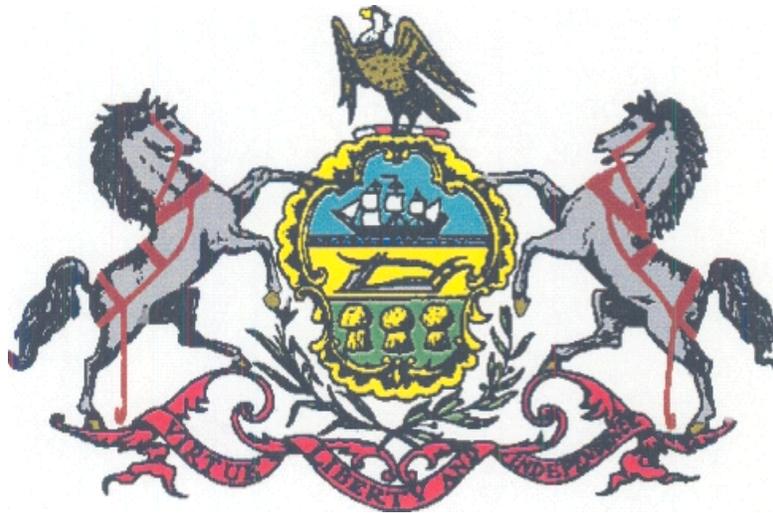


Pennsylvania State Emergency Operations Plan



Tom Corbett

Governor

September 2012

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RELATED SUPPORTING PLANS

(Published Separately)

The Commonwealth of Pennsylvania All-Hazard Mitigation Plan (Principal Agency – Pennsylvania Emergency Management Agency [PEMA])

The Pennsylvania Debris Management Plan (Principal Agency – Pennsylvania Emergency Management Agency (PEMA))

The Pennsylvania National Guard Joint Emergency Operations Plan (classified – *For Official Use Only*) (Principal Agency – Department of Military and Veterans Affairs [DMVA])

The Pennsylvania Emergency Behavioral Health Plan (Principal Agency – Department of Public Welfare [DPW])

State and Regional Disaster Airlift Plans (Principal Agency – Pennsylvania Department of Transportation [PennDOT])

The Pennsylvania Volunteer Management Plan (Principal Agency – PEMA)

Coroners Disaster Plan (Principal Agency – The Pennsylvania Coroners Association)

Mass Fatality/Mass Casualty Incident Plan (Principal Agency - Pa DOH)

Repatriation Plan (Principal Agency - DPW)

Donations Management Plan (Principal Agency – PEMA)

RELATED INCIDENT SPECIFIC PLANS

(Published Separately)

The Pennsylvania Nuclear/Radiological Incident Plan (Principal Agency – PEMA)

The Pennsylvania Strategic National Stockpile Plan (Principal Agency – Department of Health [DOH])

The Pennsylvania Influenza Pandemic Plan (Principal Agency – DOH)

The Pennsylvania Heat Wave Plan (Principal Agency – PEMA)

The Pennsylvania State Energy Se0t – Aside Program (Principal Agency – DEP)

The Pennsylvania Animal Care and Control Plan (Principal Agency – Pennsylvania Department of Agriculture [PDA])

The Pennsylvania Chronic Wasting Disease Response Plan (Principal Agency – Pennsylvania Game Commission)

The Pennsylvania Highly Infectious Animal Diseases Plan (Principal Agency – PDA)

The Pennsylvania Dam Safety Program (Principal Agency – DEP)

The Pennsylvania Flood Plain Management Program (Principal Agency – Department of Community and Economic Development)

The Pennsylvania Drought Plan (Principal Agency – DEP)

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GOVERNOR'S PROMULGATION

It is the responsibility of government to promote the public welfare and provide protection for its citizens. The threats from natural and man-made disasters, including acts of terrorism, affect every citizen of the Commonwealth of Pennsylvania. To fulfill its duty to the Citizens of Pennsylvania, the Commonwealth, along with its partners at the Regional Task Forces and municipal and county levels of government, have formed a strong, engaged, and mutually supportive partnership to address emergency planning, and response operations.

The Pennsylvania Emergency Management Council, acting through the Pennsylvania Emergency Management Agency, is charged with developing and maintaining the Commonwealth of Pennsylvania State Emergency Operations Plan (SEOP), along with implementing the plan when appropriate to respond to an incident. Effective plans are the result of a collaborative process involving constant attention and refinement. No plan should ever be considered finished. Emergency responders and government administrators, as well as the private and volunteer sectors must have knowledge of this plan to enable them to minimize property damage and alleviate pain and suffering among their neighbors.

This plan describes the procedures to be followed in response to a disaster and assigns responsibilities to various Commonwealth departments and agencies. This plan incorporates the principles of the National Incident Management System (NIMS), including the Incident Command System (ICS). NIMS provides standards that ensure compatible equipment, training, and procedures across all of Pennsylvania. All state departments and agencies under my jurisdiction will use NIMS and ICS for all emergency responses within Pennsylvania.

By virtue of the authority vested in me by the Commonwealth of Pennsylvania Emergency Management Services Act of 1978, I hereby promulgate and issue the Commonwealth of Pennsylvania State Emergency Operations Plan.

This Emergency Operations Plan supersedes the Commonwealth of Pennsylvania State Emergency Operations Plan dated December 23, 2008, in its entirety.

A handwritten signature in black ink that reads "Tom Corbett".

Tom Corbett, Governor of Pennsylvania

9/19/2012

Date

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COMMONWEALTH OF PENNSYLVANIA
STATE EMERGENCY OPERATIONS PLAN

FOREWORD

In order to save lives, reduce suffering, protect property and the environment and aid citizens whose personal resources are exceeded by the affects of a disaster or emergency, government at all levels must provide public and private resources to cope with any emergency. To employ those resources in an organized, effective manner requires a consistent approach and well-defined and practiced procedures and organizational structures.

This plan outlines procedures and organizational structures and assigns responsibilities to accomplish the mission of helping the citizens of Pennsylvania. It is an operations, not an administrative plan. It does not describe how things are done during non-disaster time. The responsibilities and coordination structures outlined herein align as closely as possible with day-to-day responsibilities, but their accomplishment during a disaster emergency must be coordinated. For this plan to work, the tasks and procedures outlined in this plan must be practiced and exercised.

At the federal level, the National Response Framework (NRF) aligns Federal coordination structures, capabilities and resources into a unified, all-discipline and all-hazard approach to incident response, and the National Incident Management System (NIMS) creates an environment of coordinated structures, capabilities and resources.

This *Commonwealth of Pennsylvania State Emergency Operations Plan* (SEOP) will align Commonwealth operations with the NRF and incorporate the principles of NIMS. For the purposes of this plan, terminology currently in use by Emergency Management Services Code, 35 Pa. C.S.A. §§ 7107-7707, as amended, regarding the types of disasters (human-caused, natural, and war-caused) has been updated to reflect terminology used in federal guidelines.

The best possible advance planning is imperative in order to provide assurance that government is fulfilling its fundamental emergency responsibilities. Planning is a continuing process, drawing upon what is learned over time by all who are involved in emergency response. Improved understanding, broader knowledge and technological breakthroughs continue to improve the cooperation and coordination of effort. NIMS incorporates policies and procedures that have been shaped by our mutual experiences. The continual refinement of plans and procedures and the mandated use of NIMS will accommodate situational changes and promote preparedness for all kinds of emergency situations.

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EXECUTIVE SUMMARY

The Commonwealth of Pennsylvania State Emergency Operations Plan (SEOP) is designed to assist state-level leaders and emergency management personnel in handling all phases of emergency management during a human caused or natural disaster. It follows the principles of the National Incident Management System (NIMS) as specified by the U.S. Department of Homeland Security (DHS), and follows a format similar to the National Response Framework (NRF).

All-hazard emergency management acknowledges that most disasters and emergencies are best managed as a cycle consisting of four phases: prevention, preparedness, response and recovery, with mitigation across all four phases. The SEOP concentrates primarily on the response and recovery phases of that cycle, while mitigation, prevention and preparedness responsibilities are included in an Appendix.

All-hazard emergency management also acknowledges that there are common emergency functional responses. To address these commonalities, the plan contains 15 functional annexes, each addressing an Emergency Support Function (ESF). The basic plan and the ESF annexes provide all-hazard emergency operations policies, and guidance to state agencies. The SEOP assigns responsibility for the accomplishment of the ESFs to appropriate agencies of state government.

The SEOP is organized into three volumes. The first is the BASIC PLAN, which prescribes general principles and responsibilities. The second is a set of fifteen EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES which provide for the accomplishment of specific functions. The third is a set of APPENDICES which provide amplifying information for users of the plan.

The guidance contained in the SEOP is intentionally general in nature. Each department or agency mentioned in the plan shall develop implementing instructions (Standard Operating Procedures [SOPs], checklists, etc.) to ensure accomplishment of those responsibilities assigned in the plan.

In those cases where the assigned responsibilities require a plan of their own, a separate, stand-alone plan will be developed. These plans will not be published herein, but may be referred to in the body of this plan. The Table of Contents of the SEOP refers to these as “related plans” and divides them into two groups: incident (hazard)-specific plans and support plans (such as Volunteer Management). While the Pennsylvania Emergency Management Agency will coordinate and track the currency of related plans, the agency that is responsible for writing and maintaining the plan is listed.

Some information in this SEOP is considered to be sensitive and restricted. That information has been placed in the ESF annexes, leaving the basic plan available for distribution to all audiences. The basic plan includes procedures to ensure that sensitive information contained in annexes is protected.

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COMMONWEALTH OF PENNSYLVANIA
STATE EMERGENCY OPERATIONS PLAN

RECEIPT FORM

TO: Pennsylvania Emergency Management Agency
Bureau of Plans
2605 Interstate Drive
Harrisburg, PA 17110-9364

SUBJECT: Commonwealth of Pennsylvania
State Emergency Operations Plan
Dated February 2012

Date Received _____

Received by: _____

Title: _____

Organization: _____

Number of Copies: _____

Copy Number(s): _____

Hard Copy or Compact Disk (Circle one)

Signature

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COMMONWEALTH OF PENNSYLVANIA STATE EMERGENCY OPERATIONS PLAN (SEOP)

BASIC PLAN

I. PURPOSE AND SCOPE

A. Purpose

1. This plan outlines the organization of emergency response assets at all levels of government in Pennsylvania, and the approach that will be used to respond to disasters and emergencies of all types. It further prescribes procedures and coordination structures for State-level response, which includes field forces and support by state agencies to local and county responders. This plan delegates responsibilities to the various state agencies and prescribes coordination structures that will ensure optimum efficiency in the application of limited state assets. The ultimate objective of all emergency response is to minimize the negative consequences of any disaster or emergency situation in the state. This is best accomplished by orchestrating state activities during prevention, preparedness, response and recovery from disasters and emergencies.
2. This document supersedes all previous versions or editions of the SEOP or its predecessor, the Commonwealth EOP. However, this plan does not supplant existing plans developed for response to specific incidents under statutory authority.
3. Each department or agency will develop internal operating procedures or implementing instructions to ensure that responsibilities assigned in this plan are executed.

B. Scope

1. The procedures outlined in this plan will be used by all departments and agencies of Commonwealth Government in response to natural or human-caused disasters that impact lives and property within Pennsylvania.
2. The SEOP reflects a broad organizational approach for all hazards and includes most response scenarios. Supporting and Incident-Specific plans have been developed and implemented, as necessary. These documents are maintained separately.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Every area of Pennsylvania is at risk to human-caused and natural disasters and emergencies. (For more detail regarding threat and vulnerability, see the Commonwealth of Pennsylvania All-Hazard Mitigation Plan, published separately.)
2. The State has considerable transportation infrastructure, which sustains air, rail, marine, and road traffic and is vulnerable to disastrous events.
3. Government and private agencies or organizations in Pennsylvania host sports, entertainment, cultural, political, and business events that involve large numbers of participants, and are vulnerable to emergency incidents.
4. The State is vulnerable to civil disorder, riots, and terrorist acts.
5. Emergency management in Pennsylvania is based on a cooperative, unified effort involving local, county, Regional Task Force (RTF), state, and federal government agencies as well as non-governmental and non-profit organizations and the private sector working with individual citizens and communities to ensure protection from or adequate response to emergencies that occur (See Figure 1).

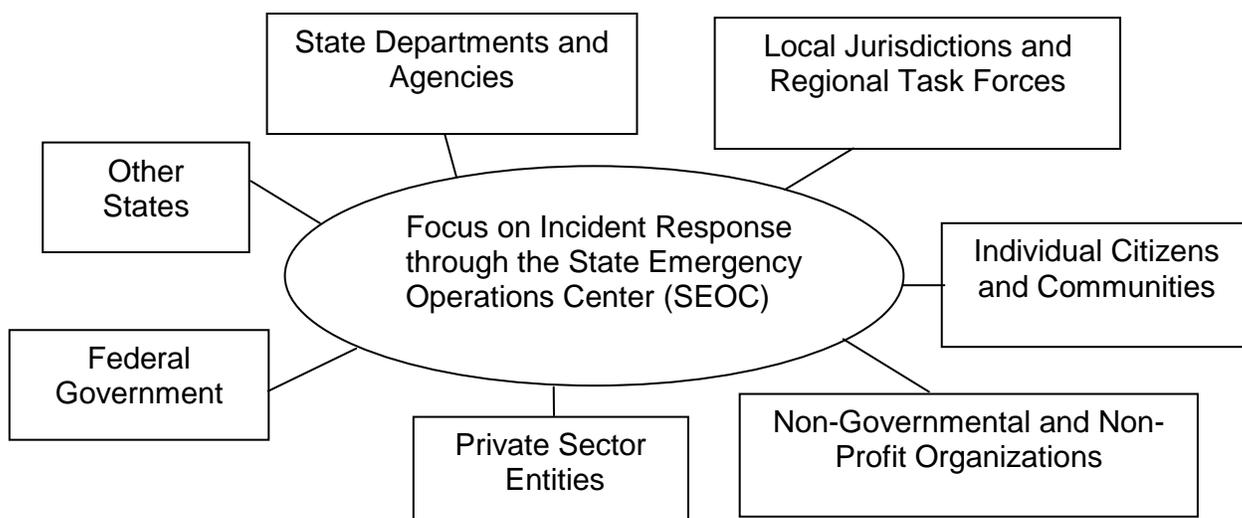


Figure 1 - Emergency Management Partnership

6. *The Pennsylvania Emergency Management Services Code* (35 Pa. C.S.A. Sections 7101 - 7707, as amended) authorizes state, county and local municipal governments to declare a disaster emergency when a disaster has occurred or is imminent. The effect of a municipal declaration of a disaster emergency is to focus all aspects of local government on response to the disaster, and to allow local elected officials to temporarily set aside local ordinances and budgets. A municipal declaration will also activate the municipal emergency management plans and will authorize the furnishing of aid and assistance (35 Pa. C.S.A. Section 7501.)
7. The Pennsylvania Counterterrorism Planning, Preparedness and Response Act (35 Pa. C.S.A. Sections, 2140 et al) created nine Regional Counterterrorism Task Forces (RCTTFs) that fill unmet needs of counties within their geographic boundaries (See Figure 6). Regional Task Forces may also reach out to other Regional Task Forces, either through PIMAS or the State Emergency Operations Center for assistance in meeting unmet needs. Since the act created them as all-hazards entities, most of the task forces have dropped the word “counter-terrorism” from their name. Accordingly, this plan will refer to them as Regional Task Forces (RTFs.)
8. The Pennsylvania’s Intrastate Mutual Aid System (PIMAS) (Act 93 of 2008) allows municipalities to exchange emergency responders without extensive prior negotiation regarding liability, command and control or operating procedures.
9. Pennsylvania is a partner in the *Emergency Management Assistance Compact (EMAC)* (Title 35, Pa. C.S.A., Section 7601 et al) and may request and receive from, or be called upon to send aid to other states that are partners to the compact.

B. Assumptions

1. An emergency or disaster may occur in Pennsylvania at any time and pre-disaster warning time may vary from none to several days.
2. Disaster emergencies may occur simultaneously in more than one municipality.
3. Local jurisdictions have the capability to perform response and recovery operations for most emergencies, but a disaster may be of such magnitude that response and recovery requirements exceed local resources so that assistance from a county, an RTF, state or the Federal government may be necessary.

III. CONCEPT OF OPERATIONS

A. General

1. The Governor of Pennsylvania has general direction and control over statewide response activities and may delegate these powers as seen fit.
2. The Governor has declared that the Director of PEMA becomes the Incident Manager (IM) and assumes command and control over all statewide emergency operations.
3. All emergency response activities in Pennsylvania will utilize the principles of the National Incident Management System (NIMS) as defined by the Department of Homeland Security (DHS). This includes, but is not limited to:
 - a. The utilization of the Incident Command System (ICS) as defined in NIMS for command and control.
 - b. Strict adherence to standards and resource typing as defined by the National Mutual Aid and Resource Management Initiative.
 - c. Compliance with Communication and Information Management protocols specified by NIMS.
4. This plan acknowledges the four phases of emergency management: prevention, preparedness, response and recovery, with emphasis on mitigation across all four phases. The SEOP serves primarily as a “response and recovery” plan. Prevention, preparedness and mitigation responsibilities are captured in the Prevention, Preparedness and Mitigation Appendix (Appendix D) of this plan.
5. Communication and coordination with federal government agencies, in particular, DHS and the Federal Emergency Management Agency (FEMA) are critical during all phases of the emergency management cycle. Each state agency is responsible for coordination with its federal counterpart agency. If executive-level communication with federal departments and agencies becomes necessary during a disaster, all formal communications from and through the governor’s office will be routed through the SEOC (e.g., requests for federal disaster declaration).

- a. Relationships established through non-disaster coordination with individual program offices at the federal level will be used as much as possible to ensure that disaster response activities are consistent at state and federal levels.
 - b. Emergency response activities and coordination will be consistent with existing federal programs and within the established National Response Framework.
 - c. If needed, federal response resources will be requested and managed through the ICS structure in the SEOC.
 - d. The primary coordination with FEMA will be through the Region III office in Philadelphia. Whenever the SEOC changes its activation level (See Figure 4), the FEMA Region III duty officer will be notified.
 - e. FEMA and DHS grants and assistance are used to enhance preparedness and mitigation efforts in all state agencies and political subdivisions.
6. Local, county, and state emergency management agencies and RTFs will maintain open, reliable, redundant and interoperable communication systems to implement alert and warning procedures, transmit information, and issue directions in emergency situations.
 7. Response and recovery operations will be accomplished at the lowest level of government. Local jurisdictions will be responsible for all operations up to their capability during an emergency. Municipalities will plan to receive mutual aid from and provide mutual aid to adjoining and nearby communities under the provisions of the Pennsylvania Intrastate Mutual Aid System (PIMAS). All appropriate locally available resources will be fully committed before requesting assistance from a higher level of government.
 8. The County, RTF and State provide appropriate assistance when requested and after local resources are in danger of being overwhelmed.
 9. Because emergency response starts at the local level, a process of tiered response will be used, dictated by the scope of the event. A localized event may require only a limited response from a few agencies whereas an incident with statewide consequences clearly would necessitate a more complex response.

10. The Incident Manager (IM) will monitor the DHS National Terrorism Advisory System to determine the appropriate state of alert for the amount of risk present. The IM will then disseminate this information to state agencies and monitor each specific agency and its response to changes in the alert level. These responses should include physical security of buildings and personnel, activation of agency Emergency Operations Centers (EOCs) and restriction or suspension of agency services, as necessary.
11. Municipal, regional and state emergency management personnel will monitor national reporting systems that indicate and forecast weather conditions, and ensure warnings of potential weather emergencies are disseminated to appropriate officials.
12. Local offices of state agencies will coordinate with affected local jurisdictions or RTFs to identify response requirements and resource needs and to coordinate response.
13. During a declared disaster, state departments and agencies having emergency responsibilities will provide assistance to political subdivisions or task forces where possible. They will coordinate all activity with PEMA and the county emergency management agencies (EMA) involved through their respective EOCs.
14. The Pennsylvania State Police (PSP) will collect and analyze information relating to potential acts of terrorism at the Pennsylvania Criminal Intelligence Center (PaCIC). As PaCIC becomes aware of information it will relay that information through law enforcement channels, as appropriate, and if it will impact or bring about an emergency response the information will be transmitted to the State Emergency Operations Center.
15. Emergency response and recovery operations will be conducted or performed in a manner that protects the environment and preserves the state's historical, cultural, and architectural heritage, as well as similarly significant structures, to the fullest extent possible without jeopardizing public safety.
16. When an incident is not in their normal jurisdictions, state departments and agencies will not assume command at the incident scene. They will support the IM who will provide command and control over the duration of statewide emergency response.
17. State and local officials will cooperate in efforts to keep the public informed regarding the nature of the emergency, relevant

protective actions, and appropriate locations for seeking assistance.

18. Emergency response and recovery operations in Pennsylvania are organized into and managed as fifteen Emergency Support Functions. Each ESF represents a separate domain of operations and resources (See Figure 2).

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Provide/coordinate transportation resources and infrastructure
2	Communications	Provide/maintain telecommunications and Information Technology (IT) resources
3	Public Works & Engineering	Provide engineering and heavy equipment support, oversee debris removal and management
4	Firefighting	Coordinate suppression of wild land urban and rural fires and assist local firefighting efforts
5	Emergency Management	Assume command and control of statewide emergency response functions; Collect/share/analyze/disseminate information; track resources; arrange for the reception and distribution of goods
6	Mass Care, Shelter, & Human Services	Coordinate shelter and mass care operations, provide emergency assistance and other human services to victims
7	Logistics Management and Resource Support	Provide facilities, equipment and supplies, including military support
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	Monitor, maintain and restore the supply of energy and energy distribution infrastructure
13	Public Safety & Security	Provide physical security for citizens and their property, suppress criminal activity
14	Long Term Community Recovery & 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

Figure 2 - Emergency Support Functions

19. For each ESF, this plan designates a state department or agency as an “ESF Coordinator.” It also designates “Primary” agencies and “Support” agencies (See Figure 5).

- a. The ESF Coordinator will determine how to accomplish the ESF using the resources of those agencies assigned. There may be multiple support agencies assigned to the ESF. It is up to the ESF Coordinator to ensure that the resources of each are utilize effectively and efficiently.
 - b. Primary agencies are those that have legal jurisdiction over, or a mandate to accomplish some facet of the ESF. They will accomplish these legal responsibilities during the emergency response within the ESF, possibly with assistance from the ESF Coordinator or supporting agency. If there is only one primary agency assigned to an ESF, that agency will also function as the ESF Coordinator. If there are multiple primary agencies, an ESF Coordinator is designated from among them.
 - c. Support agencies are those who may have resources or expertise that will help in the accomplishment of the ESF tasks during an emergency.
20. Under the direction of the IM, large-scale missions will be assigned by ESF and the ESF Coordinator will determine how to provide the support using the resources of those agencies assigned.
21. PEMA operates the SEOC in its headquarters building at 2605 Interstate Drive, Harrisburg. It will serve as the command, control, communications and coordination center for all state emergency activities in accordance with the principles of NIMS (See State EOC Organizational Chart, Figure 3).
 - a. The SEOC is operated continually on a twenty-four hour basis by PEMA watch officers.
 - b. The SEOC will be augmented as necessary by PEMA staff or representatives from other state agencies.
 - c. The IM may augment the SEOC as dictated by actual or potential situations. These include events that may require coordination of state or federal resources. The SEOC may be augmented as a precautionary measure.
 - d. The SEOC gathers, processes, and disseminates information, and coordinates command and management support to incident commanders in the field. It also exercises command over state-level resources sent to support disaster operations. When fully activated, the SEOC also functions

as a Multi-Agency Coordination Center (MACC) to provide a single location for the coordination of the efforts of all state agencies.

- e. During non-emergency time, the SEOC watch officers perform all of the ICS functions. As the severity of an incident escalates, portions of the SEOC will be activated incrementally with PEMA staff, followed by staff from other agencies, will assume these roles.
 - 1) Command: When activated, the PEMA Director or designee becomes the IM and assumes command and control over all statewide emergency response operations. The IM reports directly to, speaks for, and in some situations, is a representative from, the Office of the Governor. The IM is supported by PEMA's legal counsel and Public Information Officer (PIO).
 - 2) Operations: When activated, the chief of the operations section in the SEOC directs information-gathering and communication activities, coordinates support to disaster response, and initiates and manages the mission assignment process. This includes, when directed by the IM, the activation of ESFs and summoning needed Emergency Preparedness Liaison Officers (EPLOs) to the SEOC.
 - 3) Planning: When activated, the PEMA Bureau of Planning & Preparedness Director or designee becomes the chief of the planning section, which includes the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources. Planning is also responsible for contingency and long-term plans, as well as incident action plans for the ICS (See ESF #5).
 - 4) Logistics: When activated, a designee becomes the chief of the logistics section responsible for providing supplies, equipment, and transportation to support emergency operations statewide.
 - 5) Finance/Administration: When activated, the PEMA Director of Financial Management or designee becomes the Finance and Administration Section chief. He/she monitors and processes valid funding requirements and incident costs throughout the response and recovery phases. This section is also responsible for employee services including security for personnel, facilities, and assets as well as sustainment, and physical plant support to the entire

SEOC including MACC and Joint Information Center (JIC) if present.

- f. Each involved state agency will send an EPLO to the SEOC.
 - 1) Within the SEOC, EPLOs are organized by and managed by the ESFs defined in Figure 2.
 - 2) EPLOs are senior personnel from each agency of state government. They represent the secretary/commissioner/ director of their respective state agencies, have access to executive level personnel and have authority to speak for and commit the resources of their department.
 - 3) EPLOs are trained in the principles of emergency management, ICS and other elements of NIMS.
 - 4) EPLOs in the SEOC may be called on for information or to assist any of the incident command branches (upper part of the chart) staffed by PEMA, or to accomplish missions assigned by the IM.
 - 5) Depending on the severity of the incident, EPLOs may be activated to work in the SEOC individually or in groups, to support the ESFs as perceived by the IM.
- g. In situations that require more complex planning or major commitments of resources, a “Tiger Team,” comprised of decision makers from one or several departments and responsible ESFs may be convened. This Tiger Team will explore solutions to a given problem, and develop a plan to address it. After the accomplishment of the plan, the Tiger Team may then deactivate.
- h. If required, a “departmental” or “ESF EOC” may be activated at a separate location. When an ESF EOC is activated at a separate location, the ESF coordinating agency will ensure that its EPLO in the SEOC is aware of, and can effectively coordinate activities with other ESFs.
- i. On most occasions, only some of the fifteen ESFs will be activated; however, certain incidents may require activation of all fifteen.
- j. Positions for the ESFs within the incident command structure of the SEOC (Figure 3) have been identified. Most are found within the Operations Section. To facilitate span of control, those within the operations section are formed

into branches. The branch director, normally from PEMA staff, will coordinate the efforts of assigned ESFs and facilitate communication and mission tasking within the branch.

- 1) The Emergency Services Branch includes ESF #s 4, 8, 9, 10 and 13.
 - 2) The Human Services Branch includes ESF #s 6, 8 and 11.
 - 3) The Infrastructure Branch includes ESF #s 1, 2, 3 and 12
 - 4) The Recovery Branch includes ESF# 14.
 - 5) ESF #7 is found in the Logistics Section.
 - 6) ESF #15 is found with the PIO in the command group.
 - 7) ESF #5 (Emergency Management) encompasses the entire structure and is not listed on Figure 3.
22. An alternate SEOC has been designated and will be utilized if the primary facility is degraded or rendered not functional by any condition or effect.
23. The Governor may declare a disaster emergency to exist in all or a portion of the Commonwealth, whenever he/she finds the safety and welfare of the people of the Commonwealth is in jeopardy.
24. Pennsylvania will contact FEMA for appropriate federal assistance when the state's resources are inadequate or an incident's scope is beyond the capability of the State to respond effectively.
25. When the President of the United States declares an Emergency or Major Disaster for any jurisdiction in Pennsylvania, a Commonwealth Coordinating Officer (CCO) will be appointed to organize the state's response and recovery activities consistent with the Federal assistance provided through the National Response Framework.
26. Federal assistance is supplemental to and not a substitute for relief provided by the Commonwealth and its political subdivisions.
27. State departments and agencies, RTFs, county and local personnel will work cooperatively with federal personnel when federal agencies become involved in the response and recovery efforts.
28. All state departments or agencies, local jurisdictions, and RTFs will maintain accurate and comprehensive records of their use of resources throughout the response and recovery periods.

B. Preparedness

1. State departments and agencies will cooperate with local jurisdictions, RTFs and private entities to develop and update comprehensive emergency management plans, programs, and capabilities.
2. State departments and agencies will cooperate with local jurisdictions, RTFs and private entities to maintain a record of the resources available to support an emergency response. All resources will be tracked by kind, category and type, as specified in NIMS.
3. State departments and agencies active in emergency response operations will maintain SOPs for response functions and update their procedures based on evaluations of exercises and response activities in Pennsylvania or other states.
4. State departments and agencies will seek opportunities to participate with one another, with local jurisdictions, RTFs and private entities in exercises and training. Plans and procedures will be created or updated based upon exercise performance.
5. PIOs from various state departments and agencies will participate in ongoing awareness and education campaigns to alert and inform the public about potential hazards and to publicize actions recommended to protect people and property.
6. For additional preparedness information, see Appendix D, Prevention, Preparedness and Mitigation Responsibilities.
7. Municipalities, task forces, state agencies, and private organizations required to have an emergency operations plan (EOP) shall incorporate NIMS into the plan. This includes, but is not limited to:
 - a) Adoption of ICS, as specified in NIMS;
 - b) Procedures to clearly identify the Incident Commander (IC) or Incident Manager (IM) and other command functions;
 - c) Procedures to establish an area or unified command when multiple incidents require;
 - d) Establishment and utilization of an Incident Action Plan (IAP) for each operational period
 - e) Use of NIMS resource typing definitions for procurement, dispatch and tracking of resources.

STATE EMERGENCY OPERATIONS CENTER ORGANIZATION

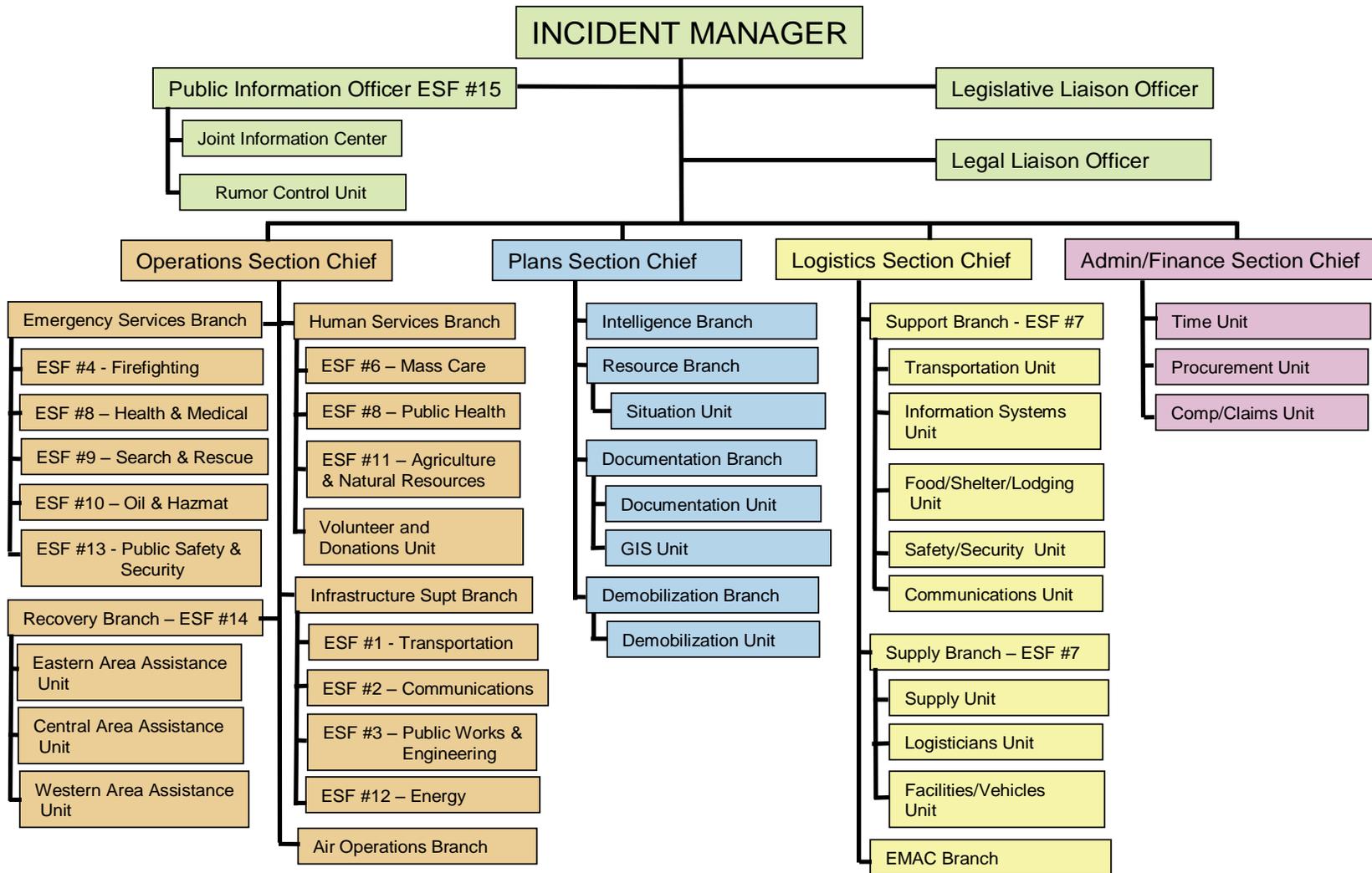


Figure 3 State EOC Organizational Chart

C. Response

1. General

- a. ICS will be implemented immediately at the incident site, and state responders providing support will cooperate under the direction of the IC and the IM.
- b. Depending on the magnitude and severity of an incident, only certain ESFs may be needed. Accordingly, only those state agencies responsible for that function need to report to the SEOC. Figure 4 shows designated levels of activation based on the severity of the emergency. The state agencies that are responsible for each ESF are shown in Figure 5.
- c. The IM will determine which ESFs are needed in the SEOC. He/she will contact the EPLO from the coordinating agency of the required ESFs. The EPLO will then determine which, if any, support agencies are needed, and ask that the IM call in those support agency representatives. EPLOs will report to the SEOC as requested by the IM.
- d. In cooperation with local and state public information staff, an appropriate and helpful explanation of the incident and response activities will be made available to the community and interested media. The PEMA PIO will recommend that the Governors Press Office activate the JIC (See ESF #15).
- e. The Emergency Alert System (EAS) may be used to alert the public (See ESF #2).
- f. Announcements and guidance regarding the emergency situation and appropriate protective actions will be disseminated to the public regularly through scheduled press releases and briefings (See ESF #15).
- g. Crisis counseling and other similar programs will be implemented to assist surviving victims, families, and affected responders (See ESF #6 and #8).
- h. Evacuation procedures will be initiated when necessary and shelters opened, as appropriate (See ESF #6).
- i. Effective liaison will be established with the local business community in the affected area to facilitate re-entry into commercial districts and aid resumption of business activity

as soon as possible (See ESF #14).

PHASE	EVENT	SCOPE	EXAMPLES
<u>LEVEL IV</u>	Routine events, relatively small, localized events and minor damages.	Normal SEOC 24/7 Staffing.	Hazardous materials incident along an interstate requiring no state assistance; flood watch; DHS levels Green, Blue, and Yellow.
<u>LEVEL III</u>	Threats that require situational awareness and planning. Significant effects to one community or across one or more jurisdictions.	Increased SEOC Staffing to include Watch Officers and PEMA HQ staff for ICS positions (i.e., Situational Awareness/Resource Unit in Plans Section)	Flood warning; hurricane watch; unusual event at nuclear plant
<u>LEVEL II</u>	Threats as described that require implementation of CONOPS for planning 2-3 days out of event. Significant effects across many jurisdictions that may exceed local resources.	Partial mobilization of SEOC Staff. ESF 5 & other ESF's as required.	Severe flash flooding in several counties; severe winter weather; declaration of Alert or Site Area Emergency at a Commonwealth nuclear plant power; DHS level Orange.
<u>LEVEL I</u>	Catastrophic damage in a region or across the State requiring heavy commitment of State resources.	Full mobilization of SEOC Staff; all ESF's (as needed).	Severe winter storm across all of the Commonwealth; hurricane stalling over the state for days; declaration of General Emergency at a Commonwealth Nuclear Power Plant; DHS level Red; September 11-like event.

Figure 4: *Scale of State Participation (The examples are meant to suggest possible scenarios only and are not fixed or absolute).*

- j. Under the provisions of the NRF, effective liaison will be established with federal agencies involved in the ongoing incident command operation and any ensuing investigation.
2. Direction and Control
- a. An Incident Commander will direct rescue, fire suppression, hazardous material response and/or law enforcement operations at the incident site.
 - b. The Governor is responsible for protecting the lives and

property of the citizens of the Commonwealth. To do this, he/she may:

- (1) Exercise, direct, control and coordinate emergency response and recovery operations of state government;
 - (2) Issue, amend and rescind executive orders, proclamations and regulations that shall have the force and effect of law;
 - (3) Serve as the Commander-in-Chief of the Pennsylvania military forces during the continuance of any state of disaster emergency;
 - (4) Use all available resources of the Commonwealth and each political subdivision of Commonwealth government to cope with the disaster emergency;
 - (5) Commandeer or utilize any private, public or quasi-public property necessary to cope with the disaster (subject to reimbursement, if funds are available);
 - (6) Transfer the direction, personnel or functions of Commonwealth agencies or units for the purpose of performing or facilitating emergency services to the Director of PEMA as the IM; and
 - (7) Direct and compel evacuation, if necessary for the preservation of life, either directly or indirectly.
- c. Elected officials of political subdivisions exercise direction and control of emergency management operations through their respective emergency management organizations operating from their designated EOCs.
- d. When two or more municipalities within a county are affected, the county organization will exercise coordination and support to the area of operations.
- e. Emergencies occurring in any political subdivision will be reported through emergency management channels to the SEOC. Emergencies may also be reported through state government channels when state agencies are involved.
- f. PEMA operates the SEOC 24 hours a day. As needed, the SEOC will:
- (1) Monitor the development of any emergency situation that may progress to a disaster level.
 - (2) Exercise coordination and support when two or more counties are involved in an operation.

- (3) Relay warnings of imminent disaster situations to the affected counties and state agency EPLOs by means of the state warning network or by phone.
- (4) Alert state and county officials in accordance with its SOP.
- (5) Coordinate with the FEMA Region III Regional Response and Coordination Center (RRCC).
- (6) Coordinate the release of all disaster information. When the situation warrants, activate the JIC (See ESF #15).

3. Continuity of Operations Planning (COOP)

a. Plans and Procedures

- (1) Each department/agency and political subdivision will establish and maintain a Continuity of Operations Plan (COOP) that identifies delegation of authority and order of succession, responsibilities, essential functions, key personnel, vital records management and emergency duty location.
- (2) Procedures for alerting, notifying, locating, and recalling members will be identified in the COOP. These plans will be exercised at least annually including activation of the alternate site.
- (3) The Governor's Office of Administration shall establish and maintain a Continuity of Government Plan (COG) that identifies succession, responsibilities, essential functions, key personnel, vital records and those functions critical to the reconstitution of government.

b. Succession of Government

- (1) The Pennsylvania Constitution provides a line of succession to the Office of the Governor. The first successor is the Lieutenant Governor. The second successor is the President Pro Tempore of the Senate. When the Lt. Governor becomes the Governor, the President Pro Tempore of the Senate serves as the Lieutenant Governor. Both serve for the remainder of the term or until the disability of the Governor is removed. If the new Governor vacates the office for any reason, the new Lieutenant Governor (President Pro Tempore of the Senate)

becomes the Governor and his/her Senate seat is vacated until an election can be held.

(2) Judicial Branch of Commonwealth Government

(a) The Pennsylvania Constitution and statutes provide for the Governor to fill vacancies.

(b) The Chief Justice of the Supreme Court may appoint special emergency judges to fill temporarily vacant positions.

(3) The Governor will appoint emergency interim successors to the legislative branch with the length of appointment limited to two years.

c. To provide continuity of government during periods of threat, it may be necessary to move the seat of government and possibly disperse key government officials, to include interim successors as a means to preserve the line of succession.

d. Departments/Agencies and political subdivisions will establish procedures for the identification, selection and safeguarding of vital records, both paper and automated, necessary for the continuation of essential government response, recovery and restoration operations.

4. Emergency Operations Centers

a. The Pennsylvania Emergency Management Services Code requires that the state and all county and local municipal governments establish an EOC. These will be capable of providing coordination and control to facilitate emergency functions. EOCs should be self-sufficient and provide the necessary communications capability to carry out their duties.

b. Each department/agency may maintain a suitable EOC for its assigned emergency responsibilities. When a departmental EOC is activated, the department will ensure that the Incident Manager at the SEOC is aware that the departmental EOC is activated, and will provide a liaison officer to the State EOC if the SEOC is also activated.

c. Departments/agencies that maintain an EOC as well as political subdivisions will establish and maintain an alternate

EOC in the event the primary EOC is inoperable. This will be incorporated into their department/agency COOP.

D. Recovery

1. Throughout the incident, the planning section of the SEOC will maintain records of critical information to describe the severity and scope of the emergency.
2. As the immediate emergency passes, local officials will survey the damage and submit Initial Damage Reports (IDRs) to their county EOC. The county EOC will forward the IDR information to the SEOC (See ESF #14).
3. As it becomes available, information on the scope and severity of the emergency, as well as instructions on safely re-entering damaged areas will be crafted and released to the public using whatever media are available (See ESF #15).
4. Based on IDRs and other information gathered in the State Emergency Operations Center, the Incident Manager, in consultation with the Director of BORM (Bureau of Recovery and Mitigation) and other senior staff, will determine:
 - a. Whether to request a gubernatorial declaration of disaster.
 - b. Whether to request that FEMA conduct a Preliminary Damage Assessment (PDA) to determine if a Presidential Declaration of Major Disaster is appropriate.
 - c. Whether to convene the State Recovery Task Force (SRTF). (See ESF #14)

E. Organization

1. As the chief elected official, the Governor of Pennsylvania has overall control of all emergency response actions.
2. The Pennsylvania Emergency Management Services Code creates the Pennsylvania Emergency Management Council. It is comprised of senior officials from the legislature, offices under the Governor and local governmental agencies. The Council sets overall policy and direction for emergency management and disaster response.

PENNSYLVANIA DEPARTMENT	T R A N S P O R T A T I O N	C O M M U N I C A T I O N S	P U B L I C W O R K S & E N G	F I R E F I G H T I N G	E M E R G E N C Y M G T	M A S S C A R E	R E S O U R C E S P T	P U B L I C H L T H / M E D	S A R	O I L & H A Z M A T	A G R & N A T L R E S	E N E R G Y	P U B L I C S A F E T Y	R E C O V E R Y	E X T E R N A L A F F A I R S
ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Administration		C/P	S		S	S	S							P	S
Aging					S	S						S		P	S
Agriculture			S		S	S	S	S		S	C/P	S		P	S
Attorney General					S		S							P	
Banking					S	P								P	S
Budget			S		S		S							P	
Civil Air Patrol	S	S			S				S						
Civil Service					S		S								
Community & Economic Development			S		S	P	S							P	S
Conservation & Natural Resources	S		S	S	S		S		S		S			P	S
Coroners Association								S							
Corrections	S		S	S	S	S	S	S					S	S	S
Education	S	S			S	S	S	S						P	S
Environmental Protection	S		S	S	S	S	S	S	S	C/P	S	C/P	S	P	S
Fish And Boat Commission	S		S	S	S		S		S	S	S		S	S	

Figure 5: Emergency Support Function Assignment Matrix (C= ESF Coordinator, P=primary, S=support)

PENNSYLVANIA DEPARTMENT	T R A N S P O R T A T I O N	C O M M U N I C A T I O N S	P U B L I C W O R K S & E N G	F I R E F I G H T I N G	E M E R G E N C Y M G T	M A S S C A R E	R E S O U R C E S P T	P U B L I C H L T H / M E D	S A R	O I L & H A Z M A T	A G R & N A T L R E S	E N E R G Y	P U B L I C S A F E T Y	R E C O V E R Y	E X T E R N A L A F F A I R S
ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Game Commission	S		S	S	S		S		S		S		S	S	
General Counsel					S									P	
General Services	S		C/P	S	S	S	C/P				S	S	S	P	S
Governor's Office of Communication and Press					S										C/ P
Health			S		S	P	S	C/P		S	S			P	S
Historical & Museum					S						S				
Human Relations Commission					S	S								P	
Insurance			S		S									P	
Labor & Industry					S	S	S			S				P	
Lt. Gov's Press Office															S
Liquor Control Board					S		S						S	S	
Military & Veterans Affairs	S	S	S	S	S	S	S	S	S	S	S		S	S	S
National Weather Services		S													
Office of Homeland Security					S								S		S
Office of State Fire Comm.				C/P	S				S				S		S
Office of the Victim's Advocate								S							
PEMA	S	P	S	S	C/P	P	S	S	C/P	S	S	S	S	C/P	S

Figure 5: Emergency Support Function Assignment Matrix (C= ESF Coordinator, P=primary, S=support)

PENNSYLVANIA DEPARTMENT	T R A N S P O R T A T I O N	C O M M U N I C A T I O N S	P U B L I C W O R K S & E N G	F I R E F I G H T I N G	E M E R G E N C Y M G T	M A S S C A R E	R E S O U R C E S P T	P U B L I C H L T H / M E D	S A R	O I L & H A Z M A T	A G R & N A T L R E S	E N E R G Y	P U B L I C S A F E T Y	R E C O V E R Y	E X T E R N A L A F F A I R S
ESF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Penn State Coop Extension											S			S	
PENNVEST			S											S	
Probation & Parole					S								S		
Public TV Network Comm.		S			S										
Public Utility Commission	S	S	S		S		S			S		S		P	
Public Welfare			S	S	S	C	S	S			S	S		P	S
Red Cross					S	P		S		S	S			P	
Revenue					S							S		P	S
SART						S					S				
State					S			S							S
State Police	S	S	S	S	S	S	S	S	S	S	S	S	C/P	P	S
Transportation	C/P		S		S	S	S			S	S	S		P	S
Treasury					S		S								
Turnpike	S		S		S	S	S			S		S		S	
VOAD		S			S	P					S			P	
Volunteer Emergency Communication		S													

Figure 5: Emergency Support Function Assignment Matrix (C= ESF Coordinator, P=primary, S=support)

3. The Director of PEMA is appointed by the Governor to act as the executive agent for the Council. In so doing, he/she will assume command and control of official and voluntary emergency management services and operations in the Commonwealth.
4. PEMA has divided the Commonwealth into three areas for coordination of all emergency management activities (See Figure 6). There are three corresponding PEMA area offices (Eastern Area office is located on the grounds of the Hamburg Center, Western Area office is located in Indiana, and the Central Area office is located in the PEMA Headquarters Building).
5. The counties of Pennsylvania are grouped into nine Regional Task Forces (RTFs) (See Figure 6). The RTFs are geographically contiguous groups of counties who share personnel and physical resources and who plan, train and exercise in order to increase their capability to respond to an incident that may overwhelm a single county.
6. During time of emergency, permanent emergency management staffs at all levels are augmented by government and volunteer personnel.
7. The municipal (county or local level) Emergency Management Coordinator (EMC) will establish an incident command structure with centralized management of response and recovery operations in accordance with the National Incident Management System. The EMC will coordinate the response activity and ensure effective communication among various agencies and jurisdictions.
8. Law enforcement personnel, equipment, and resources remain under the authority of their parent organization regardless of whether they are assigned a role in support of another agency or commander.
9. Military personnel, equipment, and resources will remain under military command.

IV. EMERGENCY MANAGEMENT RESPONSIBILITIES

A. General

1. To avoid duplication of services and to most effectively use the services and functions of existing offices, departments, commissions, boards, bureaus and other agencies of the

Commonwealth for emergency operations, selected departments and agencies in this plan have been assigned emergency management responsibilities. Response responsibilities are listed in this basic plan and the ESF annexes. Responsibilities for prevention, mitigation and preparedness are listed in Appendix D.

Figure 6: Regional Task Forces and PEMA Areas

2. Emergency Preparedness Liaison Officers from state agencies, located at the SEOC, will comprise a Multi-Agency Coordination Center (MACC), as described in NIMS. They will coordinate with the Director of PEMA and their agency director or agency EOCs and their ESF Group to deploy resources in support of the local IC or emergency management official, and to accomplish responsibilities inherent to their assigned ESFs.

B. Emergency Authorities

1. After a state of emergency has been declared, the Governor may suspend any law, statute, rule, or regulation of any state or local agency, order an evacuation, and direct the use of private property for emergency purposes. *See Appendix C for a discussion on the Governor's emergency powers.*
2. The authority to compel local or regional evacuations, and permit re-entry, remains vested in the Governor.
3. Each local jurisdiction has the authority to initiate and recommend emergency protective actions, such as temporary sheltering or evacuation.

C. Primary Responsibilities of the Pennsylvania Emergency Management Agency

1. General
 - a. Exercise command, control and coordination of statewide emergency operations.
 - b. Establish and maintain statewide telephone numbers that the county and municipal emergency management personnel and private citizens may use to report incidents of

radiological, hazardous materials and other disaster emergencies.

- c. Prepare summary and special situation reports (See ESF #5).
- d. Maintain and continually improve the operations of the SEOC.
- e. Direct Commonwealth departments/agencies to take specific increased readiness actions.
- f. Notify Commonwealth departments/agencies when EPLOs are required at the SEOC.
- g. Provide or facilitate training for designated EPLOs in ICS and other needed emergency management functions.
- h. As needed, designate a PEMA County EOC Liaison Officer (LO) to be dispatched to the affected county(ies) when the incident has reached a level to warrant such coordination. PEMA Area personnel will generally be chosen for this responsibility.
- i. As needed, designate a PEMA Incident Command Post (ICP) Liaison Officer (LO) to be dispatched to the incident site when the situation requires. PEMA Area personnel will generally be chosen for this responsibility.
- j. Designate and train a State Incident Management Team (IMT) comprised of persons from throughout state government to assist a local IC or Area Commander and dispatch the team to the incident site when such support is requested.

D. Other State Agencies

- 1. State Departments and Agencies
 - a. Conduct a Hazard Vulnerability Analysis (HVA) as basis for determining resource and response requirements.
 - b. Develop and maintain EOPs, COOP plans and Implementing Procedures (i.e. SOPs, checklists, etc.) to accomplish the responsibilities assigned elsewhere in this EOP, and provide a copy of these plans to PEMA.

- c. Annually, conduct/participate in exercises to ensure that department/agency EOP, COOP, and implementing procedures are current and functional.
- d. Provide EPLOs to the State Emergency Operations Center for duty in the SEOC throughout the duration of an emergency.
- e. Report all disaster or emergency related losses or other pertinent information to the SEOC using the Pennsylvania Emergency Incident Reporting System (PEIRS).
- f. If deemed necessary, establish, equip and staff department/agency or ESF EOCs with warning and communications equipment and other essential facilities and equipment necessary for providing direction, control and coordination of members of the department/agency actively involved in a response.
- g. Coordinate with any public and private agency or entity to achieve any purpose of this plan.
- h. Adopt and implement precautionary measures to mitigate the anticipated effects of disasters.
- i. Establish procedures for immediate reporting of major emergencies and serious incidents and summary reporting of deaths, injuries, property damage or other disaster related occurrences.
- j. Disseminate warnings to appropriate department or agency personnel.
- k. In coordination with PEMA, supplement warnings with appropriate emergency instructions.
- l. Develop procedures for the analysis of disaster effects on areas of concern to the department/agency, to include the conduct of economic, social or psychological studies.

2. Volunteer Groups and Voluntary Organizations Active in Disaster (VOAD)
 - a. IM will ensure that VOAD is properly informed as to the situation at Level II or at the request of the Individual Assistance Officer.
 - b. Cooperate with EMAs at all levels to promptly report emergency incidents to the SEOC and provide assistance necessary to relieve human suffering and meet human needs during and following a disaster.
 - c. Provide search and rescue, reception and mass care, transportation, health/medical, construction/public works and recovery assistance, as appropriate.

E. General Responsibilities During Recovery

1. As information becomes available regarding the scope, severity and impact of an emergency, state and local agencies will report it to the SEOC using PEIRS.
2. Appropriate information and data regarding the event will be made available to the public through the JIC/PIO.
3. Within 90 days of an EOC activation or within 180 days of a federally declared disaster, PEMA will develop an After Action Review (AAR) to include recommendations for improvement or correction. It will be utilized to develop and implement corrective actions for deficiencies noted during the emergency. Changes to legislation will be forwarded to the PEMA Legislative Liaison for appropriate action.
4. Temporary assistance to disaster victims, businesses, and communities, such as loans, grants, medical care, accommodations, meals, and transportation will be provided through local services, state programs, and obtainable Federal relief, as available. (See ESF #14.)

F. General Responsibilities for Prevention/Mitigation

The state will aggressively pursue prevention and natural/human-caused hazard mitigation projects and programs, as funding mechanisms allow, and in keeping with the fundamental purpose of departments and agencies and Federal and state guidelines. Response and recovery operations will be evaluated for their prevention and mitigation

possibilities. For more detail, please refer to the *Commonwealth of Pennsylvania All-Hazard Mitigation Plan*, and *Appendix D: Prevention, Preparedness and Mitigation Responsibilities*.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. In accordance with the NIMS, personnel with emergency responsibilities will have photo identification cards (driver's license or government-issued ID).
2. The primary reporting system for all incident information is PEIRS. Other reports may be prescribed in the ESF Annexes or incident specific plans mentioned later.
3. Owners of private equipment requisitioned for emergency operations will be provided with a receipt for the property. Requesting agencies will keep a copy of the receipt for later payment of any compensation for the use of equipment, should funding become available.
4. Each county shall have available at its EOC all emergency plans, rules and orders of the Governor and PEMA.

B. Logistics

1. PEMA will provide a location and all logistical support for the operations of the SEOC.
2. All emergency supplies and equipment will be tracked and recorded by type, category and kind, as specified under NIMS.

C. Mutual Aid Agreements

1. EMCs will plan to utilize available resources from adjoining municipalities under the Pennsylvania Intrastate Mutual Aid System (PIMAS).
2. Agreements involving jurisdictions, agencies or organizations of other states require approval of the Governor.
3. In disaster situations, requests for mutual aid assistance shall be referred to the EMA having responsibility for coordination, if specified. When two or more municipalities of a county are

involved, the county is responsible for coordination; when two or more counties are involved, PEMA is responsible for coordination.

4. Support forces provided to political subdivisions from outside jurisdictions shall be under the operational control of the department, agency or office furnishing the support forces subject to local IC.

VI. TRAINING AND EXERCISES

A. Responsibilities

1. General: All exercises of this plan, or its components, will be designed, administered and evaluated in accordance with the Homeland Security Exercise Evaluation Program (HSEEP).
2. PEMA
 - a. Identify training and education needs to ensure that all participants meet standards and accreditation requirements for their position(s), as established under NIMS. Develop courses and seminars to meet those needs, conduct or facilitate the courses and seminars that have been developed and provide overall guidance and support for emergency management training and education in the Commonwealth.
 - b. Supply county and local municipal governments and representatives, as well as other state agencies, with information regarding emergency preparedness, response and recovery responsibilities.
 - c. Conduct EOC training and education programs, to include computer orientation, for personnel assigned from other departments and agencies as EPLOs or as members of specialized statewide response teams.
 - d. Coordinate training and exercises for the state IMT (See ESF #5).
 - e. Conduct emergency management training and education programs for county EMCs and their staff.

- f. Provide assistance to county EMCs for training and education programs for the general public and elected/appointed officials.
 - g. Within 90 days after the conclusion of all training sessions and exercises, conduct a course/exercise evaluation to determine recommendations to improve plans and future operations. This will be accomplished in accordance with the HSEEP.
 - h. In accordance with HSEEP, at the conclusion of any exercise or actual event in which this plan was utilized, develop and implement an Improvement Plan based off the lessons learned and best practices identified during the activation.
3. All State Departments and Agencies
- a. Conduct ongoing programs to familiarize employees with emergency procedures.
 - b. Train selected agency specialized response team representatives in their emergency responsibilities and the use of the Incident Command System (ICS).
 - c. Conduct annual tests or exercises to evaluate the effectiveness of agency emergency plans and procedures and make modifications or improvements based upon such evaluations. In addition, participate in the exercises and drills conducted by PEMA, under the HSEEP. Provide training to state employees, county and municipal municipal officials, as defined by departmental and agency responsibilities delineated in this plan.
 - e. Within 90 days after the conclusion of all training sessions and exercises, conduct a course/exercise evaluation to determine recommendations to improve plans and future operations. Recommendations for changes to state-level plans outside a department/agency's responsibility will be forwarded to the appropriate agency.

VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

A. PEMA will:

1. Prepare and maintain this EOP and other required contingency plans to provide for Commonwealth and local disaster emergency management responsibilities.
2. Monitor the maintenance of plans developed by other state departments and agencies.
3. Receive and review recommendations for change generated by agencies using this plan and every two years, or sooner if required, publish changes to all holders of this plan.
4. Assist in the coordination and development of state department/agency, county, RTF, municipal and school district plans and such other plans as may be required.
5. Develop emergency operational principles and planning guidance and distribute to other state agencies and municipal governments.
6. Supply Commonwealth departments/agencies, municipal governments and RTFs with technical information, advice and assistance essential to achieve effective discharge of their emergency responsibilities.

B. Other Departments and Agencies

1. All State departments and agencies shall develop supporting plans or implementing procedures for the accomplishment of assigned emergency management responsibilities. Such plans shall be in accordance with and in support of this plan and use consistent activities and terminology outlined in NIMS. They shall be filed with PEMA and shall be kept current by originating agencies.
2. Each agency is responsible to determine the sensitivity of its plans and to take such steps as are necessary, consistent with the Pennsylvania Right-to-Know Act, to protect personal, or law enforcement sensitive information in the plan.

C. ESF Annex Maintenance

1. The ESF Coordinator for each ESF is responsible for the development and maintenance of that ESF's annex to this plan.

The ESF will be reviewed and updated as necessary, but at least biennially (every two years).

2. Whenever the ESF is implemented during an emergency response or for an exercise, a review will be conducted to determine what changes, if any, are necessary. Reviews and updates will be coordinated with all parties assigned responsibilities in the ESF.
3. PEMA will assure that all tasked agencies/organizations receive copies of all revisions to the ESF within 60 days of approval of the revision.

D. SEOP Distribution

1. Basic distribution of this plan:
 - a. Governor's Office
 - b. FEMA Region III
 - c. All Commonwealth departments and agencies
 - d. PEMA bureaus and area offices
 - e. All Pennsylvania counties
 - f. Regional Task Forces
 - g. Contiguous states, District of Columbia, and Virginia
2. PEMA will maintain a current EOP distribution list showing the number of copies sent to each agency, the location of that copy or copies and the individual who received them. PEMA will keep on file signed receipts for all copies of this plan (See Page xiv). Copies of this Plan may be distributed via CD or other electronic media in lieu of a hard copy.
4. Additional copies may be provided on request with adequate justification to PEMA. As copies are distributed, the name and address of each recipient will be added to the PEMA distribution list.
5. As revisions are made, properly identified change pages will be distributed to all identified holders of the plan.

C. Miscellaneous

1. This document is effective for planning or operations on the date of issuance.
2. While the “Basic Plan” portion of this SEOP will be made available to the public, some portions of this plan are considered to be sensitive and restricted. As such, they will not be released without a need to know. PEMA hereby reserves the right to reproduce and distribute all copies of this document.

