Adams County
Emergency Operations Plan

Volume I: Basic Plan

March 2019

Copy Number _____

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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 Emergency Management Services Code to protect the lives and property of the citizens of the county. The county EOP serves as a bridge between the Local Municipal Emergency Operations Plan and the Pennsylvania State Emergency Operations Plan (SEOP).

EXECUTIVE SUMMARY

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

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

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

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

Section I contains:

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

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

Section III contains:

- *Functional Checklists* that provide suggested tasks for each of the principal positions in the county EOC.

- *Blank Forms* that will be needed for the operation of the County EOC, and for reporting damages and other operational data to state government.

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

SUMMARY OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	INDICATE PAGE, SECTION AND NATURE OF CHANGE	CHANGE MADE BY (SIGNATURE)
1	09/18/2012	Commissioners update p xiii	
2	09/18/2012	Updated census information p1	
3	01/2017	Changed EMA Director	Kimberly Frank

CERTIFICATION OF BIENNIAL REVIEW

This Emergency Operations Plan has been reviewed by the Adams County Department of Emergency Services.

Date	Signature
09/24/2012	
01/05/2015	
01/2017	
03/2019	

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PROMULGATION

This plan is promulgated as the Adams County Emergency Operations Plan under Resolution _____. This plan is designed to comply with all applicable State and County Laws and regulations and provides policies and procedures to be followed in dealing with natural or human caused events or disasters.

THIS PLAN SUPERSEDES ALL PREVIOUS PLANS.

Promulgated this.

ADAMS COUNTY COMMISSIONERS

_____

Randy Phiel, Chairman

_____

James Martin, Vice Chairman

_____

Marty Qually, Commissioner

(Seal)

_____

Paula Neiman, Chief Clerk

_____

Warren P. Bladen Director
Department of Emergency Services

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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 that require county-level response and occur within the geographic boundaries of the County, and to the use of county emergency response assets for response to emergencies in other counties and jurisdictions. The plan is applicable to all assets of county government and supporting emergency response organizations within the county.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. County Location and Description: Adams County is located in the south central portion of Pennsylvania and encompasses a land area of 526 square miles. According to the 2010 Census of the United States, the population of the county is 101,407. Tourism to the Gettysburg National Military Park brings an additional 2 million visitors per year.

   Gettysburg, the county seat, is located in the center of the county. Adams County is divided into 21 townships and 13 boroughs, each having its own local government. There is an interesting pattern of small towns and villages distributed throughout the rolling croplands, orchards, pastures and forest lands.

   Federal and State highways include US 15 and 30, PA Routes 116, 94, 194 and 34 and a number of township highways adding up to 1,095.56 miles of roadway.

   Major pipelines carry petroleum products and natural gas along with high tension power lines crisscross the county.

   The county ranks first in the state for the production of apples and peaches, third in the state for wheat, sixth in the state for barley (2008-2009 Agriculture Statistics). The tourist industry is also important to Adams County employing over 1,200.

The county has six (6) School Districts. There are three (3) institutions of higher learning, Gettysburg College, Lutheran Theological Seminary, and the Harrisburg Area Community College having an enrollment of approximately 5,400 students.

The county has one (1) hospital with 90 beds located in Gettysburg. There are seven licensed personal care homes in Adams County.

2. County Capabilities and Resources:

   a. The County 9-1-1 Center serves as an emergency communications hub for the entire county.
   b. This plan contains a Notification and Resource Manual (NARM) which lists resources available from county, local municipal and private assets.
   c. Mutual Aid and Support: The County is a member of the South Central Regional Task Force. The county also has numerous mutual aid agreements with surrounding counties.

3. County Hazard Vulnerability**:** The County is subject to a variety of hazards. According to the county Hazard Vulnerability Analysis (HVA) contained in the County Hazard Mitigation Plan, the most likely and damaging of these are:

   a. Floods
   b. Tornadoes, Hurricanes, Windstorms, Tropical Storms
   c. Winter Storms
   d. Hazardous Material Spills
   e. Fire
   f. Droughts
   g. Terrorism
   h. Nuclear/Radiological Incidents

B. Assumptions:

1. A major disaster, emergency or terrorism event may cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the regional economic, physical, and social infrastructures.

2. The extent of casualties and damage will depend on factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of cascading events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.

3. A major disaster or emergency will overwhelm the capabilities of the local municipal governments along with their emergency response agencies.

4. The county will coordinate and support the activities of multiple political subdivisions in accordance with the provisions of the Pennsylvania Emergency Management Services Code. The County Emergency Management Agency may need to respond on short notice to provide timely and effective assistance.

5. Using the tiered response system, resources and capabilities of the regional task force may be requested by the county to provide additional coordination and support, in accordance with The Counterterrorism Planning, Preparedness and Response Act of 2002.

6. Upon a determination that resource requests exceed or may exceed locally available resources, the county will request assistance from the regional task force or the Pennsylvania Emergency Management Agency (PEMA).

7. The occurrence of a major disaster or emergency may result in the declaration of a disaster emergency by the Governor. Depending upon the severity of the event, the Governor may request a Declaration of Emergency or Major Disaster from the President, or a declaration of Economic Emergency from the administrator of the Small Business Administration.

8. The Pennsylvania Intrastate Mutual Aid System (PIMAS) will make aid available to the county and all of its political subdivisions that have not opted out of the system. PIMAS will be utilized in response to emergencies and disasters that require actions beyond the capacity of the local municipality or the county in which the incident occurs.

III. CONCEPT OF OPERATIONS

A. General:

1. NIMS: All emergency response within the county will follow the National Incident Management System (NIMS) that has been specified by the U.S. Department of Homeland Security. This includes:

   a. The designation of an Incident Commander, and, if necessary, an Incident Management structure;
   b. The use of resource definitions specified by NIMS; and
   c. Communication and planning protocols used in NIMS.

2. Phasing: All disasters start at the local level. Response will start there as well, and will escalate with the scope of the incident.

    a. Initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by county 9-1-1.
    b. If it appears that the incident will grow beyond the capabilities of the locality, or if more than one local municipality will be involved in response, the county EMA will assist with coordination of the efforts.
    c. If local resources become overwhelmed, the county will provide supplemental assistance.
    d. If county resources are not adequate, the county EMA will turn to other counties, the Regional Task Force and/or the state for assistance.

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

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

2. Adjacent Counties and other governments will render assistance in accordance with the provisions of mutual aid or intergovernmental support agreements in place at the time of the emergency.

3. The provisions of Regional Task Force Plans, the County 9-1-1 plan and the associated mutual aid agreements will also apply.

4. The county EMA and other agencies will establish regular communication with state agency offices supporting the county (Pennsylvania Departments of Agriculture and Transportation, State Police, etc.)

5. Requests for unmet needs will be forwarded to the state EOC through the PEMA Central Area Office (ph: 717-651-7060).

C. Direction, Control, Coordination and Support

1. County Elected Officials are responsible for the protection of the lives and property of the citizens and they exercise ultimate control of emergency activities within the county.

2. The Emergency Operations Center (EOC) will be used for decision-makers to exercise direction and control of county operations, to gather

information and to coordinate activities of the responders during emergency situations.

a. The EOC is not normally activated, but will be activated as needed.
b. The location of the EOC is listed in the Notification and Resource Manual (Section IV of this plan).

3. The Emergency Management Coordinator (EMC) may act on behalf of the County Elected Officials. The County EOC may be activated by the EMC or the elected officials during an emergency.

4. The County EOC will use an operational structure that is based on the Incident Command System defined in the National Incident Management System. This mirrors the structure used at the state and outlined in the National Response Framework (NRF).

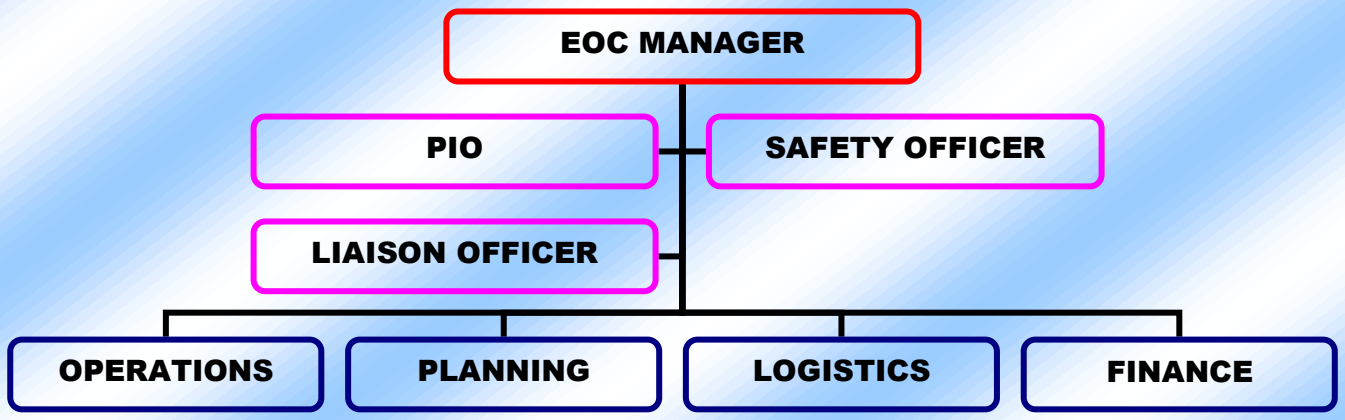

Figure 1 – EOC Incident Management Structure

5. The initial Incident Command/Unified Command (IC/UC) at an incident site will be from the service having primary jurisdiction (fire, police, emergency medical services, etc). As an incident progresses, the primary jurisdiction may change. If the line of jurisdiction becomes unclear, a unified command should be formed.

a. The on-site IC will coordinate with the respective municipal emergency management coordinator as much as possible.
b. If the county EOC is operational, it will coordinate with the scene through the local EMC (if available). If the local EMC is unavailable, the IC/UC at the incident site will coordinate directly with the county EOC.
c. The EOC Manager in the EOC will NOT assume command of those resources on-scene. The EOC will support the efforts of the on-site IC/UC.

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

Table 1: Emergency Support Functions

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

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

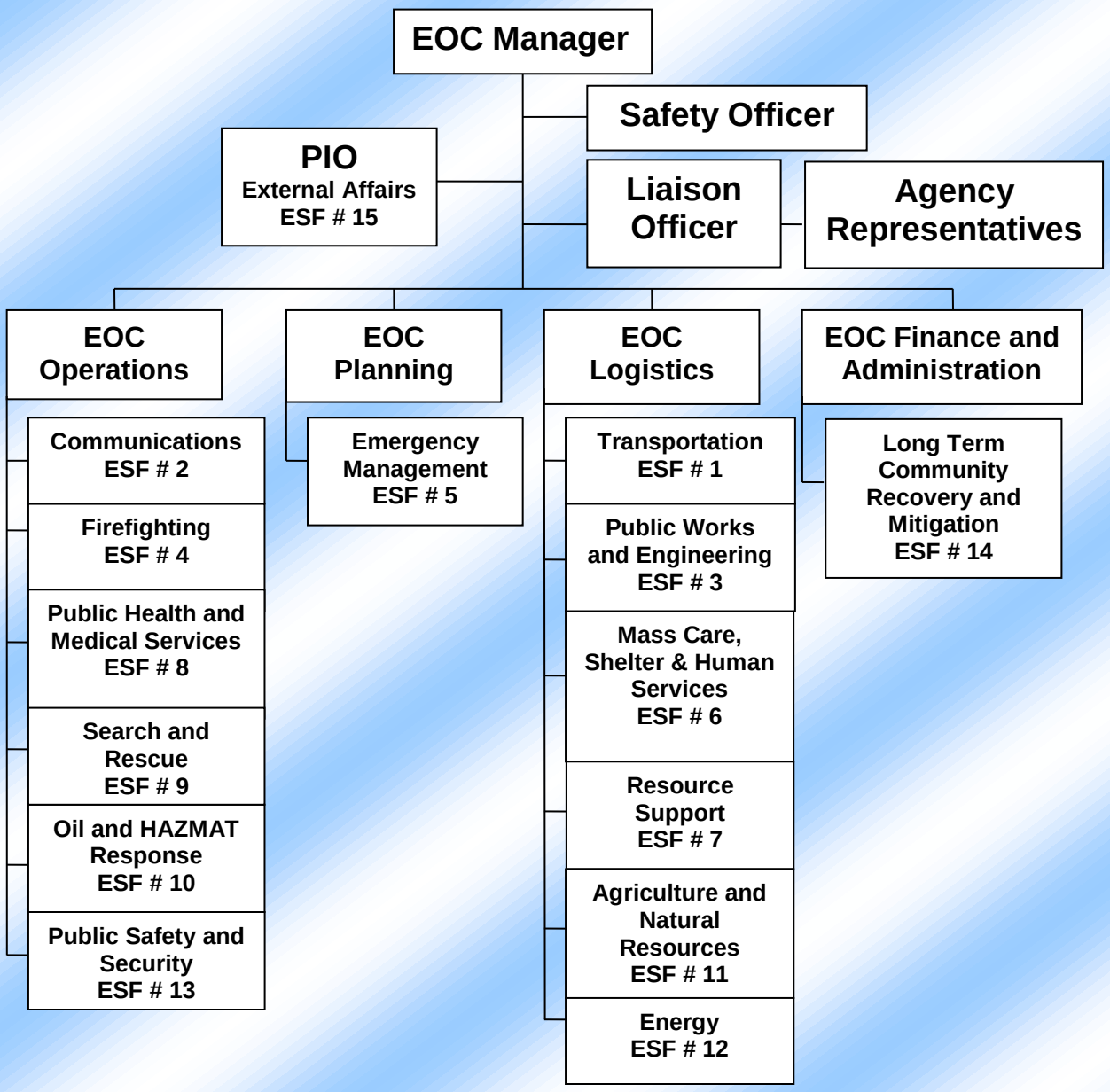

Figure 2 – County EOC Organization

8. In those cases where an ESF is not staffed, ICS doctrine dictates that responsibilities and activities of that ESF revert to the section chief. If the section chief position is not filled, the responsibilities revert to the EOC Manager.

9. The County EMC will monitor local events through media outlets, internet sites, the county 9-1-1 center, reports from PEMA or the National Weather Service or other sources. Based on impending events, the EOC manager will consider a partial or full activation of the EOC.

10. Other Emergency Plans may be applicable and provide detail to supplement this plan:

    a. An incident involving hazardous substances, weapons of mass destruction or a nuclear power plant incident may involve response prescribed by other (incident specific) plans (Regional Task Force Response Plan, SARA Plan, Nuclear/Radiological Emergency Response Plan, High Hazard Dam Plan, etc.). These plans provide additional information or details, but do not supersede or replace this County EOP.
    b. If the incident involves implementation of response plans at various levels, the county and state Emergency Management Agencies shall serve to coordinate to the maximum extent practical to ensure effective actions.

11. Integration of Response, Recovery and Mitigation Actions:

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

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

Table 2 – Levels of EOC Activation

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

    a. The EOC Manager will determine which ESFs are needed in the EOC. The EOC Manager will contact the required 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.

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

1. Lines of succession specify replacements for principal elected officials should the incumbents be unable to perform the responsibilities of their office. The line of succession should be at least three deep, i.e. it should specify at least two replacements for principal officials.

2. Emergency Authority: The County Commissioners (County Executive) have authority, under emergency conditions, to:

    a. Declare a state of emergency;
    b. Proclaim and enforce curfews;
    c. Shut down nonessential government operations;
    d. Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with State authorities.

3. An Alternate EOC (AEOC) that has the basic minimum capabilities of the EOC has been designated. Its location and capabilities are specified in the Notification and Resource Manual (Section IV of this plan).

4. Vital Records Safeguarding: Each county elected official and department/ agency is responsible for identifying, selecting and protecting vital records, both paper and automated, that are essential for continued public well-being.

5. Local Municipalities: Each political subdivision has a COOP Plan that specifies the Line of Succession, critical functions, vital records and the procedures for safeguarding them.

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

1. Within Adams County, the political subdivisions listed in Appendix 5 have passed resolutions that adopt the county plan as their own.

2. Accordingly, for those municipalities:

   a. The requirement for a local Emergency Management Coordinator (EMC) remains. The local EMC will coordinate preparedness, especially logistical preparedness in the municipality. During time of emergency, the local EMC will function as a deputy to the County EMC, with primary responsibility for damage reporting and assessment in his/her area. In case of emergencies in political subdivisions other than her/his own, the local EMC/deputy County EMC will assist with damage reporting and assessment in those affected parts of the county.
   b. If there is an emergency in the affected township/borough/city, there may be no local EOC, or the local EOC may be co-located with the County EOC. In that case, incident coordination will rely on the County. The County Incident Manager will determine whether to activate the County EOC in support of the local incident.
   c. The political subdivision will maintain:
      1) A Notification and Resource Manual (see Section IV of this plan) and will ensure that a current copy of the manual is available to the County EMA.
      2) Functional checklists or SOPs for local reaction to emergencies.
   d. The local EMC will also coordinate public disaster awareness and individual preparedness for the citizens of his/her municipality.

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

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

1. Coordinating Agencies: The Coordinating Agency provides expertise and management for the designated function, especially during pre-disaster phases. It will coordinate the actions of all agencies assigned to the ESF.

2. Primary Agencies: The "Primary Agency" will support the mission of the ESF and the coordinating agency by applying its authority or jurisdiction over (portions of) the ESF.

3. Support Agencies: "Support Agencies" provide support for the mission by providing resources and accomplishing tasks assigned by the primary agency.

B. Command Staff:

1. Elected Officials

   a. Prevention and Preparedness Phases:
      1) Responsible for establishing a county emergency management organization;
      2) Provide for continuity of operations;
      3) Establish lines of succession for key positions;
      4) Prepare and maintain this EOP in consonance with the State Emergency Operations Plan;
      5) Establish, equip and staff an EOC; and
      6) Recommend for appointment by the governor an EMC who may act on their behalf, if necessary.

   b. Response and Recovery Phases:
      1) Issue Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed (See the Pennsylvania Evacuation Planning & Implementation Guidebook on the PEMA website pennsyvlaniaevacuationplanningguideapril2006-1.pdf);
      2) Issue declarations of disaster emergency if the situation warrants; and
      3) Apply for federal post-disaster funds, as available.

2. Emergency Management Coordinator

   a. Prevention and Preparedness Phases:
      1) Prepare and maintain an EOP for the county subject to the direction of the elected officials, review and update as required;
      2) Maintain coordination with the local municipal EMA as well as PEMA, and provide prompt information in emergencies, as available;
      3) Identify hazards and vulnerabilities that may affect the county or its political subdivisions in coordination with the municipal EMAs;
      4) Identify resources within the County that can be used to respond to a major emergency or disaster situation and request needed resources from PEMA;

5) Recruit, develop, train and maintain qualified personnel to staff the EOC and for other disaster needs;
6) Attend training and workshops provided by PEMA and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures; and
7) Serve on the executive committee of the Regional Task Force.

b. Response and Recovery Phases:
1) Maintain emergency response checklists appropriate for the emergency needs and resources of the community;
2) Mobilize the EOC and act as, or designate, the EOC Manager (command function) within the EOC during an emergency;
3) Make recommendations to the elected officials regarding choice and timing of a Protective Action Recommendation; and
4) Compile cost figures for the conduct of emergency operations above normal operating costs.
5) Ensure IDR information is collected and forwarded to PEMA.
6) Decide whether an Initial Damage Assessment is warranted and ensure that results are forwarded to PEMA.
7) Prepare for Joint Preliminary Damage Assessment teams, if needed.

3. External Affairs (ESF #15)

a. Prevention and Preparedness Phases:
1) Advise elected officials and the County EMC about Public Information activities;
2) Work with local EMAs to develop and maintain a list of diverse cultural sub-communities, with points of contact and of advocacy groups for special needs populations,
3) Develop and maintain the checklist for the Public Information function; and
4) Assist in the development, review and maintenance of the EOP.

b. Response and Recovery Phases:
1) Respond to the EOC, the field, or Joint Information Center (JIC) as needed;
2) Advise elected officials and the County EOC Manager/EMC about Public Information activities;
3) Coordinate the activities of the JIC; and
4) Develop and release emergency public information before and during and after an emergency.

4. County Department Heads/County Agency Directors

   a. Prevention and Preparedness Phases:
      1) Provide staff support and resources;
      2) Assist in the development and maintenance of the EOP; and
      3) Develop, review and approve the EOC checklists specific to their agency.

   b. Response and Recovery Phases:
      1) Respond to the EOC or field location as needed; and
      2) Provide guidance, direction and authority to agency/department personnel who support the EOC.

5. Liaison Officers

   a. Prevention and Preparedness Phases:
      1) Identify agencies and other organizations that may be needed during disaster response; and
      2) Prepare to integrate agency representatives into the EOC.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Work with agency representatives to the EOC; and
      3) Establish communication with affected local municipalities and with other agencies that are affected by the emergency.

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

   a. Prevention and Preparedness Phases
      1) Work with county EMA to identify resources that may be available from their organization;

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Serve as the liaison between their respective agency and the county EOC;
      3) Serve as member of ESF Branch if needed;
      4) Interface with their respective agency to request/coordinate resources; and
      5) Advise elected officials through the EOC Manager.

7. Safety Officer

   a. Prevention and Preparedness Phases:
      1) Identify, monitor and assess hazardous and unsafe situations;

2) Develop measures to ensure personnel safety;
3) Correct unsafe acts or conditions as warranted.

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

C. Operations Section:

1. EOC Operations Section Chief

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

2. Communications (ESF # 2)

a. Prevention and Preparedness Phases:
1) Develop and maintain the checklist for the Communications function;
2) Assist in the development, review and maintenance of the EOP;
3) Train staff members on the operation of communications systems; and
4) Ensure ability to communicate among the County EOC, field operations and the local municipal EMAs.

b. Response and Recovery Phases:
1) Respond to the EOC or the field, as needed;
2) Assist with notification of key staff;
3) Train staff members on the operation of communications systems;
4) Ensure ability to communicate among the County EOC, field operations and the local municipal EMAs; and

5) Advise the EOC chain of command about Communications activities.

3. Firefighting (ESF # 4)

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Firefighting function; and
      2) Assist in the development, review and maintenance of the EOP.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Coordinate fire services activities;
      3) Coordinate route alerting of the public;
      4) Assist, as appropriate, with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
      5) Coordinate the emergency shutdown of light and power;
      6) Coordinate the provision of emergency lights and power generation;
      7) Assist schools with evacuation, as required; and
      8) Advise the EOC chain of command about fire and rescue activities.

4. Public Health and Medical Services (ESF # 8)

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Health/Medical Services function;
      2) Maintain a listing of hearing and visually impaired, handicapped and other special needs residents, based upon input received from the local EMAs, county service providers and other advocacy groups;
      3) Coordinate emergency medical activities within the County;
      4) In conjunction with the Pennsylvania Department of Health and its Strategic National Stockpile (SNS) program, plan for, staff and train workers for Points of Dispensing (SNS PODs) for the emergency distribution of vaccines and medication in case of bioterrorism or epidemic; and
      5) Assist in the development, review and maintenance of the EOP.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Coordinate specialized transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
      3) Coordinate medical services as needed to support shelter operations;
      4) Assist, as appropriate, search and rescue operations;
      5) Execute mortuary services in accordance with the Coroner's plan

6) Coordinate provision of inoculations for the prevention of disease; and
7) Advise the EOC chain of command about Health/Medical Services activities.

5. Search and Rescue (SAR) (ESF # 9):

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Search and Rescue (SAR) function;
      2) Assist in the development, review and maintenance of the EOP;
      3) Maintain a list of all SAR/US&R (Urban Search and Rescue) teams and resources available to the county; and
      4) Advise elected officials and the EOC Manager about SAR incidents and activities.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Maintain a list of all SAR/US&R teams and resources available to the county;
      3) Coordinate search and rescue activities within the county;
      4) Interface with the State US&R representative;
      5) Refer to PEMA to contact DEP Bureau of Deep Mine Safety for assistance with Underground Search and Rescue;
      6) Refer to PEMA for assistance in identifying available swift water rescue teams.
      7) Serve as an information resource regarding SAR incidents;
      8) Assist, as appropriate, SAR/US&R components; and
      9) Advise the EOC chain of command about SAR incidents and activities.

6. Oil and Hazardous Materials (ESF # 10):

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Hazardous Materials function;
      2) Assist in the development, review and maintenance of the EOP; and
      3) Maintain a listing of SARA Sites within the County along with facility emergency plans based upon input received from the facilities and municipal EMAs.
   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Maintain a listing of SARA Sites within the County along with facility emergency plans based upon input received from the facilities and municipal EMAs;

3) Coordinate hazardous materials activities within the County;
4) Interface with the State Certified - County Hazardous Materials team;
5) Notify and Coordinate with the Department of Environmental Protection (DEP) as required;
6) Serve as an information resource regarding hazardous materials incidents;
7) Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazard;
8) Assist as appropriate with hazardous materials operations; and
9) Advise the EOC chain of command about Hazardous Materials incidents and activities.

7. Public Safety and Security: (ESF #13)

a. Prevention and Preparedness Phases:
1) Develop and maintain the checklist for the Law Enforcement/Police Services function; and
2) Assist in the development, review and maintenance of the EOP.

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

D. Planning Section:

1. EOC Planning Section Chief

a. Response and Recovery Phases:
1) Serve as the coordinator of all activities categorized under the Planning Section;
2) Function as the interface between the Planning Section and Command;

3) Ensure that all personnel operating within the Planning Section receive up to date information regarding the situation and the event;
4) Solicit periodic update briefings from the individual staff of the Planning function;
5) Design and implement programs/procedures to increase situational awareness among all EOC workers
6) Incorporate GIS to provide graphical representations of the extent of the emergency and to provide information on affected facilities;
7) Assist the EOC manager with long-range planning; and
8) Provide periodic updates and briefings to Command.

2. Emergency Management (ESF #5)

a. Prevention and Preparedness Phases:
1) Develop and maintain the checklist for the Emergency Management function; and
2) Assist in the development, review and maintenance of the EOP.

b. Response and Recovery Phases:
1) Using whatever sources are available to collect and evaluate information regarding affected facilities and properties throughout the county;
2) Consolidate damage information received from political subdivisions on the Initial Damage Report (IDR) (see Blank Forms, Section IV) and forward that information to PEMA;
3) Provide information about the incident to elected officials, other ESFs and other agencies in the EOC;
4) Determine status of resources;
5) Establish information requirements and reporting schedules;
6) Supervise preparation of an Incident Action Plan;
7) Assemble information on alternative strategies; and
8) Advise the EOC chain of command about the incident and anticipated events or consequences.

E. Logistics Section:

1. EOC Logistics Section Chief

a. Response and Recovery Phases:
1) Serve as the coordinator of all activities categorized under the Logistics Section;
2) Function as the interface between the Logistics Section and Command;
3) Ensure that all personnel operating within the Logistics Section receive up to date information regarding the situation and the event;

4) Solicit periodic update briefings from the individual staff of the Logistics functions; and
5) Provide periodic updates and briefings to Command.

2. Transportation (ESF #1)

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Transportation Services function;
      2) Assist in the development, review and maintenance of the EOP;
      3) Maintain a listing of Transportation Resources and contact information including capacities in the County; and
      4) Develop and maintain a listing of transportation-dependent citizens in the county.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Maintain a listing of Transportation Resources and contact information including capacities in the County;
      3) Coordinate the supply of transportation resources within the County during an emergency; and
      4) Advise the EOC chain of command about transportation-related activities.

3. Public Works and Engineering (ESF # 3)

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Public Works function;
      2) Assist in the development, review and maintenance of the EOP; and
      3) Maintain a listing of Public Works assets and resources.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Maintain a listing of Public Works assets and resources;
      3) Serve as a liaison between municipal public works and the County;
      4) Coordinate the assignment of Public Works resources;
      5) Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
      6) Coordinate debris management; and
      7) Advise the EOC chain of command about Public Works and Engineering activities.

4. Mass Care, Shelter and Human Services (ESF # 6):

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Mass Care, Shelter and Human Services function;
      2) Assist in the development, review and maintenance of the EOP; and
      3) Maintain a listing of Mass Care – Shelter facilities including capacities in the County.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Monitor status of Mass Care – Shelter facilities including capacities in the County;
      3) Coordinate with American Red Cross and other appropriate agencies;
      4) Coordinate Mass Care – Shelter provision within the County during an emergency;
      5) Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues; and
      6) Advise the EOC chain of command about Mass Care, Evacuation and Shelter activities.

5. Logistics Management and Resource Support (ESF # 7)

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Logistics Management and Resource Support function;
      2) Assist in the development, review and maintenance of the EOP;
      3) Maintain a listing of resources with contact information; and
      4) Develop procedures to rapidly order supplies and equipment, and to track their delivery and use.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Maintain a listing of resources with contact information;
      3) Coordinate the provision of materials, services and facilities in support of the emergency;
      4) Coordinate the establishment of and operation of Customer Support Centers to hand out emergency water and supplies to victims; and
      5) Advise the EOC chain of command about resource acquisition activities within the County.

6. Agriculture and Natural Resources (ESF # 11)

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Agriculture and Natural Resources function;
      2) Assist in the development, review and maintenance of the EOP;
      3) Work with the County Animal Response Team and other volunteer and municipal resources to provide for the welfare of production and companion animals, and
      4) Maintain a listing of human and animal food and animal care and control assets within the county.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Maintain a listing of food and animal care and control assets within the county;
      3) Serve as a liaison between the County and the food community;
      4) Serve as a liaison between the County EMA and the Extension Office;
      5) Coordinate the dissemination of information and supplies to the food and animal care and control community within the County;
      6) Coordinate the distribution of food to emergency workers and disaster victims;
      7) In coordination with ESF #6, provide for shelters for household pets (See PETS Act – Appendix 1) and service animals; and
      8) Advise the EOC chain of command regarding food and animal care and control issues.

7. Energy (ESF # 12):

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the energy function;
      2) Assist in the development, review and maintenance of the EOP; and
      3) Maintain a listing of energy and utility assets within the County.

   b. Response and Recovery Phases:
      1) Respond to the EOC or the field, as needed;
      2) Maintain a listing of energy and utility assets within the County;
      3) Serve as a liaison between the County and the energy suppliers;
      4) Coordinate the dissemination of information to the energy suppliers within the County;
      5) Assist the County EMC (EOC Manager) and elected officials in administering the fuel set-aside program (if implemented); and
      6) Advise the EOC chain of command regarding energy utility issues.

F. Finance and Administration Section:

1. EOC Finance and Administration Section Chief

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

2. Finance

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Finance function; and
      2) Assist in the development, review and maintenance of the EOP.

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

3. Administration

   a. Prevention and Preparedness Phases:
      1) Develop and maintain the checklist for the Administration function; and
      2) Assist in the development, review and maintenance of the EOP.

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

4. Long Term Community Recovery and Mitigation (ESF # 14):

a. Prevention and Preparedness Phases:
1) Develop and maintain the checklist for the recovery function;
2) Identify the membership of the Long Term Recovery Committee; and
3) Assist in the development, review and maintenance of the EOP.
4) Identify and train members of the County Damage Assessment Team.

b. Response and Recovery Phases:
1) Respond to the EOC or the field, as needed;
2) Collect, compile, and report information and data, as appropriate;
3) Coordinate damage assessment activities;
4) Conduct Initial Damage Assessment utilizing the county Damage Assessment Teams
5) Support the State/Federal Joint Preliminary Damage Assessment teams, if needed.
6) Coordinate the activation of and meetings of the County Long Term Recovery Committee;
7) Activate a County Recovery Task Force, if needed
8) Designate and assist with operation of Disaster Recovery Centers;
9) Serve as a liaison with state disaster recovery personnel;
10) Coordinate with ESF #15 to disseminate recovery information to disaster victims and the general public; and
11) Advise the EOC chain of command regarding recovery programs and needs.

V. EOC ADMINISTRATION AND LOGISTICS

A. Administration: County and Municipal Reports:

1. Local municipal governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.

2. The County EMA will forward reports and requests for assistance to the appropriate PEMA area office.

3. Local and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

4. Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to PEMA.

5. The County EMA will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.

6. The county EMA will make reports to PEMA by the most practical means, generally within one hour. Reports will be constructed in accordance with PEMA requirements.

B. Logistics: Coordination of unmet needs:

1. When local municipal resources are committed, the county Emergency Management Agency (EMA) will coordinate assistance to satisfy unmet needs.

2. If the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA).

3. PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency that threatens to exceed the capabilities and resources of the Commonwealth.

VI. TRAINING AND EXERCISES

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

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

1. The EMC will activate this plan at least annually in the form of a drill;

2. An all-hazards functional exercise that involves the entire EOC staff, including volunteers and private sector representatives, will be conducted every two years;

3. The EMC and EMA staff will participate annually in a PEMA-directed weather exercise, at least as a Tabletop Exercise;

4. The county will prepare a three-year exercise plan and submit it to the PEMA area office; and

5. An After Action Report (AAR) will be prepared and an Improvement Plan (IP) administered for every exercise (see paragraph D below.)

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

1. The Emergency Management Agency will keep records and ensure that needed training is available through on-line sources, community colleges or scheduled training sessions in the county.

2. The County EMA will conduct quarterly trainings for local coordinators and county staff to provide program updates and coordinate county-wide response and emergency management.

3. Exercises, as indicated above, will be used as a training vehicle for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan.

4. EMA staff officers responsible for functional annexes are charged with ensuring that personnel who implement the respective annexes are competent.

5. Other state and federal training: EMA staff will participate in state and federal training programs as prescribed internally and by PEMA.

D. After Action Reports

1. An after action report that incorporates comments from all participants will be prepared:

   a. After every activation of the EOC; and
   b. After every exercise of the EOC.

2. All After Action Reports (AARs) must include an Improvement Plan Matrix and the corrective actions are to be incorporated into this plan as well as other plans and implementing instructions.

VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

A. Development and Maintenance Responsibilities

1. The county EMC will coordinate development and maintenance of the plan. Writing, review and update of specific portions of the plan will be accomplished by those staff members/agencies with the best knowledge of the subject matter.

2. Based upon legislation, regulation or PEMA directive, incident-specific annexes require an annual review. All other plan components will be reviewed and updated at least biennially.

3. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

4. Whether or not used in an actual event, a review of each section of the plan will be conducted at least biennially, and a written report will be provided to the EMC indicating concurrence or recommended changes.

5. At the conclusion of each biennial review, the EMC will:

   a. If the biennial review indicates a need to change the plan, page changes will be published, approved by the county executive or county commissioners, and distributed as below.
   b. If the biennial review indicates so many changes that a revised plan should be published, it should be approved by the county executive or county commissioners, and distributed as below.
   c. If the biennial review indicates that no changes are necessary, document the review on the “Certificate of Biennial Review” (pg ix) and forward a copy of the certificate to the PEMA area office. The original of the certificate will be maintained with the “master” copy of the plan.

6. This plan will be executed upon order of the County Commissioners or their authorized representative.

B. Distribution:

1. This plan and its supporting material are controlled documents. While the basic plan is open to the public, other portions of this plan are not considered to be subject to the Right-to-Know Law and are unavailable to

the general public. Distribution is based upon a regulatory or functional "need to know" basis.

2. Copies of this plan are distributed according to an approved list (Appendix 3).
3. A "Receipt Form," including the copy number, will be used to document the fact that copies of the plan and changes reach the proper users. Forms will be maintained on file by the EMC.
4. Controlled copies of revisions will be distributed to all plan holders.
5. Revisions or changes are documented on the "Record of Changes".

APPENDICES:

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

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. Adams County, December 1998.

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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 Ordinance 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.

(For use in context to this document: providing "unmet" needs, unforeseen requirements for supplies, equipment, services, training, etc.)

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

Urban Search and Rescue (US&R) – A specific type of search and rescue that deal 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. Because of the sensitivity of some portions of this plan, and in order to ensure that plan revisions are posted to every copy, copies of this plan will be numbered and distributed on a need-to-know basis.

B. Numbered copies of 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.

- Office of the Commissioners
- PEMA Central Area Office

C. Each recipient will sign a receipt form (Enclosure 1), and the signed receipt will be maintained by the county EMA, along with the distribution list.

Adams County Emergency Operations Plan Distribution List

Office	Name of Recipient	Copy Number	Date Received

Enclosure 1 to Appendix 3 to Adams County Emergency Operations Plan

RECEIPT FORM

TO: _____County Emergency Management Agency
_____*address*_____
_____*address*_____
_____*address*_____

SUBJECT: Adams County Emergency Operations Plan

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

The Adams 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: _____

C. 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 or agencies who do not need it to perform emergency response functions outlined in the plan.

Signature

_____

Enclosure 2 to Appendix 3 to Adams County Emergency Operations Plan

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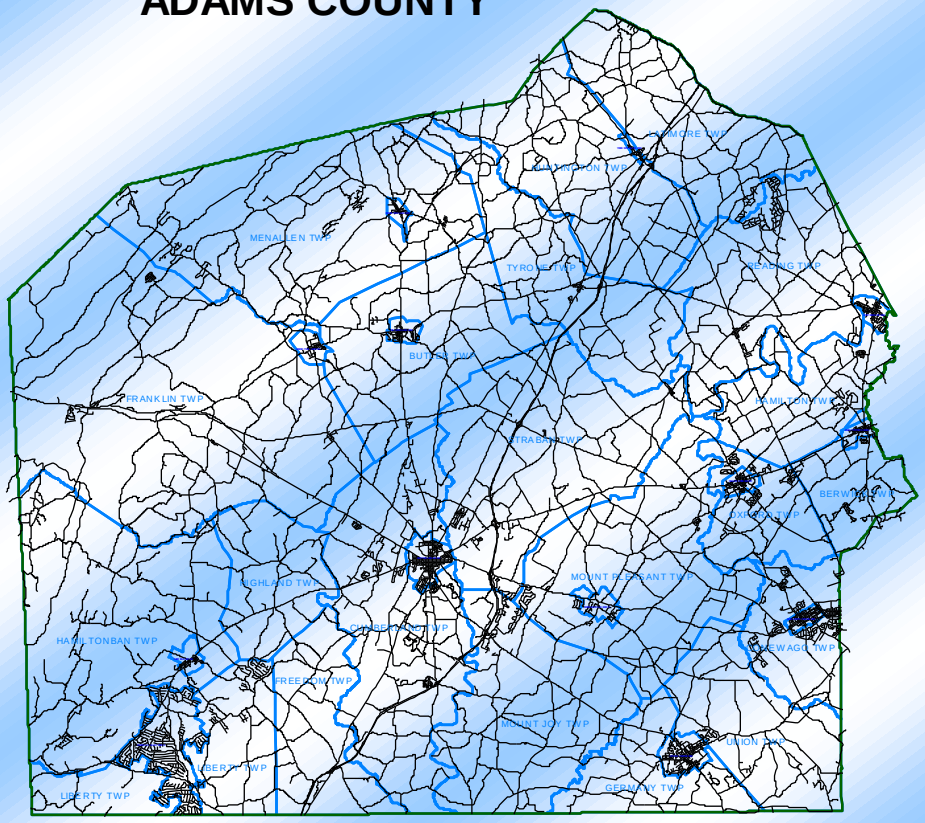
APPENDIX 4
MAP OF THE COUNTY

ADAMS 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.

A. Currently. Abbottstown Boro and Latimore Twp have adopted the County plan for themselves.