

# **Centre County Emergency Operations Plan**

**January 2014**

## **Volume I: Basic Plan**

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**- Table of Contents -**

**VOLUME I - BASIC PLAN**

Foreword	vii
Executive Summary	viii
Summary of Changes	ix
Certification of Biennial Review	x
Promulgation	xii
I. PURPOSE AND SCOPE	1
A. Purpose	1
B. Scope	1
II. SITUATION AND ASSUMPTIONS	1
A. Situation	1
B. Assumptions	2
III. CONCEPT OF OPERATIONS	3
A. General	3
B. Intergovernmental Assistance	3
C. Direction, Control, Coordination and Support	4
IV. RESPONSIBILITIES	8
A. General	8
B. Elected Officials	8
C. Emergency Management Coordinator	8
D. Public Information Officer	9
E. County Department Heads/County Agency Directors	9
F. Liaison Officers	10
G. Agency representatives	10
H. Emergency Support Functions	10
V. EOC ADMINISTRATION AND LOGISTICS	18
A. Administration	18
B. Logistics	19
VI. TRAINING AND EXERCISES	19
A. Policy	19
B. Exercise Requirements	19
C. Training Requirements	19
D. After Action Reports	20
VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION	20
A. Development and Maintenance Responsibilities	20
B. Distribution	21

APPENDICES:

Appendix 1 – Authority and References	22
Appendix 2 – Terms and Definitions	24
Appendix 3 – Plan Distribution	32
Enclosure 1 – EOP Distribution List	33
Enclosure 2 – Receipt Form	34
Appendix 4 – Map of Centre County	36
Appendix 5 – Political Subdivisions Adopting this Plan as Their Own	38

**VOLUME II - EMERGENCY SUPPORT FUNCTION ANNEXES**

- ESF # 1 – Transportation
- ESF # 2 – Communications
- ESF # 3 – Public Works and Engineering
- ESF # 4 – Firefighting
- ESF # 5 – Emergency Management
- ESF # 6 – Mass Care, Shelter and Human Services
- ESF # 7 – Logistics Management and Resource Support
- ESF # 8 – Public Health and Medical Services
- ESF # 9 – Search and Rescue
- ESF # 10 – Oil and Hazardous Materials Response
- ESF # 11 – Agriculture and Natural Resources
- ESF # 12 – Energy
- ESF # 13 – Public Safety and Security
- ESF # 14 – Long Term Community Recovery and Mitigation
- ESF # 15 – External Affairs

**VOLUME III – FUNCTIONAL CHECKLISTS**

Checklists

- Elected Officials
- EOC Manager
- County Department Heads
- Liaison Officers
- Agency Representatives
- Transportation (ESF #1)
- Communications (ESF #2)
- Public Works and Engineering (ESF #3)
- Firefighting (ESF #4)
- Emergency Management (ESF #5)
- Mass Care, Shelter and Human Services (ESF #6)
- Logistics Management and Resource Support (ESF #7)
- Public Health and Medical Services (ESF #8)
- Search and Rescue (ESF #9)

**Centre County Emergency Operations Plan, Volume I, Basic Plan**

- Oil and Hazardous Materials (ESF #10)
- Agriculture and Natural Resources (ESF #11)
- Energy (ESF #12)
- Public Safety and Security (ESF #13)
- Long Term Community Recovery and Mitigation (ESF #14)
- External Affairs /Public Information Officer (PIO) (ESF #15)

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## FOREWORD

The County Emergency Operations Plan (EOP) outlines how the County Government complies with and implements the requirement of the Pennsylvania Consolidated Statutes, Title 35, Health and Safety, Emergency Management Services Code to protect the lives and property of the citizens of the county. The county EOP serves as a bridge between the Local Municipal Emergency Operations Plans and the Pennsylvania State Emergency Operations Plan (SEOP).

## EXECUTIVE SUMMARY

**General:** This plan prescribes emergency response coordination guidelines for Centre County. This plan serves as an emergency management link between local municipalities and state government while incorporating the federal 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 used by local emergency responders at the scene of emergencies, and an Emergency Support Function (ESF) structure at the county Emergency Operations Center (EOC).

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

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

### Volume I contains:

- The *Basic Plan* which describes guidelines and principles for coordinating emergencies and/or disasters throughout the county. It contains overarching structures and assigns responsibilities to various organizations in the county.
- Appendices that provide additional information (authority and references, terms and definitions, maps, etc.) that may be helpful.

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

### Volume III contains:

- *Functional Checklists* that provide suggested tasks for each of the principal positions in the county EOC, as well as any resource lists that may be needed to expedite obtaining assistance.

**SUMMARY OF CHANGES**

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



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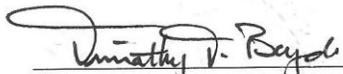
THIS PLAN IS PROMULGATED AS THE CENTRE COUNTY EMERGENCY OPERATIONS PLAN. THIS PLAN IS DESIGNED TO COMPLY WITH ALL APPLICABLE STATE AND COUNTY LAWS AND REGULATIONS AND PROVIDES THE POLICIES AND PROCEDURES TO BE FOLLOWED IN DEALING WITH NATURAL OR HUMAN CAUSED EVENTS OR DISASTERS.

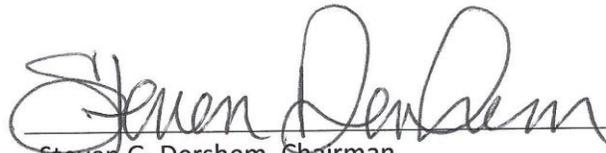
THIS PLAN SUPERSEDES ALL PREVIOUS PLANS.

PROMULGATED THIS 21<sup>st</sup> DAY OF January 2014 .

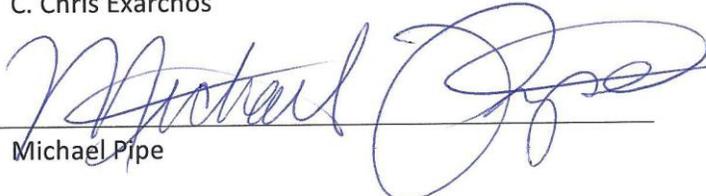
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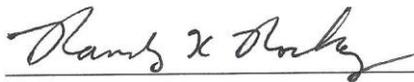
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## I. PURPOSE and SCOPE

- A. Purpose:** This plan is to prescribe those activities to be taken by County government and officials to coordinate emergency response activities, provide support to their citizens, and interface with the private sector, political subdivisions and the Commonwealth government for the purpose of protecting lives and property in the event of a natural or human-caused event or disaster. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code. This plan is designed as an “All-Hazards” plan. Its organization into Emergency Support Functions allows it to be used for disasters and emergencies of all types.
- B. Scope:** The plan will apply to all emergencies and disasters that occur within the geographic boundaries of the County and require county-level response or coordination. It also applies to coordination and 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:** Centre County is located in the central portion of Pennsylvania and encompasses a land area of 1,115 square miles. According to the Census of the United States, the 2012 population of the county was 155,171. Bellefonte, the county seat, is located in the center portion of the county. Approximately 807 square miles (73 percent) of the county is forest, 169 square miles (15 percent) is agriculture, 41 square miles (4 percent) is considered rural and 95 square miles (8 percent) is considered urban. There are 589 miles of state and federal highways and 875 miles of secondary and municipal roads in the county. The County is comprised of 35 local municipalities (six of which have joined as a Centre Region Council of Governments) and has five School Districts.
2. **County Capabilities and Support:**
  - a. The County 9-1-1 Center serves as an emergency communications dispatch center for Centre County.
  - b. Penn State University also operates a communications and dispatch center for emergency services on University property..
  - c. **Mutual Aid and Support:** The County opts to utilize The Pennsylvania Intrastate Mutual Aid System (PIMAS), Act 93 of 2008, which encompasses intra-state mutual aid. The County is also a member of the South Central Mountains Regional Task Force.

3. County Hazard Vulnerability: The County is subject to a variety of hazards. According to the County Hazard Vulnerability Analysis (HVA) the most likely and damaging of these are:
  - a. Floods
  - b. Winter Storms

**B. Assumptions:**

1. A major disaster or emergency (including any 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, and loss of critical infrastructure.
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 (EMA) may need to respond on short notice to provide timely and effective assistance.
5. Using a tiered response system, resources and capabilities of the regional task force may be requested by the county to provide additional coordination and support if available.
6. Upon a determination that resource requests exceed or may exceed locally available resources, the county may request Commonwealth assistance through 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 of the United States, or a declaration of Economic Emergency from the administrator of the Small Business Administration.

8. The Pennsylvania Intrastate Mutual Aid System (PIMAS) should make aid available to the county and all of its political subdivisions that have not opted out of the system.
9. Should the county face a catastrophic disaster wherein the majority of the ESFs would need to be activated (Katrina type event), assistance will be needed from neighboring counties or state to staff the county EOC for 24/7 operations.

### 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 defined in NIMS.
2. Phasing: All disasters start at the local level. Responses start there as well, and escalate with the scope of the incident.
  - a. Initial response to disasters and emergencies (including 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 an affected municipality, or if more than one local municipality is affected, the county EMA will assist with coordination of the efforts.
  - c. If local resources become overwhelmed, the county EMA will usually activate the County Emergency Operations Center (EOC) to provide supplemental assistance and coordination.
  - d. If county resources are not adequate, the county EMA may turn to other counties, Regional Task Forces and/or the state for assistance.

**B. Intergovernmental Assistance:** In addition to the Pennsylvania Intrastate Mutual Aid System (PIMAS), the County Emergency Management Coordinator (EMC) and elected officials may 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 South Central Mountains Regional Task Force may provide materials and equipment as well as assistance in the form of specialized teams as available.
2. Adjacent Counties and other governments may render assistance in accordance with the provisions of mutual aid or intergovernmental support agreements in place at the time of the emergency.
3. The County EMA and/or EOC staff will establish regular communication with state agency offices supporting the incident within the County (Pennsylvania Departments of Agriculture, Transportation, State Police, etc.)
4. Requests for unmet needs will be forwarded to the State EOC (SEOC) and copied to the PEMA Central 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 during a disaster emergency declaration they are responsible for ultimate coordination of emergency activities within the county.
2. The County EOC will be used for decision-makers to exercise direction and control of county coordination efforts, to gather information, and to support the activities of the responders during emergency situations.
  - a. The EOC is not normally activated, but will be activated as needed.
3. The Emergency Management Coordinator (EMC) may act on behalf of the County Elected Officials. The County EOC may be activated by the EMC, Deputy EMC, EMC designee, or the elected officials during an emergency.
4. The County EOC uses an ESF organizational structure that complies with the National Incident Management System (NIMS) and National Response Framework (NRF) guidance.
5. The initial Incident Command/Unified Command (IC/UC) at an incident site is usually formed from the service(s) having primary jurisdiction (fire, police, emergency medical services, etc). As an incident progresses, the primary jurisdiction may change.
  - a. The on-site IC will coordinate with the respective municipal emergency management coordinator and/or municipal EOC as much as possible.
  - b. If the county EOC is operational, the applicable EOC staff will coordinate with the applicable municipal EOC staff. If the municipal

Centre County Emergency Operations Plan, Volume I, Basic Plan

EOC is not activated or the municipal EMC is unavailable, the IC/UC at the incident site will coordinate directly with the county EOC.

- c. The County EMC and/or designated EOC Manager will NOT assume command of any incident or operations on-scene. The EOC will support the efforts of the on-site IC/UC.

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Coordinate transportation resources and infrastructure.
2	Communications	Coordinate all radio, satellite and telecommunications, as well as Information Technology (IT) resources.
3	Public Works & Engineering	Coordinate engineering and heavy equipment support.
4	Firefighting	Coordinate and assist local firefighting efforts.
5	Emergency Management	Coordinate countywide emergency response functions; collect/share/analyze/disseminate information; track resources; manage the EOC.
6	Mass Care, Shelter, & Human Services	Coordinate shelter and feeding operations.
7	Logistics Management and Resource Support	Coordinate the provision of facilities, equipment and supplies. Arrange for the reception and distribution of goods;
8	Public Health & Medical Services	Coordinate medical care, crisis counseling and mortuary services.
9	Search & Rescue	Coordinate search and rescue missions including: urban, wilderness and underground.
10	Oil & Hazardous Materials Response	Coordinate the response/assistance to incidents involving release of any hazardous materials that may harm humans or the environment.
11	Agriculture & Natural Resources	Coordinate the provision of bulk food supplies; coordinate the monitoring of animal feed and food production facilities and the health of livestock and food crops; coordinate animal safety/sheltering; coordinate the protection of natural, cultural and historic resources.
12	Energy	Coordinate restoration of energy.
13	Public Safety & Security	Coordinate local law enforcement response and the provision of physical security for citizens and their property.
14	Long Term Community Recovery and Mitigation	Coordinate the restoration of human services, infrastructure and business environment in the disaster areas.
15	External Affairs	Provide information and community outreach to the public through direct means and through the public media. Coordinate with any established Joint Information Center.

Table 1: Emergency Support Functions

6. Emergency response will be coordinated through the fifteen Emergency Support Functions (ESF) outlined in Table 1. The actual functions of the ESFs are detailed in Volumes II and III of this plan.
7. Within the EOC, as situations require, direct collaboration between ESFs will be conducted.
8. In those cases where an ESF is not staffed, NIMS doctrine dictates that responsibilities and activities of that ESF revert to the County EMC or designated EOC Manager.
9. The County EMC will monitor local events on a daily basis through media outlets, internet sites, the 9-1-1 Center, reports from PEMA, the National Weather Service, or other sources. Based on impending events, the EMC will consider an appropriate activation level of the EOC.
10. Other Emergency Plans may be applicable and provide detail to supplement this plan:
  - a. An incident involving hazardous substances, weapons of mass destruction or a nuclear power plant incident may involve responses prescribed by other (incident specific) plans (SARA Plan, High Hazard Dam Plan, etc.). These plans provide additional information or details, but do not supersede or replace this County EOP.
  - b. If the incident involves implementation of response plans at various levels, the county and state Emergency Management Agencies shall serve to coordinate to the maximum extent practical to ensure effective actions.
11. Integration of Response, Recovery and Mitigation Actions:
  - a. Following a disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over recovery and mitigation. Recovery actions will be coordinated and based upon availability of resources.
  - b. Mitigation opportunities will be considered throughout disaster operations.

PHASE	EVENT	SCOPE	EXAMPLES
LEVEL IV	Localized events with relatively minor damages. Increased awareness warranted.	9-1-1 center handles routine dispatches. EMA on call	A few trees down; isolated minor water ponding; small vehicle accidents.
LEVEL III	Threats that require frequent situational updates or planning. Possible county-level response.	County EMA staff reports to the EOC or incident site to monitor needs for county or out-of county resources	Increased flooding over several municipalities; large vehicle accidents; aircraft crashes; hazmat incidents
LEVEL II	Threats that require constant situational awareness, coordination or damage assessment	Partial mobilization of EOC Staff, & ESFs as required.	Municipalities declare disasters; widespread flooding; tornado; snow blizzard. County considers signing a disaster declaration.
LEVEL I	Catastrophic damage involving the entire county or neighboring counties	Full mobilization of EOC Staff with all available ESFs.	(Katrina scale event)

*Table 2 – Levels of EOC Activation*

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

- a. The EMC or EOC Manager will determine which ESFs are needed in the EOC. The EMC or EOC Manager will contact the required county officials and the ESFs.
- 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.

#### IV. RESPONSIBILITIES:

##### A. General

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.)

##### B. Elected Officials

1. Prevention and Preparedness Phases:
  - a) Responsible for establishing a county emergency management organization;
  - b) Provide for continuity of operations;
  - c) Establish lines of succession for key positions;
  - d) Prepare and maintain this EOP in consonance with the State Emergency Operations Plan;
  - e) Establish, equip and staff an EOC; and
  - f) Recommend for appointment by the governor an EMC who may act on their behalf, if necessary.
2. Response and Recovery Phases:
  - a) Issue Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed.
  - b) Issue declarations of disaster emergency if the situation warrants; and,
  - c) Apply for federal post-disaster funds, as available.

##### C. Emergency Management Coordinator

1. Emergency Management (ESF #5) Prevention and Preparedness Phases:
  - a) Prepare and maintain an EOP for the county subject to the direction of the elected officials, review and update as required;
  - b) Maintain coordination with the municipal EMAs as well as PEMA, and provide prompt information in emergencies, as available;
  - c) Identify hazards and vulnerabilities that may affect the county or its political subdivisions in coordination with the municipal EMAs;
  - d) Identify resources within the County that can be used to respond to a major emergency or disaster situation and request needed resources from PEMA;
  - e) Recruit, develop, train and maintain qualified personnel to staff the EOC and for other disaster needs;

- f) Attend training and workshops provided by PEMA and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.
- c. Emergency Management (ESF #5) Response and Recovery Phases:
  - a) Maintain emergency response checklists appropriate for the emergency needs and resources of the community;
  - b) Activate the EOC and act as, or designate, the EOC Manager (command function) within the EOC during an emergency;
  - c) Make recommendations to the elected officials regarding choice and timing of a Protective Action Recommendation; and
  - d) Compile cost figures for the conduct of emergency operations above normal operating costs.
  - e) Ensure IDR information is collected and forwarded to PEMA.
  - f) Decide whether an Initial Damage Assessment is warranted and ensure that results are forwarded to PEMA.
  - g) Prepare for Joint Preliminary Damage Assessment teams, if needed. i.

**D. Public Information Officer - External Affairs (ESF #15)**

- 1. Prevention and Preparedness Phases:
  - a) Advise elected officials and the County EMC about Public Information activities;
  - b) Develop and maintain the checklist for the Public Information function; and
  - c) Assist in the development, review and maintenance of the EOP.
- 2. Response and Recovery Phases:
  - a) Respond to the EOC, the field, or Joint Information Center (JIC) as needed;
  - b) Advise elected officials and the County EOC Manager/EMC about Public Information activities;
  - c) Coordinate the activities of the JIC; and
  - d) Develop and release emergency public information before and during and after an emergency.

**E. County Department Heads/County Agency Directors**

- 1. Prevention and Preparedness Phases:
  - a) Provide staff support and resources;
  - b) Assist in the development and maintenance of the EOP as requested; and
- 2. Response and Recovery Phases:
  - a) Release and reassign personnel to staff the EOC, as needed;
  - b) Respond to the EOC as needed; and
  - c) Provide support to the EOC when requested.

**F. Liaison Officers**

- a. Prevention and Preparedness Phases:
  - a) Identify agencies and other organizations that may be needed during disaster response; and
  - b) Prepare to integrate agency representatives into the EOC.
- b. Response and Recovery Phases:
  - a) Respond to the EOC or the field, as needed;
  - b) Work with agency representatives to the EOC; and
  - c) Establish communication with affected local municipalities and with other agencies that are affected by the emergency.

**G. Agency Representative (from PEMA, PSP, PennDOT, National Guard, School, local municipality, etc.)**

- a. Prevention and Preparedness Phases
  - a) Work with EOC staff to identify resources that may be available from their organization;
- b. Response and Recovery Phases:
  - a) Respond to the EOC or the field, as needed;
  - b) Serve as the representative of their respective agency to the county EOC;
  - c) Interface with their respective agency to request/coordinate resources; and

**a. Operations Coordination Section:**

- i. EOC Operations Coordination Section
- ii.
  - a. Response and Recovery Phases:
    - 1) Coordinate all activities within the Operations Coordination Section;
    - 2) Function as the interface between the Operations Coordination Section and EMC/EOC manager;
    - 3) Ensure that all personnel operating within the Operations Coordination Section receive up to date information regarding the situation and the event;
    - 4) Solicit periodic update briefings from the individual staff of the Operations Coordination functions; and
    - 5) Provide periodic updates and briefings to EMC/EOC Manager.
- iii. 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, 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) Advise the EOC staff about fire and rescue activities.
- iv. 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) Coordinate emergency medical activities within the County;
    - 3) Assist in the development, review and maintenance of the EOP.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC, as needed;
    - 2) Coordinate specialized transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
    - 3) Coordinate Emergency medical Services (EMS) responses and needs;
    - 4) Coordinate medical services as needed to support shelter operations;
    - 5) Coordinate Disaster Crisis Out-Reach Team (DCORT) and Crisis Intervention Stress Management (CISM) activities;
    - 6) Coordinate mortuary services with the Coroner, and
    - 7) Advise the EOC staff about Health/Medical Services activities.
- v. 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) Assist in the development, review and maintenance of the EOP.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC, as needed;
    - 2) Coordinate search and rescue activities within the county;
    - 3) Interface with the State US&R representative;
    - 4) Refer to PEMA to contact DEP Bureau of Deep Mine Safety for assistance with Underground Search and Rescue; and
    - 5) Advise the EOC staff about SAR incidents and activities.

- vi. 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;
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC, as needed;
    - 2) Coordinate hazardous materials activities within the County;
    - 3) Interface with the State Certified - County Hazardous Materials team(s);
    - 4) Coordinate any needed decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazard;
    - 5) Advise the EOC staff about Hazardous Materials incidents and activities.
  
- vii. 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, as needed;
    - 2) Coordinate security and law enforcement services;
    - 3) Coordinate any needed 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; and
    - 8) Advise the EOC staff about Law Enforcement/Police Services operations.
    - 9) Perform duties a Operations Coordination Section Chief, if needed, to maintain span of control.

**b. Planning Coordination Section:**

**i. EOC Planning Coordination Section**

**a. Response and Recovery Phases:**

- 1) Coordinate of all activities categorized under the Planning Coordination Section;
- 2) Function as the interface between the Planning Coordination Section and the EMC/EOC Manager;
- 3) Ensure that all personnel operating within the Planning Coordination 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) Ensure situational awareness among all EOC staff
- 6) Incorporate GIS to provide graphical representations of the extent of the emergency and to provide information on affected facilities;
- 7) Assist the EMC/EOC Manager with long-range planning; and
- 8) Provide periodic updates and briefings to the EMC/EOC Manager.

**1. 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) Coordinate with volunteer and municipal resources regarding the welfare of production and companion animals, and
- 4) Maintain a listing of human and animal food and animal care and control assets within the county.

**b. Response and Recovery Phases:**

- 1) Respond to the EOC, as needed;
- 2) Maintain a listing of food and animal care and control assets within the county;
- 3) Coordinate with the Penn State Cooperative Extension Office;
- 4) Coordinate with the food and animal care and control community within the County;
- 5) In coordination with ESF #6 (Mass Care, Shelter, and Human Services), coordinate for sheltering of household pets and service animals; and
- 6) Advise the EOC staff regarding food and animal care and control issues.

2. 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;

b. Response and Recovery Phases:

- 1) Respond to the EOC, as needed;
- 2) Maintain a listing of energy and utility assets within the County;
- 3) Coordinate with the energy suppliers within the County;
- 4) Coordinate the emergency shutdown of light and power;
- 5) Coordinate the provision of emergency lights and power generation
- 6) Coordinate the administration of the fuel set-aside program (if implemented); and
- 7) Advise the EOC staff regarding energy utility issues.

c. Damage Assessment

i. Prevention and Preparedness Phases

- 1) Maintain at least two 2-person damage assessment teams
- 2) Attend annual training with the EMC on latest damage reporting procedures.

b. Response and Recovery Phases

- 1) Collect and evaluate information regarding affected facilities and properties throughout the county;
- 2) Coordinate damage assessment activities;
- 3) Conduct Initial Damage Assessment utilizing the county Damage Assessment Teams
- 4) Consolidate damage information received from political subdivisions on the Initial Damage Report (IDR) and forward that information to PEMA.

**E. Logistics Coordination Section:**

1. EOC Logistics Coordination Section

a. Response and Recovery Phases:

- 1) Coordinate all activities categorized under the Logistics Coordination Section;
- 2) Function as the interface between the Logistics Coordination Section and the EMC/EOC Manager;
- 3) Ensure that all personnel operating within the Logistics Coordination Section receive up to date information regarding the situation and the event;
- 4) Solicit periodic update briefings from the individual staff of the Logistics Coordination functions; and
- 5) Provide periodic updates and briefings to the EMC/EOC Manager.

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;
- b. Response and Recovery Phases:
  - 1) Respond to the EOC, as needed;
  - 2) Coordinate continued service for clients needing transportation to/from medical treatments and related appointments under the Medical Assistance Transportation Program (MATP).
  - 4) Coordinate the supply of transportation resources within the County during an emergency or disaster; and
  - 5) Advise the EOC staff about transportation-related activities.

i. 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;
  - 4) Ensure ability to communicate between the County EOC, municipal EMAs, field operations, mutual aid counties, Regional Task Forces, State Agencies, and the public via all available communication methods and spectrums.
- b. Response and Recovery Phases:
  - 1) Respond to the EOC as needed;
  - 2) Assist with notification of key staff;
  - 3) Train staff members on the operation of communications systems;
  - 4) Ensure ability to communicate between the County EOC, municipal EMAs, field operations, mutual aid counties, Regional Task Forces, State Agencies, and the public via all available communication methods and spectrums (HF, VHF, UHF, 800MHZ, AM, FM, Amateur Radio, Emergency Alerting to include EAS and EMNet;
  - 5) Advise the EOC staff about communications activities.

2. 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;
- b. Response and Recovery Phases:
  - 1) Respond to the EOC as needed;
  - 2) Coordinate with municipal public works;
  - 3) Coordinate the assignment of Public Works resources;

- 4) Provide information on water, sewer, road construction and repair, engineering, building inspection and maintenance;
  - 5) Coordinate debris management; and
  - 6) Advise the EOC staff about Public Works and Engineering activities.
3. Mass Care, Shelter and Human Services (ESF # 6):
- a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Mass Care, Shelter and Human Services function;
    - 2) Assist in the development, review and maintenance of the EOP;
    - 3) Maintain a listing of Mass Care – Shelter facilities including capacities in the County.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC, as needed;
    - 2) Monitor status of Mass Care and/or Shelter facilities including capacities in the County;
    - 3) Coordinate with American Red Cross and other appropriate agencies regarding sheltering;
    - 4) Coordinate with ESF #11 (Agriculture and Natural Resources) and the County Animal Response Team (CART) regarding sheltering of household pets and service animals (See PETS Act of 2006 which amends the Stafford Act);
    - 5) Coordinate with volunteer organizations for the distribution of food to emergency workers and disaster victims, if needed;
    - 6) Coordinate Mass Care and Shelter provisions within the County during an emergency or disaster;
    - 7) Coordinate evacuation issues; and
    - 8) Advise the EOC staff about Mass Care, Evacuation and Shelter activities.
4. Logistics Management and Resource Support (ESF # 7)
- a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Logistics Management and Resource Support function;
    - 2) Assist in the development, review and maintenance of the EOP;
    - 3) Maintain a listing of resources with contact information; and
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC, as needed;
    - 2) Coordinate the provision of materials, services and facilities in support of the emergency;
    - 3) Advise the appropriate EOC staff about resource acquisitions.

**F. Finance and Administration Section:**

1. EOC Finance and Administration Coordination Section
  - a. Response and Recovery Phases:
    - 1) Coordinate all activities categorized under the Finance and Administration Coordination Section;
    - 2) Function as the interface between the Finance and Administration Coordination Section and the EMC/EOC Manager;
    - 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 Coordination functions; and
    - 5) Provide periodic updates and briefings to the EMC/EOC Manager.
  
2. Finance
  - a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the Finance function; and
    - 2) Assist in the development, review and maintenance of the EOP.
  - b. Response and Recovery Phases:
    - 1) Maintain oversight of all financial, cost and reimbursement activities associated with the emergency;
    - 2) Track personnel time records and other costs incurred by the county in order to support possible claims for federal reimbursement.
    - 3) Coordinate and/or 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) Coordinate with the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) regarding recovery operations; and
    - 6) Advise the EOC staff 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 with regard to documentation, verification and related matters; and
  - 4) Advise the EOC staff regarding the administrative aspects and implications of the event.
4. Long Term Community Recovery and Mitigation (ESF # 14):
- a. Prevention and Preparedness Phases:
    - 1) Develop and maintain the checklist for the recovery function;
    - 2) Assist in the development, review and maintenance of the EOP.
    - 3) Identify and train members of the County Damage Assessment Team.
  - b. Response and Recovery Phases:
    - 1) Respond to the EOC, as needed;
    - 2)
    - 6) Support the State/Federal Joint Preliminary Damage Assessment teams, if needed.
    - 7) Activate a County Recovery Task Force, if needed
    - 8) Designate and assist with operation of Disaster Recovery Centers;
    - 9) Coordinate with state disaster recovery personnel;
    - 10) Coordinate with ESF #15 (External Affairs) to disseminate recovery information to disaster victims and the general public; and
    - 11) Advise the EOC staff regarding recovery programs and needs.

## V.EOC ADMINISTRATION AND LOGISTICS

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

1. Local municipal governments will submit situation reports, requests for assistance and initial damage reports to the County EMA.
2. The County EMA will forward reports and requests for assistance to the State Emergency Operations Center (SEOC) and copy the appropriate PEMA area office.
3. Local and county governments will utilize appropriate bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
4. Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to PEMA.

5. The County EMA will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
6. The county EMA will make reports to PEMA by the most practical means. Reports will be constructed in accordance with PEMA requirements.

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

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

**VI. TRAINING AND EXERCISES**

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

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

1. The EMC and EMA staff will participate annually in an exercise within the county, at least as a Tabletop Exercise;
2. An After Action Report (AAR) will be prepared and an Improvement Plan (IP) administered for every exercise (see paragraph D below.)

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

1. The Emergency Management Agency will keep records on County EMA and EOC staff and ensure that needed training is available through on-line sources, community colleges or scheduled training sessions in the county.
2. The County EMA will conduct quarterly trainings for local coordinators and county staff, as applicable, 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 within the county's jurisdiction/authority who are assigned emergency responsibilities in this plan.
4. EOC Management and General Staff personnel responsible for functional annexes are charged with ensuring that personnel who implement the respective annexes are competent.
5. Other state and federal training: County 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 participants will be prepared:
  - a. After every activation of the EOC; and
  - b. After every exercise of the EOC.
2. All After Action Reports (AARs) must include an Improvement Plan Matrix and the corrective actions are to be incorporated into this plan, as well as other applicable plans and implementing instructions.

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

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

1. The county EMC will coordinate development and maintenance of the plan. Writing, review and update of specific portions of the plan will be accomplished by those staff members/agencies with the best knowledge of the subject matter.
2. Based upon legislation, regulation or PEMA directive, any incident-specific annexes require an annual review. All other plan components will be reviewed and updated at least biennially.

3. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
4. Whether or not used in an actual event, a review of each section of the plan will be conducted at least biennially, and a written report will be provided to the EMC indicating concurrence or recommended changes.
5. At the conclusion of each biennial review, the EMC will:
  - a. If the biennial review indicates a need to change the plan, page changes will be approved and published by the EMC, and distributed as below.
  - b. If the biennial review indicates so many changes that a revised plan should be published, it should be approved by the county executive or county commissioners, and distributed as below.
  - c. If the biennial review indicates that no changes are necessary, document the review on the "Certificate of Biennial Review" .
6. This plan will be executed upon order of the County Commissioners or their authorized representative.

**B. Distribution:**

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

**APPENDICES:**

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

## 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 Post-Katrina Emergency Management Reform Act of 2006 (6 U.S.C § 7101 et. seq.)
  3. The Pennsylvania Emergency Management Services Code (35 Pa CSA § 7101 et. seq.)
  4. The Pennsylvania Right-to-Know Law (65 P.S. §§ 67.101, et seq.)
  5. The Pennsylvania Intrastate Mutual Aid Program (PIMAS) (Act 93 of 2008)
  6. Pets Evacuation and Transportation Standards Act of 2006 (PL 109-308)
  7. US Small Business Administration (13 CFR Part 123)
  8. Homeland Security Presidential Directive – 5 (HSPD-5)
  9. Homeland Security Presidential Directive – 8 (HSPD-8)
  10. Homeland Security Exercise Evaluation Program
  11. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Enhanced All-Hazard Mitigation Plan,” Section 1.3 – Risk Assessment, October, 2007
  12. Commonwealth of Pennsylvania, State Emergency Operations Plan (December, 2008)
  13. Pennsylvania Emergency Management Agency, “Pennsylvania Evacuation Planning and Implementation Guidebook” April, 2006
  14. Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.
  15. Centre County, Hazard Vulnerability Analysis, January, 2008
  16. Centre County Resolution dated February 23, 1982 that created the Centre County Office of Emergency Services (Emergency Management Agency).

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## 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 who 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 Emergency Services - An American Radio Relay League - sponsored emergency organization of amateur radio operators that provides communications resources.

**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 Operations Planning (COOP)** – Planning to ensure that essential services continue during, or as soon as possible after a disaster or emergency event. In the public sector, COOP includes activities referred to as COG (Continuity of Government.)

**Coordination** – Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context of 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.

**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. EOD Teams are 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 and man-made 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 county, 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, 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 the context of 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.

**Operational** – Capable of accepting mission assignments at an indicated location with partial staff and resources.

**Pennsylvania Intrastate Mutual Aid System (PIMAS)** – A system between participating political subdivisions that have agreed to share physical resources under protocols developed by the Intrastate Mutual Aid Committee. The system was established by Act 93 of 2008.

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

**Point of Distribution (Commodities POD)** – A facility where disaster victims can come to receive emergency food, water and ice and perhaps 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.

**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 local 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.

**Public Inquiry** – (Formerly known as Rumor Control) A place where the general public can call for information during an emergency. The public inquiry center is normally only activated during an emergency. Operators track calls, locate previously unknown pockets of damage and identify misperceptions that the PIO should try to dispel.

**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 Pharmaceutical 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.

**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 with 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.

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### APPENDIX 3 PLAN DISTRIBUTION

- A. The Basic Plan (Volume I) and the Emergency Support Function (ESF) Annex (Volume II) of the Centre County Emergency Operations Plan contain no sensitive information and are available to the public. Copies of the Basic Plan (Volume I) and the ESF Annex (Volume II) of the Centre County Emergency Operations Plan may be obtained at no cost on the Centre County website ([www.co.centre.pa.us](http://www.co.centre.pa.us)) or for a duplication fee by contacting the Centre County Emergency Management Agency.
- B. Because of the sensitivity of Volume III of this plan, and in order to ensure that plan revisions are posted to every copy, copies of that volume to the plan will be numbered and distributed on a need-to-know basis.
- C. Numbered copies of Volume III to this plan will be distributed to the following agencies. A “master distribution list” (Enclosure 1) with the numbers of each copy, and the format (printed or electronic) is maintained by the county EMA.
- Centre County EOC – Copy 1
  - PEMA Central Area Office – Copy 2
- C. Each recipient of Volume III will sign a receipt form (Enclosure 1), and the signed receipt will be maintained by the Centre County EMA, along with the distribution list.



**RECEIPT FORM**

TO: Centre County Emergency Management Agency  
420 Holmes Street  
Bellefonte, PA 16823

SUBJECT: Centre County Emergency Operations Plan

1. This will certify that I have received the following document(s):

***(Line through the lines that do not apply)***

The Centre County Emergency Operations Plan Volume I Basic Plan, dated \_\_\_\_\_  
The Centre County Emergency Operations Plan Volume II, dated \_\_\_\_\_  
The Centre County Emergency Operations Plan Volume III, dated \_\_\_\_\_  
CHANGE # \_\_\_\_\_ to the Centre County Emergency Operations Plan, dated \_\_\_\_\_

Date Received: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Copy Number(s): \_\_\_\_\_

Hard Copy or Compact Disk (Circle one)

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. I understand that these documents might contain information that is personal or sensitive in nature, and I will not release any parts of the plan to persons outside my organizations or to any person within my organization who does not need it to perform emergency response functions outlined in the plan.

Signature

\_\_\_\_\_  
*Enclosure 2 to Appendix 3 to Centre County Emergency Operations Plan*

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**APPENDIX 4  
MAP OF CENTRE COUNTY**



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**APPENDIX 5**  
**POLITICAL SUBDIVISIONS THAT HAVE ADOPTED THIS PLAN AS THEIR OWN**

The following political subdivisions have adopted this County plan as the plan for themselves. As such they will follow the procedures outlined in this plan, especially Paragraph III.E. Copies of any municipal resolutions adopting the plan are enclosed.

ALL MUNICIPALITIES WITHIN CENTRE COUNTY MAINTAIN THEIR OWN PLAN.