EMERGENCY OPERATIONS PLAN (EOP)
FOR

County of: Schuylkill

Townships of: Barry, Blythe, Branch, Butler, Cass, Delano, East Brunswick, East Norwegian, East Union, Eldred, Foster, Frailey, Hegins, Hubley, Kline, Mahanoy, New Castle, North Manheim, North Union, Norwegian, Pine Grove, Porter, Reilly, Rush, Ryan, Schuylkill, South Manheim, Tremont, Union, Upper Mahantongo, Walker, Washington, Wayne, West Brunswick, West Mahanoy, and West Penn.

Boroughs of: Ashland, Auburn, Coaldale, Cressona, Deer Lake, Frackville, Gilberton, Girardville, Gordon, Landingville, Mahanoy City, McAdoo, Mechanicsville, Middleport, Minersville, Mount Carbon, New Philadelphia, New Ringgold, Orwigsburg, Palo Alto, Pine Grove, Port Carbon, Port Clinton, Ringtown, Saint Clair, Schuylkill Haven, Shenandoah, Tamaqua, Tower City, and Tremont.

City of: Pottsville

School Districts of: Blue Mountain, Mahanoy Area, Minersville Area, North Schuylkill, Pine Grove Area, Pottsville Area, Saint Clair Area, Schuylkill Haven Area, Shenandoah Valley, Tamaqua Area, Tri-Valley, Williams Valley, Diocese of Allentown, & Schuylkill Intermediate Unit 29.

January 2018
Section I: Basic Plan

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SECTION I - BASIC PLAN

Other Sections of this Emergency Operations Plan (not for public release)

Section II: Emergency Support Function Annexes

Section III: Functional Checklists

Section IV: Notification and Resource Manual

RELATED SUPPORTING PLANS (Published Separately)

1. Nuclear/Radiological Emergency Response Plan
2. Hazardous Materials – SARA Plans
3. Emergency Action Plans for Hazard Potential Category 1 and 2 Dams
4. Continuity of Government Plan/Continuity of Operations (COOP/COG) Plan
5. Hazard Mitigation Plan
6. Special Events Plans
7. Prison Plans
8. Medical Facility Plans
9. Mass Distribution of Medical Counter Measures (MDMC) Plan
10. Pandemic Influenza Plan
11. Regional Task Force Plan
12. Debris Management Plan
13. Volunteer Management Plan
14. Donations Management Plan
15. Animal Care and Control
16. Mass Casualty/Mass Fatality Plan

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FOREWORD

This County Emergency Operations Plan (EOP) outlines how Schuylkill County Government complies with and implements the requirement of the Pennsylvania Emergency Management Services Code to protect the lives and property of the citizens of the county. This County EOP represents a coordinated emergency management program between school districts, local municipalities, and the County.

This County Plan is organized as follows and is published in four sections:

The **Basic Plan (Section I)** presents the planning assumptions, policies, and concept of operations that guide the responsibilities for emergency preparedness, prevention, response, recovery, and mitigation within Schuylkill County.

Appendices cover other information such as authorities and references, terms and definitions, maps of the county, etc.

The **Emergency Support Function Annexes (Section II)** describe the mission, concept of operations, and responsibilities of the primary and support agencies involved in the implementation of their specific roles and responsibilities.

Functional Checklists (Section III) provides suggested tasks for each position within the Emergency Operations Center. The nature of an emergency does not allow for these checklists to be all encompassing; however these checklists are designed to provide some guidance as to the types of tasks that are to be completed by the various positions.   The Functional Checklists have been categorized according to the Incident Command System (Policy Group, Command, Operations, Planning, Logistics, and Finance).

A **Notification and Resource Manual (Section IV)** contains lists 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. Due to the regular changes of resource and contact information, this information is maintained electronically and not in hard copy format.

The Functional Checklists, and Notification and Resource Manual (NARM) are not subject to the Right-to-Know Law; therefore they are not for release to the public.

Related Supporting Plans (published separately) are various incident, hazard, or event specific plans. Not incorporating these plans directly into this EOP allows flexibility to incorporate site-specific plans as required by federal, Commonwealth regulations, or the county hazard vulnerability analysis.

SUMMARY OF CHANGES

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

CERTIFICATION OF BIENNIAL REVIEW

This Emergency Operations Plan has been reviewed by the Schuylkill County Emergency Management Agency.

Date	Signature

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PROMULGATION

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

THIS PLAN SUPERSEDES ALL PREVIOUS PLANS.
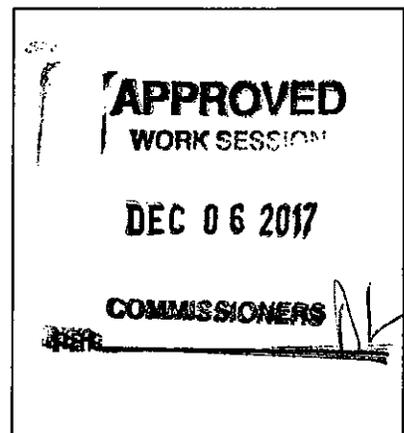
PROMULGATED THIS 6th DAY OF DECEMBER, 2017.

George H. Halcovage Jr, Chair

Frank J. Staudenmeier, Vice Chair

Gary J. Hess, Commissioner

Darlene Laughlin, Chief Clerk

John M. Matz, Emergency Management Coordinator

APPROVED
WORK SESSION

DEC 0 6 2017

COMMISSIONERS

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I. EXECUTIVE SUMMARY

This plan describes emergency response procedures for Schuylkill County, Pennsylvania. It reflects the structure of emergency management throughout the Commonwealth of Pennsylvania and the nation. The structure is based on the National Incident Management System (NIMS), which includes prescribed incident command structures that will be used by local emergency responders. 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).

This plan employs a functional, all-hazards approach that manages the assistance the County is likely to need or provide by defining 15 Emergency Support Functions (ESFs). The ESFs will be supported by logistics, planning and finance sections. The plan is laid out in four sections, as outlined below. All sections are published separately to allow the portions that may contain personal or sensitive information to be kept confidential.

Section I – Basic Plan
- The Basic Plan 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, maps, etc.) that will be helpful during emergency response.

Section II – Emergency Support Function Annexes

- ESF Annexes that describe the 15 Emergency Support Functions and how they will be accomplished. The following is a summary of the 15 Emergency Support Functions:

    1. *Transportation*: Coordinate transportation resources and infrastructure.
    2. *Communications*: Coordinate all forms of communication and Information Technology (IT) resources.
    3. *Public Works & Engineering*: Coordinate engineering and heavy equipment support, oversee debris removal and management.
    4. *Firefighting*: Coordinate and assist local firefighting efforts.
    5. *Emergency Management*: Coordinate countywide emergency response functions; collect/share/analyze/disseminate information.
    6. *Mass Care, Shelter, & Human Services*: Coordinate shelter and feeding operations. Coordinate emergency assistance and other human services to victims.

7. *Logistics Management and Resource Support*: Coordinate facilities, equipment, supplies, resources; track resources. Arrange for the reception and distribution of goods.

8. *Public Health & Medical Services*: Coordinate medical care, public and crisis counseling and mortuary services.

9. *Search & Rescue*: Coordinate search and rescue missions including: water, technical, urban, wilderness and underground.

10. *Oil & Hazardous Materials Response*: Respond/assist in incidents involving the release of hazardous materials that may harm humans or the environment.

11. *Agriculture & Natural Resources*: Coordinate bulk food supplies; coordinate the monitoring of animal feed and food production facilities and the health of livestock and food crops; coordinate the protection of natural, cultural and historic resources.

12. *Energy*: Monitor and coordinate the maintenance and restoration of the supply of energy and energy distribution infrastructure.

13. *Public Safety & Security*: Coordinate physical security for citizens and their property; suppress criminal activity.

14. *Long Term Community Recovery and Mitigation*: Coordinate the protection and restoration of 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 Inquires and community outreach.

Section III – Functional Checklists

- Functional Checklists that outline suggested actions to be taken for each position in the Emergency Operations Center (EOC).

Section IV – Notification and Resource Manual

- The Notification and Resource Manual that contains the information on where to find the electronically stored lists 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.

II.   PURPOSE and SCOPE

A. Purpose

The purpose of this plan is to establish a comprehensive, countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery. This plan provides the framework for interaction with municipal governments; school districts; the private sector; and nongovernmental organizations in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources to help protect from natural, human-caused, and technological hazards; saves lives; protect public health, safety, property, and the environment; and reduce adverse psychological consequences and disruptions. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code (Tile 35). Finally, this plan serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

B. Scope

This plan addresses incidents or events that threaten to or do cause damage of sufficient severity and magnitude within the geographic boundaries of Schuylkill County, Pennsylvania that exceed the capabilities of local municipalities. This plan applies to all County departments, Municipal Governments, School Districts and responding agencies. This plan also applies to responding agencies that are providing requested mutual-aid assistance.

The Schuylkill County Emergency Management Agency adheres to policies established by the Schuylkill County Board of Commissioners.

Supplemental policies and procedures are promulgated by the Emergency Management Coordinator as well as by other County Department Directors, Municipal Officials, and School District Officials as appropriate.

Top priorities for incident management are to:
- Save lives and protect the health and safety of the public, responders, and recovery workers;
- Ensure security of the county;
- Prevent an imminent incident, including acts of terrorism, from occurring;
- Protect and restore critical infrastructure and key resources;
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution;

- Protect property and mitigate the damage and impact to individuals, communities, economy, and the environment; and
- Facilitate recovery of individuals, families, businesses, governments, and the environment.

Hazard specific plans will be developed for the hazards that occur most frequently within the County or have the largest potential impact. A plan will not be developed for every hazard outlined in the County's Hazard Vulnerability Assessment.

III. SITUATION AND ASSUMPTIONS

A. Situation:

1)   Schuylkill County Location and Description

Schuylkill County is located in the eastern half of Pennsylvania and encompasses a land area of 778.63 square miles. It is located in the Appalachian Mountains in the Ridge and Valley Region just north of the Piedmont Plateau. The landscape of Schuylkill County is characterized by alternating mountain ridges and lowland valleys running in a northeast southwest direction. Two significant river drainage basins run through Schuylkill County – the Delaware and the Susquehanna. A number of streams and watersheds converge within the Delaware drainage basin to form the Schuylkill River, for which the County is named. A prominent feature in both the county's history and landscape is the presence of two large anthracite coal belts which are located northeast to southwest through the center of the county.

The county may also be geographically understood by its three main transportation corridors. PA Route 61 is an important, mostly four-lane highway that runs from Reading to the Susquehanna River at Sunbury – passing through the center of the county. Interstate 81 crosses the northern tier of the county, en route from Harrisburg and points south of Wilkes-Barre and Scranton. PA Route 309 is the spine road for the county's eastern side, linking Allentown to Hazleton and passing through Tamaqua Borough in Schuylkill County.

In 2016, the population of the county was estimated at 143,573. The City of Pottsville, the county seat, is located in the Center portion of the county. The County is comprised of 67 (1 city, 36 townships and 30 boroughs) local municipalities and has 12 School Districts, parochial schools, an Intermediate Unit, and 4 institutions of higher education.

2)   Schuylkill County Capabilities and Resources:

Schuylkill County operates a 9-1-1 Operations Center and an Emergency Operations Center (EOC). The 9-1-1 Operations Center and the EOC have access to listings of resources available from county assets as well as resources available from municipalities

and the private sector. Backup facilities for both the 9-1-1 Operations Center and Emergency Operations Center (EOC) are available. The county also maintains a public notification system called Schuylkill Alert, which allows for municipal usage. The County is also a member of the East Central Regional Task Force (ECTF) and has agreements with neighboring counties which may be able to provide mutual aid and support when requested.

3) Schuylkill County Hazard Vulnerability

Schuylkill County is subject to a variety of hazards, which are broken into two categories, natural hazards and human caused hazards. The major hazards that Schuylkill County faces are outlined below, a more extensive listing and detailed information on the hazards can be found in the Schuylkill County Hazard Vulnerability Analysis.

Natural Hazards

Floods

All of the municipalities in Schuylkill County are flood-prone. Flooding is generally caused by snowmelt combined by heavy rains or from widespread heavy rainfall resulting in the overflow of surface waters. Flooding is the most significant natural hazard facing Schuylkill County in terms of its cumulative probability and impact.

Winter Storms

Snow, more so than sleet or freezing rain, accounts for a considerable portion of the colder season precipitation. Amounts in Schuylkill County usually total on average 51 inches per year. Schuylkill County is vulnerable to winter storms county-wide but in varying degrees of severity due to varying terrain.

Tornados, Hurricanes, and Wind Storms

There have been numerous occasions that tornado watches or warnings were issued, occasionally resulting in high winds, rain, and/or hail. These tornadoes have created minor damage in the county with localized power failures lasting up to a few days. The frequency of tornadoes and the effects of hurricanes and windstorms occurring in the county should remain fairly constant. Past experience has been that the winds of destructive force are generally produced by thunderstorms, as well as hurricanes and tornadoes.

Human-Caused Hazards

Dam Failures

Any dam has the potential for creating a major disaster. Dam failures usually occur with little or no notice, wreaking havoc on an unsuspecting community. As of December 2017, there were 50 dams in Schuylkill County classified as high hazard dams that met the State requirements for mandatory planning under the Dam Safety and Encroachments Act. Forty-seven dams are classified as B or C-1, meaning that they present a potential for large loss of life, excessive economic loss, or significant public inconvenience if they fail.

Hazardous Materials

Schuylkill County is vulnerable to the threat of hazardous materials incidents. New industrial complexes and pipeline development increase the potential for natural gas or petroleum incidents. Increasing industrialization brings with it greater sources of hazardous material transportation, storage, use, and waste. Increasing vulnerability to hazardous materials, whether raw, or waste, cannot be avoided.

Fire

Fire is an ongoing hazard affecting many communities daily. Most fire disasters are averted by early warning and appropriate response. Fire has been and will continue to be a problem of great concern to Schuylkill County with multiple family dwellings, row homes, and industrial complexes vulnerable to potential fire hazards; also, the threat of arson cannot be overlooked.

Terrorism

Terrorism involves the systematic use of terror or violence to achieve political goals. The targets of terrorism include government officials, identified individuals or groups, and innocent bystanders. Schuylkill County's proximity to transportation corridors of the Mid-Atlantic and Northeast increases the risk of being a victim of terrorism. There is also the possibility that Schuylkill County will have to provide mutual aid to affected areas during and after a terrorist action.

B. Planning Assumptions:

1. An emergency or disaster may occur in Schuylkill County at any time and pre-disaster warning time may vary from none to several days.

2. All disasters start and end at the local level.

3. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System.

4. Initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by the Schuylkill County 9-1-1 Operations Center.

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

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

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

8. 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.

9. Using the tiered response system, resources and capabilities from municipalities and other counties may be requested through already established mutual aid agreements.

10. Upon a determination that resource requests exceed or may exceed resources that may be obtained through existing mutual aid agreements the county will request assistance from the Pennsylvania Emergency Management Agency (PEMA).

11. The occurrence of a major disaster or emergency, as defined in the Stafford Act, 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.

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.

13. Each department or agency will develop internal operating procedures or implementing instructions to ensure that responsibilities assigned in this plan are executed.

14. Intelligence gathering, coordination and dissemination will be included in preparedness, prevention, response, recovery and mitigation phases.

IV. CONCEPT OF OPERATIONS

A. General:

1. 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.

   If it appears that an incident will grow beyond the capabilities of a municipality, or if more than one municipality will be involved in response, the county Emergency Management Agency (EMA) will assist with coordination of the efforts. If local resources become overwhelmed, the county will provide supplemental assistance. If county resources are not adequate, the county EMA will turn to other counties in the region then to the state for assistance.

B. Plan Activation

The Basic Emergency Operations Plan provides the framework for the response and recovery efforts for all-hazards incidents. This plan is designed to be flexible to meet the needs of every incident. Additional hazard specific plans will complement but not override this plan.

The County Emergency Management Coordinator is the single point of contact to serve as the coordinator for the County's incident management system and is responsible for activating this plan. This plan can be activated at any time as needed to support the actual or anticipated response and recovery efforts of a disaster. After plan activation, the personnel supporting this plan will work with

municipal, school district, county, regional, state, private sector, and other emergency management partners to coordinate the response and recovery efforts.

C. **Intergovernmental Assistance:**

Mutual aid agreements between municipalities are inherently in place through Title 35. Adjacent counties and other governments will render assistance in accordance with the provisions of intergovernmental support agreements in place at the time of the emergency. The county EMA and other agencies will establish regular communication with state agency offices supporting the county (Pennsylvania Departments of Agriculture, Transportation, Health, etc). Requests for unmet needs will be forwarded to the State EOC through the PEMA Eastern Area Office.

D. **Mitigation**

Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures implemented prior to, during, or after an incident are intended to prevent the occurrence of an emergency, reduce the county's vulnerability and/or minimize the adverse impact of disasters or emergencies. A preventable measure, for instance, is the enforcement of building codes to minimize such situations. More detailed information can be found in the County Hazard Mitigation Plan.

E. **Preparedness**

Preparedness includes actions taken to avoid an incident or to intervene to stop an incident from occurring. Preparedness involves actions taken prior to an emergency to protect lives and property and to support and enhance disaster response. Planning, training, exercises, community awareness and education are among such activities.

F. **Response**

Response includes activities that address the short-term, direct effects of an incident. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the affected community. Also included are direction and coordination, warning, evacuation, and similar operations that help reduce casualties and damage, and speed recovery.

G. **Recovery**

Once an incident has begun it is important to start planning for the recovery efforts. The recovery period will last significantly longer than an event will last. ESF #14 – Long Term Recovery and Mitigation will initiate the planning of the

recovery efforts as soon as possible after the beginning of the event. Depending on the scale of the event, the recovery efforts will be handled by the Emergency Management Division or a Long Term Recovery Committee.

Once response activities are in progress, the focus will be shifted to damage assessment which will drive the recovery efforts. The Emergency Management Agency will coordinate the damage assessment report process and collecting damage assessments from the municipal and school district Emergency Management Coordinators (EMCs). The total of the damages sustained within the county will be passed up to the state to allow damage assessments to be compiled across the state.

H. Direction, Control, Coordination and Support

Schuylkill County Elected Officials play an important role in the protection of the lives and property of the citizens, and make policy decisions for the coordination of emergency activities within the county.

The County Emergency Management Coordinator (EMC) acts on behalf of Schuylkill County Board of Commissioners. An Emergency Operations Center (EOC) has been identified and is operational 24 hours per day, seven days per week through the 9-1-1 Operations Center. The EOC may be expanded beyond the 9-1-1 Operations Center during an emergency by the Schuylkill County Board of Commissioners, the EMC, or designee.

The initial Incident Commander (IC) at an incident site will be from the service having primary jurisdiction (fire, police, emergency medical services, etc). If the line of jurisdiction becomes unclear, a Unified Command (UC) should be formed. The local IC/UC will coordinate with the respective municipal and school district EMCs.

When local conditions are such that the event exceeds the local capabilities, the IC/UC or municipal/school district EMC may contact Schuylkill County Emergency Management Agency to request assistance. Response by the Schuylkill County government will follow an operational structure that is based on the Incident Command System defined in the National Incident Management System.

The Schuylkill County EOC will NOT assume command of event. The EOC will only support the efforts of the on-site IC/UC through the 15 Emergency Support Functions (ESFs) outlined below in Table 1. The complete detail of the ESF's duties are detailed in the ESF Support Annexes.

1. County/Municipal 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/Municipal Elected Officials. The County/Municipal/School District EOC may be activated by the EMC or the elected officials during an emergency.

4. The County/Municipal/School District 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

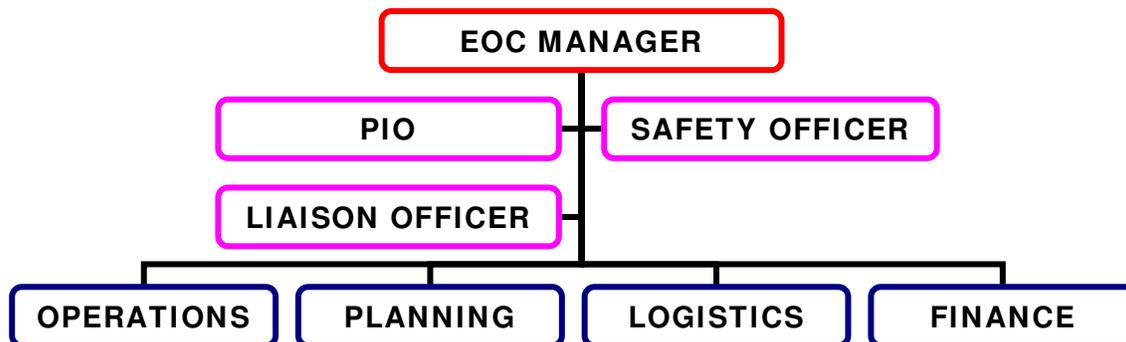5. The initial Incident Command/Unified Command (IC/UC) at an incident site will be from the service having primary jurisdiction (fire, police, emergency medical services, etc). As an incident progresses, the primary jurisdiction may change. If the line of jurisdiction becomes unclear, a unified command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

    a. The on-site IC will coordinate with the respective municipal/school district emergency management coordinator as much as possible.
    b. If the county/municipal/school district 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/municipal 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.

Table 1: Emergency Support Functions

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.

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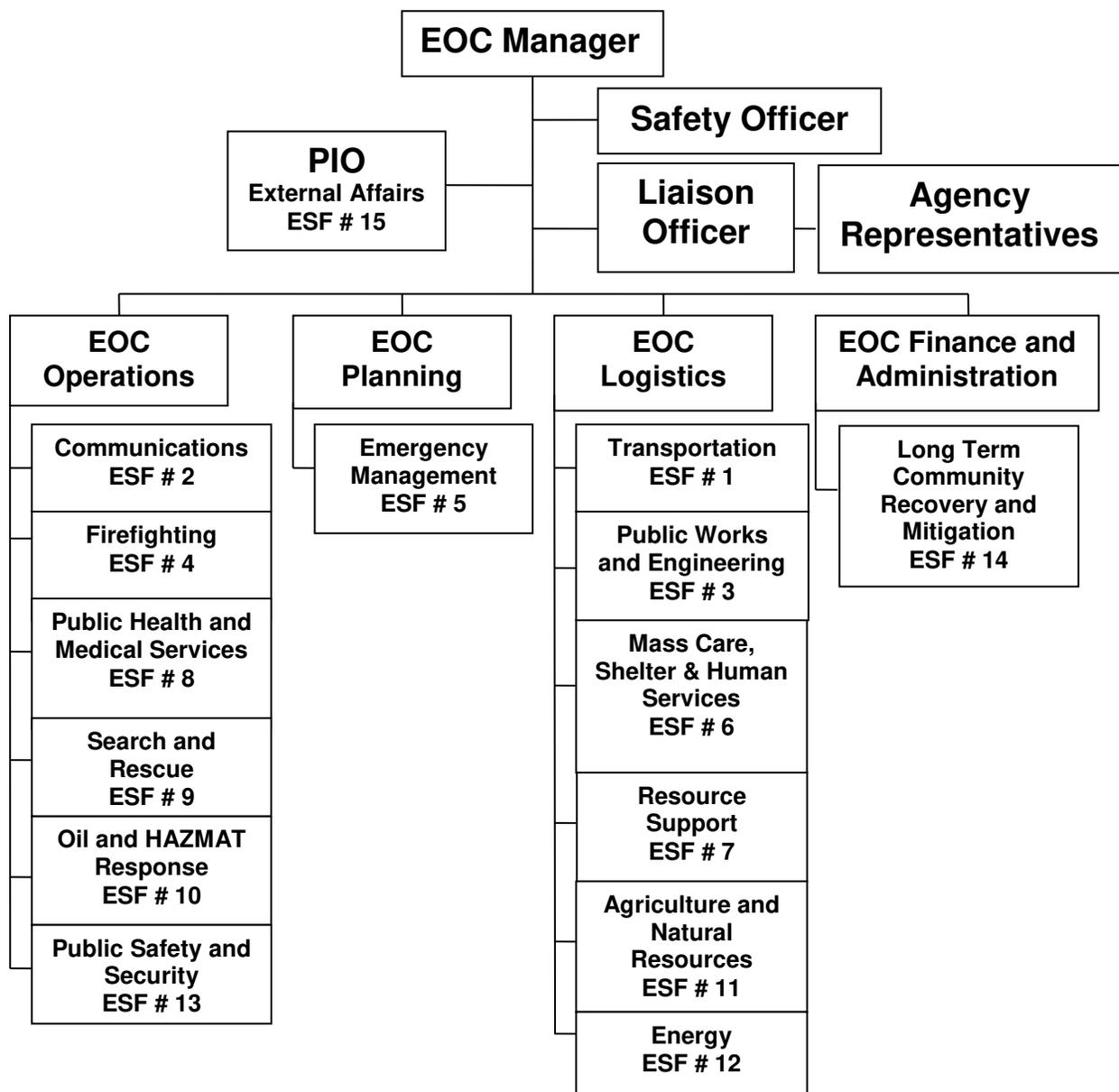
8. In those cases where an ESF is not staffed, ICS doctrine dictates that responsibilities and activities of that ESF revert to the section chief. If the section chief position is not filled, the responsibilities revert to the EOC Manager.

9. The County EMC will monitor local events through media outlets, internet sites, and 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.

Other Emergency Plans may be applicable and provide detail to supplement this plan. For example, an incident involving hazardous substances, weapons of mass destruction or a nuclear power plant incident may involve "incident specific" response activity which may be found in the associated emergency plan. If the incident involves implementation of response plans at various levels, the county and the state EMA's shall strive to coordinate at the maximum extent practical. These plans provide additional information or details, but do not supersede or replace this County EOP.

For the integration of response, recovery and mitigation actions; precedence is given to immediate response operations to save lives, protect property, and meet basic human needs have precedence over recovery and mitigation. Intelligence gathering and recovery actions will be coordinated and based upon availability of resources. Mitigation opportunities will be considered throughout disaster operations.

The County Emergency Operations Center (EOC) is routinely operating at Level IV Operations with staffing provided by the 9-1-1 Operations Center and may be supplemented with an Emergency Management Watch Officer. The Emergency Management Coordinator will decide to expand the EOC to Level III (see Table 2) based on the potential or actual events. Level III staffing will come from Emergency Management Agency and 911 Operations Center.

The decision to expand the County Emergency Operations Center (EOC) above Level III will be the responsibility of the Schuylkill County Board of Commissioners based on guidance from the EMC or designee. Staffing will come from the Emergency Management Agency and other County Departments. Upon expansion beyond Level III:

• All County Department Heads are required to make staff available upon the request of the Emergency Management Coordinator or designee.

• Staff requested by the Emergency Management Coordinator or designee will operate under the operational control of the Emergency Management Agency and take direction from a Emergency Management Agency designated supervisor.

Table 2 outlines the phased levels of activation of the EOC. Ranging from normal operations (Level IV) to full activation (Level I).

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	Day-to-day operations
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	Major storm, Long-term incident (24 + hours), 'Alert' at a Nuclear power plant.
LEVEL II	Threats that require increased situational awareness, coordination or damage assessment	Partial mobilization of EOC Staff, & ESFs as required.	Active severe flooding, Major Snow emergency, 'Site Area Emergency' at a Nuclear power plant, direct hit from a Tropical Storm.
LEVEL I	Catastrophic damage involving the entire county or neighboring counties	Full mobilization of EOC Staff with all available ESFs.	'General Emergency' at a Nuclear power plant, Wide spread civil unrest, Terrorist attack, direct hit from a Hurricane.

I.   **Continuity of Operations Planning (COOP)**:

> The County Continuity of Operations Plan (published as a separate, related plan) contains procedures to ensure that county government/local 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 and municipal elected officials have authority, under emergency conditions, to:

>> a. Declare an 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/municipal 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/School Districts: Each political subdivision has a COOP Plan that specifies the Line of Succession, critical functions, vital records and the procedures for safeguarding them.

J. 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 and school district 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 Schuylkill County, the political subdivisions listed in Appendix 5 have passed resolutions that adopt the county plan as their own.
2. Within Schuylkill County, the school districts listed in Appendix 6 have passed resolutions that adopt the county plan as their own.
3. Accordingly, for those municipalities and school districts:

    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, and there is no local 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 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 or school district.

V. 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;
        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/municipality/school district 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/Municipality/School District 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 (County only).

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/Municipal/School District 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/Municipal/School District 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 & Municipal Department Heads/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, Penn DOT, 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/school district 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/school district 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.

VI.   EOC ADMINISTRATION AND LOGISTICS

A. Administration:

County, Municipal, & School District Reports:

1. Local municipal governments and school districts 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 and school districts 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.

VII.   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.

VIII. 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, Municipal Elected Officials, and School Districts 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. Schuylkill County, Hazard Vulnerability Analysis, May 2010.
16. Schuylkill County Ordinance that created the county Emergency Management Office.

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**APPENDIX 2
TERMS AND DEFINITIONS**

<u>Access and Functional Needs Populations -</u>
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.
Source: USA. FEMA. National Response Framework. 2008. Print

<u>Access Control Points (ACP)</u>
Manned posts established primarily by Commonwealth or municipal police and augmented as necessary by Fire Police or the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.
Source: PEMA. Pennsylvania Evacuation Planning and Implementation Guide Book. , 2006. Web. 12 Jul 2011.

<u>Activate</u> – To start or place into action an activity or system.

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

<u>All-Hazards</u> – 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.

<u>ARES</u> – Amateur Radio Emergency Services - An American Radio Relay League - sponsored emergency organization of amateur radio operators that provides communications resources.

<u>Auxiliary Communications Service (ACS)</u>
Any emergency communications unit, staffed by volunteer communications specialists, which provides public safety communications support to government or a governmental entity, such as a regional task force. An ACS unit will be organized as an "in-house" unit of the sponsoring entity or as an external unit, where the sponsoring entity utilizes a private organization such as ARES®, club, or other organization to provide auxiliary communications support
Source: Pennsylvania Auxiliary Communications Services. ACS Strategic Plan. , 2010. Print.

<u>Congregate Household Pet Shelter</u> – 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.

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- For the purposes of this plan, the term local shall refer to both the municipal and school district level as applicable.

Local Disaster Emergency (When declared by the County Commissioners/Municipal Elected Officials) – 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. This term shall not be confused with "State of Emergency".

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

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

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

Mass Distribution of Medical Countermeasures (MDMC) – A program headed by the federal Centers for Disease Control that maintains large stocks of medications for distribution to the public during emergencies. The MDMC 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. This program was formerly known as the Strategic National Stockpile (SNS).

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).

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.

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.

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.   A "master distribution list" (Enclosure 1) with the numbers of each copy, and the format (printed or electronic) is maintained by the county EMA.

Copies of this plan will be distributed to the following agencies:
- PEMA Eastern Area Office
- Adjoining Counties
  - Berks County
  - Carbon County
  - Columbia County
  - Dauphin County
  - Lebanon County
  - Lehigh County
  - Luzerne County
  - Northumberland County

- Local Municipal Governments/EMAs (Townships, Boroughs, Cities, School Districts)

- Other interested parties (military installations, large employers, etc.) as requested.

- Electronic copies of this plan will be distributed to County Departments & Agencies via the County Government Intranet site.

County Department	Official or Department Head
Board of Commissioners	George F. Halcovage Jr. Frank J. Staudenmeier Gary J. Hess
County Administrator & Economic Development	Gary R. Bender
County Adult Probation	Joseph Szeliga
County Agricultural Extension Office	Greg Gnatt
County Children & Youth	Lisa M. Stevens
County Clerk of Courts	Maria Casey
County Conservation District	Jenna Fehr
County Controller	Christy D. Joy
County Coroner	David J. Moylan
County Court Administrator	Lois Wallauer
County District Attorney	Michael O'Pake
County Domestic Relations	Lynn Bucklar
County Drug & Alcohol	Melissa Chewey
County Election Bureau	Frannie Brennan
County Financial Director	Paul E. Buber
County Human Resources	Deborah Twigg
County Human Services	Sharon Love
County Juvenile Justice	Kenneth Porter
County Law Library	Charlotte Green
County Mental Health Developmental Services	Dan McGrory
County Planning, Zoning, & GIS	Susan A. Smith
County President Judge	William E. Baldwin
County Prison	Eugene Berdanier
County Prothonotary	David J. Dutcavich
County Public Defender	Michael J. Stine
County Public Works	Paul Fetterolf
County Real Estate & Engineering	Lisa Mahall
County Recorder of Deeds	Ann Dudish
County Records Management	Colleen Ryan
County Register of Wills	Theresa Santai Gaffney
County Risk Management	Glenn T. Roth, Jr.
County Senior Services	Georgene M. Fedoriska
County Sheriff's Office	Joseph G. Groody
County Solicitor	Alvin B. Marshall
County Solid Waste & Resource Management	Joseph Scribbick
County Tax Assessment Office	Virgina D. Murray
County Tax Claim Office	Angela D. Toomey
County Treasurer	Linda L. Marchalk
County Veterans Affairs	Brenda L. Zechman

## Schuylkill County Emergency Operations Plan Distribution List

Office	Name of Recipient	Copy No.	Date Rcvd.
Barry Township		1 A & B	
Blythe Township		2 A & B	
Branch Township		3 A & B	
Butler Township		4 A & B	
Cass Township		5 A & B	
Delano Township		6 A & B	
East Brunswick Township		7 A & B	
East Norwegian Township		8 A & B	
East Union Township		9 A & B	
Eldred Township		10 A & B	
Foster Township		11 A & B	
Frailey Township		12 A & B	
Hegins Township		13 A & B	
Hubley Township		14 A & B	
Kline Township		15 A & B	
Mahanoy Township		16 A & B	
New Castle Township		17 A & B	
North Manheim Township		18 A & B	
North Union Township		19 A & B	
Norwegian Township		20 A & B	
Pine Grove Township		21 A & B	
Porter Township		22 A & B	
Reilly Township		24 A & B	
Rush Township		25 A & B	
Ryan Township		26 A & B	
Schuylkill Township		27 A & B	
South Manheim Township		28 A & B	
Tremont Township		29 A & B	
Union Township		30 A & B	
Upper Mahantongo Township		31 A & B	
Walker Township		32 A & B	
Washington Township		33 A & B	
Wayne Township		34 A & B	
West Brunswick Township		35 A & B	
West Mahanoy Township		36 A & B	
West Penn Township		37 A & B	
Ashland Borough		38 A & B	
Auburn Borough		39 A & B	
Coaldale Borough		40 A & B	
Cressona Borough		41 A & B	
Deer Lake Borough		42 A & B	
Frackville Borough		43 A & B	
Gilberton Borough		44 A & B	
Girardville Borough		45 A & B	
Gordon Borough		46 A & B	
Landingville Borough		47 A & B	
Mahanoy City Borough		48 A & B	
McAdoo Borough		49 A & B	
Middleport Borough		51 A & B	

Agency	Name of Recipient	Copy No.	Date Rcvd.
Minersville Borough		52 A & B	
Mt Carbon Borough		53 A & B	
New Philadelphia Borough		54 A & B	
New Ringgold Borough		55 A & B	
Orwigsburg Borough		56 A & B	
Palo Alto Borough		57 A & B	
Pine Grove Borough		58 A & B	
Port Carbon Borough		59 A & B	
Port Clinton Borough		60 A & B	
Ringtown Borough		61 A & B	
St Clair Borough		62 A & B	
Schuylkill Haven Borough		63 A & B	
Shenandoah Borough		64 A & B	
Tamaqua Borough		65 A & B	
Tower City Borough		66 A & B	
Tremont Borough		67 A & B	
Pottsville City		68 A & B	
Blue Mountain School District		70	
Hazleton Area School District (Luzerne County)		71	
Mahanoy Area School District		72	
Minersville Area School District		73	
North Schuylkill School District		74	
Panther Valley School District (Carbon County)		75	
Pine Grove Area School District		76	
Pottsville Area School District		77	
Saint Clair Area School District		78	
Schuylkill Haven Area School District		79	
Shenandoah Valley School District		80	
Tamaqua Area School District		81	
Tri-Valley School District		82	
Williams Valley School District		83	
Schuylkill Intermediate Unit 29		84	
Diocese of Allentown		85	
Gillingham Charter School		86	
Schuylkill County Commissioners	Commissioner's Office	101	
Schuylkill County EMA	Emergency Operation Center	102	
Schuylkill County EMA	Incident Support Vehicle-EM6	103	
PEMA Eastern Area	Eastern Area Office, Hamburg	104	
Berks County	Berks County EMA Office	105	
Carbon County	Carbon County EMA Office	106	
Columbia County	Columbia County EMA Office	107	
Dauphin County	Dauphin County EMA Office	108	
Lebanon County	Lebanon County EMA Office	109	
Lehigh County	Lehigh County EMA Office	110	
Luzerne County	Luzerne County EMA Office	111	
Northumberland County	Northumberland County EMA Office	112	

Enclosure 1 to Appendix 3 to Schuylkill County Emergency Operations Plan

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Appendix 4
Map of County

Appendix 4
Map of School Districts
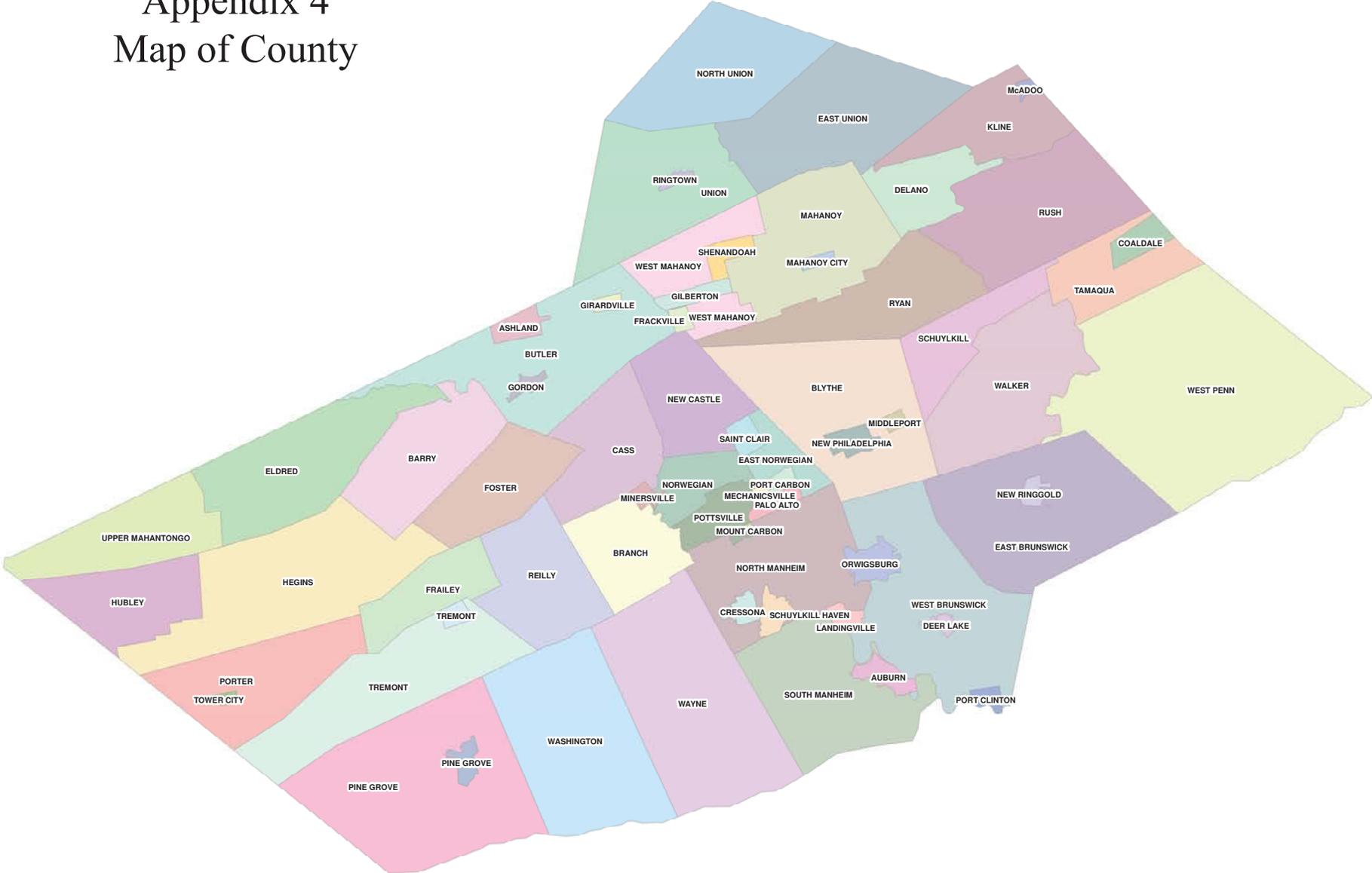
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APPENDIX 5
MUNICIPALITIES THAT HAVE ADOPTED THIS PLAN AS THEIR OWN

The following municipalities 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 are maintained at the County Emergency Management Agency.

Municipality	Promulgation Date	Municipality	Promulgation Date
Barry Township	4/2/2018	West Mahanoy Township	1/2/2018
Blythe Township	1/2/2018	West Penn Township	2/02/2018
Branch Township	1/15/2018	Ashland Borough	1/10/2018
Butler Township	12/19/2017	Auburn Borough	2/7/2018
Cass Township	1/31/2018	Coaldale Borough	5/8/2018
Delano Township	1/2/2018	Cressona Borough	7/16/2018
East Brunswick Township	12/26/2017	Deer Lake Borough	12/27/2017
East Norwegian Township	1/2/2018	Frackville Borough	3/14/2018
East Union Township	1/2/2018	Gilberton Borough	12/21/2017
Eldred Township	3/13/2018	Girardville Borough	2/8/2018
Foster Township	4/4/2018	Gordon Borough	1/2/2018
Frailey Township	2/6/2018	Landingville Borough	7/8/2018
Hegins Township	1/31/2018	Mahanoy City Borough	2/13/2018
Hubley Township	2/19/2018	McAdoo Borough	2/13/2018
Kline Township	1/2/2018	Mechanicsville Borough	1/10/2018
Mahanoy Township	1/2/2018	Middleport Borough	6/12/2018
New Castle Township	3/3/2018	Minersville Borough	5/8/2018
North Manheim Township	4/3/2018	Mount Carbon Borough	5/8/2018
North Union Township	1/2/2018	New Philadelphia Borough	2/6/2018
Norwegian Township	5/7/2018	New Ringgold Borough	6/18/2018
Pine Grove Township	1/10/2018	Orwigsburg Borough	01/10/2018
Porter Township	1/2/2018	Palo Alto Borough	2/12/2018
Reilly Township	12/20/2017	Pine Grove Borough	12/21/2018
Rush Township	12/21/2017	Port Carbon Borough	2/13/2018
Ryan Township	1/2/2018	Port Clinton Borough	12/21/18
Schuylkill Township	2/5/2018	Ringtown Borough	5/14/2018
South Manheim Township	1/2/2018	Saint Clair Borough	3/1/2018
Tremont Township	1/2/2018	Schuylkill Haven Borough	1/2/2018
Union Township	1/2/2018	Shenandoah Borough	2/19/2018
Upper Mahantongo Township	4/10/2018	Tamaqua Borough	2/6/2018
Walker Township	2/20/2018	Tower City Borough	1/2/2018
Washington Township	1/15/2018	Tremont Borough	2/13/18
Wayne Township	2/21/2018	Pottsville City	1/8/2018
West Brunswick Township	1/3/2018		

APPENDIX 6
SCHOOL DISTRICTS THAT HAVE ADOPTED THIS PLAN AS THEIR OWN

The following school districts 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 school district resolutions adopting the plan are maintained at the County Emergency Management Agency.

School District	Promulgation Date	School District	Promulgation Date
Blue Mountain		Schuylkill Haven Area	5/9/2018
Mahanoy Area	8/30/18	Shenandoah Valley	5/30/2018
Minersville Area	5/23/2018	Tamaqua Area	5/8/2018
North Schuylkill	4/30/2018	Tri-Valley	5/9/2018
Pine Grove Area	5/15/2018	Williams Valley	8/9/2018
Pottsville Area	5/16/2018	Diocese of Allentown	9/17/2018
Saint Clair Area	6/6/2018	Schuylkill Intermediate Unit 29	7/9/2018