





Duties & Responsibilities of the EMC

Berks County Department of Emergency Services
Direct Link Technology Center
2561 Bernville Rd.
Reading, PA 19605
(610) 374-4800 – Phone
(610) 374-8865 – Fax
<http://www.berkdes.com>
berksdes@countyofberks.com



Objectives

- Review the functions & laws of the Emergency Management System.
- Review the structure and responsibilities of the various levels of EMAs.
- Discuss the duties & responsibilities of the EMC.
- Review the components of the Emergency Operations Plan.



Objectives

- Discuss the development of a Hazard Vulnerability Analysis.
- Describe the Damage Assessment Process.
- Describe the basic components and functions of an EOC.


DISCLAIMER

This course covers several aspects of an emergency management program. Many of the topics discussed are only introduced briefly, as additional, comprehensive training is offered on these subjects through Berks DES.

Emergency Management

- *“The process of dealing with extreme events that can disrupt communities, cause extensive damage or effect a large number of people.”*
- Involves five phases which comprise a cycle of emergency management.




The Phases of Emergency Management



The diagram illustrates the five phases of emergency management in a clockwise cycle:



- Prevention:** Represented by an icon of a police officer.
- Mitigation:** Represented by an icon of a dam.
- Preparedness:** Represented by an icon of a document with a checklist.
- Response:** Represented by an icon of a fire scene with firefighters.
- Recovery:** Represented by an icon of a person sitting at a desk with a computer.







Prevention

- Actions taken to avoid an incident or to intervene to stop an incident from occurring



Mitigation

- Preventative actions taken to minimize the loss of life and property during a disaster
- What are some examples of mitigation actions?



Preparedness

- Measures that prepare responding forces and citizens to take prompt, appropriate action in the event of an emergency.
- What are some examples of preparedness actions?


Response

- Activities taken in an emergency to save lives and prevent harm to people and property.
- What are some examples of response activities?

Recovery

- Activities that restore property and systems to their normal condition before the event occurred.
- Berks County Recovery Plan
- Berks County Debris Management Plan





Levels of Emergency Management

- Municipal
- County
- Regional
- State
- Federal















Municipal EMA

- Incident starts at this level.
- Response time is immediate.
- Self-sustaining until requested assistance arrives.

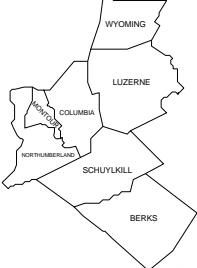


County EMA

- Beyond the municipality's capability.
- Encompasses more than one municipality.
- Response Time – 1 hr.
- Provides extra, but limited resources.
- Hazardous Materials involved.




Regional

- Collaboration of County EMAs
- East Central PA Task Force
- Provide human and physical resources








Contacting Berks DES



- Normal Business – (610) 374-4800
- **EMERGENCY OR EOC ACTIVATION**
 - Phone (610) 655-4910
 - If no answer (610) 655-4921 (BCR)
 - Tell the call taker who you are and that you want to speak to the Duty Officer.

State EMA







- Incident is beyond the county's capability.
- Incident encompasses more than one county.
- Response Time – 4 hr.
- Provides additional resources.

Federal EMA



- Incident beyond the state's capability.
- Incident encompasses more than one state.
- Response Time – Various.
- Provides additional resources.




Emergency Management Legislation

- **Federal Laws**
 - Robert T. Stafford Act
 - SARA Title III
 - Homeland Security Act of 2002
 - Disaster Mitigation Act of 2000
 - PETS Act of 2006
- **Commonwealth Laws**
 - Act 78
 - Act 147
 - Act 165
 - Title 35



Robert T. Stafford Act

- Amended the Disaster Relief Act of 1974.
- Statutory framework for a presidential declaration of emergency.
- Provides funds for state and local governments for public assistance and hazard mitigation.





SARA Title III

- Assess fees to chemical manufacturers and users.
- Fees are used for planning, training, etc. of emergency response providers.

Homeland Security Act of 2002



- Amended the Stafford Act.
- Established the Department of Homeland Security.

Disaster Mitigation Act of 2000



- Amended the Stafford Act.
- Revised mitigation plan requirements.
- Authorized 7% of HMGP funds for use in HM planning.

Pre-Disaster Mitigation (PDM) Program Guidance

PETS Act of 2006



- Amended the Stafford Act.
- State and local plans address individuals with pets and service animals.
- Provides reimbursement for sheltering / rescue expenses.





Act 78

- Public Safety Emergency Telephone Act of 1990.
- Established 911 system.
- Allows fees to be assessed to users.



Act 147

- Radiation Protection Act of 1984.
- Establishes a state-wide radiation protection program.
- Assess fees to nuclear power plants.

Act 165

- Hazardous Material Emergency Planning & Response Act of 1990.
- Creates HMRF.
- Establishes LEPC.


Title 35

- Emergency Management Services Code.
- Establishes state and local EMAs.
- Specifies requirements of same.





Components of Title 35


- Chapter 71 – General Provisions
- Chapter 73 – Commonwealth Services
- Chapter 75 – Local Organizations and Services**
- Chapter 76 – Emergency Management Assistance Compact
- Chapter 77 – Miscellaneous Provisions



Chapter 75 Highlights



- Establishes an Emergency management Agency (County & Local).
- Provides guidance on Declaration of Disaster Emergency.
- Establishes Coordinators of EM and provides training and certification guidance.







Chapter 75 Highlights

- Provides powers & duties of political subdivisions.
- Discuss coordination, assistance and mutual aid.





Duties & Responsibilities of the EMC




The Emergency Management Coordinator

- Is able to use a variety of resources, techniques and skills to reduce the probability and impact of extreme events.
- Is not in charge of an incident, however he/she assures that someone is.
- Assures that the OIC has all the resources necessary.




Duties & Responsibilities

- Prepare and maintain an emergency operations plan.
- Manage and mobilize equipment and staff for an emergency operations center.
- Attend and successfully complete training as outlined by PEMA (Directive D2003-3).




Duties & Responsibilities


- Survey, coordinate & organize all available manpower, materials, supplies, equipment & facilities necessary for emergency preparedness.
- Recommend mitigation measures.
- Communicate with other emergency service organizations in your municipality.



Duties & Responsibilities


- Have current appropriate plans & procedures from FEMA, PEMA and County EMA.
- Have knowledge of federal plans affecting your municipality.
- Provide prompt and accurate information regarding a disaster to County EMA.








Duties & Responsibilities

- Participate in drills, tests and exercises that affect your municipality.
- Develop mutual aid agreements with neighboring municipalities.






Training & Continuing Education



Requirements

- Established in PEMA Directive D2003-3.
- Three levels of certification.
- Levels for Coordinator & Deputy.
- Levels for EMA Staff Members.
- Participation in 75% of county training.
 - Based on 4 offerings per year.



EMC/Deputy Requirements

Municipal EMC / Deputy EMC Certification - 2003 Directive		
Basic	Advanced	Professional
Appointment	1 year after Basic	1 year after Advanced
Initial Orientation	Work Environment	Effective Media Relations
Duties & Responsibilities	ICS/EOC Interface	FEMA IS-288
Initial Damage Reporting	PEMA Emer. Resp. to Terror.	FEMA IS-513
PEMA EM Services Act	FEMA IS-100.A	FEMA IS-7 or IS-15.A
PEMA EM for Elected Off.	FEMA IS-120.A	Approved Red Cross Course
FEMA IS-1	FEMA IS-393.A	One PEMA Quarterly Training
FEMA IS-775	FEMA IS-301	Written Endorsement
FEMA IS-5.A	Written Endorsement	County Training
Written Endorsement	County Training	
County Training		



EMA Staff Requirements

Municipal Staff Certification - 2003 Directive		
Basic	Advanced	Professional
Initial Orientation	1 year after Basic	1 year after Advanced
Duties & Responsibilities	Work Environment	FEMA IS-513
Initial Damage Reporting	ICS/EOC Interface	FEMA IS-15.A or other
PEMA EM Services Act	PEMA Emer. Resp. to Terror.	FEMA IS-288 or other
FEMA IS-1	PEMA EM for Elected Off.	Advanced Computer Course
Basic Computer Course	FEMA IS-100.A	County Training
1 year on staff	FEMA IS-5.A	Written Endorsement
Written Endorsement	FEMA IS- any course	
County Training	Intermediate Computer	
	County Training	
	Written Endorsement	

Other Training Opportunities

- PEMA & FEMA On-Line & Direct Delivery Courses.
- RACC, HACC, MCCC Public Safety Courses
- Submit copies of all certificates to EMA

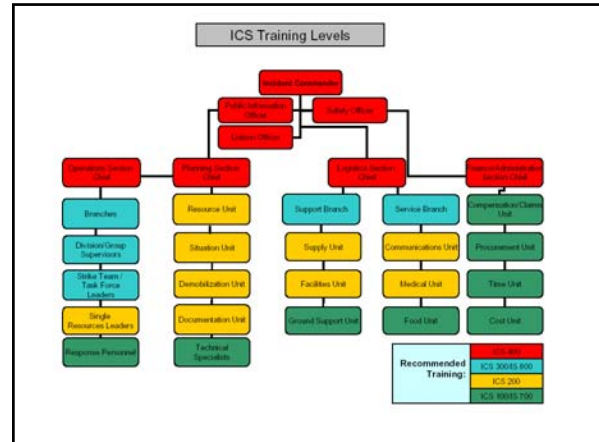





Recommended Courses

- Haz Mat Awareness
- Severe Weather
- Media Relations
- Emergency Planning






Municipal Emergency Operations Plans




Why is an EOP Necessary?

- Section 7503 of Title 35 requires that all political subdivisions:
 - Prepare, maintain and keep current a disaster emergency management plan for the preservation and minimization of injury and damage caused by disaster, prompt and effective response to disaster and disaster relief and recovery in consonance with PEMA.



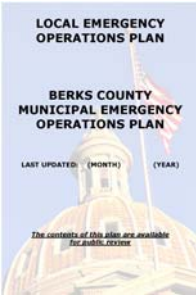

Why is an EOP necessary?

- Provides a foundation for decision making that will occur during emergencies.
- Decisions made under normal conditions can be made deliberately and without stress.
- Developing an EOP allows enough time to consider all contingencies.



Components of the EOP

- Planning Guide
- Basic Plan
- Notification and Resource Manual
- Functional Checklists & Emergency Support Functions



Planning Guide

- Explains the components of the plan.
- Step-By-Step directions on customization of the plan.

PLANNING GUIDE

FOR THE

BERKS COUNTY MUNICIPAL EMERGENCY OPERATIONS PLAN

Berks County Emergency Management
1238 County Welfare Rd.
Leopold, PA 19533
(610) 374-4800 - Phone
(610) 374-8865 - Fax
berks@countyclerks.com
http://www.berksema.com

Basic Plan

- Section I – Purpose & Scope
- Section II – Situation & Assumptions
- Section III – Concept of Operations
- Section IV – Assignment of Responsibilities
- Section V – Administration & Logistics
- Section VI – Training & Logistics
- Section VII – Plan Requirements, Maintenance & Distribution

Disaster Declaration

- Template already part of plan
- Revise and customize to your municipality
- Keep several copies in your EOP

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about _____ a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of _____ (City/Township/Borough); and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing in _____ (City/Township/Borough), and threatens to create problems greater in scope than _____ (City/Township/Borough), may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in _____ (City/Township/Borough);

NOW, THEREFORE, we, the undersigned Commissioners/Supervisors/Mayor of _____ City/Borough/Township, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S.), as amended do hereby declare the existence of a disaster emergency in _____ (City/Township/Borough);

FURTHER, we direct the _____ (City/Township/Borough) Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this disaster emergency.

This Declaration shall take effect immediately.

(COMMISSIONERS/SUPERVISORS/MAYOR/COUNCIL)

(Chairman/President/Mayor) _____	(member) _____
(Vice Chairman/President) _____	(member) _____
(Secretary) _____	(member) _____

Notification & Resource Manual

- Lists facilities and persons needing special notification, and equipment and personnel resources
- Contact information for municipal personnel and EMA staff

NOTIFICATION & RESOURCE MANUAL

FOR THE

BERKS COUNTY MUNICIPAL EMERGENCY OPERATIONS PLAN

LAST UPDATED: (MONTH) (YEAR)

The contents of this manual do not constitute a contract and should be treated as confidential information.

Functional Checklists & ESFs

- Procedures for implementing the plan
- Checklist for each position in EOC
- ICS / EOC / Damage Reporting Forms

FUNCTIONAL CHECKLISTS & EMERGENCY SUPPORT FUNCTIONS


FOR THE

BERKS COUNTY MUNICIPAL EMERGENCY OPERATIONS PLAN

LAST UPDATED: (MONTH) (YEAR)


The contents of these checklists are not for public review and should be treated as confidential information.






Incident Annexes


- Provide a checklist for each hazard identified in HVA
- Items provided for Mitigation, Preparedness, Response & Recovery






Damage Assessment Plan


- Provides a functional document on carrying out the damage assessment process
- Provides all forms necessary





Debris Management Plan

- Provides the framework for establishing a debris management program after a community-wide disaster
- Mirrors County's Debris Management Plan





Coming Soon!!!

- Evacuation Plan Template
- Recovery Plan
- Maybe a few more....






Planning Requirements


- Promulgation
 - Completed by current board
- Review
 - Basic Plan – **Every year**
 - Functional Checklists – **Every 2 years**
 - NARM – **Every year**
 - Incident Annexes – **Every 2 years**
 - Document on appropriate Certification of Review document





Miscellaneous

- Once all components are complete (Basic Plan, NARM, ESFs) send electronic copies to berksdes@countyofberks.com
- Ensure signed copies of Promulgation and Resolution are included





Developing a Hazard Vulnerability Analysis

What is an HVA?

- The process used to identify, assess vulnerability and prioritize hazards in your municipality.
- Identify resources required to cope with those hazards.
- Define mitigation and preparedness activities to address the hazards.

Hazard Vulnerability Analysis

- What hazards can occur?
- How often are they likely to occur?
- How severe is the situation likely to get?
- How will these hazards affect the community?
- How vulnerable is the community to the hazard?

Identifying Hazards


- Research newspapers & records
- Review existing plans & reports
- Talk to emergency response personnel and other people in the community.
- Research the internet.
 - <http://www.pema.state.pa.us>
 - <http://www.fema.gov>

Assess Vulnerability


- Schools near hazardous material facility?
- Nursing homes in flood plain?
- Roadways susceptible to flooding?



Prioritize Hazards




- Situations that affect prioritization
 - Deaths & Injuries
 - Critical Facilities
 - Future Development
 - Damage History




Berks County Hazards

- Civil Disorder
- Dam Failure
- Drought
- Earthquakes
- Flooding
- Hazardous Materials
- Hurricanes
- Land Subsidence
- Landslides
- Nuclear Power Plant
- Power Failure
- Public Health Emergency
- Radon
- Severe Winter Weather
- Terrorism
- Tornadoes
- Transportation Accidents
- Urban Fires
- Wildfires




Identify Resources

- Assume a worst case scenario when developing a resource list.
- Notification and Resource Manual has a list of common items used.
- Develop agreements between municipality and providers for resources.



Mitigation & Preparedness Activities

- Identify what can be done to mitigate the hazard
 - Zoning laws preventing construction in flood plain
- Or what can be done to prepare for the event occurring
 - Obtaining materials (sand,bags,etc) to prevent flood waters from entering buildings




Initial Damage Reporting



Accurate IDR

- Date & Time of occurrence
- Estimated population affected
- Estimated number of buildings affected
- Identifies unmet needs or areas of concern
- Identifies if emergency declaration is needed






Reportable Damage

- Private
 - Homes
 - Mobile Homes
 - Private Roads
 - Association owned property





Reportable Damage

- Public
 - Public Roads
 - Bridges
 - Utilities
 - Publicly owned buildings and property
 - Businesses



Reporting Categories

- Destroyed
- Major Damage
- Minor Damage
- Affected
- Inaccessible





What needs to be reported?

- Document the following
 - Number of properties in each damage category
 - Number of people injured/killed
 - Number of people evacuated/sheltered
 - Number of shelters opened
 - Number of missing persons




Documentation

- Windshield Survey Form
- Damage Assessment Form
- Photos
- EOC Notes



REMEMBER!!!!!!!


INITIAL DAMAGE REPORTING IS A CRITICAL FUNCTION OF THE EMERGENCY MANAGEMENT CYCLE







Emergency Operation Centers


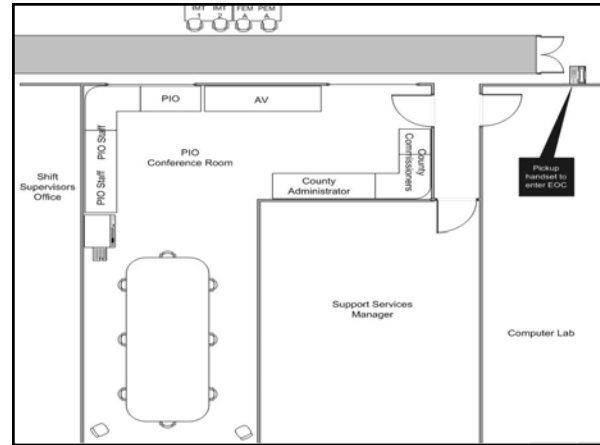
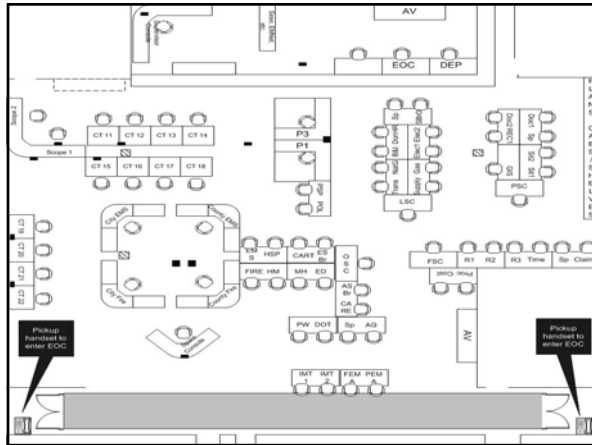





Emergency Operations Center



- A facility that is the primary base of emergency operations for organizations responding to the incident
- Level of activation relative to severity of the incident
- Follows ICS structure

Components of the EOC

- Communications equipment
- Support facilities
- Logs, maps, status charts
- Office supplies
- Extra copies of EOP, ERC, NRM
- Adequate personnel to staff positions
- Elected Official(s)
- Food, clothing, cots, blankets, etc. if EOC is activated for an extended period of time

