availability or police service requirements in their jurisdiction.
- H. ESF #13 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- I. The Public Safety and Security ESF Branch or the branch members may participate in other emergency response missions as necessary.

4. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with branch members.
 - 3. Act as the coordinating agent for all law enforcement resources and activities; develop operations assignments, and direct deployment, in cooperation with branch members.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 - 1. Provide assistance to the Branch Director, and make resources of their respective organizations available for public works operations, as possible.
 - 2. Provide supplemental staff to support the branch as necessary.
 - 3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

The coordinating agency is responsible for the review and maintenance of the annex.

Emergency Support Function (ESF) # 14 Annex

Long Term Community Recovery

NIMS Category: FINANCE and ADMINISTRATION

Coordinating Agency: County EMA

Primary Agency: County EMA

Support Agencies: County Commissioners

Municipal Elected Officials

County Assessment Office

County Geographic Information System - Mapping

County Sheriff's Department

County Parks

County Planning

Public Works and Water/Sewer Authorities

MH/MR

Various State Agencies

I. Purpose and Scope

A. Purpose

Emergency Support Function (ESF) # 14 – Disaster Recovery provides for coordination of short term and long term recovery activities following a disaster, including providing assistance to affected individuals, businesses, and public entities in returning to pre-disaster functionality and in rebuilding to make the community a better place in the long term.

B. Scope

1. ESF #14 responsibilities include:

- a. Determining the extent of damage and the need for recovery assistance.
- b. Deployment of damage assessment teams alone, and with state and federal teams.
- c. Providing facilities to serve as disaster recovery centers (DRC).
- d. Activating a long term recovery committee.
- e. Applying for state and federal reconstruction and mitigation grants.
- f. Making recommendations to elected officials regarding rebuilding/reconstruction.

2. Potential operations include:

- a. Collection, consolidation and forwarding of initial damage reports.
- b. Conducting rapid assessment or scheduling and guiding joint Damage Assessment Teams.
- c. Determining the value of the damage.
- d. Attending meetings and applying for federal recovery assistance.
- e. Selecting and preparing DRC sites.
- f. Conducting public meetings to identify potential hazard mitigation projects.
- g. Determining a long-term vision for rebuilding county communities and infrastructure.
- h. Managing meetings of the long-term recovery committee.
- i. Ensuring that rebuilding supports the county long-term vision.

II. Situation and Assumptions

- A. The extent of damage to both the transportation and communications infrastructures of the affected area will influence the ability to conduct recovery operations.
- B. Supplies and equipment will be provided from existing County inventories whenever possible.
- C. Local municipalities have primary response and recovery obligations, and the County provides supplemental support when requested.
- D. Comprehensive damage assessment information is essential as the basis of a request by the governor for federal assistance.
- E. The federal Robert T. Stafford Disaster Relief and Emergency Assistance Act are designed to assist local communities when the magnitude of the disaster exceeds the ability of the Commonwealth and local governments to meet these needs.
- F. Following a presidential declaration, a Disaster Field Office (DFO) will be established and staffed with federal personnel assigned to manage the disposition of federal relief funds in cooperation with County personnel.
- G. Disaster Recovery Centers (DRCs) will be established in the affected area to provide information and guidance to citizens affected by the emergency or disaster. The county will provide the facility to house the DRC.
- H. Private or non-profit disaster relief organizations often offer services to victims independently of governmental efforts or coordination.
- I. A presidential declaration of Disaster Emergency is required to make available most of the federal recovery programs.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #14 branch.
- B. The county's ESF #14 branch will coordinate with state and federal and local ESF #14 branches in order to avoid duplication and to maximize the results of all efforts.
- C. Resource needs will be obtained from County departments and agencies, other ESFs, and municipalities, before seeking help from outside the County.
- D. When safe, the County Damage Assessment Teams will conduct an Initial Damage Assessment to determine the actual amount of damage. This information will be forwarded to PEMA.
- E. If there is sufficient damage to justify a request for federal disaster, a Joint (state/federal) Preliminary Damage Assessment will be conducted. County ESF #14 personnel will assist in scheduling and in acting as guides.
- F. A thorough assessment of damage will be conducted and the information will be analyzed to determine the immediate needs in affected communities and to assist in a decision whether to seek federal assistance.
- G. The county will form a County Recovery Task Force comprised of representatives from the government and private sectors to coordinate and guide the recovery process. The Recovery Task Force will make recommendations to elected officials regarding:
 - 1. Priorities for recovery efforts
 - 2. Mitigation projects to preclude or minimize future damage
 - 3. Revising zoning and subdivision ordinances.
 - 4. Lower taxes for open space or reduced-density development.

- H. Debris management and donations management operations begun and emergency response functions will continue as necessary.
- I. ESF #14 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- J. The Long Term Community Recovery ESF Branch or the branch members may participate in other emergency response missions as necessary (e.g. debris management activities see the County Debris Management Plan).

IV. Organization and Responsibilities

- A. Primary Department or Agency
 - 1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
 - 2. Develop procedures and policies, as necessary, in cooperation with branch members.
 - 3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with branch members.
 - 4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
 - 5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
 - 6. Collect, compile, and report information and data, as appropriate.
- B. Support Departments or Agencies
 - 1. Provide assistance to the Branch Director, and make resources of their respective organizations available for long term community recovery operations, as possible.
 - 2. Provide supplemental staff to support the branch as necessary.
 - 3. Track the use of resources from their respective organizations and share that information with the Branch Director.
 - 4. The Long Term Community Recovery ESF Branch or the branch members may participate in other emergency response missions as necessary.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

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Emergency Support Function (ESF) # 15 Annex

External Affairs

NIMS Category: COMMAND STAFF

Coordinating Agency: County EMA

Primary Agency: County PIO

Support Agencies: Municipalities

Emergency Management – Public Information

County News Media Outlets

EAS Station

Pennsylvania Emergency Management Agency

State or Private Agencies

I. Purpose and Scope

A. Purpose

External Affairs (Emergency Support Function –ESF # 15) ensures the coordination and dissemination of official County information necessary to support emergency response or recovery operations or other disaster assistance initiatives and to assure coordination of information and instructions released to the public.

B. Scope

1. ESF #15 responsibilities include:

- a. Providing accurate information to the media.
- b. Monitoring public concerns through a “rumor control” hotline.
- c. Managing and utilizing the Emergency Alert System (EAS) and the Integrated Public Alert and Warning System (IPAWS).
- d. Providing the public with information regarding the location, severity and magnitude of the emergency or disaster.

2. Potential operations include:

- a. Formulation of media statements,
- b. Scheduling and conduct of press briefings,
- c. Development of pre-scripted and pre-emergency media statements, press/media packages,
- d. Answering the rumor control hotline and monitoring for misinformation and rumors that may need to be addressed,
- e. Analyzing information and rumors to identify trends or possible erroneous information,
- f. Development of emergency public announcements,
- g. Coordination and release of information with other involved agencies (Municipalities, PEMA, FEMA, VOAD), and
- h. Transmission of timely messages to the various media outlets, the Emergency Alert System (EAS) and the Integrated Public Alert and Warning System (IPAWS).

II. Situation and Assumptions

- A. The extent of damage to the transportation and communications infrastructures of the affected area will influence the ability to provide resources and information.

- B. During periods of emergencies, there will be a heavy demand for public information.
- C. Local and National news media will cooperate according to parameters set forth in guidance documents.
- D. Each level of government (Federal, State, County, and Municipal) will furnish timely information and coordinate news releases.
- E. The County has the ability to activate the Emergency Alert System and the Integrated Public Alert and Warning System for local, regional, or countywide emergency announcements.
- F. A rumor control number has been established and the number has been published in various publications.
- G. Support and assistance from outside the County can be obtained through the Regional Task Force or the Pennsylvania Emergency Management Agency.

III. Concept of Operations

- A. The County EMA is the coordinating agency and will coordinate efforts and missions of ESF #15 branch.
- B. ESF #15 will monitor local and national media to be aware of current information and to monitor the accuracy of statements related to the emergency or disaster.
- C. The county's ESF #15 branch will coordinate with state, federal and local ESF #15 branches in order to avoid duplication and to maximize the results of all efforts.
- D. All information released to the media will be through the Public Information Officer after clearance with the county commissioners or the county coordinator.
- E. Whenever possible and time permitting, information will be coordinated with public information officers of the involved municipalities. When other counties are involved, all information that will impact upon other counties will be cleared with that county or with the PEMA Press Secretary.
- F. When it becomes apparent that there will be several counties or state agencies involved, a Joint Information Center (JIC) will be established. The county PIO will act as JIC coordinator, unless relieved by a press secretary from a state-level agency, in which case the county PIO will assist in the operation of the JIC. If the county PIO needs assistance, the PEMA press secretary will be requested to respond to the county to assist.
- G. Timely press briefings will be held to report information concerning emergency response efforts to reassure citizens that the situation is under control.
- H. ESF #15 members will monitor the questions and comments coming into the rumor control hotline, and craft press releases to deal with patterns or trends of misinformation that may be detected.
- I. The County will seek the cooperation of all local media prior to and during emergencies.
- J. Public service announcements, as well as warnings for the hearing impaired or other special needs populations, will be disseminated in the most appropriate and effective manner to reach the largest audiences.
- K. The county PIO will conduct public information and education programs on emergency preparedness.
- L. ESF #15 branch members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.
- M. The Emergency Management ESF Branch or the branch members may participate in other emergency response missions as necessary.

IV. Organization and Responsibilities

A. Primary Department or Agency

1. Act as the Branch Director as well as the branch's representative in policy discussions, negotiations with other ESF branches, and other matters.
2. Develop procedures and policies, as necessary, in cooperation with branch members.
3. Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with branch members.
4. Ensure sufficient persons are identified and trained to staff the branch for 24-hour operations.
5. Establish liaison with ESF #5 to facilitate the sharing of information and data.
6. Collect, compile, and report information and data, as appropriate.

B. Support Departments or Agencies

1. Provide assistance to the Branch Director, and make resources of their respective organizations available for external affairs operations, as possible.
2. Provide supplemental staff to support the branch as necessary.
3. Track the use of resources from their respective organizations and share that information with the Branch Director.

V. Administration and Logistics

Resource Lists (are maintained in a computer data base)

VI. Authority and References

See Appendix 1 Emergency Operations Plan

VII. Definitions of Terms

See Appendix 2 Emergency Operations Plan

VIII. Training and Exercises

See Section IV Emergency Operation Plan

IX. Annex Maintenance

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