

# Columbia County Emergency Operations Plan

June 2008  
Revised January 2023

Columbia County Emergency Management Agency  
Court House Annex, Rear of 26 W. 1<sup>st</sup> Street  
Bloomsburg, PA 17815



Copy Number \_\_\_\_\_

## **Foreword**

The County Emergency Operations Plan (EOP) outlines how Columbia County complies with and implements the specific aspects of the Pennsylvania Emergency Management Services Code (Pa CS Title 35 Sections 7101-7707) and incorporates the provisions of the Counter-Terrorism Preparedness, Planning and Response Act (Act 2002, PL 1967, No. 227) to protect the lives and property of the citizens of Columbia County. The County EOP serves as a bridge between the Local Municipal Emergency Operations Plan and the Pennsylvania State Emergency Operations Plan (SEOP).

## Executive Summary

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

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

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

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

### Section I contains:

**The Basic Plan:** which describes procedures and principles for organizing emergency response throughout the county. It contains overarching structures and assigns responsibilities to various organizations in the county.

### A listing of Related Supporting Plans that:

- Depend on this plan for assignment of responsibilities and operational principles and may supplement this plan during specific emergencies.
- Because of regulatory requirements or the specific nature of the hazards they address, should stand-alone.
- Are published separately, and incorporated into this plan by reference.
- In some cases contain personal or sensitive information and are exempted from the provision of the Right-to-Know Law, and from release to the public.

**Appendices:** that provide additional information (definitions, explanation of terms, maps, etc.) that will be helpful during emergency response.

**Section II contains:**

**ESF Annexes:** that describe the fifteen Emergency Support Functions and how they will be accomplished.

**Section III contains:**

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

**Blank Forms:** that will be needed for the operation of the County EOC, and for reporting damages and other operational data to state government. Forms are located in the EOC and electronically in addition to the PEMA website.

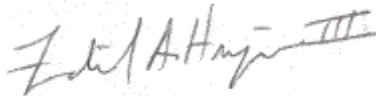
**Section IV contains:**

**Incident, Hazard or Event Specific Annexes:** that outline the response to specific events or situations. This category includes planning considerations for the specific hazard. The configuration allows the flexibility to expand this plan to incorporate site-specific plans as required by Federal or State regulations, or the Columbia County Hazards Vulnerability Analysis. This is a List of Plans found in Separate Documents located in the EMA Office.

The below is located in the Emergency Operations Center (EOC) in other Forms/Books:


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

**Summary of Changes**

<b>CHANGE NUMBER</b>	<b>CHANGE</b>	<b>DATE ENTERED</b>	<b>CHANGE MADE BY (SIGNATURE)</b>
1	EOP Review See Appendix 4 for revisions	January 27, 2011	
2	EOP Review See Appendix 4 For revisions	July 2, 2012	
3	EOP Review See Appendix 4 For Revisions	February 5, 2015	
4	EOP Review See Appendix 4 For Revisions	February 7, 2019	
5	EOP Review See Appendix 4 For Revisions	February 5, 2021	
6	EOP Review See Appendix 4 For Revisions	January 12, 2023	Jennifer L Long

## Certification of Review

This Emergency Operations Plan has been reviewed by the Columbia County Emergency Management Agency. The review is hereby certified by the County Emergency Management Coordinator.

<b>Date</b>	<b>Signature</b>
July 2, 2012	
February 5, 2015	
February 7, 2019	
February 5, 2021	
January 12, 2023	Jennifer L Long

**Promulgation**

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

**THIS PLAN SUPERSEDES ALL PREVIOUS PLANS.**

**PROMULGATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019**

\_\_\_\_\_  
**RICHARD C. RIDGWAY, CHAIRMAN**

\_\_\_\_\_  
**CHRIS E. YOUNG, COMMISSIONER**

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**DAVID J. WITCHEY  
CHIEF CLERK**

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**DAVID M. KOVACH, COMMISSIONER**

\_\_\_\_\_  
**JENNIFER L. LONG  
EMA DIRECTOR/EMERGENCY MANAGEMENT COORDINATOR**

**Incident Specific Annexes**

Radiological Emergency Response Plan / SSES

Hazardous Materials Plans

Dam Plans

School Plans

Day Care Plans

Hazard Mitigation Plan

Columbia County Continuity of Government Plan (COOP)

Strategic National Stockpile Plan

Notification and Resource Manual

**ALL PLANS ARE LOCATED IN SEPARATE DOCUMENTS IN THE EMA OFFICE**



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## **I. BASIC PLAN**

### **1. PURPOSE**

This plan is to prescribe those activities to be taken by County government and officials to coordinate emergency response activities, provide support to their citizens, and interface with the private sector, political subdivisions and the Commonwealth government for the purpose of protecting lives and property in the event of a natural or human-caused event or disaster. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S.), Section 7101 et seq., as amended. This plan is designed as an “All-Hazards” plan. Its organization into Emergency Support Functions allows it to be used for disasters and emergencies of all types.

### **2. SCOPE**

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

### **3. SITUATION AND ASSUMPTIONS**

#### **A. County Location and Description**

Columbia County is located in the east-central portion of Pennsylvania and encompasses a land area of 485.6 square miles. According to the 2020 Census of the United States, the population of the county is 64,727, which under Commonwealth Statute, makes Columbia County a 6<sup>th</sup> Class county. Bloomsburg, the county seat, is located in the East Center portion of the county. Approximately 52 percent of the county is forest, 40 percent is agriculture, 62 percent is considered rural and 38 percent is considered urban. There are 506 miles of state and federal highways and 878 miles of secondary and municipal roads in the county. The County is comprised of 33 municipalities, a state university, 6 school districts and a vocational technical high school.

#### **B. County Capabilities and Resources**

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

well as resources available from the municipalities via mutual aid agreements and memorandums of understanding. The County is a member of the North Central Task Force.

### **C. County Hazard Vulnerability**

Columbia County is subject to a variety of hazards. According to the County Hazard Vulnerability Analysis (HVA), the most likely and damaging of these are:

#### **Natural Hazards**

1. Floods
2. Wind Storms
3. Droughts
4. Winter Storms
5. Subsidence
6. Landslides
7. Earthquakes

#### **Man-Made Hazards**

1. Fires
2. Hazardous Materials Incidents
3. Utility Emergencies
4. Transportation Emergencies
5. Nuclear Power Plant Incidents
6. Terrorism
7. Pandemic

Therefore, training and response checklists and other enclosed documents are based primarily upon this assessment.

### **D. Planning Assumptions**

- 1) A major disaster, emergency or terrorism event may cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the regional economic, physical, and social infrastructures.
- 2) The extent of casualties and damage will depend on factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of cascading events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
- 3) The large number of casualties, heavy damage to structures and basic infrastructure, and disruption of essential services may overwhelm the capabilities of the local (municipal) governments along with their emergency response agencies in their response to meet the needs of the situation.
- 4) Within a short time following the occurrence of a major emergency / disaster, the county will be requested to coordinate and support the activities in accordance with the provisions of the Pennsylvania Emergency Management Code (Pa C.S. Title 35 Sections 7101-7707). The County Emergency Management Agency (EMA) will need to respond on short notice to provide timely and effective assistance.

- 5) By utilization of the tiered response system, the resources and capabilities of the North Central Task Force (NCTF) may be requested by the county to provide additional coordination and support activities in accordance with The Counter Terrorism Planning, Preparedness and Response Act (Act 2002-227).
- 6) Due to limited resources at the County and the North Central Task Force (NCTF), and upon a determination that resource requests exceed available resources, the County will request assistance from the Pennsylvania Emergency Management Agency (PEMA).
- 7) The occurrence of a major disaster or emergency may result in the Declaration of a Disaster Emergency by the Governor. Depending upon the severity of the event, the Governor may request a Declaration of Emergency or Major Disaster from the President, or a Declaration of Economic Emergency from the Administrator of the Small Business Administration.
- 8) The Pennsylvania Intrastate Mutual Aid System (PIMAS) will make aid available to the county and all of its political subdivisions that have not opted out of the system. PIMAS will be utilized in response to emergencies and disasters that require actions beyond the capacity of the local Municipality or the County in which the incident occurs.

#### **4. CONCEPT OF OPERATIONS**

##### **A. General**

- 1) **NIMS:** All emergency response within the county will follow the National Incident Management System (NIMS) that has been specified by the U.S. Department of Homeland Security. This includes:
  - a) The designation of an Incident Commander, and, if necessary, an Incident Management Structure.
  - b) The use of resource definitions specified by NIMS.
  - c) Communication and planning protocols used in NIMS.
- 2) **Phasing:** All disasters start at the local level. Response will start there as well, and will escalate with the scope of the incident.
  - a) Initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by county 9-1-1.

- b) If it appears that the incident will grow beyond the capabilities of the locality, or if more than one local municipality will be involved in response, the county Emergency Management Agency (EMA) will assist with coordination of the efforts.
- c) If local resources become overwhelmed, the county will provide supplemental assistance.
- d) If county resources are not adequate, the county EMA will turn to other counties, the Regional Task Force and/or the state for assistance.

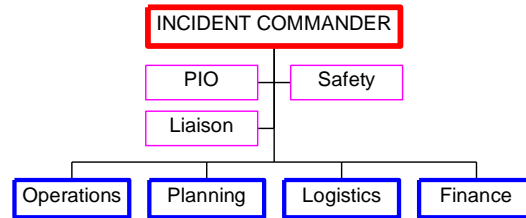
**B. Intergovernmental Assistance**

- 1) The County Emergency Management Coordinator (EMC) and Elected Officials will develop mutual aid agreements with adjacent counties for reciprocal emergency assistance as needed. Additionally, as provided for in Act 2002-227 (The Counter Terrorism Planning, Preparedness and Response Act), the County is a member of the NCTF and may obtain assistance in the form of specialized support teams, materials and equipment. Adjacent counties and other governments will render assistance in accordance with PA Act 93 (State Mutual Aid Law) as well as the provisions of intergovernmental support agreements in place at the time of the emergency. The provisions of other applicable agreements will also apply. Requests for unmet needs will be forwarded to the state EOC through the PEMA Eastern Area Office (610-562-3003).

**C. Direction, Control, Coordination and Support**

- 1) Incident Management - The County Emergency Operations Plan, like the Commonwealth Emergency Operations Plan (CEOP) and the National Response Framework (NRF), employs a multi-agency operational structure that uses the Incident Command System (ICS) based upon the National Incident Management System (NIMS).
- 2) County Elected Officials are responsible for the protection of the lives and property of the citizens and they exercise ultimate control of the phases of emergency management as well as emergency activities within the county.
- 3) An EMC has been designated and may act on behalf of the County Elected Officials. An EOC has been identified, and may be activated by the EMC or the Elected Officials during an emergency. The County is served by a 24/7, 9-1-1 Public Safety Communications Center.
- 4) This plan embraces an “all-hazards” principle that most emergency response functions are similar, regardless of the hazard. The County EMC will mobilize functions and personnel as required by the emergency.

- 5) Whenever possible, emergency response by the County government will follow the ICS delineated below. When called upon for assistance / coordination, the County EMA will interface with the local / municipal emergency management agencies. Consistent with the Pennsylvania Emergency Management Services Code, when two or more political subdivisions within a county are affected, the county organization shall exercise responsibility for coordination and support of the operation. When two or more counties are involved, coordination shall be by PEMA or by the appropriate PEMA regional organization.



*Illustration 1 – Basic Incident Command System*

- a) The Incident Commander (IC) at an incident site will normally be from fire, police or emergency medical services, dependent upon the nature of the incident. The local IC will coordinate with the respective municipal EMC. When local conditions are such that the emergency / disaster event exceeds the local capabilities and / or local resources, the municipal EMC or others may contact the County EMA to request assistance.
- b) NIMS structure includes the categories of Command, Operations, Planning, Logistics and Finance along with command staff including Public Information, Safety and Liaison. The ICS structure delineated herein is consistent with NIMS.
- c) The NIMS County EOC configuration is presented as Illustration 2.
- 6) When the County EMC receives notice of an imminent emergency from PEMA, the County 9-1-1 Center or the National Weather Service (NWS) a partial activation of the EOC will be considered.
- 7) Concurrent Implementation of Other Emergency Plans
- a) An incident involving hazardous substances, weapons of mass destruction or a nuclear power plant incident may involve response prescribed by other (incident specific) plans (Regional Task Force Response Plan, SARA Plan, Nuclear/Radiological Emergency

Response Plan, High Hazard Dam Plan, etc.). These plans provide additional information or details, but do not supersede or replace this County EOP.

- b) If the incident involves implementation of response plans at various levels, the county and state Emergency Management Agencies shall serve to coordinate to the maximum extent practical to ensure effective actions.

8) Integration of Response, Recovery and Mitigation Actions

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

*Table 2 – Levels of EOC Activation*

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	HazMat Incidents, Fires, Flood Watch
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 HazMat, Localized Flooding
LEVEL II	Threats that require increased situational awareness, coordination or damage assessment	Partial mobilization of EOC Staff, & ESFs as required.	Severe Winter Weather, Significant Flooding, Severe Windstorm, Pandemic
LEVEL I	Catastrophic damage involving the entire county or neighboring counties	Full mobilization of EOC Staff with all available ESFs.	Hurricane, Tornado, Severe Flooding

9) Activation of the County Emergency Operations Center (EOC):

- a) The EMC will determine which ESFs are needed in the EOC. The EMC and EOC Manager will contact the required ESFs.
- b) Activation of the EOC may be phased in four levels, with Level IV being normal operations, and Level I involving a maximum effort on the part of County EMA and both paid and volunteer staff.

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

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

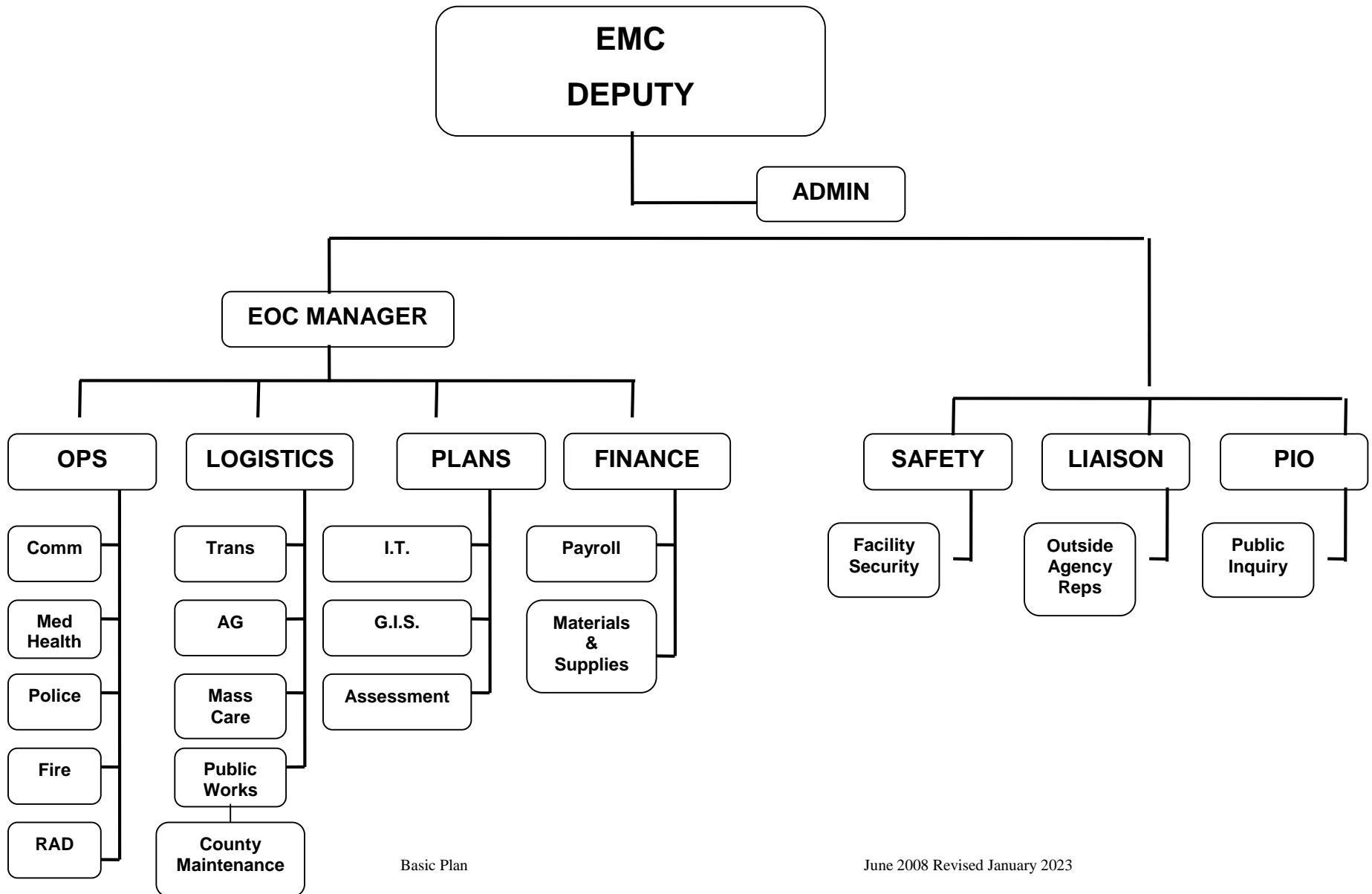
- 1) Lines of succession specify replacements for principal elected officials should the incumbents be unable to perform the responsibilities of their office. The line of succession should be at least three deep, i.e. it should specify at least two replacements for principal officials.
- 2) Emergency Authority: The County Commissioners (County Executive) have authority, under emergency conditions, to:
  - a) Declare a State of Emergency.
  - b) Proclaim and enforce curfews.
  - c) Shut down nonessential government operations.
  - d) Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with State authorities.
- 3) An Alternate EOC (AEOC) that has the basic minimum capabilities of the EOC has been designated. The location is documented in the Columbia County COOP Plan.
- 4) Vital Records Safeguarding: Each county elected official and department / agency is responsible for identifying, selecting and protecting vital records, both paper and automated, that are essential for continued public well-being.
- 5) Local Municipalities: Each political subdivision should have a COOP Plan that specifies the Line of Succession, critical functions, vital records and the procedures for safeguarding them.



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

- 1) Within Columbia County, the political subdivisions listed in Appendix 7 have passed resolutions that adopt the county plan as their own.
- 2) Accordingly, for those municipalities:
  - a. The requirement for a local Emergency Management Coordinator (EMC) remains. The local EMC will coordinate preparedness, especially logistical preparedness in the municipality. During time of emergency, the local EMC will function as a deputy to the County EMC, with primary responsibility for damage reporting and assessment in his/her area. In case of emergencies in political subdivisions other than her/his own, the local EMC/Deputy and County EMC may assist with damage reporting and assessment in those affected parts of the county.
  - b. If there is an emergency in the affected township/borough/city, there may be no local EOC, or the local EOC may be co-located with the County EOC. In that case, incident coordination will rely on the County. The County Incident Manager will determine whether to activate the County EOC in support of the local incident.
  - c. The political subdivision will maintain:
    - 1) A Notification and Resource Manual 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.

Illustration 2, Columbia County E.O.C. Organizational Chart



Basic Plan

June 2008 Revised January 2023

## **5. ORGANIZATION, RESPONSIBILITIES AND EMERGENCY SUPPORT FUNCTIONS**

### **A. Organization:**

This plan has been developed based upon the structure of emergency management within the State. This plan serves as an emergency management link between the municipalities and the State; it also coincides with the concepts of the NRF. This plan employs a functional approach that groups the types of assistance that the County and / or its municipalities are likely to need based upon the fifteen (15) Federal Emergency Support Functions (ESFs). The functional areas have been grouped according to NIMS categories. All of the ESFs have been grouped within the Emergency Support Function Annexes section. To further facilitate response actions / activities of the EOC staff, Standard Operating Checklists have been developed and grouped by NIMS category within the Standard Operating Procedures (SOP) section. A Notification and Resource manual is provided in a separate document. Training and Exercises are discussed in section 7 of the Basic Plan.

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

### **B. 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: The “Support Agency” provides support for the mission by providing resources and accomplishing tasks assigned by the primary agency.

### **C. Emergency Sections and Divisions**

1) **COMMAND**

a) **Elected Officials**

i) **Prevention and Preparedness Phase:**

- (1) Responsible for establishing a county emergency management organization.
- (2) Provide for continuity of operations.
- (3) Establish lines of succession for key positions.
- (4) Designate departmental emergency operations centers and alternatives.
- (5) Prepare and maintain this EOP in consonance with the SEOP.
- (6) Establish, equip and staff an EOC.
- (7) Recommend an EMC for appointment by the Governor who may act on their behalf, if necessary.

ii) **Response and Recovery Phase:**

- (1) Issue Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed (See the Pennsylvania Evacuation Planning & Implementation Guidebook on the PEMA website [http://www.pema.state.pa.us/pema/lib/pema/pennsylvania\\_evacuation\\_planning\\_guide\\_April\\_2006.pdf](http://www.pema.state.pa.us/pema/lib/pema/pennsylvania_evacuation_planning_guide_April_2006.pdf) );
- (2) Issue declarations of disaster emergency if the situation warrants.
- (3) Apply for federal post-disaster funds, as available.

**b) Emergency Management Coordinator**

**i) Prevention and Preparedness Phases:**

- (1) Prepare and maintain an EOP for the County, subject to the direction of the Elected Officials; review and update as required.
- (2) Maintain coordination with local municipal EMA as well as PEMA, and provide prompt information in emergencies, as available.
- (3) Identify hazards and vulnerabilities that may affect the county or its political subdivisions in coordination with the municipal EMAs.
- (4) Identify resources within the County that can be used to respond to a major emergency or disaster situation and request-needed resources from PEMA.
- (5) Recruit, develop, train and maintain qualified personnel to staff the EOC and for other disaster needs.
- (6) Attend training and workshops provided by PEMA and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.
- (7) Serve on the Executive Committee of the NCTF.

**ii) Response and Recovery Phase:**

- (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.
- (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.

**c. Public Information/External Affairs – ESF #15**

**i) Prevention and Preparedness Phases:**

- (1) Advise elected officials and the County EMC about Public Information activities.
- (2) Work with local EMAs to develop and maintain a list of diverse cultural sub-communities, with points of contact and of advocacy groups for special needs populations.
- (3) Develop and maintain the checklist for the Public Information function.
- (4) Assist in the development, review and maintenance of the ESF #15.

**ii) Response and Recovery Phases:**

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

**d) County Department Heads/County Agency Directors**

**i) Prevention and Preparedness Phases:**

- (1) Provide staff support and resources.
- (2) Assist in the development and maintenance of the EOP and COOP Plans.
- (3) Develop, review and approve the EOC checklists specific to their agency.

**ii) Response and Recovery Phases:**

- (1) Respond to the EOC or field location as needed.
- (2) Provide guidance, direction and authority to agency/department personnel who support the EOC.

**e) Liaison Officers**

**i) Prevention and Preparedness Phases:**

- (1) Identify agencies and other organizations that may be needed during disaster response.
- (2) Prepare to integrate agency representatives into the EOC.

**i) Response and Recovery Phases:**

- (1) Respond to the EOC or the field, as needed.
- (2) Work with agency representatives in the EOC.
- (3) Establish communication with affected local municipalities and with other agencies that are affected by the emergency.

**f) Agency Representative (from PEMA, PSP, PennDOT, National Guard, School, Local Municipality, DEP, etc.)**

**i) Prevention and Preparedness Phases:**

- (1) Work with county EMA to identify resources that may be available from their organization.

**ii) 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.
- (5) Advise elected officials through the EOC Manager.

**g) Safety Officer**

**i) 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.

**ii) 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.
- (7) Incorporate lessons learned during emergencies or exercises into the existing plan and procedures.

## **2) OPERATIONS**

### **a) EOC Operations Section Chief**

#### **i) 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.
- (5) Provide periodic updates and briefings to Command.

### **b) Communications and Warning Officer – ESF #2**

#### **i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the Communications function.
- (2) Assist in the development, review and maintenance of the ESF#2.
- (3) Train staff members on the operation of communications systems.
- (4) Ensure ability to communicate among the County EOC, field operations and the local municipal EMAs.

#### **ii) Response and Recovery Phases:**

- (1) Respond to the EOC or the field, as needed.
- (2) Assist with notification of key staff.
- (3) Train staff members on the operation of communications systems.
- (4) Ensure ability to communicate among the County EOC, field operations and the local municipal EMAs.
- (5) Advise the Operations Section Chief on communications activities.

### **c) Firefighting – ESF #4**

#### **i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the Firefighting function.
- (2) Assist in the development, review and maintenance of the ESF#4.



**ii) 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.
- (8) Advise the Operations Chief about fire and rescue activities.

**d) Health and Medical Services Officer – ESF #8**

**i) 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 / pandemic.
- (5) Assist in the development, review and maintenance of the ESF#8.

**ii) 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 with, 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.
- (7) Advise the Operations Chief about Health/Medical Services activities.

**e) Search and Rescue (SAR) (ESF # 9):**

**i) 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 ESF#9.
- (3) Maintain a list of all SAR/US&R (Urban Search and Rescue) teams and resources available to the county.
- (4) Advise elected officials and the EOC Manager about SAR incidents and activities.

**ii) 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 with, as appropriate, SAR/US&R components.
- (9) Advise the Operations Chief about SAR incidents and activities.

**f) Oil and Hazardous Materials (ESF # 10):**

**i) 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 ESF#10.
- (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.

**ii) 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 hazards.
- (8) Assist as appropriate with hazardous materials operations.
- (9) Advise the Operations Chief about Hazardous Materials incidents and activities.

**g) Law Enforcement – Police Services Officer, ESF #13**

**i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the Law Enforcement/Police Services function.
- (2) Assist in the development, review and maintenance of the ESF#13.

**ii) 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.
- (10) Advise the Operations Chief about Law Enforcement/Police Services operations.
- (11) Provide for security and traffic control at POD site.

### **3. PLANNING**

#### **a) EOC Planning Section Chief**

##### **i) 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.
- (8) Provide periodic updates and briefings to Command.

#### **b) Assessment, Information and Planning**

##### **i) Response and Recovery Phases:**

- (1) Collect, evaluate and provide information about the incident.
- (2) Determine status of resources.
- (3) Establish information requirements and reporting schedules.
- (4) Supervise preparation of an Incident Action Plan.
- (5) Assemble information on alternative strategies.

#### **c) Emergency Management (ESF #5)**

##### **i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the Emergency Management function.
- (2) Assist in the development, review and maintenance of the ESF#5.

**ii) 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) 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.
- (8) Advise the EOC chain of command about the incident and anticipated events or consequences.

**4. LOGISTICS**

**a) EOC Logistics Section Chief**

**i) 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.
- (5) Provide periodic updates and briefings to Command.

**b) Transportation Services Officer – ESF #1**

**i) 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 ESF#1.
- (3) Maintain a listing of Transportation Resources and contact information including capacities in the County.
- (4) Develop and maintain a listing of transportation-dependent citizens in the county.

**ii) 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.
- (4) Advise the Logistics Chief about transportation-related activities.

**c) Public Works and Engineering – ESF #3,**

**i) 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 ESF#3.
- (3) Maintain a listing of Public Works assets and resources.

**ii) 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.
- (7) Advise the Logistics Chief about Public Works and Engineering activities.

**d) Mass Care, Shelter, Schools and Human Services – ESF #6**

**i) 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 ESF#6.
- (3) Receive from the American Red Cross a listing of Mass Care – Shelter facilities including capacities in the County.

**ii) Response and Recovery Phases:**

- (1) Respond to the EOC or the field, as needed.
- (2) Assist the American Red Cross in Monitoring the status of Mass Care – Shelter facilities including capacities in the County.
- (3) Assist the American Red Cross and Coordinate with other appropriate agencies.
- (4) Assist with the Coordination of Mass Care – Shelter provision within the County during an emergency.
- (5) Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues.
- (6) Advise the Logistics Chief about Mass Care, Evacuation and Shelter activities.
- (7) Coordinate emergency activities with schools located within the county.

**e) Logistics Management and Resource Support-ESF # 7**

**i) 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 ESF#7.
- (3) Maintain a listing of resources with contact information.
- (4) Develop procedures to rapidly order supplies and equipment, and to track their delivery and use.

**ii) 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.
- (5) Advise the Logistics Chief about resource acquisition activities within the County.

**f) Agriculture & Animal Care Services Officer – ESF #11**

**i) 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 ESF#11.
- (3) Work with the County Animal Response Team (CART) and other volunteer and municipal resources to provide for the welfare of production and companion animals.
- (4) Maintain a listing of human and animal food and animal care and control assets within the county.

**ii) 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, Farm Agency Service and County Conservation District.
- (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 (Coordinate with Mass Care ESF#6).
- (7) In coordination with ESF #6, provide for shelters for household pets and service animals.
- (8) Coordinate the assignment of animal care and control resources.
- (9) Advise the Logistics Chief regarding food and animal care and control issues.

**g) Energy (ESF # 12):**

**i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the energy function.
- (2) Assist in the development, review and maintenance of the ESF#12.
- (3) Maintain a listing of energy and utility assets within the County.



**ii) 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) Advise the EOC chain of command regarding energy utility issues.

**5. FINANCE**

**a) Finance and Administration Chief (ESF #5)**

**i) 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 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.
- (5) Provide periodic updates and briefings to Command.

**b) Finance**

**i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the Finance function.
- (2) Assist in the development, review and Maintenance of the ESF #5.

**i) 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.
- (7) Advise Elected Officials and the EMC regarding the financial aspects and implications of the event.

**c) Administration**

**i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the Administration function.
- (2) Assist in the development, review and maintenance of the ESF #5.

**ii) 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.
- (4) Advise the EMC regarding the administrative aspects and implications of the event.

**h) Recovery Services Officer ESF #14**

**i) Prevention and Preparedness Phases:**

- (1) Develop and maintain the checklist for the recovery function.
- (2) Identify the membership of the Long Term Recovery Committee.
- (3) Assist in the development, review and maintenance of the ESF#14.
- (4) Identify and train members of the County Damage Assessment Team.

**ii) 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) Maintain a listing of assets, resources and donations.
- (4) Coordinate damage assessment activities.
- (5) Coordinate the assignment of assets, resources and donations.
- (6) Conduct Initial Damage Assessment utilizing the county Damage Assessment Teams.

- (7) Support the State/Federal Joint Preliminary Damage Assessment teams, if needed.
- (8) Coordinate the activation of and meetings of the County Long Term Recovery Committee.
- (9) Activate a County Recovery Task Force, if needed.
- (10) Designate and assist with operation of Disaster Recovery Centers.
- (11) Serve as a liaison with state disaster recovery personnel.
- (12) Coordinate with ESF #15 to disseminate recovery information to disaster victims in addition to the general public.
- (13) Advise the Logistics Chief regarding recovery programs and needs.

## **6. ADMINISTRATION AND LOGISTICS**

### **Administration – County and Municipal Reports**

- (1) Municipal governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
- (2) The County EMA will forward reports and requests for assistance to the appropriate PEMA area office via PEIRS (WebEOC) or the PEMA Liaison Officer.
- (3) Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- (4) Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to PEMA.
- (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; namely, the Pennsylvania Emergency Incident Reporting System (PEIRS) via (WebEOC).

### **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.

## **7. TRAINING AND EXERCISES**

### **Training Authority**

- (1) The EMC/Deputy EMC are responsible for the overall preparedness of all persons and agencies involved in the county's response to emergencies. As such, the EMC /Deputy EMC should conduct or administer training and should activate this plan as required to evaluate and maintain the readiness posture of county resources.

### **Exercise Requirements**

- (1) To provide practical, controlled operational experience for those who have EOC responsibilities, the EMC/Deputy EMC will activate this plan at least annually in the form of a simulated emergency exercise. Additionally, regardless of actual events, County all-hazards exercises will be conducted every two years. Further, the EMC/Deputy EMC and EMA staff will participate annually in a PEMA directed weather exercise.

### **Exercise Evaluation, After Action Reports & Implementation of Corrective Action**

- (1) EOC staff performance observed during drills, exercises and actual events will be evaluated against the objectives outlined in this plan as well as applicable incident specific standard operating guidelines (SOGs).
- (2) Participants in a drill, exercise or actual event will be requested to complete an after action report worksheet (AARW). The information compiled from AARWs will be discussed during the post incident critique, which will be scheduled as soon as possible after the event.
- (3) Information obtained from event records, AARWs and the post incident critique will be used to complete the Homeland Security Exercise and Evaluation Program Report (HSEEP), which will be forwarded to PEMA and the Columbia County Commissioners upon completion.
- (4) The Columbia County EOP as well as applicable incident specific SOGs will be updated with corrective action recommendations as required with the lessons learned from the drill, exercise or actual event.

- (5) 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.

## **Training Policy**

### **i) Public Official**

- (1) **Response and Recovery Training:** A training program will be provided to county and municipal officials, EMCs, EOC staffs and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster/emergency.
- (2) **Professional Development:** Training will be provided to municipal EMCs and their elected officials in skills and techniques of writing plans, professional development skills and homeland security issues relating to municipal emergency preparedness. A minimum of four sessions per year will be given. Training will be provided in a classroom environment.
- (3) **Radiological Protection:** County/municipal personnel will be trained in radiological protection systems to enhance county/municipal emergency preparedness.
- (4) **Damage Assessment:** Annual training will be conducted in damage assessment procedures for county/municipal damage assessment teams.

### **ii) Emergency Services and Other Responding Agencies**

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

### **iii) State and Federal Training**

- (1) EMA staff will attempt to participate in State and Federal training programs as prescribed internally and by PEMA.

## **8. PLAN REQUIREMENTS, DEVELOPMENT, MAINTENANCE and DISTRIBUTION**

### **Requirements**

- (1) **State Law:** The Pennsylvania Emergency Management Services Code, 35 PA C.S Sections 7701-7707, as amended, requires each county and municipality to prepare, maintain and keep current an EOP. Further, the EOP must be available for inspection in the EOC, along with applicable emergency management plans, procedures and directives of PEMA and the Commonwealth.
- (2) **County Resolution** charges the County EMC to develop the County EOP and coordinate the preparation of supporting standard operating checklists.
- (3) **PEMA:** This plan attempts to conform with various Federal agency requirements and the format prescribed by PEMA to facilitate review and cross reference to PEMA, FEMA and Department of Homeland Security Documents.

### **Development and Maintenance Responsibilities**

- (1) **EMC Responsibilities:** The County EMC will coordinate development and maintenance of the plan. Plan components will be reviewed and updated consistently. Incident Specific Annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
- (2) **NIMS:** Section chiefs and staff members are responsible for the development and maintenance of their respective segments of this plan. Written reviews will be provided to the EMC annually indicating concurrence or comments. They will recommend changes, as necessary, and keep the EMC and Resource Manager abreast of changes in personnel, information and available resources.
- (3) **Enforceability:** This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code and County Resolution.
- (4) **Execution:** This plan will be executed upon order of the County Commissioners or their authorized representative, the County EMC.
- (5) **Distribution:** 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. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” pages 41-42 as Appendix 4 details the revision policy. A receipt system will be used to verify the process. A detailed distribution list is presented as Appendix 5 page 43.

## **9. AUTHORITY and REFERENCES**

### **A. Authority**

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

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

### **B. References**

1. Homeland Security Presidential Directive – 5 (HSPD-5)
2. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
3. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Enhanced All-Hazard Mitigation Plan,” Section 1.3 – Risk Assessment, October, 2007

4. Commonwealth of Pennsylvania, State Emergency Operations Plan, as amended
5. Title III, Superfund Amendments and Reauthorization Act, October 17, 1986, Section 301-305, 311 and 312
6. Counter Terrorism Planning, Preparedness and Response Act (Act 2002-227)
7. Columbia County, 2017 Hazard Mitigation Plan Update, Specifically Chapter 4
8. Pets Evacuation and Transportation Standards Act of 2006 (PL 109-308)
9. Columbia County, Hazard Vulnerability Analysis, August 2016
10. Homeland Security Presidential Directive – 8 (HSPD-8)
11. The Robert T. Stafford Disaster Relief and Assistance Act (42 U.S.C. § 5121 et. seq.)

## **10. DEFINITION OF TERMS**

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

## **APPENDICIES**

1. Terms and Definitions
2. County Organization for Emergency Management
3. Emergency Responsibilities by Organizational Entity (Primary/Support Matrix)
4. Changes and Revisions
5. Plan Distribution
6. Map of the County
7. Political Subdivisions that have adopted this Plan as their own



## APPENDIX 1 – Terms and Definitions

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

**Activate** – To start or place into action an activity or system

**Control** – To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations)

**Coordination** – Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies)

**CBRNE** - Chemical, Biological, Radiological, Nuclear, Explosives

**Deploy** – To move to the assigned location in order to start operations

**Direction** – Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal

**“Disaster”** – A man-made, natural or war-caused catastrophe

**Man-Made Disaster** – Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, except enemy action, resulting from man-made causes, such as oil spills and other injurious environmental contamination, which threatens or causes substantial damage to property, human suffering, hardship or loss of life

**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

**War-Caused Disaster** – Any condition following an attack upon the United States resulting in substantial damage to property or injury to persons in the United States caused by use of bombs, missiles, shellfire or nuclear, radiological, chemical or

biological means, or other weapons or overt paramilitary actions, or other acts such as sabotage

### **Disaster Emergency**

Those conditions, which upon investigation, may be found actually or likely to:

**Affect Safety** – Affect seriously the safety, health or welfare of a substantial number of citizens of Columbia County or preclude the operation or use of essential public facilities

**Require State Assistance** – Be of such magnitude or severity as to render essential state supplementation of County and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced

**Have Causes Not Covered by Law** – Have been caused by forces beyond the control of persons, due to civil disorder, riot or disturbance, or by factor not foreseen and not known to exist when appropriation bills were enacted

**Emergency Alert System (EAS) Announcements** – Official announcements made at the county level for the specific purpose of providing information, instructions or directions from the County Commissioners, or their designated official representative, to the permanent and transient residents of the county. Announcements are made over the legally designated EAS network. Restriction on use of EAS announcements 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, man-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.

**Emergency Support Function (ESF)** – critical functions to be addressed or considered during emergency EOC activations

**Explosive Ordnance Disposal (EOD)** – An active U.S. Army Detachment tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with improvised explosive devices.

**Governor's Proclamation of "Disaster Emergency"** – The Governor is empowered to declare a state of "Disaster Emergency" upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation by executive order authorizes counties and municipalities to exercise vested powers without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) pertaining to performance of public works, employing of temporary workers, entering into contracts, incurring obligations, renting of equipment, purchasing materials and supplies, levying taxes and appropriation and expenditure of public funds. The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.

**Hazardous Materials (HAZMAT)** – Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as 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.

**Local Disaster Emergency (when declared by the County or 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, when he/she deems the threat or actual occurrence of a disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused hereby.

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

**Municipality** – For the purposes of this plan, the terms "municipality" or "municipal government" are defined as referring, singularly or collectively, to cities, boroughs, townships and incorporated towns within the Commonwealth of Pennsylvania; in this plan "municipality" does not include counties.

**Notification** – To make known or inform. For use in context with this document: to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.

**Notify** – To inform about a condition, event or situation.

**Political Subdivision** – Any county, city, borough, township or incorporated town within the Commonwealth

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

IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected county and municipal governments and that federal assistance is necessary. As a prerequisite to federal assistance, the Governor shall take appropriate action under law and direct execution of the Commonwealth Emergency Operations Plan. The Governor's request for declaration of a major disaster by the President may be accepted, downgraded to emergency or denied.

**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.

**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, county or local official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors. Reference to the emergency itself will be made only in the context of the reasons for governmental actions, and not to provide detailed information about it.

**Reception Center** – A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers

**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

**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.)

**Support Area** – The area outside the high-risk area (blast overpressures equal to or greater than 2 p.s.i.) which, through prior agreement, will provide support to high-risk areas in the event of an imminent nuclear attack

**Temporary Suspension of Formal Requirements** – Each political subdivision included in a declaration of disaster emergency declared by either the Governor or the governing body of the political subdivision affected by the disaster emergency is authorized [pursuant to section 7301(c) of (35 PA C.S.) as amended (relating to general authority of Governor)] to exercise the powers vested under this section in the light of the exigencies of the emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) to evaluate and maintain the readiness posture of County agencies.

**Traffic Control Points (TCP)** – Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency requires it.

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

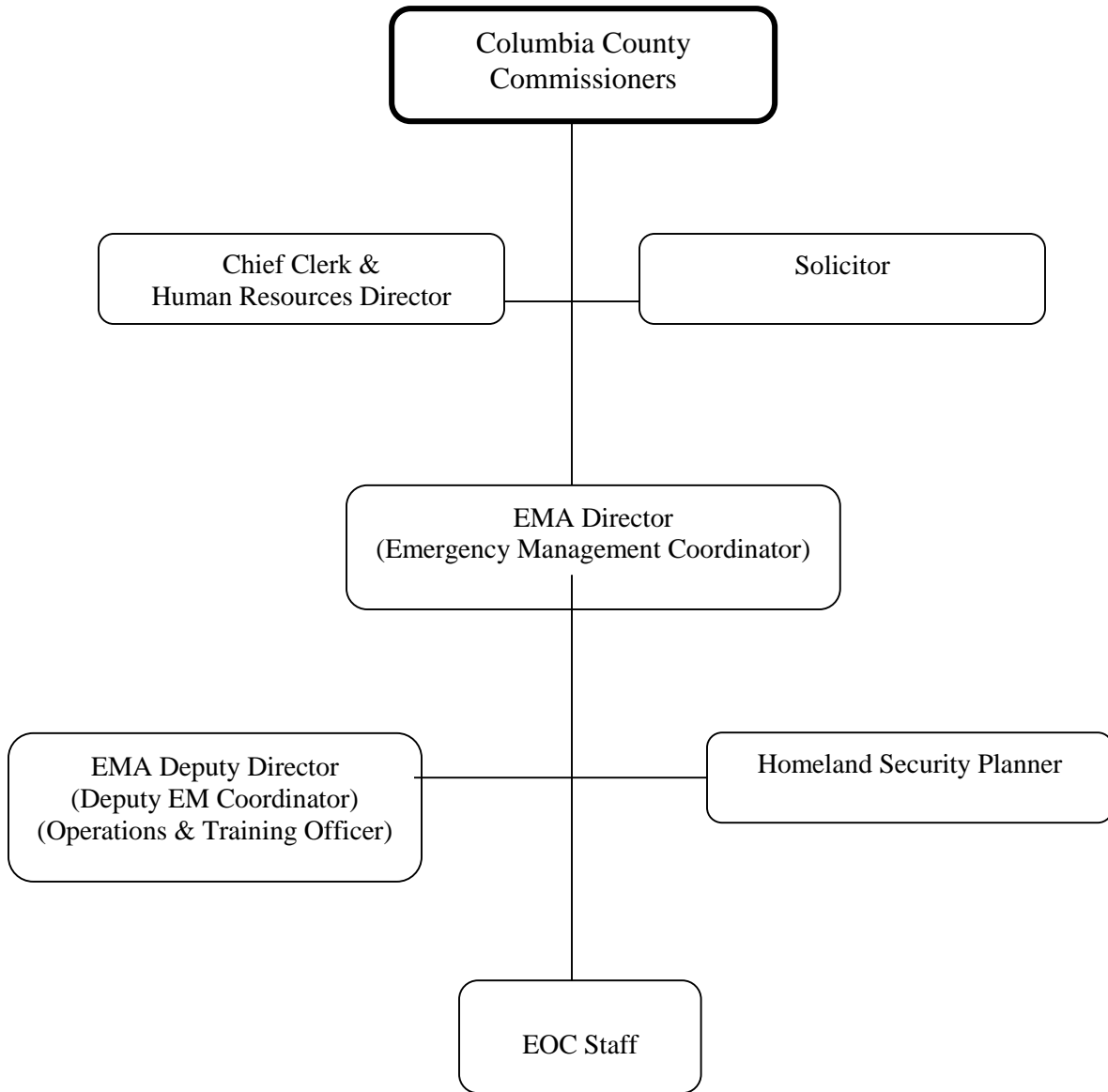
**Weather Warning** – Previously expected severe weather is occurring or is about to occur

**Weather Watch** – Indicates that a severe weather event is possible

**Weapon of Mass Destruction (WMD)** – instrument of destruction designed to kill as many people as possible

**APPENDIX 2 – County Organization for Emergency Management**

**COLUMBIA COUNTY EMERGENCY MANAGEMENT AGENCY**



**APPENDIX 3 – Emergency Responsibilities By Organizational Entity**

**(Primary/Support Matrix)**

Agency/Function	Elected Officials	Emergency Management Coordinator	Public Information Officer (ESF 15)	Communications & Warning (ESF 2)	Fire Services (ESF 4)	Health and Medical (ESF 8)	Search and Rescue (ESF 9)	Hazardous Materials (ESF 10)	Law Enforcement (ESF 13)	Emergency Management (ESF 5)	Transportation (ESF 1)	Public Works (ESF 3)	Mass Care, Evacuation & Shelter (ESF 6)	Resource Management (ESF 7)	Ag (ESF 11)	Energy and Utilities (ESF 12)	Debris Management (ESF 14A)	Donations Management (ESF 14B)	Animal Care and Control (ESF 11A)	Finance	Administration	Disaster Recovery (ESF 14)
Command	P	P	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Operations	S	S	S	P	P	P	P	P	P	S	S	S	S	S	S	S	S	S	S	S	S	S
Planning	S	S	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Logistics	S	S	S	S	S	S	S	S	S	S	P	P	P	P	P	P	S	S	P	S	S	S
Finance	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	P	P	S	P	P	P	P

P = Primary S = Support



# Columbia County Emergency Operations Plan

## APPENDIX 4 – Changes and Revisions 2011

### Basic Plan & Appendix Revisions:

Page I, Forward ADD: SOP Checklists describe the duties of each ESF in bullet point fashion  
Page 3, B. ADD: PA Act 93 (State Mutual Aid Law)  
Page 10, 2.b.5. ADD: notification of County Commissioners  
Page 10, 2.c.4. ADD: compile hazardous materials information for PEIRS and National Response Center Reports  
Page 11, 2.d.11. ADD: Coordinate activities associated with medical POD activations in Columbia County  
Page 10, 2.e.12. ADD: Provide for security and traffic control at POD sites  
Page 11, 3.b.4. DELETE: Management ADD: Action  
Page 12, 4.c. DELETE: Energy ADD: Utility  
Page 12, 4.c.1. DELETE: Energy ADD: Utility  
Page 13, 4.d. DELETE: Evacuation & Sheltering ADD: School Services  
Page 13, 4.d.6. DELETE: Evacuation & Sheltering ADD: School Services  
Page 13, 4.d.9. ADD: Coordinate activities with schools located within the county  
Page 13, f..5. ADD: Farm Service Agency and Conservation District  
Page 13, f.11. ADD: Coordinate activities with the County Animal Response Team (CART)  
Page 18, 1.b. ADD Training will be provided in a classroom environment or by training newsletter.  
Page 18, 3 ADD: will make an attempt  
Page 19, A.3. ADD: attempts to conform with  
Page 20 ADD: CBRNE – Chemical, Biological, Radiological, Nuclear, Explosive  
Page 22 ADD: Definition of Emergency Support Function (ESF)  
Page 25 ADD: Definition of Weapon of Mass Destruction (WMD)

### Emergency Support Function Revisions:

Page 51 DELETE: Evacuation and Shelter ADD: School Services  
Page 51, 1.A. ADD: Emergency Support Function 6 will also act as a liaison with county schools.  
Page 52, 3 ADD: Disasters that impact the community will also impact local schools.  
Page 56, 3.B. ADD: Municipal  
Page 59,1.B.2.h. ADD: Coordinate POD activations  
Page 69,3.A. ADD: CBRNE WMD  
Page 70,3.B. ADD: highways  
Page 70,3.D. ADD: local fire companies, the county hazardous materials response team and PA DEP  
Page 80,4.A.12. ADD: Coordinate the activities of the county animal response team (CART).  
Page 95,4.A.3. DELETE: County ADD: Municipalities  
Page 96,4.A.7. ADD: Municipal and County  
Page 96,4.A.8. ADD: Municipalities  
Page 109,3.A.4. DELETE: PEMA ADD: County  
Page 109,4.A.2. ADD: When other counties are involved in the same disaster emergency the PIO will attempt to establish and maintain communications with the PIO of those counties.  
Page 110 DELETE: Rumor Control ADD: Public Inquiry

### SOP Checklist Revisions:

All previous (15 EFS) SOP Checklists have been deleted and replaced with revised SOP Checklists

## Changes and Revisions 2012

### Basic Plan & Appendix Revisions:

Page 1, 3 a: Change: Census date to 2010 and population to 67,295  
Page 16, B. 8 Change: Columbia County, 2012 Hazard Mitigation Plan Update, Specifically Chapter 4  
Page 29, Change: Names DELETE: Lahiff, Cunningham, and Soberick ADD: Hunsinger, Frye, and Ridgway

## Changes and Revisions 2015

### Basic Plan & Appendix Revisions:

Page 29 Change: Names DELETE: Miller, Frye, Barnes, EOC Manager, General Public ADD: Long, Shoup ADJUST: Hunsinger

# Columbia County Emergency Operations Plan

## APPENDIX 4 – Changes and Revisions 2019

### Basic Plan & Appendix Revisions:

Page 32, B. 7 Change: Columbia County, 2017 Hazard Mitigation Plan Update, Specifically Chapter 4  
Page 43, Change: Names DELETE: Hunsinger, Everett, Shoup and Kipp ADD: Kritzer, Witchey, Yoder and Pufnak

Corrected/Updated language and grammar in the entire document. DELETE: Regional Counter-Terrorism Task Force (RCTTF) ADD: East Central Terrorism Task Force (ECTTF)

### SOP Checklist Revisions:

Corrected/Updated language and grammar in the ESF Checklists. DELETE: Regional Counter-Terrorism Task Force (RCTTF) ADD: East Central Terrorism Task Force (ECTTF)

## Changes and Revisions 2021

### Basic Plan & Appendix Revisions:

Page 3, 3. B DELETE: East Central Terrorism Task Force (ECTTF) ADD: North Central Task Force (NCTF)  
Page 4, D. 5 DELETE: East Central Terrorism Task Force (ECTTF) ADD: North Central Task Force (NCTF)  
Page 4, D. 6 DELETE: East Central Terrorism Task Force (ECTTF) ADD: North Central Task Force (NCTF)  
Page 5, 4.B.1 DELETE: ECTTF ADD: NCTF  
Page 7, Table 2 ADD: Pandemic to activation Level II  
Page 13, 5.C.b.i DELETE: ECTTF ADD: NCTF  
Page 27, 5.C.6.2 KEEP: Knowledge Center ADD: WebEOC  
Page 27, 5.C.6.6 KEEP: Knowledge Center ADD: WebEOC  
Appendix 5, DELETE Names ADD: Positions  
Appendix 5, ADD: Department, Municipalities ADD: Position, EMCs ADD: Copy Number, Website

### Emergency Support Function Revisions:

Page 21, 4.A.3 ADD: Knowledge Center/WebEOC  
Page 76 ADD: Reference to The Columbia County Debris Management Plan (July 2020)  
Page 84, 4.A.11 ADD: Social Media Reference

### SOP Checklist Revisions:

Changed East Central Terrorism Task Force (ECTTF) to North Central Terrorism Task Force (NCTTF)  
Added Facebook to our Social Media Outreach  
ADD: Knowledge Center/WebEOC

## Changes and Revisions 2023

### Basic Plan & Appendix Revisions:

Page VI EDIT: Promulgation Page-Richard C. Ridgway to Chairman and Chris E. Young to Commissioner  
Page 2, 3. A. ADD: Updated 2020 Census Data  
Page 17, d. i. 4 ADD: Pandemic  
Page 24, f. i. 2 CORRECTED: ESF#11  
Page 27, 5.C.6.2 DELETE: Knowledge Center KEEP: WebEOC  
Page 27, 5.C.6.6 DELETE: Knowledge Center KEEP: WebEOC

### Emergency Support Function Revisions:

Page 21, 4.A.3 DELETE: Knowledge Center KEEP: WebEOC

# Columbia County Emergency Operations Plan

## **SOP Checklist Revisions:**

DELETE: Knowledge Center KEEP: WebEOC

**APPENDIX 5 – Plan Distribution**

<b>Department</b>	<b>Position</b>	<b>Copy Number</b>	<b>Receipt</b>
EMA	EMA Director	1-Hard Copy	See attached e-mail delivery receipts
ECEN 911	Director	Website	“
ECEN 911	Deputy Director	Website	“
EMA	Deputy Director	Website	“
Commissioner Officer	Chief Clerk	Website	“
County Offices	Department Heads	Website	
Municipalities	EMCs	Website	“

**APPENDIX 5 – Continued**

**RECEIPT FORM**

**RETURN TO:** Columbia County Emergency Management Agency  
Court House Annex, Rear of 26 W. 1<sup>st</sup> Street  
Bloomsburg, PA 17815

**SUBJECT:** Columbia County Emergency Operations Plan

**Date Received** \_\_\_\_\_

**Received By:** \_\_\_\_\_

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

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

**Address:** \_\_\_\_\_

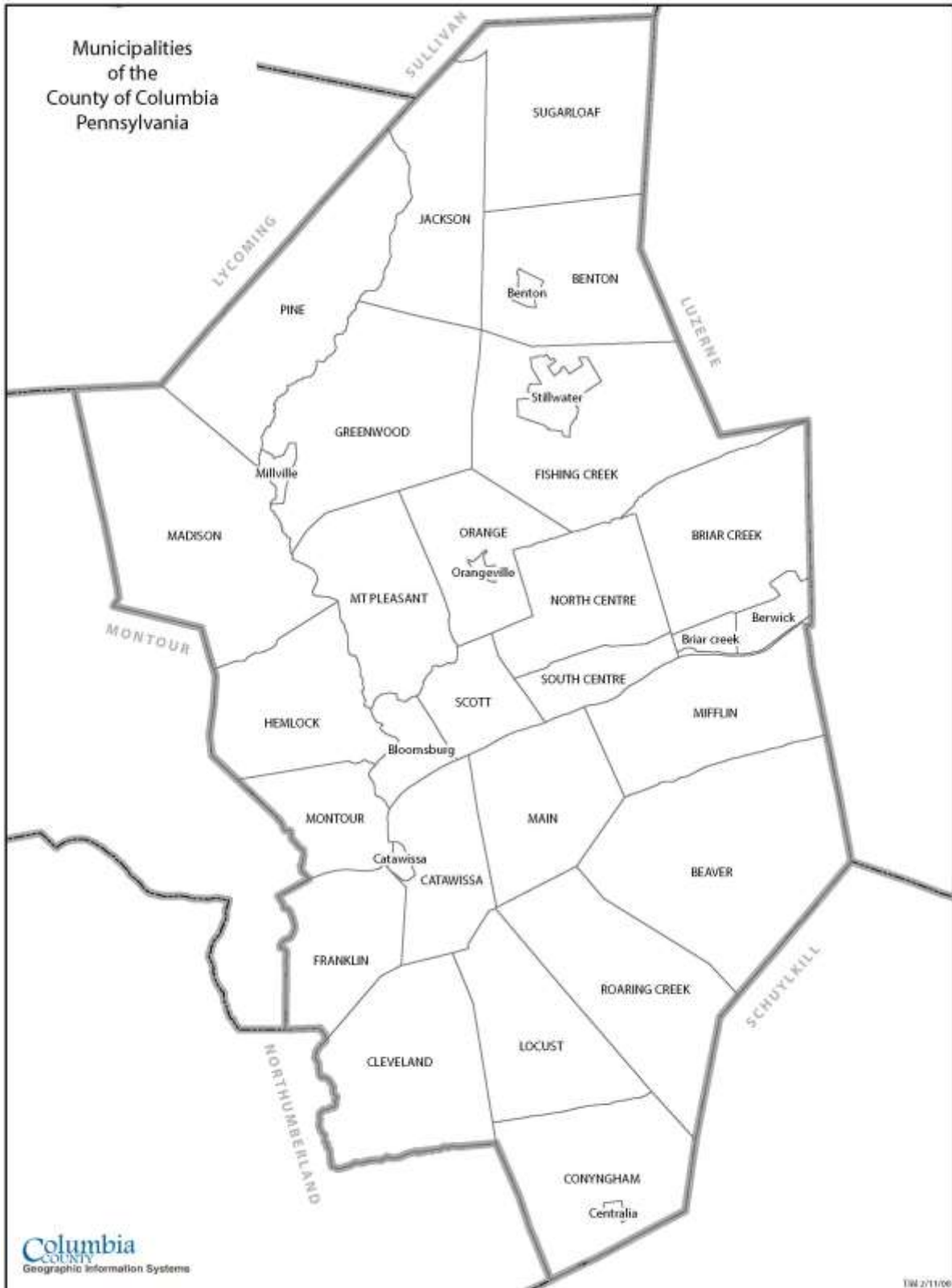
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**Signature** \_\_\_\_\_

**Document Copy Number** \_\_\_\_\_

**APPENDIX 6 – Map of the County**





Columbia County Emergency Operations Plan



