

**COUNTY OF ERIE
EMERGENCY
OPERATIONS
PLAN
(EOP)**

2018

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Basic Plan

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SECTION III – CHECKLISTS

***** Note: Exempt under the Right to Know Law *****

COMMAND

- Elected Officials
- Emergency Management Coordinator / EOC Manager
- Safety Officer
- Liaison Officers
- Public Information Officer (PIO)/External Affairs

PLANNING

- Planning Section Chief
- Emergency Management Branch
- Situation Unit Leader
- Damage Reporting Unit

LOGISTICS

- Logistics Section Chief
- Transportation Branch
- Logistics Management and Resource Support Branch
- Energy Branch

SECTION IV - Notification and Resource Manual:

***** Note: Exempt under the Right to Know Law *****

Erie County maintains Notification and resource information in both the Reverse 911® and the Knowledge Center ® systems.

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SECTION V - RELATED SUPPORTING PLANS (Published Separately)

**Some supporting documents may be Exempt under the Right to Know Law or
may be redacted**

1. Hazardous Materials – SARA Plans
2. Emergency Action Plans for Hazard Potential Category 1 and 2 Dams
3. Continuity of Government Plan/Continuity of Operations Plan
4. Hazard Mitigation Plan
5. Special Events Plans – As needed
6. Prison Plans
7. School Plans
8. Strategic National Stockpile Plan
9. Pandemic Influenza Plan
10. Regional Task Force Plan
11. Volunteer Management Plan (to be developed)
12. Donations Management Plan (to be developed)
13. Animal Care and Control (to be developed)
14. Mass Casualty/Mass Fatality Plan (Mass Casualty in Draft Format)

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FOREWORD

Effective disaster response and recovery has its foundation in City, Township and Borough emergency management programs. The county emergency management program supports the municipal/regional programs and efforts. The stronger the city, township, borough or regional emergency management program the better prepared the community will be to respond to and recover from disasters. Our success in effectively responding and recovering from a disaster is determined long before the disaster strikes. Engaging in effective preparedness activities such as collaborative planning, training, exercising, assembling equipment and supplies caches and building partnerships before a disaster strikes greatly determines the successes or failures of disaster response and recovery.

In concert with the National Response Framework (NRF), local governments, local first responders, non-profits, faith based organizations, schools, business and industries and individual citizens all have roles and responsibilities concerning disaster preparedness, response and recovery.

The Erie County Emergency Operations Plan (EOP) describes how county government and its partners will respond to a disaster or other emergency. Each Municipality in the Commonwealth of Pennsylvania is mandated by law to have an Emergency Management Program. The programs must include an Emergency Management Coordinator, Emergency Operations Center with trained staff and an Emergency Operations Plan. These local Emergency Management Programs are the foundation to effective disaster response. The County Emergency Operations Plan (EOP) outlines how Erie 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).

As General Eisenhower said, “Plans are nothing; planning is everything.” Our planning efforts need to be inclusive of all county government departments, agencies, and partners, as do our training and exercises.

Plans are a good tool, but without the partnerships, active participation, including developing checklists, training and practice by county departments and agencies our plans will be meaningless.

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EXECUTIVE SUMMARY

General: The county of Erie will use a Multi-agency Coordination Center (MACC) organizational structure within the County of Erie Emergency Operations Center.

All emergency response activities within the county will utilize the National Incident Management System (NIMS).

This plan employs a MAC structure that includes a MACC coordinator, a Planning section (situation unit / resource unit / strategic foresight unit), a Logistics section, Joint Information Center (JIC) and agency/organization representatives.

Organization: The plan is divided into four sections, all published or maintained separately. This allows users to separate those portions that may contain personal information (e.g. the items in Section II) or information that must 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.
- Appendices that provide additional information (definitions, explanation of terms, maps, etc.) that will be helpful during emergency response.

Section II 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. Information pertaining to Critical Infrastructure and Key Resources (CI/KR) is also listed. Generally, these items are excluded from the Pennsylvania Right-to-Know law, and from release to the general public. Erie County and many of other municipal and county emergency management organizations utilize Knowledge Center to maintain this information.

Section III contains: Essential Elements of Information

Section IV contains:

- A listing of Related Supporting Plans that depend on this plan for assignment of responsibilities and operational principles and may supplement this plan during specific emergencies.
- Related plans, because of regulatory requirements or the specific nature of the hazards they address, should stand alone.
- Some of the related plans contain personal or sensitive information and are exempted from the provision of the Right-to-Know act, and from release to the general public.
These are published separately, and incorporated into this plan by reference.

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SUMMARY OF CHANGES

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

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CERTIFICATION OF BIENNIAL REVIEW

This Emergency Operations Plan has been reviewed by Erie County Emergency Management.

Date	Signature

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PROMULGATION

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

THIS PLAN SUPERSEDES ALL PREVIOUS PLANS.

Resolution Number _____, 2018

Adoption of the Erie County Emergency Operations Plan

WHEREAS, the Commonwealth’s Emergency Management Services Code (35 Pa.C.S.), as amended, directs and authorizes each political subdivision of the Commonwealth to establish a local emergency management organization and to develop a comprehensive emergency operations plan; and

WHEREAS, each emergency management organization shall have the responsibility for emergency management activities involving awareness, prevention, preparedness, response, and recovery in order to provide for the safety health, and welfare of the residents of Erie County; and

WHEREAS, Erie County Emergency Management has been delegated to develop and maintain the Erie County Emergency Operations Plan to outline basic operations and procedures to be implemented in the event of an emergency incident, either manmade, natural, or terrorism, that requires the response of Erie County Emergency Management and other County Departments and Agencies.

NOW THEREFORE, BE IT RESOLVED by the County Council of the county of Erie that the County adopts in principle, the recommendations set forth in this document as the Erie County Operations Plan.

On the motion of _____, seconded by _____, this resolution was passed on this day of _____, 2018 by a vote of ____ - ____.

APPROVED BY

Chair, Erie County Council
Date: _____

Erie County Executive
Date: _____

ATTEST:

County Clerk Date

Emergency Management Coordinator Date

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I. PURPOSE and SCOPE

- A. Purpose:** This plan is to prescribe those activities to be taken by municipalities, regional EMAs, specialized operational teams (HazMat, CERT, CART, RACES), and by county government to coordinate emergency response activities, provide support to their citizens, and interface with political subdivisions and the Commonwealth government for the purpose of protecting lives and property in the event of a natural or human-caused event or disaster. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code. This plan is designed as an “All-Hazards” plan. The plan outlines the use and implementation of the Multi-agency Coordination Center (MACC) model and is an all-hazards plan. This plan also incorporates NIMS and components of the National Response Framework.
- B. Scope:** The plan will apply to disasters or non-routine incidents within the County of Erie that require county support.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Erie County is located in the extreme Northwestern portion of Pennsylvania and encompasses a land area of 804 square miles, 42 miles of Lake Erie shoreline and 770 square mile of Lake Erie waters. The County of Erie Borders Chautauqua County New York to the East, Ashtabula County Ohio to the West, Canada to the North across Lake Erie, Crawford County to the South and Warren County to the Southeast. According to the 2013 Census estimate, the population of the County is 280,294. The City of Erie, the County seat, is located in the North Central portion of the County. Approximately 297 sq miles (37%) of the county is forest, 214 sq miles (26%) is Agriculture, 698 sq miles (87%) is considered rural and 106 sq miles (13%) is considered urban. There are 805 miles of state and federal highways including the Interstates 90, 79 and 86, and 1764 miles of secondary and municipal roads in the county. Erie County has one major airport, Erie International Airport served by 4 air carriers (United, Delta, US Airways and North Coast Air) with about 19 flights per day. Over 1 ¼ million pounds of cargo also goes through the airport a year. The main runway (east/west) is 6,505 feet. Erie also has 10 smaller airfields. Erie has two Class I railroads owned by CSX, Norfolk Southern, and several short line railroads. Amtrack does run through Erie as well. Erie County is also the home to the Port of Erie with an entrance channel depth of 29 feet. The County has 9 permitted dams. The County is comprised of 38 municipalities, 13 School Districts, 34 Fire Department, 10 municipal Police Departments, 3 State Police Barracks, 5 EMS service, 5 Hospitals, 21 Nursing Homes, 18 Assisted Living and 18 Retirement communities, 111 Day Cares, and 5 Universities. Conneaut Township is home to State Correctional Institute Albion and the City of Erie is home to the County Prison. Several Federal organizations such as the Border Patrol, Coast Guard, FBI and others maintain offices in the county. The county has 281 orchards comprising 13,103 acres of land, 229

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grape farms comprising of 12, 472 acres. Erie is also home to Presque Isle State Park that averages over 4 million visitors per year. Fishing has a significant recreational and economic impact. It is estimated that fishing in Erie County has an estimated \$10.68 million impact (direct and secondary) on the local economy. In 2011 there were 6,246 businesses that were categorized in one of the North American Industry Classification System sectors. With healthcare/social services, manufacturing and retail trade employing the most people. The top 3 employers in the county are General Electric, Erie Insurance and UPMC Hamot. There are 246 Tier II reporting facilities and 82 EHS facilities. In 2009 it was estimated that about 15.8% of County residents lived in poverty. Erie has about 119,162 housing units with an estimated 8.5% being vacant. An estimated 35% of the housing units were constructed before 1950. 29.8% of the households have at least one child under the age of 18 and 26.2% of households are occupied by residents 65 years of age and older. 15.1% of the Erie population has a disability with about 7% of those under the age of 18 and about 39% of those 65 and older having a disability. 6.5% of residents do not speak any English. Erie County currently has 52,820 Medicare beneficiaries and of those 2,699 are electricity dependent.

2. County, Local, Regional, State and Federal Capabilities and Resources:

- a. The County is currently undergoing dispatch center consolidation with an undetermined time of completion. At this time, the County 911 center serves as an Emergency Communication hub (911 PSAP) for the entire County.
- b. In late 2018 a new countywide UHF digital trucked P25 radio system that will allow inter-operability among public safety agencies.
- c. Erie County utilizes the Knowledge Center, Incident Management System that contains our resource information. The County also uses Vesta Alert System and is IPAWS capable to assist with notification for certain events.
- d. The County has several volunteer operational teams including:
 - i. Auxiliary Communications Services (ACS): Provides supplemental and catastrophic communications back-up capabilities.
 - ii. Hazardous Materials Team: Provides support to incidents involving chemical, biological, and radiological substances.
 - iii. County Animal Response Team (CART): Provides assistance for the emergency sheltering of 100 animals and a very limited rescue capability. The team is requested through the County dispatched and upon approval of the EMA coordinator the team is dispatched via the county CAD system.

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- iv. Critical Incident Stress Management (CISM) Team: Provides a full range of consultation, individual and group support to first response teams and organizations after a work-related trauma such as a line of duty death, sudden loss, multiple casualty event, or events involving children. The team is activated through the CISM hotline.
 - v. Community Emergency Response Team (CERT): Provides supplemental assistance including but not limited to damage reporting, light Search & Rescue, medical support, logistical support, Emergency Operations Center support, assist in educating the public about disaster preparedness and all other duties as assigned. Activation and deployment are coordinated through Erie County Emergency Management.
 - vi. Disaster Crisis Outreach & Referral Team (DCORT): Provides individual and group support for the civilian population after events that impact communities, such as storms, deaths, evacuations and other disasters. They are activated through the CISM hotline.
- e. There are several Local organizations that could provide assistance for various incidents:
- i. Erie Police/Regional Bomb Squad: Provides explosive device mitigation services.
 - ii. Erie and Millcreek Police SWAT teams: Provides tactical response to incidents such as active shooters, hostage situations, etc.
 - iii. Collapse Search & Rescue: several entities have trained personnel and various levels of equipment to respond to collapse search & rescue incidents. These include the County CERT team, Regional PA-Task Force-2 USAR component, and a hand full of volunteer fire departments.
 - iv. SCUBA/Water Rescue Teams: There are several fire departments that provide limited water rescue capabilities and dive recovery services within the county.
 - v. Canine SAR/Cadaver: There are several teams that provide various types of K-9 capabilities for tracking, search and recovery.
- f. The County is part of the Northwest Pennsylvania Emergency Response Group (NW PA ERG), aka “Regional Task Force” comprised of Crawford, Erie, Forest, Warren Counties and the City of Erie. Mutual Aid and support can be furnished through an Intergovernmental Cooperation Agreement and/or through the provision of the intrastate mutual aid agreement (Act 93). There are several specialized teams within the Northwestern Pennsylvania including:

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- i. Medical Reserve Corps (MRC): Comprised of personnel from multi counties that can provide support to hospitals, health departments, long-term care facilities and to Points of Dispensing (PODs).
 - ii. NW PA ERG Urban Search & Rescue (USAR) Company 4: Provides a limited USAR capability until other USAR components can arrive. The team can also be dispatched by PEMA.
 - iii. NW PA ERG Swift Water Rescue Team (Type 1a): Comprised of independent swift water rescue elements from around the region.
 - iv. Salvation Army: Erie has a Salvation Army unit that can assist in food service, shelter, emergency assistance, donations management, emotional and spiritual care, communications, disaster case management, clean-up and reconstruction.
 - v. American Red Cross: Provides immediate necessities such as food, clothing and shelter based on the magnitude of the incident. Provides clean-up kits for flood events. Operates mass care shelters and feeding (fixed and mobile), nursing, disaster mental health, logistics, bulk distribution, and coordination of services.
 - vi. EMMCO West has a number of resources including a CISM team, an EMS Strike Teams, a Mass Casualty Incident (MCI) Trailer to handle approximately 100 patients, a Medical Surge Equipment Cache (a mobile hospital for non-critical patients) and a Mobile Medical Surge System (MMSS) that provides versatile, multi-function shelter systems with heating and cooling.
- g. There are five State organizations that could provide assistance for various incidents:
- i. State Medical Assistance Team (SMAT): Comprised of medical and non-medical personnel from 14 counties. Can set-up and operate a field hospital. The full cache is located in Erie.
 - ii. Pennsylvania Army National Guard (PANG): Provides assistance out of the Cambridge Springs Readiness Center (Crawford Co.), including a liaison to the County EOC.
 - iii. Pennsylvania State Police (PSP): Can provide law enforcement assistance and also have a 33 foot Safeboat on Lake Erie. PSP can also provide air assistance from their helicopter stationed in Franklin, PA.

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- iv. Pennsylvania Emergency Management Agency (PEMA) also maintains a small inventory of generators, light towers, communications van, etc. that can be requested through PEMA when needed.
 - v. Pennsylvania Department of Transportation (PennDOT) provides assistance with detours, and can provide a liaison to the County MACC.
- h. There are several Federal organizations that could provide assistance for various incidents:
- i. Disaster Medical Assistance Team (DMAT-PA-3): Many of the team members are also on the State Medical Assistance Team (SMAT). DMAT-PA-3 has no equipment cache locally.
 - ii. Civil Air Patrol (CAP): Provides fixed wing air support including SAR and other observation capabilities. To request CAP we must contact the Commonwealth Resource and Coordination Center (CRCC).
 - iii. United States Coast Guard (USCG) Station Erie: The station currently has a 47' MLB, 25' RB-S, and an Ice rescue skiff. The command structure has a BMC as the Officer in Charge, with a BM1 as the Executive Petty Officer and an MK1 as the Engineering Petty Officer. The station's area of operations cover 800 square miles of Lake Erie.
 - iv. United State Border Patrol Station Erie: The station has several officers and vehicle that patrol throughout the region.
3. County Hazard Vulnerability: The County is subject to a variety of hazards. According to the county hazard vulnerability analysis (HVA) contained in the County Hazard Mitigation Plan, the most likely and damaging of these are:
- a. Flooding
 - b. Tornado
 - c. Severe Winter Weather (Ice Storm / Lake Effect snow)
 - d. Earthquake
 - e. Hazardous Materials Release

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 economy, environment, 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

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construction, and the possibility of cascading events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and flooding.

3. The large number of casualties, heavy damage to structures and basics infrastructure, and disruption of essential services will quickly overwhelm the capabilities of the local (municipal) governments along with their emergency response agencies in their response to meet the needs of the situation.
4. Widespread damages may impact the availability of responders who may have been affected by the incident or immediately overwhelmed by request for service.
5. The loss of electrical power will cascade into losses of other critical infrastructure thus negatively impacting local response and recovery efforts.
6. Cyber-security threats are an ever emerging threat and necessitate that response and recovery efforts not totally rely upon technological advance for success.
7. 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.
8. Using the tiered response system, resources and capabilities of the regional NW PA ERG may be requested by the county to provide additional coordination and support, in accordance with the Pennsylvania Counterterrorism Planning, Preparedness and Response Act of 2002 and existing intergovernmental cooperation agreement(s).
9. Upon a determination that resource requests exceed/may exceed locally available resources, the county will request assistance from the ERG and/or the PEMA.
10. 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.
11. Regardless of damages and declarations, local social services agencies and non-profits will be needed to provide emergency assistance to the survivors.
12. 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.

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13. The limited emergency management capabilities of cities, townships, boroughs and regions may adversely affect the county's MACC operations. The adverse affects most likely will include lack of communication, coordination and lack of information regarding damages and other situational awareness data.
14. Although NIMS is mandated for use in Pennsylvania by the Governor and most Emergency Service Personnel have been trained; the actual implementation of ICS/UC is dependent upon actions by on scene leadership from Police, fire and/or EMS and may take an extended time to implement fully or may not occur at all.
15. Certain groups, such as travelers; non-English speaking people; elderly; mobility impaired; children; those with mental health diagnosis; those with intellectual disabilities and/or those in the lower socioeconomic means, may be impacted greater than people outside of these groups. All first responders and EOC/MACC staffs must remain cognizant of their needs.
16. Lack of consolidated dispatch may adversely impact the ability of the County MACC to collect pertinent information and to manage resources.

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 or Unified Commander, and, if necessary, an Incident Management structure;
 - b. The use of resource definitions and typing specified by NIMS; and
 - c. Communication and planning protocols used in NIMS.
2. Phasing: All disaster response and recovery are the responsibility of the local level. Response will start with the local level but assistance and support from higher levels of government and Non-Government Organizations may be needed depending upon the size, scope and complexity of the incident. Regardless the local elected officials are in charge for their respective jurisdictions, the county only serves as a supporting entity.
 - a. Initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by county 9-1-1 or via one of the other dispatch centers within the county.

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- b. Incident Command and Unified Command is strictly the responsibility of the local jurisdiction.
- c. Should the impacts of the incident require additional resources, communications with the public, damage assessment, etc., the local or regional EOC for that jurisdiction shall be activated to provide coordination between Local Fire/Rescue, EMS, Police, public work and the local government.
- d. 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. The county emergency management will coordinate with and through the municipal or regional emergency management coordinators.
- e. Local Fire, Police, EMS, Public works and other organizations shall share situational awareness information with their respective local emergency management coordinator and Emergency Operations Center. In turn the local emergency management coordinators and emergency operations centers shall coordinate with the county emergency management coordinator and county MACC.
- g. Fire, police, EMS, and public works will coordinate through their respective municipal emergency operations centers for resources that cannot be dispatched through the dispatch centers.
- f. If local resources become overwhelmed, the county will coordinate supplemental assistance but the requesting jurisdiction is responsible for contracting and payment for any vendors, equipment, rentals or supplies.
- i. If county resources are not adequate, the county EMA will turn to other counties, the NW PA ERG and/or the state for assistance.

B. Intergovernmental Assistance: The County will utilize the NW PA ERG Intergovernmental cooperation agreement as well as the intrastate mutual aid (Act 93) to access outside assistance. Non-routine requests for out-of-county support will be processed through the County MACC or EMA office.

- 1. The NW PA ERG will provide materials and equipment as well as assistance in the form of specialized ICS Position Specific trained personnel 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 or through the provisions of the PIMAS or the EMAC.

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3. For dispatching the Northern Tier project intergovernmental cooperation agreement will be used to help ensure 9-1-1 calls are answered and to provide redundancy.
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 CRCC through the PEMA Western Regional Office.

C. Coordination and Support

1. Local Elected Officials are responsible for the protection of the lives, property, environment and economy within their jurisdiction and they exercise ultimate control of emergency activities within their jurisdiction.
2. Each city, township and borough shall have a designated Emergency Management Coordinator who is responsible for the preparedness, response and recovery in their respective jurisdiction.
3. The supervision and management of the city, township and borough emergency management coordinators is the responsibility of said jurisdictions. Local fire, police, EMS and public works shall coordinate with the city, township or borough that is the Jurisdiction Having Authority (JHA). The city, township and borough emergency management coordinators shall coordinate with the county emergency management coordinator and/or MACC.
4. Each city, township, borough shall have and maintain an emergency operations center (EOC).
5. The Emergency Operations Center (EOC) will be used for decision-makers of a city, borough and township to exercise direction and control of operations, to gather information, share information and to coordinate activities of the responders within the jurisdiction during emergency situations.
 - a. The EOC is not normally activated, but will be activated as needed.
 - b. The location of the each city, township, borough and the County of Erie EOC shall be listed in the Knowledge Center® by the municipal EMC.
6. The MACC will consist of representatives from assisting and supporting organizations and agencies; county department heads and/or their designees, liaisons from state departments and/or agencies; liaisons from municipal/regional EOCs, and representatives from non-governmental organizations as needed.

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7. The Emergency Management Coordinator (EMC) of the County of Erie may act on behalf of his/her respective Chief Elected Official by activating the County MACC.
8. The MACC will use an operational structure that is based on the management and organizational structure of the Incident Command System as defined in the National Incident Management System (NIMS). This mirrors the structure used at the state and outlined in the National Response Framework (NRF).

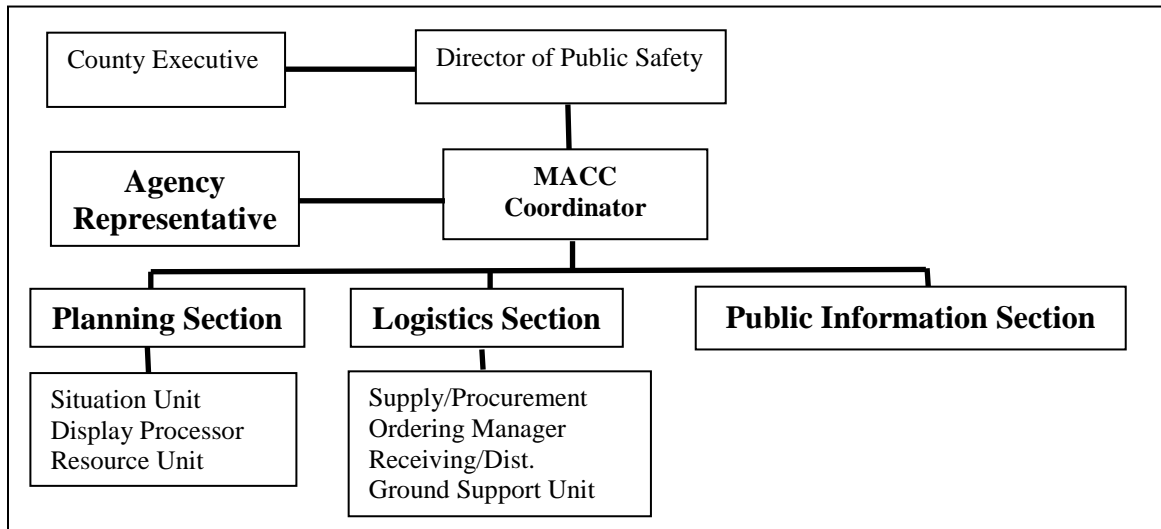


Figure 1 – Erie Co Multi-agency Coordination Center Structure

9. The initial Incident Commander/Unified Command (IC/UC) at an incident site will be from the service having primary jurisdiction and authority (fire, police, emergency medical services, etc.) As an incident progresses and/or expands, the IC/UC may change. If it becomes unclear who has primary jurisdiction and authority, a unified command shall be formed. Incidents that have multiple response organizations at the scene should also establish a Unified Command structure.
 - a. The on-site IC/UC will coordinate with the respective municipal emergency management coordinator or municipal EOC.
 - b. The municipal/regional EOC shall then coordinate with the County MACC will coordinate the support through the local EMC/EOC. If the local EMC/EOC is unavailable, the IC/UC at the incident site will coordinate directly with the County MACC.

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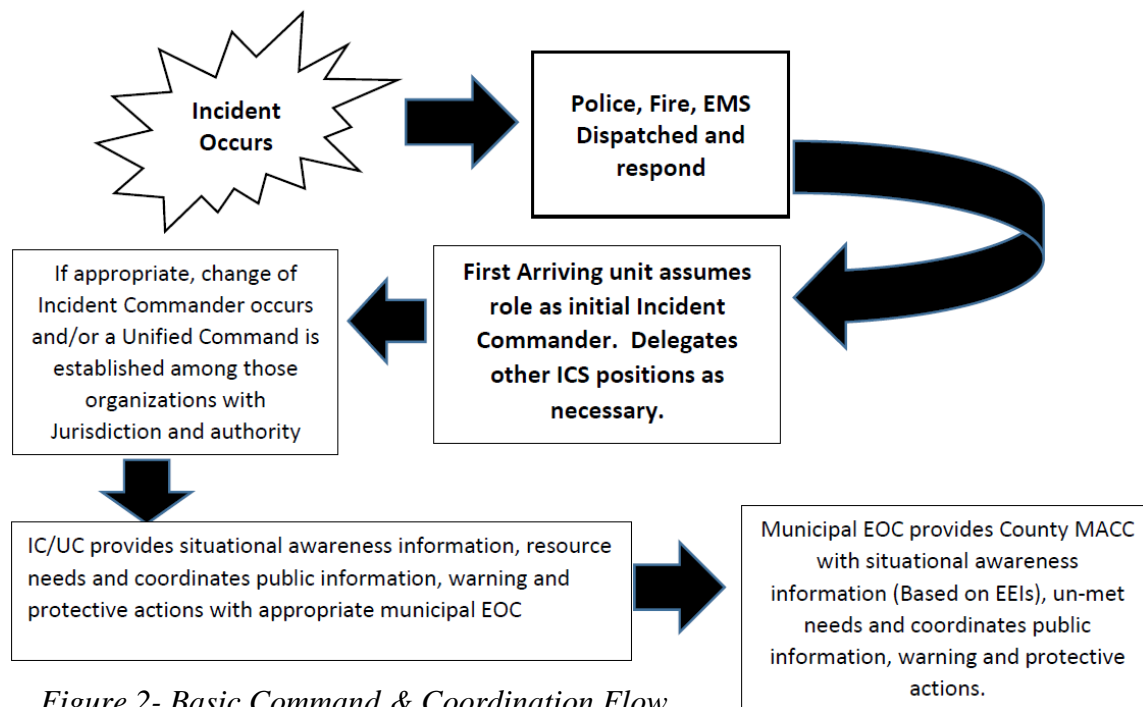


Figure 2- Basic Command & Coordination Flow

- c. The MACC Coordinator will **NOT** assume command of those resources on-scene. The MACC will support the efforts of the on-site IC/UC and local EOC operations.
9. City, township and borough emergency management coordinators shall provide situation reports to the county MACC in a format and in intervals designate by the county MACC.
10. The county MACC Coordinator will monitor local events through media outlets, internet sites, the county 911/dispatch Center, other dispatch centers, reports from PEMA, or from the National Weather Service (NWS), internet sites including “Twitter” and local “Blogs”, and other sources. Based on impending events, the MACC Coordinator will consider a partial or full activation of the MACC.
11. Other plans may be applicable and provide details to supplement this plan:
 - a. An incident involving hazardous substances, weapons of mass destruction or a dam failure may involve response prescribed by incident specific plans including NW PA ERG Plan, SARA Plans, High Hazard Dam Plan, etc. These plans provide additional information or details, but do not supersede or replace the procedures outlined in this EOP.

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- b. If the incident involves implementation of response plans at both the county and state levels, the county and state Emergency Management Agencies shall serve to coordinate to the maximum extent practical to ensure effective actions.
12. 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.
13. Activation of the County MACC:
- a. The MACC Coordinator will determine which positions are needed in the MACC and will contact the required positions and agency representatives.
 - b. Activation of the MACC may be phased in four levels, with Level IV being normal operations, and Level I involving a maximum effort on the part of County and participating municipal EMA personnel, both paid and volunteer staff.

PHASE	STATUS	SCOPE	EXAMPLES
LEVEL IV Normal	Normal Operations, routine, localized events with relatively minor damages	9-1-1 center monitoring the situation, EMA on call	Day to day operations
LEVEL III Enhanced	Enhanced Operations due to threats that require situational awareness, planning or possible county-level response	County EMA staff reports to the MACC, incident site or municipal EOC to coordinate and obtain situational awareness information.	Multivehicle accident on I-90, Snow Storms, Special Events
LEVEL II Partial	Partial activation due to threats that require increased situational awareness, coordination resources or damage assessment	Select MACC staff are activated.	Small scale incidents of flooding
LEVEL I Full	Full activation due to catastrophic damage involving the entire county or neighboring counties.	The majority or all MACC staff and agency representatives are activated.	Ice Storms, Earthquake, Pandemic

Table 2 – Levels of MACC Activation

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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. Emergency Authority: The County Executive has authority, under emergency conditions, to:
 - a. Declare a state of emergency;
 - b. Proclaim and enforce curfews;
 - c. Shut down nonessential government operations; and
 - d. Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with State authorities.
2. An alternate MACC that has the basic minimum capabilities of the EOC has been designated. Its location is specified in Knowledge Center.
3. Vital Records Safeguarding: Each county elected official and department/ agency is responsible for identifying, selecting and protecting vital records, both paper and automated, that are essential for continued public well-being.
4. Local Municipalities: The Municipal Line of Succession appears in the Local Municipal EOP or COOP plan.

E. Political Subdivisions:

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 (EOP). The Pennsylvania Emergency Management Agency (PEMA) allows and encourages regionalization of local emergency management programs.

1. Cities, Townships and Boroughs (municipalities) shall:
 - a. Have an appointed local Emergency Management Coordinator (EMC) with the state mandated certifications. Municipalities and local EMC are responsible for the development and updating of the municipal EOP, EOC checklist, Standard Operating Guidelines, notification and resource manual, hazards and vulnerability assessments, damage reporting and assessment and coordination with local resources such as police, fire, EMS, public works, schools, etc. The local EMC is responsible for coordinating with the County MACC. The local EMC is responsible for all other facets of mitigation, preparedness, response and recovery.

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- b. The organizational structure for a municipal EOC shall, at a minimum, consist of an EOC Manager, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistics Section and a Finance/Administration Section Chief.
- c. Municipalities will comply with the reporting and communications requirements and protocols contained within the county EOP; County EMA policies, standard operating guidelines, protocols, etc.
- d. The local EMCs remain employees/appointees/volunteers of their respective municipal governments and are under the direct supervision of their respective municipal elected officials or regional boards.

IV. RESPONSIBILITIES:

A. County Department Heads/County Agency Directors

1. Prevention and Preparedness Phases:

- a) Provide staff members to serve as Agency Representative and resources to support County MACC Operations when needed;
- b) Assist in the development and maintenance of the EOP; and
- c) Agency Representatives attend MACC training and exercises.

2. Response and Recovery Phases:

- a) Respond to the MACC or field location as determined by MACC Coordinator;
- b) Provide guidance, direction and authority to agency/department personnel who support the MACC.
- c) Provide staff and other resources to the County MACC or field as requested by the county MACC.

B. County MACC Management Group:

1. **County Executive**

a. Prevention and Preparedness Phases:

- 1) Responsible for establishing a county emergency management organization;

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- 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 MACC;
- 6) Recommend for appointment by the governor an EMC who may act on their behalf, if necessary.
- 7) Ensure all departments and bureau's cooperate in EOP planning and MACC activities when requested; and
- 8) Provide funding for personnel, and an equipment/supplies cache for a 72 hr response to level I MACC activation.

b. Response and Recovery Phases:

- 1) Serve on the MACC Policy Group along with the County Executive, Director of Administration, and key Agency Representatives and the Emergency Management Coordinator
- 2) Issue Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed (see Pennsylvania Evacuation Planning & Implementation Guidebook);
- 3) Issue declarations of disaster emergency if the situation warrants; and
- 4) Apply for state and/or federal post-disaster funds, as available.
- 5) Provide Direction to Director of the Department of Public Safety and EMC and Recovery Operations.

2. Director of Public Safety

a. Prevention and Preparedness Phases:

- 1) Supervise the Emergency Management Coordinator.
- 2) Supervise the 9-1-1 Coordinator.
- 3) Ensure that both emergency management and 9-1-1 are staffed, trained, equipped and exercised to respond to disasters.

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- 4) Ensure coordinator between the 9-1-1 and emergency management coordinators.
 - 5) Keep the County Executive and Director of Administration informed about any situations that are or may pose a significant impact on the county.
- b. Response and Recovery Phases:
- 1) Serve on the MACC Policy Group along with the County Executive, Director of Administration, and key Agency Representatives and the Emergency Management Coordinator.
 - 2) Ensure MACC Manager/EMC is executing the County Executive's direction/policy.
 - 3) Keep County Executive and Director of Administration informed of progress and issues.
 - 4) Coordinate with the County Executive and the County PIO for press releases and press conferences.

3. Emergency Management Coordinator / MACC Manager

a. Prevention and Preparedness Phases:

- 1) Prepare and maintain an EOP for the county based on current federal and state guidelines subject to the direction of the elected officials, review and update as required;
- 2) Maintain coordination with municipal EOCs 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 jurisdiction that can be used to respond to an emergency or disaster situation and request needed resources;
- 5) Recruit, train and maintain personnel to staff the MACC and for personnel other disaster needs;
- 6) Attend training and workshops to maintain proficiency and currency in emergency management and emergency response planning and procedures.

b. Response and Recovery Phases:

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- 1) Maintain emergency response checklists appropriate for the emergency needs and resources of the community;
- 2) Mobilize the MACC and act as or designate the MACC Manager within the MACC during an emergency;
- 3) Make recommendations to the elected officials regarding PAR;
- 4) Work with municipalities and other organizations to compile cost figures for the conduct of emergency operations above normal operating costs.
- 5) Decide whether an initial damage assessment is warranted and ensure that results are forwarded to PEMA and;
- 6) Prepare for Joint Preliminary Damage Assessment teams, if needed

4. **Agency Representatives**

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 MACC.

b. Response and Recovery Phases:

- 1) Respond to the MACC or the field, as determined by MACC manager;
- 2) Work with other agency representatives in the MACC;
- 3) Establish communication with affected local municipalities and with other agencies that are affected by the emergency;
- 4) Speak on behalf of their agency and allocate their agency's resources, within established policy limits, acting as a liaison between their agency and the MACC;
- 5) Obtaining situation status information and response activities from their agencies for the MACC;
- 6) Coordinate with parent organization for the delivery of services and support to those affected by the disaster and/or to other organizations assisting or supporting response and recovery operations and;

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- 7) May facilitate request to or from their agencies, and coordinate approved request through MACC Logistics Section.

C. Planning Section:

1. MACC Planning Section Chief

a. Response and Recovery Phases:

- 1) Serve as the coordinator of all activities categorized under the Planning Section and the compilation of an Incident Support Plan (ISP);
- 2) Functions as the interface between the Planning Section and other sections as well as MACC Command;
- 3) Collects data for essential elements of information (EEIs), verifies information and develops situation reports and/or common operating pictures;
- 4) Maintains status of scarce resources;
- 5) ensure that all personnel operating within the Planning Section receive up to date information regarding the situation and the event;
- 6) Solicit periodic update briefings from the individual staff of the Planning function;
- 7) Design and implement programs/procedures to increase situational awareness among all MACC workers;
- 8) Incorporate GIS to provide graphical representations of the extent of the emergency and to provide information on affected facilities;
- 9) Assist the incident manager with long-range planning;
- 10) Provide periodic updates and briefings to Command, local EOCs and others and;
- 11) Other duties and responsibilities as described in MACC Planning Section Chief Check-list.

2. Situation Unit

a. Prevention and Preparedness Phase:

- 1) Develop and maintains the checklist for the Situation Unit Function;

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2) Research, develop and maintain tools, forms, maps, systems, etc., for carrying out situation unit activities in times of activation and recovery and;

3) Assist in the development, review and maintenance of the EOP;

b. Response and Recovery Phases:

1) Prepare and maintain MACC displays;

2) Collect all incident related data, specifically EEI information, at earliest possible opportunity and continue for duration of incident;

3) Post data within appropriate sections of Knowledge Center and MACC displays at scheduled intervals or as requested by MACC personnel;

4) Participate in Incident planning meetings as required by MACC Manager;

5) Provide resources and situation status information in response to specific Request and

6) Maintain situation unit records.

7) Other duties and responsibilities as described in MACC Situational Unit Leader check-list.

3. Display Processor

a. Prevention and Preparedness Phase:

1) Become familiar with ICS/EOC terminology and forms;

2. Be familiar with maps, map symbology, and determining grid locations;

b. Response and Recovery Phase:

1. Use maps, photos, graphics/images, incident reports, CAD reports, and/or other data to prepare incident maps and displays

2. Assist Situation Unit Leader in collecting and interpreting information for preparing accurate maps and displays.

3. Produce and update maps and overlays within established guidelines (See MACC MAP Display SOG) and time frames using ICS symbols; report inaccuracies to Situation Unit Leader.

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4. Produce and update display board information as required. (See MACC Display SOG)

4. Resource Unit:

a. Prevention and Preparedness Phase:

- 1) Develop and maintains the checklist for the Resource Unit;
- 2) Research, develop and maintain tools, forms, systems, etc., for use by resource unit in times of activation and recovery and;
- 3) Develop, and train Resource Unit standard operating guidelines for the unit.

b. Response and Recovery Phase:

- 1) Maintain accountability of scarce resources including the tracking of resource needs in coordination with the MACC Logistics Section;
- 2) Work with Dispatch center(s) to determine the status of police, fire, rescue and EMS resources that are dispatched via CAD;
- 3) Provide information concerning committed and available resource by type and kind and;
- 4) Other duties and responsibilities as described in MACC Resource Unit check-lists.

D. Logistics Section:

1. MACC Logistics Section Chief

a. Response and Recovery Phases:

- 1) Serve as the coordinator of all activities, units, positions categorized under the Logistics Section;
- 2) function as the interface between the Logistics Section and MACC Manager;
- 3) ensure that all personnel operating within the Logistics Section receive up to date information regarding the situation and the event;

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- 4) Solicit periodic update briefings from the individual staff of the Logistics functions;
- 5) Provide periodic updates and briefings to MACC Manager and other MACC personnel;
- 6) Obtain approval from MACC Manager for all purchases and deployments of Resources;
- 6) Provide information to Planning Section and;
- 7) Other duties and responsibilities as described in MACC Logistics Section Chief check-lists.

2. **Ground Support Unit**

a. Prevention and Preparedness Phases:

- 1) Develop and maintain the checklist for the Ground Support Unit;
- 2) Assist in the development, review and maintenance of the EOP;
- 3) Maintain a listing of Transportation/Material Handling Resources and contact information including capacities in the County.

b. Response and Recovery Phases:

- 1) Respond to the MACC or the field, as determined by the MACC Manager;
- 2) Coordinate with assisting and supporting organization for the transportation/delivery of resources/personnel in support of disaster response and recovery operations;
- 3) Support incident logistics/operations by coordinating fuel maintenance incident support with providers and municipal EOCs;
- 4) Develop a transportation plan with Planning/GIS which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipments of resources and material;
- 5) Support municipal EOCs with coordination of transportation needs for public evacuations, PODs, etc.;
- 6) Notify Resource Unit of all status changes on support and transportation vehicles;
- 7) Collect use information on rented equipment and;

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8) Requisition maintenance and repair supplies.

3. Supply/Procurement Unit Leader

a. Prevention and Preparedness Phases:

- 1) Develop and maintain the checklist for the Supply/Procurement Unit;
- 2) Assist in the development, review and maintenance of the EOP;
- 3) Maintain a listing of resources with contact information and;
- 4) Develop procedures for rapidly ordering supplies and equipment and to track their delivery and use.

b. Response and Recovery Phases:

- 1) Respond to the MACC or the field, as determined by MACC manager;
- 2) maintain a listing of resources with contact information;
- 3) coordinate with municipal EOC, the provision of materials, services and facilities in support of the emergency;
- 4) Coordinate the establishment of and operation of Points of Distribution to hand out emergency water and supplies to victims;
- 5) Advise the MACC staff about resource acquisition activities within the County;
- 6) Provide information to Planning Section;
- 7) Manage Department of Public Safety's stock of supplies and equipment;
- 8) Coordinate with the CERT Logistics Group;
- 9) Establish and coordinate a disaster recovery center;
- 10) Coordinate use of organic volunteers;
- 11) Coordinate donations and;
- 12) Provide information to Planning Section.

4. Ordering Manager:

a. Prevention and Preparedness Phases:

- 1) Develop and maintain the checklist for the Ordering Manager;

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- 2) Assist the maintaining of a listing of resources with contact information; and
- 4) Assist in development of procedures for rapidly ordering supplies and equipment and to track their delivery and use.

b. Response and Recovery Phases:

- 1) **Ensure all orders have been approved by the EOC Manager;**
- 2) Determine if needed resource is available as a donation;
- 3) Track and report status of all ordered resources;
- 4) Work with MACC personnel to establish/project burn rates of supplies and;
- 5) Keep Receiving/Distribution Manager informed of orders placed, expected delivery dates/times/locations.

5. Receiving/Distribution Manager:

a. Prevention and Preparedness Phases:

- 1) Preplan and organize physical layout of supply area for receiving, storage and issuance of equipment and supplies;
- 2) Establish procedure for operating supply area. Ensure that instructions for receiving, storage, accounting, issuance and tracking are in place;
- 3) establish file system for receiving, and distribution of equipment and supplies;
4. Maintain accurate inventory of Dept of Public safety on hand supplies and equipment.

b. Response and Recovery Phases:

- 1) Implement preplans, procedures for operation of supply area, and file system;
- 2) Establish shifts for receiving and distribution personnel;
- 3) Maintain inventory of on-hand and received supplies and equipment. Be able to relay the status of accountable equipment at any time;
- 4) Develop and implement security requirements for the supply area and;
- 5) Notify Ordering Manager of supplies and equipment received and any issues.

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E. Joint Information Center (JIC):

Prevention and Preparedness Phases:

- 1) Advise elected officials and the MACC Manager about Public Information activities;
- 2) Work with the community to develop methods to communicate with diverse cultural sub-communities, with points of contact of advocacy groups for special needs populations;
- 3) Coordinate with other public information officers from assisting and supporting organizations to develop and disseminate collaborative information;
- 4) Develop and maintain the checklist for the JIC and;
- 5) Assist in the development, review and maintenance of the EOP.

b. Response and Recovery Phases:

- 1) Respond to the MACC, the field, or Joint Information Center (JIC) as determined by MACC manager;
- 2) Advise elected officials and the MACC 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, once approved by EMC and Elected officials.

V. MULTI-AGENCY COORDINATION CENTER ADMINISTRATION & LOGISTICS

A. Administration: County and Municipal Reports:

1. The MACC will forward reports and requests for assistance (if not filled locally) to the PEMA Western area office.
2. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
4. Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to PEMA.

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5. The MACC will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
6. The MACC will make reports to PEMA by the most practical means, generally within one hour. Reports will be constructed in accordance with PEMA requirements.
7. Many of the above tasks will be done using Knowledge Center.
7. Each organization that is assisting and/or supporting the incident is encouraged to send a representative with decision making ability to the MACC. This do not replace a jurisdiction legal requirement to have and operate their local EOC.

B. Logistics: Coordination of unmet needs:

1. Erie County 9-1-1/Dispatch will dispatch normal fire, rescue, EMS and law enforcement resources, including normal mutual aid. During a large scale incident (HazMat, Weather Event, etc) when all of a particular Type/Kind of a resource have been exhausted within the county, the ordering and assignment of additional resources will be handed off to the County EOC.
2. Resources that are not in the Erie County CAD system (or the CAD system of the appropriate dispatch center) shall be requested through the respective municipal/regional EOC.
3. Fire, Rescue, EMS, Public Work, and Law Enforcement organizations shall coordinate their un-met needs with their respective municipal/regional EOC.
4. When local municipal resources are committed, the county Emergency Management Agency (EMA) will coordinate assistance to satisfy unmet needs. The county MACC will locate the resource and provide the information back to the original requestor. If the County has an open purchase order with a vendor that has the requested “need”, the county may purchase and provide it to the requestor, however the initial requestor is still responsible for reimbursing the county.
5. If the county requires additional assistance, it will call on mutual aid from the NW PA Emergency Response Group, or from the Pennsylvania Emergency Management Agency (PEMA).
2. PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.
3. The organization making the initial request is responsible for all costs incurred.

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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 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 will be prepared and a Corrective Action Plan (CAP) administered for every exercise (see paragraph D below.)

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

1. The Emergency Management Agency will keep records and ensure that needed training for the staff 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.

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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 (AAR) must include a CAP or Improvement plan and the corrective actions are to be incorporated into this plan as well as other plans and implementing instructions

VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

A. Development and Maintenance Responsibilities

1. The county 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 annually, and a written report will be provided to the EMC indicating concurrence or recommended changes.
5. This plan will be executed upon order of the County Executive, their authorized representative or when deemed appropriate by the county emergency management coordinator.

B. Distribution:

1. This plan and its supporting material are controlled documents. Portions of this plan, by their very nature, are not considered to be available 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).

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3. Copies of this plan will be distributed via electronic format including via e-mail or via CD-ROM.
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

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APPENDIX 1
AUTHORITY AND REFERENCES

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

B. References

1. The Robert T. Stafford Disaster Relief and Assistance Act (42 U.S.C. § 5121 et. seq.)
2. The Pennsylvania Emergency Management Services Code (35 PaCSA § 7101 et. seq.)
3. The Pennsylvania Right-to Know Act of 2008
4. Homeland Security Presidential Directive – 5 (HSPD-5)
5. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment,” July, 2000
6. Commonwealth of Pennsylvania, State Emergency Operations Plan (May, 2005)
7. Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.
8. Erie County, Hazard Vulnerability Analysis
9. Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, FEMA, March 2009.
10. County of Erie Incident Management Guide (COOP), October 10, 2005
11. Acronyms Abbreviations & Terms, FEMA P-524/March 2005
12. County of Erie, Resolution Number 6, 2010, Authorizing the County Executive to Declare a Local Disaster/Emergency.

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Appendix 2 Terms and Definitions

Access Control Points (ACP): Manned posts established primarily by state or municipal police, augmented as necessary by the National Guard, on roads leading into a disaster area, for the purpose of controlling entry during an emergency.

Auxiliary Communications Service (ACS) – a group of duly enrolled volunteers who provide a communications surge capacity to local emergency management including, but not limited to, amateur radio, CB, telephony, computer, fax and other communication methods and support.

Activate - To start or place into action an activity or system (does not assume to be operational).

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

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

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

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

Continuity of Operations Planning (COOP) - Planning to ensure that essential services continue during, or as soon as possible after a disaster or emergency vent. 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 with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

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.

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Customer Service Center – A place 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.

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,

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temporary restoration of public utility services and other functions related to civilian protection.

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

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

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

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

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

Knowledge Center ® - An online web-based system to assist in resource management, coordination, communication, and situational awareness used in the County of Erie EOC, some municipal EOCs and much of Western Pennsylvania.

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 Executive) - 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.

Long Term Recovery Committee – A group established to oversee the recovery and reconstruction process and serve as an advisory committee to local government officials

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responsible for recovery activities. The long term recovery committee should have representatives from all facets of the community (school, faith-based, business, and volunteer, etc.)

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

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

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

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

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

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

Point of Distribution (POD) - centralized points where supplies are delivered and the public travels to the site to pick up the commodities.

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

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

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

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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.

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

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

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.

Reverse 9-1-1 ® - a system that allows the 911 center to warn a specified geographical area of the county by call land-line phones and cell phone self registered within the specified area. The system also can be used for notification of response personnel, Critical Infrastructure and Key Resources.

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.

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

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

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

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

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

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

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 is distributed on a need-to-know basis.

B. Copies of this plan will be distributed to the following agencies. A “master distribution list” (Enclosure 1) is maintained by the county EMA.

- Office of the County Executive
- County Council
- Sheriff’s Office
- County Coroner
- Greater Erie Community Action Committee – The Area Agency on Aging
- Penn State Cooperative Extension – Erie County Office
- County Assessment Office
- County Court Administrator/ President Judge
- District Attorney
- Mental Health/Intellectual Disabilities
- Planning
- Prison
- Probation and Parole
- Purchasing
- Controller
- County Finance Department
- County Library
- Adjoining Counties
- NW PA ERG Regional Task Force
- PEMA Western Area Office
- Local Municipal Governments/EMAs (Townships, Boroughs, Cities, etc.)
- Other interested parties (military installations, large employers, etc.)

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Appendix 4
Map of the County

**Due to size constraints copies of Maps of the County
are maintained in the EOC**

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**Appendix 5
Municipal Planning Types**

Municipality	County Plan	Standalone Plan	Joint Plan
Albion Boro			X
Amity Twp	X		
Concord Twp	X		
Conneaut Twp			X
Corry	X		
Cranesville Boro			X
Edinboro Boro			X
Elgin Boro	X		
Elk Creek Twp			X
Erie, City	X		
Fairview Twp		X	
Franklin Twp			X
Girard Boro			X
Girard Twp			X
Greene Twp	X		
Greenfield Twp			X
Harborcreek Twp			X
Lake City Boro	X		
Lawrence Park Twp		X	
Leboeuf Twp	X		
McKean Boro			X
McKean Twp			X
Mill Village Borough	X		
Millcreek Twp		X	
North East Boro		X	
North East Twp		X	
Platea Boro			X
Springfield Twp			X
Summit Twp		X	
Union City Boro		X	
Union Twp		X	
Venango Twp	X		
Waterford Boro			
Waterford Twp			
Wattsburg Boro			
Wayne Twp	X		
Wesleyville Boro		X	

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