

Chester County Emergency Operations Plan

April, 2005

**Chester County Department of Emergency Services
601 Westtown Road, Suite 012
West Chester, PA 19380-0990**

Emergency Operations Plan

I. BASIC PLAN

Foreword

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

The County Plan is organized as follows:

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

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

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

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

Record of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (PRINT NAME)	CHANGE MADE BY (SIGNATURE)
001		May, 2005	Sean P. Madden	

Certification of Review

The Chester County Department of Emergency Services has reviewed this Emergency Operations Plan. The Director of Chester County Emergency Services hereby certifies the review.

Date	Signature

Promulgation

THIS PLAN IS PROMULGATED AS THE CHESTER COUNTY EMERGENCY OPERATIONS PLAN. THIS PLAN IS DESIGNED TO COMPLY WITH ALL APPLICABLE COMMONWEALTH AND COUNTY REGULATIONS AND PROVIDES THE POLICIES AND PROCEDURES TO BE FOLLOWED IN DEALING WITH EMERGENCIES, DISASTERS AND TERRORISM EVENTS.

THIS PLAN SUPERSEDES ALL PREVIOUS PLANS.

PROMULGATED THIS _____ DAY OF _____, 2004

Donald A. Mancini, Chairman

Carol Aichele

Andrew E. Dinniman

CHIEF CLERK

(OFFICIAL SEAL OF THE COUNTY OF CHESTER)

EDWARD J. ATKINS
CHESTER COUNTY DEPARTMENT OF
EMERGENCY SERVICES

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1. COMMAND

- a) Elected Officials
- b) DES Director
- c) Emergency Management Coordinator (EMC)
- d) County Department Heads
- e) Liaison Officers
- f) External Affairs (PIO)

2. OPERATIONS

- a) Operations
- b) Communications
- c) Firefighting
- d) Public Health and Medical
- e) Urban Search and Rescue
- f) Oil and Hazardous Materials Response
- g) Public Safety and Security
- h) Municipal Liaison

3. PLANNING

- a) Emergency Management
- b) Long Term Recovery and Mitigation

4. LOGISTICS

- a) Logistics Coordinator
- b) Transportation
- c) Public Works and Engineering
- d) Mass Care, Housing, and Human Services
- e) Resource Support
- f) Agriculture
- g) Energy
- h) Debris Management
- i) Donations Management

j) Animal Care and Control

5. FINANCE AND ADMINISTRATION

- a) Finance
- b) Administration

B. INCIDENT SPECIFIC ANNEXES

C. NOTIFICATION AND RESOURCE DOCUMENT

- 1. Emergency Notification List
- 2. Vulnerable Facilities Notification List
- 3. County Resource Listing

A. PURPOSE:

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

B. POLICIES:

The Chester County Department of Emergency Services adheres to policies established by the Chester County Commissioners. Supplemental policies and procedures are promulgated by the Director of Emergency Services as well as by the Deputy Directors for other divisions.

C. SITUATION AND ASSUMPTIONS

1. Chester County Location and Description

Chester County is located in the southeastern portion of Pennsylvania and encompasses a land area of 762 square miles. According to the 2000 Census of the United States, the population of Chester County is 433,201. West Chester Borough, the county seat, is located in the southeast/central portion of Chester County. Approximately 225 square miles (1995 DVRPC land use report) of the county is forest, 274 square miles (1997 U.S. Census of Agriculture) is agricultural, 476 square miles (2000 Census) is considered rural and 283 square miles (2000 Census) is considered urban. There are 1,084 miles of Commonwealth and federal highways and 2,290 miles of secondary and municipal roads in the county. The County is comprised of 73 municipalities (1 city, 57 townships and 15 boroughs) and 12 School Districts.

2. Chester County Capabilities and Resources

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

3. Chester County Hazard Vulnerability

a) Chester County is subject to a variety of hazards. According to the county hazard vulnerability analysis (HVA), the most likely and damaging of these are:

- (1) Weather
- (2) Hazardous Material Events
- (3) Transportation

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

4. Planning Assumptions

a) A major disaster, emergency or terrorism event will 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.

b) The extent of casualties and damage will be affected by factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.

c) The large number of casualties, heavy damage to structures and basic infrastructure, and disruption of essential services will overwhelm the capabilities of the local (municipal) governments along with their emergency response agencies in their response to meet the needs of the situation.

d) Within a short time following the occurrence of a major disaster or emergency, the county will be requested to coordinate and support the activities in accordance with the provisions of the Pennsylvania Emergency Management Code (Pa C.S. Title 35 Sections 7101-7707). Chester County Department of Emergency Services will need to respond on short notice to provide timely and effective assistance.

e) By utilization of the tiered response system, the resources and capabilities of the regional counterterrorism task force will be requested by the county to provide additional coordination and support activities in accordance with The Counterterrorism Planning, Preparedness and Response Act (Act 2002-227). ———

f) Due to limited resources at the county and the regional counterterrorism task force and upon a determination that resource requests exceed available resources, the county will request assistance from the Pennsylvania Emergency Management Agency (PEMA).

g) The occurrence of a major disaster or emergency based upon these planning assumptions will result in the declaration of an emergency by the Governor. Such a declaration, dependent upon the severity, may result in the declaration of an emergency by the President.

D. CONCEPT OF OPERATIONS

1. General

Most disasters, emergencies and terrorism related incidents are handled by local responders. The county is called upon to provide supplemental assistance and coordination whenever the consequences of a disaster or emergency exceed local capabilities and as identified within the Pennsylvania Emergency Management Code (Pa. C.S. 35 Sections 7101-7701). If the disaster, emergency or terrorism incident exceeds the capabilities of the county, the regional counterterrorism task force will be requested to provide assistance. The Southeastern Pennsylvania Regional Counter Terrorism Task Force can provide assistance in the form of specialized response teams. Additionally, the Commonwealth (PEMA) will be requested to provide assistance. If needed, the Commonwealth can mobilize an array of resources including specialized response teams, support personnel, and specialized equipment to support disasters or emergencies.

2. Intergovernmental Assistance

The Chester County Elected Officials and EMC will develop mutual aid agreements with adjacent counties for reciprocal emergency assistance as needed. Additionally, Chester County is a member of the Southeastern Pennsylvania Regional Counter Terrorism Task Force and may obtain assistance in the form of specialized support teams, materials and equipment (as provided for in Act 2002-227). Adjacent Counties and other governments will render assistance in accordance with the provisions of intergovernmental support agreements in place at the time of the emergency. The provisions of Southeastern Pennsylvania Regional Counter Terrorism Task Force, the Chester County 9-1-1 plan and the associated mutual aid agreements will also apply.

3. Direction, Control, Coordination and Support

a) Incident Management

(1) The Chester County Emergency Operations Plan, like the Commonwealth Emergency Operations Plan (CEOP) and the National Response Plan (NRP), employs a multi-agency operational structure based on the National Incident Management System (NIMS).

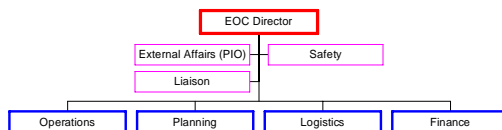
(2) Chester County Elected Officials are responsible for the protection of the lives and property of the citizens and they ultimately exercise county-level control of the phases of emergency management as well as emergency county-level activities.

(3) An Emergency Management Coordinator (EMC) has been designated and may act on behalf of Chester County Elected Officials. An Emergency Operations Center (EOC) has been identified and may be activated by the Chester County Elected Officials or the EMC during an emergency. A 24/7, 9-1-1 Center and Emergency Services serves Chester County.

(4) This plan embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard. The Chester County EMC will mobilize functions and personnel as required by the emergency situation.

(5) Emergency response by the Chester County government will follow the Incident Management System (IMS) delineated below. When called upon for assistance / coordination, the Chester County Department of Emergency Services will interface with the local / municipal emergency management. Consistent with the Pennsylvania Emergency Management Services Code, when two or more political subdivisions within a county are affected, the county organization shall exercise responsibility for coordination and support to the area of operations. When two or more counties are involved, coordination shall be by PEMA or by the appropriate PEMA regional organization.

(6) *Illustration 1 – Chester County Incident Management*



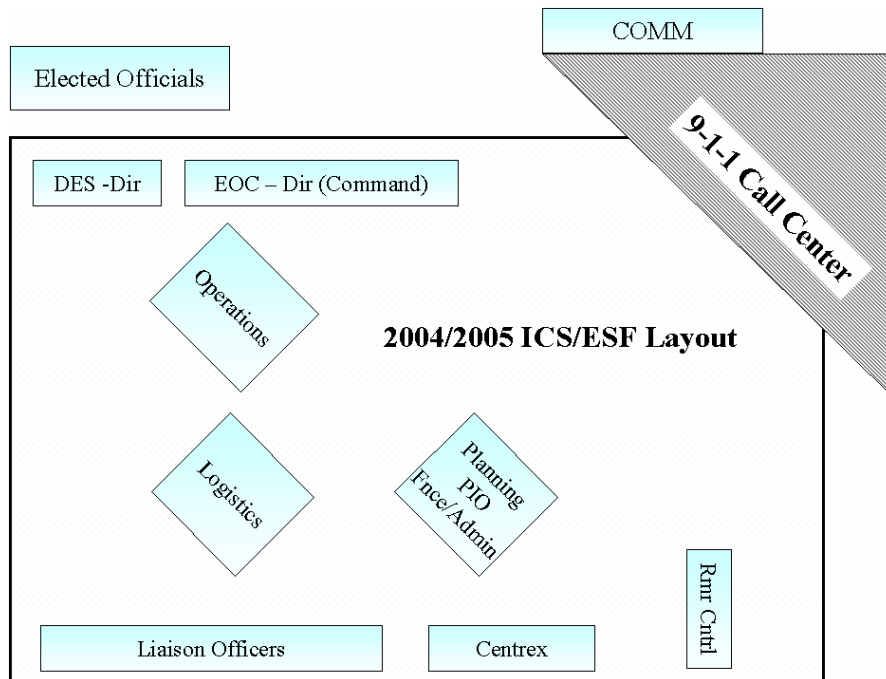
Emergency Operations Plan

(a) The Incident Commander (IC) at an incident site will be from fire, police, emergency medical services, or emergency management, dependent upon the nature of the incident. The local IC will coordinate with the respective municipal emergency management coordinator. When local conditions are such that the emergency / disaster event exceeds the local capabilities and / or local resources, the municipal emergency management coordinator (EMC) or others may contact Chester County Department of Emergency Services to request assistance.

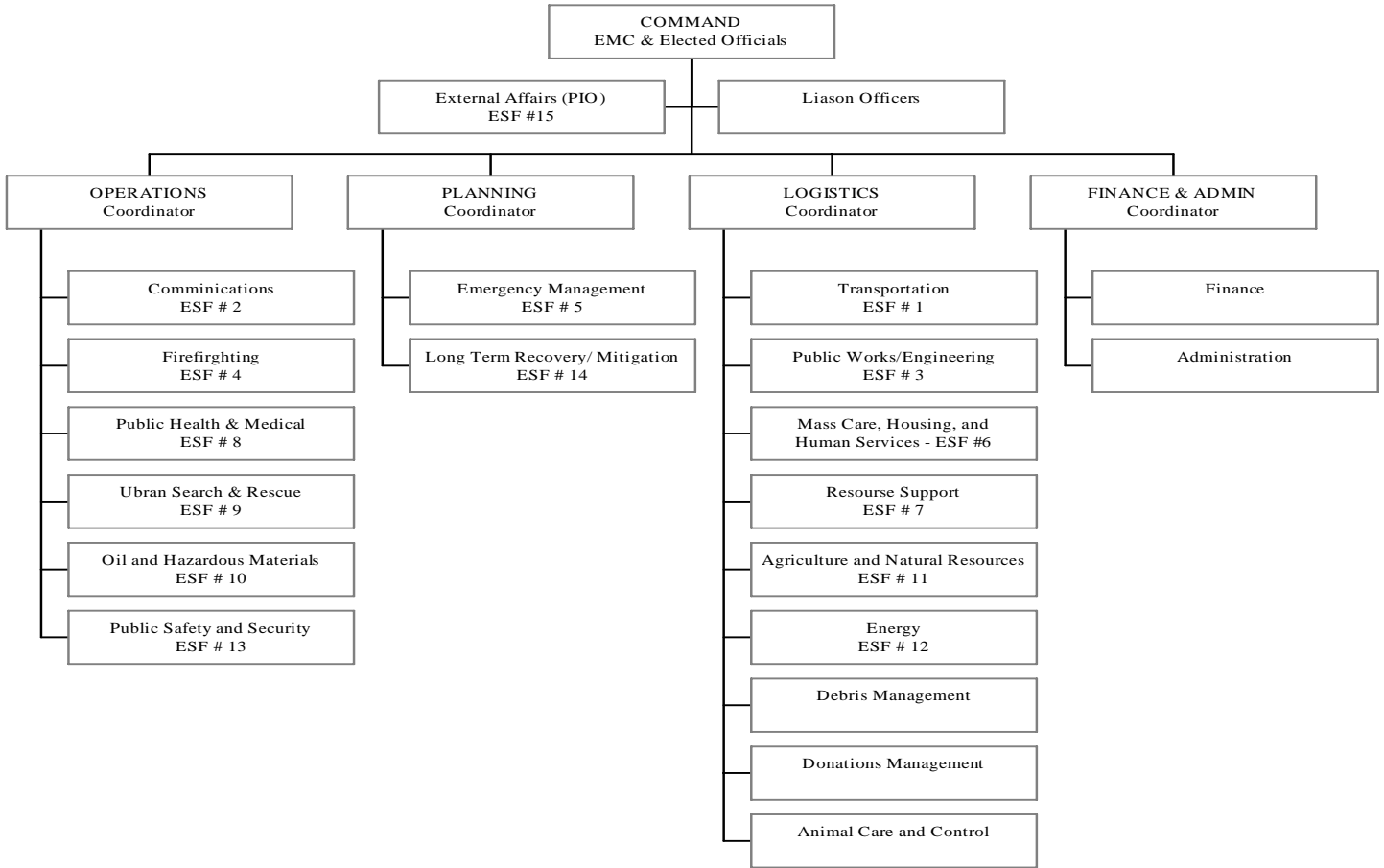
(b) The National Incident Management System (NIMS), adopted by Chester County in 2004 (Res. 52-04), includes the categories of Command, Operations, Planning, Logistics and Finance along with command staff including Public Information, Safety and Liaison. The IMS structure delineated herein is consistent with the NIMS and the Pennsylvania Fire Academy training programs.

(7) The Chester County EOC configuration is presented as:

Illustration 2 Chester County EOC Operations Configuration



(8) Illustration 3 – Chester County EOC Activation



When the County EMC receives notice of a potential emergency from the Pennsylvania Emergency Management Agency (PEMA), the Chester County 9-1-1 Center, the National Weather Service (NWS) or other sources, a partial activation of the EOC will be considered.

(9) Concurrent Implementation of Other Emergency Plans

(a) An incident involving hazardous substances, weapons of mass destruction or other lethal agents, a nuclear power plant incident or high hazard dam emergency may involve “Incident Specific” response activity (Counterterrorism Plan, SARA Plan, Radiological Emergency Response Plan, High Hazard Dam Plan, etc.).

(b) If the incident involves concurrent implementation of multiple response plans at various levels, the Pennsylvania Emergency Management Agency (PEMA) 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.

4. Continuity of Government

Continuity of Government procedures are specified in the Continuity of Government (COG) enclosure to this plan. The COG addresses the line of succession (Elected Officials, Emergency Management and County offices), alternate locations and preservation of records. The COG is presented within the Event Specific Plan Section.

E. ORGANIZATION, RESPONSIBILITIES AND EMERGENCY SUPPORT FUNCTIONS

1. Organization

This plan has been developed based upon the structure of emergency management within the Commonwealth of Pennsylvania. This plan serves as an emergency management link between the municipalities and the Commonwealth; it also coincides with the concepts of the National Response Plan. This plan employs a functional approach that groups the types of assistance that Chester County and / or its municipalities are likely to need based upon the fifteen (15) federal Emergency Support Functions (ESFs). The functional areas have been grouped according to the categories of the National Incident Management System (NIMS). Because differences exist between the capabilities and resources at the federal level and the needs at the county / local levels, the 15 federal ESFs do not fully address all of the needs. Therefore, additional functional annexes, grouped according to the NIMS categories, have been developed and included. To further facilitate response actions / activities of the

Emergency Operations Center staff, Standard Operating Checklists have been developed and grouped by NIMS category. A Notification and Resource manual is also provided. Training and exercises are discussed in section I of the basic plan.

2. Responsibilities

a) Primary Agencies: Each emergency function has been listed according to the appropriate incident management category and the appropriate agency has been identified as the “Primary Agency” for each function. The primary agency provides expertise and management for the designated function.

b) Support Agencies: Each emergency function typically has at least one “Support Agency” identified. These agencies serve to provide support for the mission assigned to the primary agency

3. Emergency Sections and Divisions

a) COMMAND

(1) Elected Officials:

- (a) Responsible for establishing a county emergency management organization;
- (b) Provide for continuity of operations;
- (c) Establish lines of succession for key positions;
- (d) Designate departmental emergency operating centers and alternatives;
- (e) Prepare and maintain this EOP in consonance with the Commonwealth Emergency Operations Plan;
- (f) Establish, equip and staff an EOC;
- (g) Recommends an EMC for appointment by the governor who may act on their behalf, if necessary;
- (h) Issue declarations of disaster emergency if the situation warrants;
- (i) Apply for federal post-disaster funds, as available.

(2) Emergency Management Coordinator:

- (a) Prepare and maintain an EOP for Chester County subject to the direction of the Elected Officials; reviews and updates as required;
- (b) Maintain coordination with the local municipal and Commonwealth EMA, and provides prompt information in emergencies, as available;

- (c) Identify hazards and vulnerabilities that may affect the municipalities in coordination with municipal emergency management;
- (d) Identify resources within Chester County that can be used to respond to a major emergency or disaster situation and requests needed resources from the Commonwealth EMA;
- (e) Develop and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- (f) Mobilize the EOC and acts as the Command function within the EOC during an emergency;
- (g) Compile cost figures for the conduct of emergency operations above normal operating costs; and
- (h) Attend training and workshops provided by the Commonwealth and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures; and
- (i) Serve on the executive committee of the Regional Counterterrorism Task Force.

(3) External Affairs – ESF 15

- (a) Advise Elected Officials and the Chester County EMC about Public Information activities;
- (b) Develop and maintains the checklist for the Public Information function;
- (c) Assist in the development, review and maintenance of the EOP;
- (d) Respond to the EOC, the field, or Joint Information Center as needed; and
- (e) Coordinate and release public information to the media.

(4) Chester County Department Heads / Agency Directors

- (a) Provide staff support and resources;
- (b) Provide guidance, direction and authority to agency / department personnel who support the EOC;
- (c) Assist in the development and maintenance of the EOP;
- (d) Develop, review and approve the EOC checklists specific to their agency / department;
- (e) Respond to the EOC or field location as needed; and advise Chester County Elected Officials and the EMC about specific capabilities.

(5) Liaison Officers (PA State Police, PA DOT, National Guard, etc.)

- (a) Respond to the EOC or the field, as needed;
- (b) Serve as the liaison between their respective agency and the county EOC;
- (c) Interface with their respective agency to request / coordinate resources; and,
- (d) Advise Elected Officials and the Chester County EMC about issues related to their specific agency.

b) OPERATIONS

(1) Operations Coordinator

- (a) Serve as the coordinator of all activities categorized under the Operations Section.
- (b) Function as the interface between the Operations Section and Command.
- (c) Ensure that all personnel operating within the Operations Section receive up to date information regarding the situation and the event.
- (d) Solicit periodic update briefings from the individual staff of the Operations functions.
- (e) Provide periodic updates and briefings to Command.

(2) Communications - ESF # 2:

- (a) Develop and maintains the checklist for the Communications and Warning function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Train staff members on the operation of communications system;
- (d) Ensure ability to communicate between the Chester County EOC, field operations and the municipal emergency management;
- (e) Assist with notification of key staff of the municipality (ies);
- (f) Respond to the EOC or the field, as needed
- (g) Advise Elected Officials and the EMC about Communications activities.

(3) Firefighting - ESF # 4:

- (a) Develop and maintain the checklist for the Fire Services function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Coordinate fire services activities;
- (e) Coordinate route alerting of the public;
- (f) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- (g) Coordinate the emergency shutdown of light and power;
- (h) Coordinate the provision of emergency lights and power generation;
- (i) Coordinate salvage operations and debris clearance;
- (j) Advise Elected Officials and the EMC about fire and rescue activities.

(4) Public Health and Medical Services - ESF # 8:

- (a) Develop and maintains the checklist for the Health/Medical Services function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of hearing impaired, handicapped and special needs residents, based upon input received from the municipal emergency management;
- (e) Coordinate emergency medical activities within the County;
- (f) Coordinate institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
- (g) Coordinate medical services as needed to support shelter operations;
- (h) Assist as appropriate search and rescue operations;
- (i) Coordinate mortuary services;
- (j) Coordinate provision of inoculations for the prevention of disease; advise Elected Officials and the EMC about Health/Medical Services activities.

(5) Urban Search and Rescue - ESF # 9

- (a) Develop and maintains the checklist for the Urban Search and Rescue function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a copy of the USAR procedures for reference;
- (e) Coordinate search and rescue activities within the County;
- (f) Interface with the Commonwealth USAR representative;
- (g) Serve as an information resource regarding SAR incidents;
- (h) Assist as appropriate USAR / SAR components; Advise Elected Officials and the EMC about SAR incidents and activities.

(6) Oil and Hazardous Materials Response - ESF # 10

- (a) Develop and maintain the checklist for the Hazardous Materials function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of SARA Sites within Chester County along with facility emergency plans based upon input received from the facilities and municipalities;
- (e) Coordinate hazardous materials activities within Chester County;
- (f) Interface with the Commonwealth Certified - County Hazardous Materials team;
- (g) Coordinate with and makes notifications to the Department of Environmental Protection (DEP) as required;
- (h) Serve as an information resource regarding hazardous materials incidents;
- (i) Assist as appropriate hazardous materials operations;
- (j) Advise Elected Officials and the EMC about Hazardous Materials incidents and activities.
- (k) Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;

(7) Public Safety and Security - ESF # 13

- (a) Develop and maintains the checklist for the Law Enforcement - Police Services function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Coordinate security and law enforcement services;
- (e) Establish security and protection of critical facilities, including the EOC;
- (f) Coordinate traffic and access control in and around affected areas;
- (g) Assist as appropriate with route alerting and notification of threatened populations;
- (h) Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- (i) Coordinate the installation of emergency signs and other traffic movement devices;
- (j) Assist as appropriate in search and rescue operations;
- (k) Advise Elected Officials and the EMC about Law Enforcement - Police Services operations.

c) PLANNING

(1) Planning Coordinator

- (a) Serve as the coordinator of all activities categorized under the Planning Section;
- (b) Function as the interface between the Planning Section and Command;
- (c) Ensure that all personnel operating within the Planning Section receive up to date information regarding the situation and the event;
- (d) Solicit periodic update briefings from the individual staff of the Planning function;
- (e) Provide periodic updates and briefings to Command.

(2) Emergency Management - ESF # 5

- (a) Collect, evaluates and provides information about the incident;
- (b) Determine status of resources;
- (c) Establish information requirements and reporting schedules;

- (d) Supervise preparation of an Incident Management Plan;
- (e) Assemble information on alternative strategies;
- (f) Advise Elected Officials and the EMC about the incident and anticipated events or consequences.

(3) Long Term Recovery and Mitigation – ESF # 14

- (a) Collect, evaluate and provide information about the incident;
- (b) Determine status of resources;
- (c) Establish information requirements and reporting schedules;
- (d) Supervise preparation of Recovery plan;
- (e) Advise EMC on status of current recovery efforts
- (f) Project and advise EMC and Elected Officials of long term recovery efforts;

d) LOGISTICS:

(1) Logistics Coordinator

- (a) Serve as the coordinator of all activities categorized under the Logistics Section;
- (b) Function as the interface between the Logistics Section and Command;
- (c) Ensure that all personnel operating within the Logistics Section receive up to date information regarding the situation and the event;
- (d) Solicit periodic update briefings from the individual staff of the Logistics functions;
- (e) Provide periodic updates and briefings to Command.

(2) Transportation - ESF # 1:

- (a) Develop and maintain the checklist for the Transportation Services function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of Transportation Resources and contact information including capacities in Chester County.
- (e) Coordinate the supply of transportation resources within the County during an emergency;
- (f) Advise Elected Officials and the EMC about Mass Care Shelter activities.

(3) Public Works and Engineering - ESF # 3:

- (a) Develop and maintains the checklist for the Public Works function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of Public Works assets and resources;
- (e) Serve as a liaison between municipal public works and the County;
- (f) Coordinate the assignment of Public Works resources;
- (g) Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
- (h) Advise Elected Officials and the EMC about Public Works and Engineering activities.

(4) Mass Care, Housing, and Human Services - ESF # 6:

- (a) Develop and maintains the checklist for the Mass Care / Shelter Services function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintains a listing of Mass Care – Shelter facilities including capacities in the County;
- (e) Coordinate with American Red Cross and other appropriate agencies;
- (f) Coordinate Mass Care – Shelter provision within the County during an emergency;
- (g) Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Support) regarding evacuation issues;
- (h) Advise Elected Officials and the EMC about Mass Care, Evacuation and Shelter activities.

(5) Resource Support - ESF # 7:

- (a) Develop and maintains the checklist for the Resource function;
- (b) Assists in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of resources with contact information.

- (e) Coordinate the provision of materials, services and facilities in support of the emergency;
- (f) Develop procedures for rapidly ordering supplies and equipment and to track their delivery and use;
- (g) Advise Elected Officials and EMC as appropriate about resource acquisition activities within the County.

(6) Agriculture and Natural Resources - ESF # 11:

- (a) Develop and maintains the checklist for the Food function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of food assets within the County;
- (e) Serve as a liaison between the County and the food community;
- (f) Serve as a liaison between the County and the Extension Office;
- (g) Coordinate the dissemination of information and supplies to the food community within the County;
- (h) Coordinate the distribution of food to emergency workers and emergency / disaster victims.
- (i) Advise Elected Officials and the EMC regarding food issues.

(7) Energy - ESF # 12:

- (a) Develop and maintains the checklist for the energy and utility function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of energy and utility assets within the County;
- (e) Serve as a liaison between the County and the energy / utilities;
- (f) Coordinate the dissemination of information to the energy / utilities within the County;
- (g) Advise Elected Officials and the EMC regarding energy issues.

(8) Debris Management (Support Annex)

- (a) Develop and maintains the checklist for the Debris Management function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of assets and resources;
- (e) Serves as a liaison between the County and debris management agencies;
- (f) Coordinate the assignment of debris management resources;
- (g) Advise Elected Officials and the EMC about debris management activities.

(9) Donations Management (Support Annex)

- (a) Develop and maintains the checklist for the Donations Management function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of donations management assets and resources;
- (e) Serve as a liaison between the County and donations management agencies;
- (f) Coordinate the assignment of donations management resources;
- (g) Advise Elected Officials and the EMC about donations management activities.

(10) Animal Care and Control (Support Annex)

- (a) Develop and maintains the checklist for the animal care and control function;
- (b) Assist in the development, review and maintenance of the EOP;
- (c) Respond to the EOC or the field, as needed;
- (d) Maintain a listing of animal care and control assets and resources;
- (e) Serve as a liaison between the County and animal care and control agencies;
- (f) Coordinate the assignment of animal care and control resources;

(g) Advise Elected Officials and the EMC about animal care and control activities

e) FINANCE

(1) Finance and Administration Coordinator

- (a) Serve as the coordinator of all activities categorized under the Finance and Administration Section;
- (b) Function as the interface between the Finance and Administration Section and Command;
- (c) Ensure that all personnel operating within the Operations Section receive up to date information regarding the situation and the event;
- (d) Solicit periodic update briefings from the individual staff of the Operations functions;
- (e) Provide periodic updates and briefings to Command.

(2) Finance

- (a) Develop and maintains the checklist for the Finance function;
- (b) Maintain oversight of all financial, cost and reimbursement activities associated with the emergency;
- (c) Track costs and personnel time records;
- (d) Administer the financial aspects of the emergency / disaster according to Chester County policies / procedures;
- (e) Following the declaration of an emergency by the Chester County Elected Officials, or the Governor, initiates emergency purchasing / acquisition procedures;
- (f) Serve as an interface with the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) regarding recovery operations;
- (g) Advise Elected Officials and the EMC regarding the financial aspects and implications of the event.

(3) Administration

- (a) Develop and maintains the checklist for the Administration function;
- (b) Maintain oversight of all administrative activities associated with the emergency;
- (c) Ensure that all functional areas receive administrative support as appropriate;

- (d) Provide support to the financial element with regard to documentation, verification and related matters;
- (e) Advise the EMC regarding the administrative aspects and implications of the event.

F. ADMINISTRATION AND LOGISTICS

1. Administration

a) County and Municipal Reports

- (1) Municipal governments will submit situation reports, requests for assistance and damage assessment reports to the Chester County Department of Emergency Services.
- (2) The Chester County Department of Emergency Services will forward reports/requests to the appropriate PEMA regional office.
- (3) Municipal and County governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- (4) Chester County Department of Emergency Services and municipal emergency management will keep narrative and written log-type records of response actions. The logs and records will form the basis for status reports to PEMA.
- (5) The Chester County Department of Emergency Services will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
- (6) The Chester County Department of Emergency Services will make reports to PEMA by the most practical means, generally within one hour. Reports will be constructed in accordance with PEMA requirements; namely, the Pennsylvania Emergency Incident Reporting System (PEIRS).

b) Logistics

Coordination of unmet needs:

When municipal resources are overwhelmed, the Chester County Department of Emergency Services is available to coordinate assistance with unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Counter-Terrorism Task Force (RCTTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency

(FEMA) for assistance in dealing with a major disaster or emergency.

G. AUTHORITY and REFERENCES

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

- a) Under the Stafford Act, the Governor may request the President to declare a major disaster or emergency if the event is beyond the combined response capabilities of the County (ies) involved and the Commonwealth.
- b) Under the Emergency Management Services Code of Pennsylvania (Title 35), the County may request assistance from the Commonwealth of Pennsylvania when all appropriate locally available forces and resources are fully committed.
- c) Pennsylvania Consolidated Statutes Title 35, Section 7504 (a) states that when two or more political subdivisions within a county are affected, the county organization shall exercise responsibility for coordination and support to the area of operations. Additionally, when two or more counties are involved, coordination shall be provided by the Pennsylvania Emergency Management Agency.
- d) Through the authority of the Pennsylvania Emergency Management Services Code (35 Pa C.S.), as amended, this plan assigns functions necessary to support a comprehensive emergency management program.

2. References

- a) Homeland Security Presidential Directive – 5 (HSPD-5)
- b) The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
- c) Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment,” July, 2000
- d) Commonwealth of Pennsylvania, Emergency Operations Plan, as amended.
- e) Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.
- f) Counterterrorism Planning, Preparedness and Response Act (Act 2002-227)
- g) PEMA Emergency Management Directive D2000-6, Pennsylvania Emergency Incident Reporting System (PEIRS).
- h) Chester County, Hazard Vulnerability Analysis, August, 1993

H. DEFINITION OF TERMS

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

I. TRAINING AND EXERCISES

1. Training Authority

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

2. Exercise Requirements

To provide practical, controlled operations experience for those who have EOC responsibilities, the Chester County EMC will exercise this plan as required by the Emergency Management Services Code (PA Title 35, Chapter 75 subsection 7503) and as detailed in the U.S. Department of Homeland Security' "Homeland Security Exercise and Evaluation Program Volume 1: Overview and Doctrine"

3. Training Policy

a) Public Officials:

(1) Response and Recovery Training: A training program will be provided to Chester County and municipal officials, emergency management coordinator, EOC staffs and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency.

(2) Professional Development: Training will be provided to municipal EMC's and staffs in skills and techniques of writing plans, professional development skills and national security issues related to municipal emergency preparedness. A minimum of four sessions per year will be given.

(3) Radiological Protection: County/municipal personnel will be trained in radiological protection systems to enhance county/municipal emergency preparedness.

(4) Damage Assessment: Annual training will be conducted in damage assessment procedures for county/municipal damage assessment teams.

b) Emergency Services and Other Responding Agencies

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

c) Commonwealth and Federal Training

EMA staff will participate in Commonwealth and Federal-training programs as prescribed internally and by PEMA.

J. PLAN REQUIREMENTS, DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

1. Requirements

a) Commonwealth Law: The Pennsylvania Emergency Management Services Code, 35 PA C.S Sections 7701-7707, as amended, requires each county and municipality to prepare, maintain and keep current an emergency operations plan (EOP). Further, the plan must be available for inspection in the EOC, along with applicable emergency management plans, procedures and directives of PEMA and the Commonwealth.

b) The Chester County Emergency Management Coordinator (EMC) is to develop the Chester County EOP and coordinate the preparation of supporting standard operating checklists.

c) Pennsylvania Emergency Management Agency (PEMA): This plan conforms to various Federal agency requirements and the format prescribed by PEMA to facilitate review and cross reference to PEMA, FEMA and Department of Homeland Security Documents.

2. Development and Maintenance Responsibilities

a) EMC Responsibilities: The Chester County EMC will coordinate development and maintenance of the plan. Plan components will be reviewed and updated consistently. Incident Specific Annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

b) Chester County Section Coordinators and Staff Members are responsible for the development and maintenance of their respective segments of this plan. Written reviews will be provided to the EMC annually indicating concurrence or comments. They will recommend changes, as necessary, and keep the EMC and Resource Manager abreast of changes in personnel, information and available resources.

c) Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.

d) Execution: This plan will be executed upon order of the Chester County Commissioners or their authorized representative, the County Emergency Management Coordinator.

e) Distribution: This plan and its supporting materials is a controlled document. This plan, by its very nature, is not considered to be available for public consumption. Distribution is based upon regulatory or functional “need to know” basis. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page iii. Appendix 4 details the Revision policy. A receipt system will be used to verify the process. A detailed distribution list is presented as Appendix 5.

II. EMERGENCY SUPPORT FUNCTION ANNEXES

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III. APPENDICIES:

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3. Emergency Responsibilities by Organizational Entity (Primary / Support Matrix)
4. Changes and Revisions
5. Plan Distribution
6. Map of the County