



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.





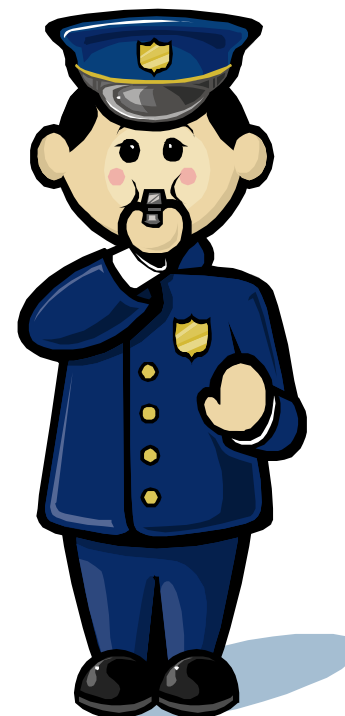
The Phases of Emergency Management





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

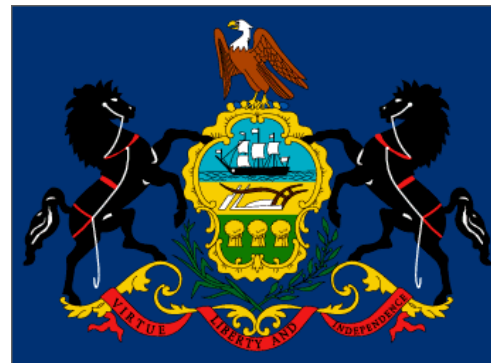
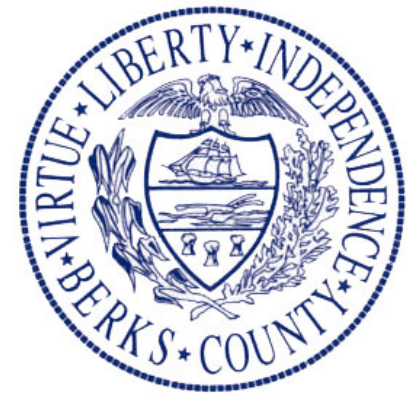
- Activities that restore property and systems to their normal condition before the event occurred.
- Berks County Recovery Plan
- Berks County Debris Management Plan





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

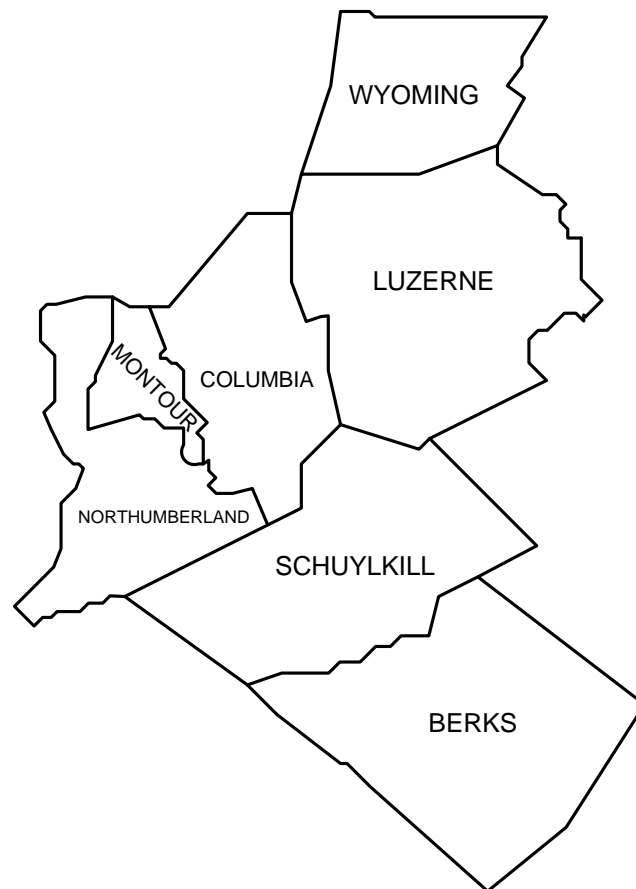
- Beyond the municipality's capability.
- Encompasses more than one municipality.
- Response Time – 1 hr.
- Provides extra, but limited resources.
- Hazardous Materials involved.





Regional

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





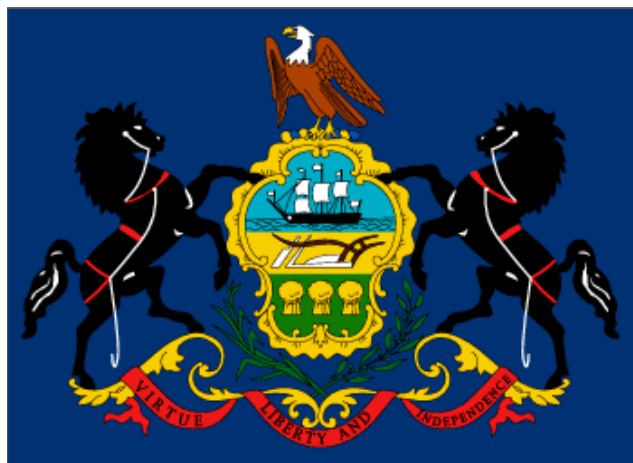
Contacting Berks DES

- 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.





PEMA



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
- Disaster Mitigation Act of 2000
- PETS Act of 2006
- Homeland Security Act of 2002

- ***Commonwealth Laws***

- Act 78
- Act 147
- Act 165
- Title 35





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 D2011-2).





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 D2011-2.
- Three levels of certification.
- Levels for Municipal & County.
- Levels for EMA Staff Members.
- Participation in 75% of county training.
 - Based on 4 offerings per year.





EMC/Deputy Requirements

Course	Date Completed	Certificate Enclosed
1. IS - 15.b Special Events Contingency Planning <i>or</i> IS - 366 Planning for the Needs of Children in Disasters		
1. IS - 139 Exercise Design and Evaluation*		
1. IS - 703.a NIMS Resource Management		
1. G - 235 Emergency Planning		
1. G - 290 Basic Public Information Officer		
1. ICS 400 Advanced ICS		

Professional Certification





Other Training Opportunities

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



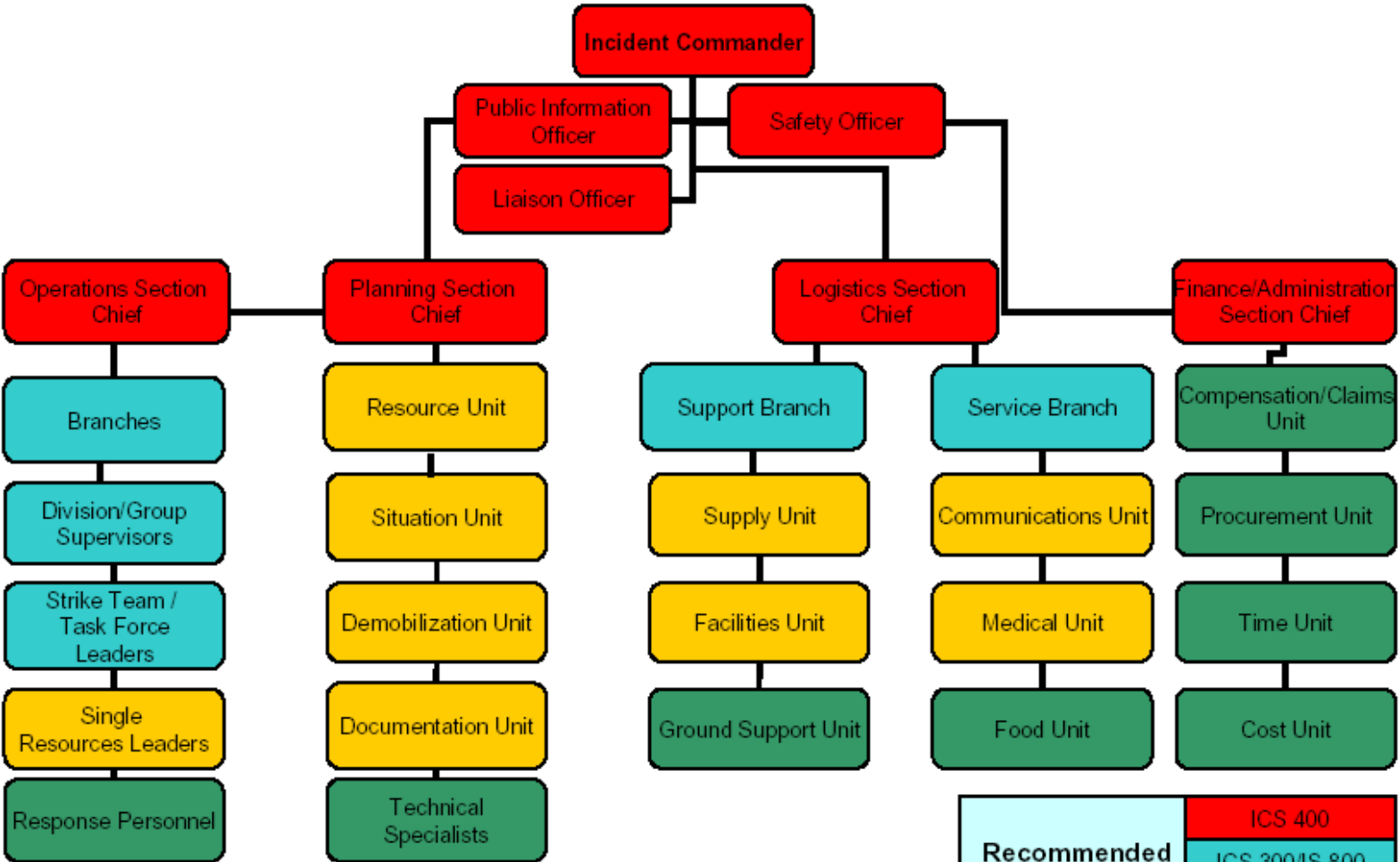


Recommended Courses

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



ICS Training Levels



Recommended Training:	ICS 400
	ICS 300/IS 800
	ICS 200
	ICS 100/IS 700



Municipal Emergency Operations Plans

PLANNING GUIDE

FOR THE

BERKS COUNTY MUNICIPAL EMERGENCY OPERATIONS PLAN

INCIDENT ANNEXES

FOR

BERKS COUNTY MUNICIPAL EMERGENCY OPERATIONS PLAN

LAST UPDATED: (MONTH) (YEAR)

Berks County Emergency Management
1238 County Welfare Center
Leesport, PA 195
(610) 374-4800 – P
(610) 374-8865 – F
bcema@countyofberks.org
<http://www.berksem.org>

review and should be treated as confidential information

DAMAGE ASSESSMENT PLAN

FOR

@@@

Berks County, Pennsylvania

EMERGENCY OPERATIONS PLAN

FOR

BERKS COUNTY MUNICIPAL EMERGENCY OPERATIONS PLAN

LAST UPDATED: (MONTH) (YEAR)

copies of this plan are available for public review





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.*





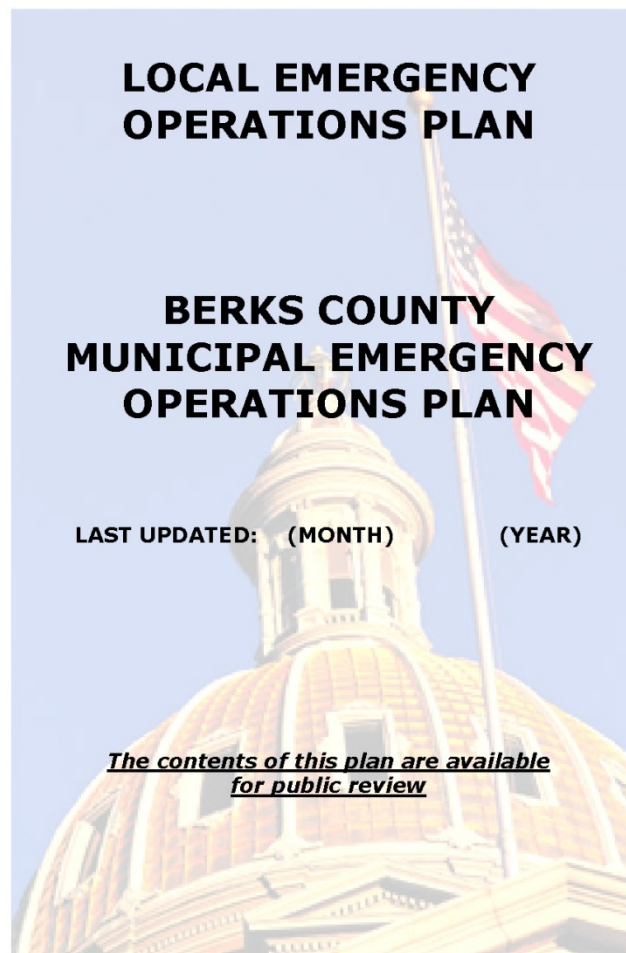
Why is an EOP necessary?

- 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.
Leesport, PA 19533
(610) 374-4800 – Phone
(610) 374-8865 – Fax
bcema@countvofberks.com
<http://www.berksema.com>





Basic Plan

LOCAL EMERGENCY OPERATIONS PLAN

BERKS COUNTY MUNICIPAL EMERGENCY OPERATIONS PLAN

LAST UPDATED: (MONTH) (YEAR)

*The contents of this plan are available
for public review*

- 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)

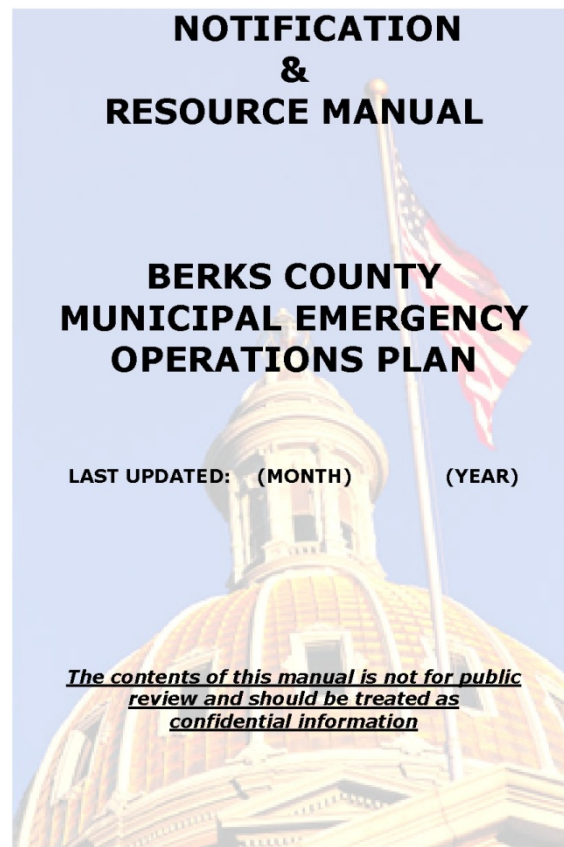
(Secretary)

(member)



Notification & Resource Manual

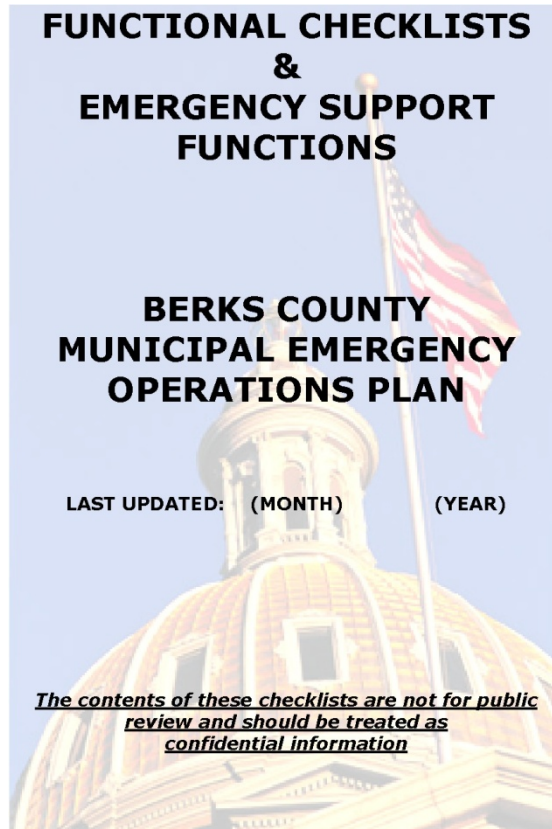
- Lists facilities and persons needing special notification, and equipment and personnel resources
- Contact information for municipal personnel and EMA staff





Functional Checklists & ESFs

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





Incident Annexes

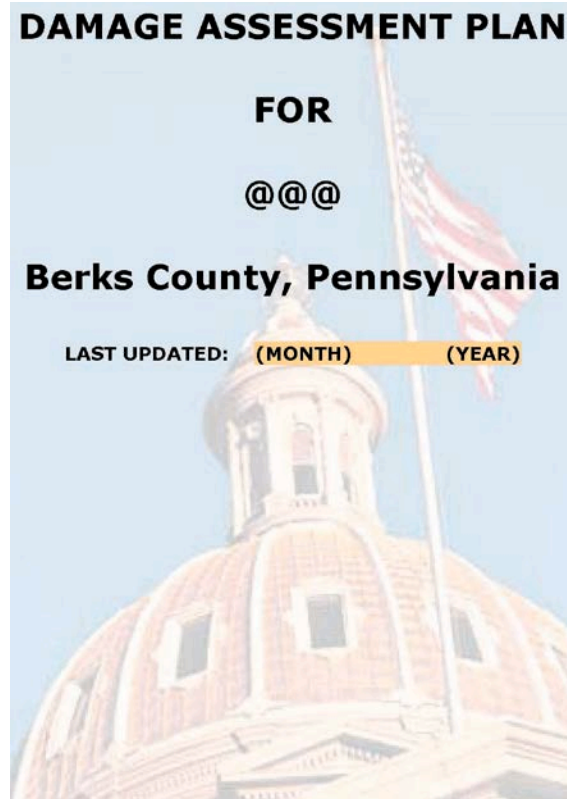
- Provide a checklist for each hazard identified in HVA
- Items provided for Mitigation, Preparedness, Response & Recovery





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

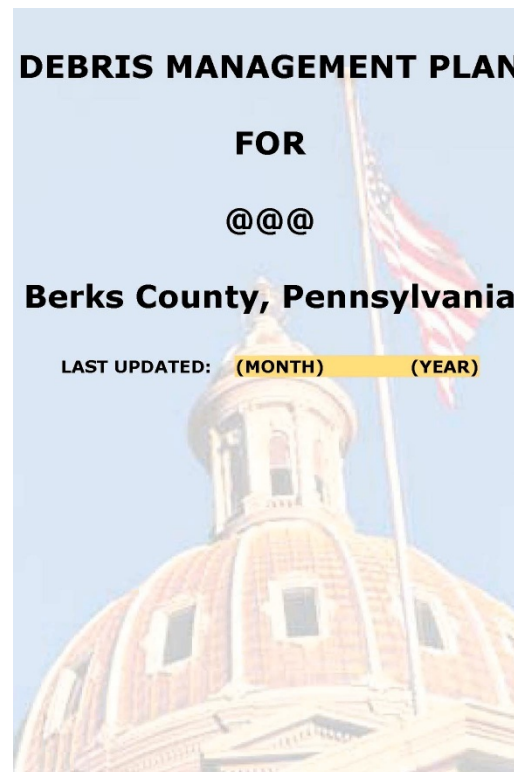
DEBRIS MANAGEMENT PLAN

FOR

@@@

Berks County, Pennsylvania

LAST UPDATED: (MONTH) (YEAR)





Planning Requirements

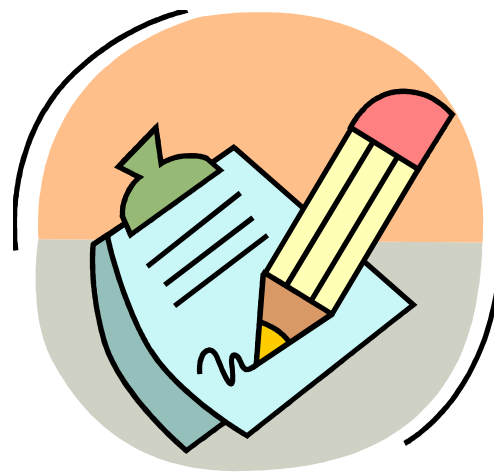
- Promulgation
 - Completed by current board
- Review
 - Basic Plan – **Every year**
 - Functional Checklists – **Every 2 years**
 - NARM – **Every year**
 - Incident Annexes – **Every 2 years**
 - Document on appropriate Certification of Review document





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>





Berks County



**Hazard Vulnerability
Assessment and Mitigation Plan**

March 2007

Berks County Hazard Vulnerability Analysis

April 2007





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



Incident Types & EOC Activation Levels

Parameter	Type 5	Type 4	Type 3	Type 2	Type 1
Event	Routine events, relatively small, localized events and minor or no damages.	Events requiring utilization of mutual aid and resources outside the scope of the responsible agency.	Threats that require situational awareness and planning. Significant effects anticipated to one municipality anticipated to exceed local resources.	Situations that require Incident Action Planning beyond 2 days from the event. Significant effects across many municipalities and may exceed local resources.	Catastrophic damage in a municipality or across several municipalities.
Examples	Vehicle fire; injured person; police traffic stop.	Major structure fire; multiple vehicle accident with multiple patients; an armed robbery; or a small hazmat spill.	Weather events with advanced notice or non-notice events; minor flood; earthquake; localized straight-line winds; multiday hostage stand-off situation; declaration of Alert at Limerick Generating Station.	Severe flooding; severe winter weather; declaration of Site Area Emergency at Limerick Generating Station.	Wide spread flooding; protracted haz mat incidents; pandemic disease outbreak; declaration of a General Emergency at Limerick Generating Station.
County EOC Activation	Normal staffing of telecommunicators and shift supervisor(s).	Consideration of a dedicated incident telecommunicator and recall of off-duty communications staff if necessary.	Partial activation of EOC ESF positions with DES Staff. Anticipated recall of off-duty communications staff.	Partial activation of EOC ESF Positions with ESF Coordinators based on anticipated incident needs. Positioning of County Administration in EOC.	Full activation of all EOC ESF positions.





Components of the EOC

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





Questions ???

