



Emergency Management for Elected Officials

Presented By:
Berks County Department of Emergency Services
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Course Overview

- ✓ Basics of Emergency Management
- ✓ State & Federal Laws
- ✓ Responsibilities of the Elected Official
- ✓ Disaster Assistance
- ✓ Continuity of Government
- ✓ NIMS & ICS
- ✓ Knowledge Center

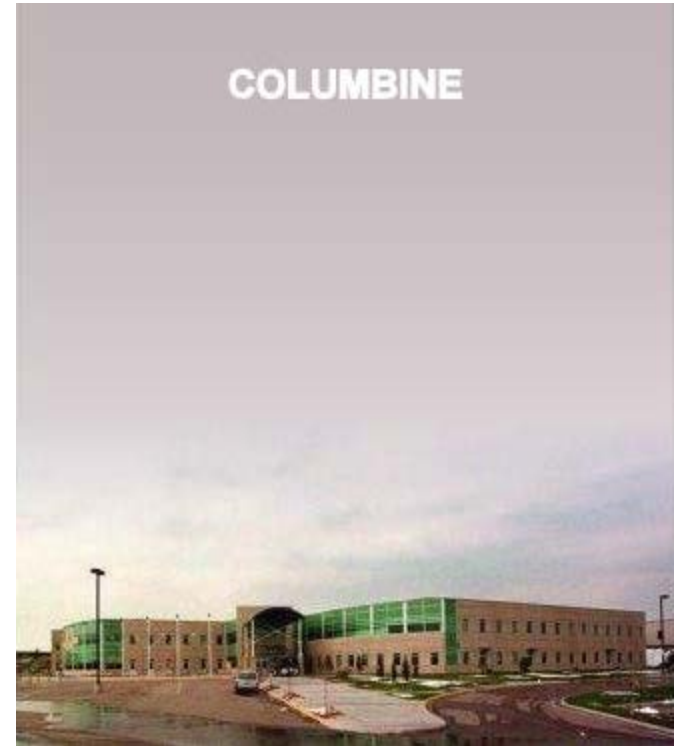




2006/06/28







COLUMBINE



Emergency Management Is...

*The process of dealing with extreme
events that can disrupt
communities, cause extensive
damage or affect a large number
of people.*



What Types of Disasters Could Impact your Municipal Operations?





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
-



*Recommending an Emergency
Management Coordinator is one of
the primary responsibilities of the
Elected Officials.*

*What type of person do you think
would make a good EMC?*



What to look for in an EMC

- Education
 - Capability
 - Experience
 - Motivator/Motivated
 - Communicator
 - Decision Maker
 - Time Manager
 - Leader
 - Planning & Training Skills
 - Administrative Skills
 - Multi-Tasker
 - Emergency Service Experience?
-



Duties & Responsibilities of the EMC

- Prepare & maintain the EOP
 - Manage the EOC
 - Recommend mitigation measures
 - Provide prompt & accurate information to the county
 - Participate in drills, exercises and training
-



BOROUGH OF KUTZTOWN

*A Community Committed to Tradition and Progress
Incorporated - 1815*



www.kutztownboro.org

www.hometownutility.com

Email: admin@kutztownboro.org

[Print](#) [Back](#)

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

Request for APPOINTMENT OF MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

INSTRUCTIONS

1. You must request a Criminal Records Check for all who are recommended for appointment by completing a Pennsylvania State Police Form SP 4-164, "Request for Criminal Record Check". You must then attach the results to this form. Form SP 4-164 is available on the internet at <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=44518&PageID=458621&level=2&css=L2&mode=2> or you may request a Criminal History Check Online utilizing the PATCH System.
2. Complete Part I (please type or print legibly).
3. Submit original to the COUNTY Emergency Management Coordinator.
4. Retain a copy for your files.

PART I

Municipality Information:

Municipality: _____

Municipal Office Address:

City State Zip

Municipal Telephone Number:

(____) _____

Municipal Fax Number:

(____) _____

Previous Municipal Coordinator:

Appointment Date of Previous Coordinator:

Recommended Appointee Information:

Full Name: _____

Appointee's Home Address:

City State Zip

Appointee's Home Telephone Number:

(____) _____

Appointee's Email Address:

Appointee's Date of Birth:

Appointee's Social Security Number:

____-____-____

The above recommendation is of record in the Minute Books of the Municipality and was made with due consideration of the qualifications of the above-recommended citizen and is subject to approval of the County, the Pennsylvania Emergency Management Agency, and the Governor of the Commonwealth of Pennsylvania.

286-1810

...sso's appointment as
...own.

...retired and Council has

...ank you.

CHECK BASED ON THE
224 ***
REQUESTER AGAINST
POLICE CENTRAL
IDENTIFICATION
POLICE RESPONSE DOES
E CONTAINED IN THE
AGENCIES



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

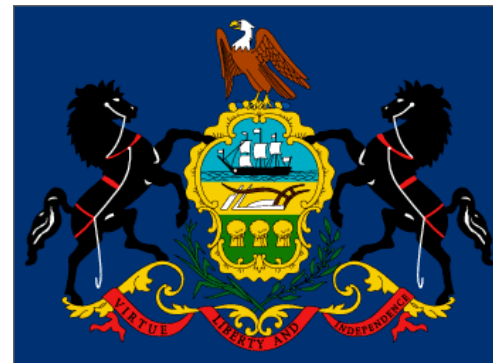
- Activities that restore property and systems to their normal condition before the event occurred.
- What are some examples of recovery actions?





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

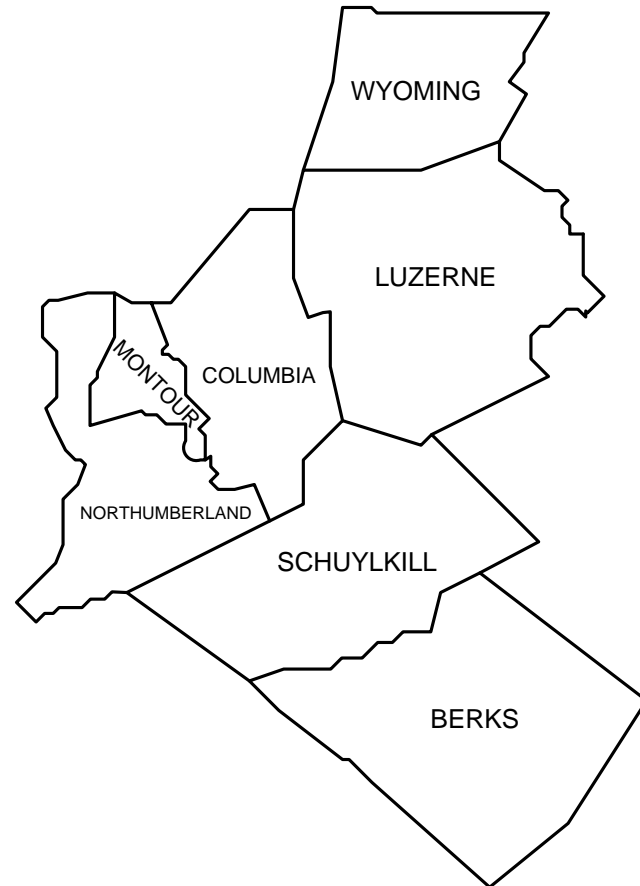
- Beyond the municipality's capability.
- Encompasses more than one municipality.
- Response Time – 1 hr.
- Provides extra, but limited resources.
- Hazardous Materials involved.

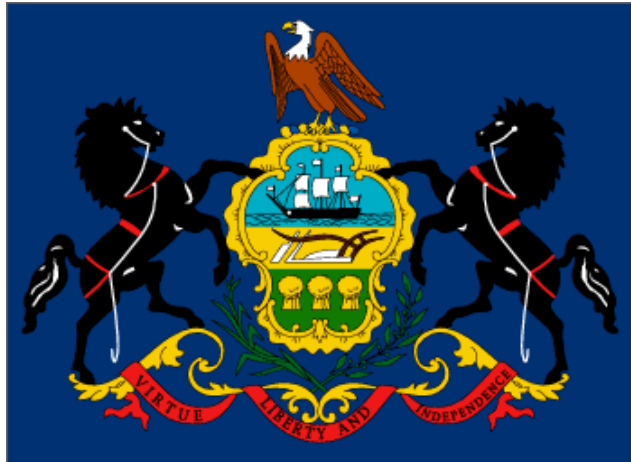




Regional

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





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
- Act 227
- Title 35





Title 35

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





General Authority of Political Subdivisions (§ 7501)

- a) Establish Emergency Management Organization
 - b) Declaration of Disaster Emergency
 - c) Contracts and Obligations
 - d) Temporary Suspension of Formal Requirements
 - e) Employment of Personnel
-



Local Coordinator of Emergency Management (§ 7502)

- a) General Rule
- b) County Coordinator
- c) Local Level
- d) Qualifications
- e) In-Service Training
- f) Responsibility for Training





Powers & Duties of Political Subdivisions (§ 7503)

- ✓ Prepare and Maintain an EOP
 - ✓ Establish an EOC
 - ✓ Organize, prepare...locally available manpower, materials....necessary for disaster readiness, response & recovery
 - ✓ Implement mitigation measures
 - ✓ Provide prompt information regarding local disasters
 - ✓ Participate in drills & exercises
-



Coordination, Assistance & Mutual Aid (§ 7504)

- a) Responsibility for Direction & Coordination
 - b) Assistance from Higher Government
 - c) Municipal Mutual Aid Agreements
 - d) Interstate Mutual Aid Agreements
 - e) Ratification of Agreements
 - f) Control of Outside Support Forces
-



Duties Concerning Disaster Prevention (§ 7701)

- ✓ Schools & school district vehicles can be used for emergency planning, exercises, and actual emergencies





Immunity from Civil Liability (§ 7704)

- a) General Rule
- b) Real Estate Owners
- c) Other Benefits Unaffected





Special Powers of Local Agencies (§ 7705)

- a) Roadway Clearance
- b) Water Systems
- c) Reimbursement
- d) Limitations





Compensation for Accidental Injury (§ 7706)

- ✓ Duly enrolled volunteers not covered under Workman's Compensation elsewhere are eligible for:
 - ✓ \$20,000 – death from accident
 - ✓ \$15,000 – Medical/hospital expenses
 - ✓ \$200/week for six months due to injuries preventing normal gainful pursuits
-



Disaster Declaration

- A legal document, when declared by the governing body;
 - Implements the use of the local EOP
 - Bypasses the bidding process
 - Enables the employment of temporary workers
 - Allows for the rental of equipment and supply purchases
-
-



- All activities must be justified to the response and recovery phases of the event
- Declaration must be filed with PEMA through the County EMA
- Each Disaster Declaration brings more resources



- Effective for seven days and may be renewed with the consent of the governing body
- Effective for up to 90 days when executed by the Governor

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)

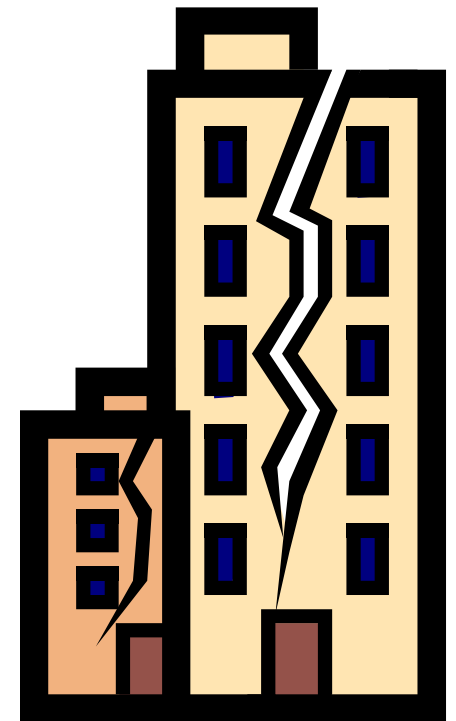
(member)

(Secretary)

(member)



Damage Assessment & Disaster Assistance





Initial Damage Report

- Performed immediately after the disaster
 - Provides a “snapshot” of how the incident impacted the municipality
 - Assess number of properties affected and extent of damage ONLY
-
-

WINDSHIELD SURVEY FORM

Municipality					
EMC Name			Date / Time		
For definitions of Reporting Categories, see back of form					
Private Property	Destroyed	Major	Minor	Affected	Inaccessible
Businesses					
Mobile Home					
Multi-Family					
Single Family					
For definitions of Reporting Categories, see back of form			Directions		
Public Property	Destroyed	Affected	Damaged	<p>1) If damage has been sustained by your municipality, document the number of property types impacted in the appropriate column.</p> <p>2) DO NOT use this form to document monetary estimates of damage, use number of properties only.</p> <p>3) If debris removal or emergency protective measures are in place, be sure to complete the appropriate form and circle "Yes" to the questions listed at the bottom of this form.</p> <p>4) Complete this form and return to Berks EMA within 24 hours after the passing of the event.</p> <p align="center">Berks County Emergency Management ----- Phone (610) 374-4800 Fax (610) 374-8865 bcema@countyofberks.com</p>	
Bridges & Culverts					
Fire / EMS Facility					
Hospital					
Nursing Home					
Other					
Park					
Power Supply					
Public Bldg (City Hall, Etc.)					
Roads					
Sanitary Sewer					
School					
Sewer Treatment					
Storm Sewer					
Water Control Facility					
Water Supply					
Water Treatment					

Are debris removal activities occurring in the municipality?	Yes / No
Are emergency protective measures in place in the municipality?	Yes / No
If YES is checked for either or both, complete "Protective Action/Debris Removal Form"	

Non-Flood Damage Category Definitions	
Affected	- Some shingles and/or siding missing - Ingress / Egress to residence may be hampered - Dwelling is livable without repairs - IE: Stone driveway is washed away due to heavy rains
Damaged	- Property is usable, however repairs may be required - Critical components of the facility are inoperable (pumps, electric, etc.) - IE: Sewer Treatment is offline due to inoperable pumps
Destroyed	- Property is no longer there - Property is structurally unsafe - All major structural systems are damaged and habitation is not possible - IE: Structure has partially collapsed
Inaccessible	- Unable to access property - IE: Bridge out leading to property
Major	- Large portions of roof missing - Structure or property cannot be used until repairs are made - IE: Roof blown off due to high winds
Minor	- Property is damaged, but usable - Numerous broken windows - Minor structural damage - IE: Roofing shingles blown off due to high winds

Flood Damage Category Definitions				
	AFFECTED	MINOR	MAJOR	DESTROYED
HOUSE				
Crawl Space	X			
Basement	Less than 1'	1' or more	Extensive found. damage	
First Floor	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Slab House	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Second Floor			X	Physically Destroyed
MOBILE HOME	No water into Belly Board	From Belly Board to 6" on floor	6" or more into mobile home	Physically Destroyed

Quick Guide to Determining Damage Category	
Is the <u>structure</u> usable as it is?	
YES	NO
Does it need temporary repairs to be lived in now?	Can it be made usable again with extensive repairs?
Yes - Minor No - Affected	Yes - Major No - Destroyed



Reportable Damage

- **Individual Assistance**

- Businesses
- Mobile Homes
- Multi-Family
- Single Family



Berks County *Individual* Damage Assessment Report

Address of Property INC. MUNICIPALITY:

Property Owned By: Phone Number:

If owners do not live at address above, or if they are relocated due to structure being uninhabitable, indicate address they can be contacted at:

Owner(s) named above own: Contents Structure NOTE: If property is NOT owner occupied, a SEPARATE assessment must be completed for structure and contents

BRIEF description of damage:

Structure Type: Business Single Family Multi Family Mobile Home

Damage Type: Destroyed Major Minor Affected Structure Inaccessible

Property Insurance: Homeowners/Renters/Business Property Flood None Unknown

Insurance Above Covers: Structure Contents

See reverse side of this form for damage category information

COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:

Height of Water in Basement in INCHES				Maximum Height of Water Above Floor of Structure's 1 st Floor in INCHES	
Below Rafters	To Rafters	1 st Floor Involved	Unknown	<input style="width: 50px; height: 30px;" type="text"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Describe the impact on citizens and businesses:

Form Completed By:

Title: Contact Number:

Date and Time Survey Completed:

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Yes - Minor	Yes - Major
No - Affected	No - Destroyed



Reportable Damage

- **Public Assistance**
 - Bridges & Culverts
 - Fire/EMS/Police Facility
 - Hospital
 - Nursing Home
 - Other
 - Park
 - Power Supply
 - **Public Assistance**
 - Roads
 - Sanitary Sewer
 - School
 - Sewer Treatment
 - Storm Sewer
 - Water Control Facility
 - Water Supply
 - Water Treatment
-
-

Berks County **Public** Damage Assessment Report

Address of Property
INC. MUNICIPALITY:

Property Owned By: Phone Number:

Responsible Contact: Phone Number:

BRIEF description of damage:

BRIEF description of how the damage impacts the community:

Damage Type:

Destroyed
 Damaged
 Affected
 Facility Inaccessible

See reverse side of this form for damage category information

Cost provided is:

Owner Estimate
 Contractor Estimate
 Confirmed

Repair/ Replacement Cost: \$

COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:

Height of Water in Basement in INCHES
 Below Rafters To Rafters 1st Floor Involved Unknown

Maximum Height of Water Above Floor of Structure's 1st Floor in INCHES

Comments/Additional Information:

Form Completed By:

Title: Contact Number:

Date and Time Survey Completed:

Non-Flood Damage Category Definitions

Affected	- Some shingles and/or siding missing - Ingress / Egress to residence may be hampered - Dwelling is livable without repairs - IE: Stone driveway is washed away due to heavy rains
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Public Assistance Eligibility

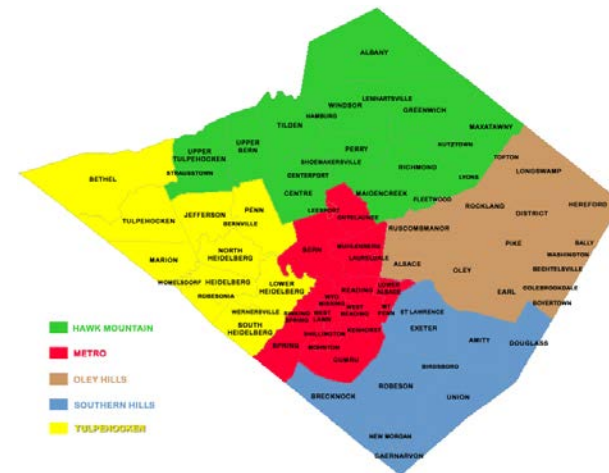
- Provides funding for eligible applicants for:
 - Emergency Work
 - Permanent Restoration of disaster damaged facilities following a Presidential declaration of a major disaster





Eligible Applicants

- State, County, Local Government
- School Districts
- Municipal Authorities
- PNP Organizations
 - Critical Services
 - Fire / EMS
 - Medical Treatment
 - Power, Water & Sewer Utilities
 - Communication Systems
 - Essential Services
 - Community Centers
 - Educational Facilities
 - Homeless Shelters
 - Libraries





Work Eligibility

- To be eligible, the work must:
 - Be disaster related
 - Be located in the designated disaster area
 - Be the applicant's responsibility
 - Not be funded by another federal agency





Types of Work

- **Emergency Work**
 - A. Debris Removal
 - B. Emergency Protective Measures
 - **Permanent Work**
 - C. Roads and Bridge Systems
 - D. Water Control Facilities
 - E. Public Buildings / Equipment
 - F. Public Utilities
 - G. Other (Parks, Recreation, Etc.)
-
-



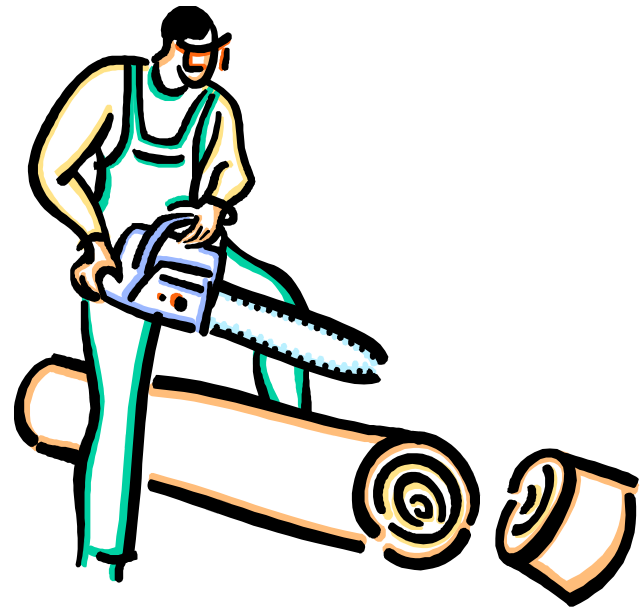
Debris Removal Activities

- Clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles, and personal property.
 - Examples of eligible activities:
 - Debris removal from a street or highway to allow the safe passage of emergency vehicles; and
 - Debris removal from public property to eliminate health and safety hazards.
-
-



Debris Removal Activities

- Document the following:
 - personnel hours (including overtime)
 - equipment hours
 - equipment used (municipal owned or rented)
 - Agreements / invoices





Emergency Protective Measures

- Emergency Protective Measures are actions taken by a community before, during, and following a disaster to save lives, protect public health and safety, or eliminate immediate threat of significant damage to improved public and private property through cost effective measures.
 - Examples of eligible activities:
 - Search & Rescue Activities
 - Demolition and removal of damaged property which poses a threat to life safety
-



Emergency Protective Measures

- Document the following:
 - personnel hours (including overtime)
 - equipment hours
 - equipment used (municipal owned or rented)
 - Agreements / invoices





Permanent Work (Categories C – G)

- Eligible permanent work:
 - Must repair, restore or replace disaster-damaged facilities in accordance with regulations
 - Must restore to pre-disaster design, capacity and function in accordance with applicable codes and standards
 - Must be required as a result of the disaster
 - May include cost effective hazard mitigation measures
-



Continuity of Government

- The principle of establishing defined procedures that allow a government to continue its essential operations in case of a natural or man-made disaster





Preparedness

- Identify essential functions
- Establish lines of succession
- Define delegations of authority
- Identify vital records
- Document critical resources



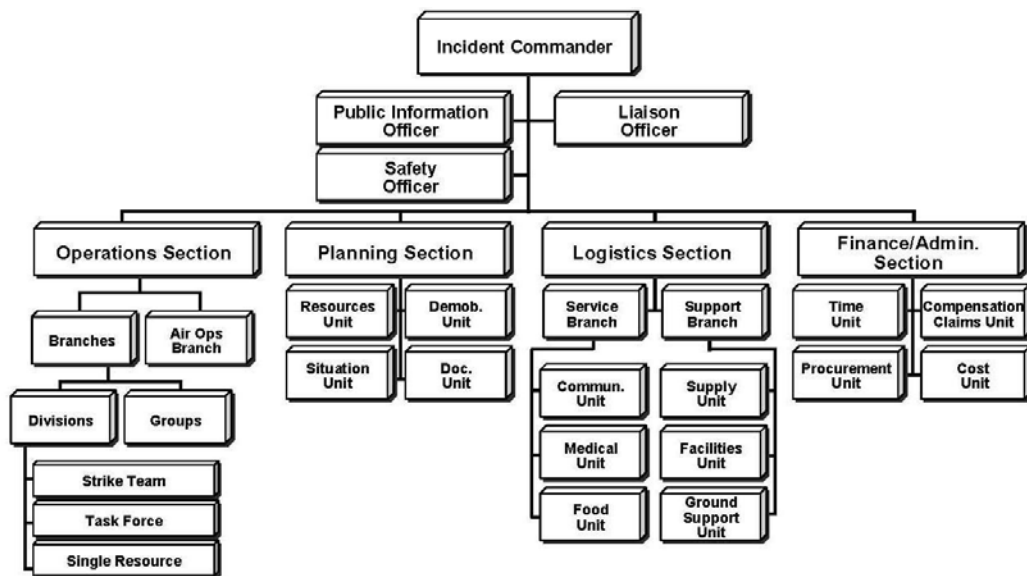


Municipal COOP Plan Guidance

Provided by:

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





NATIONAL INCIDENT MANAGEMENT SYSTEM

December 2008



Homeland Security

NIMS & ICS...IT'S MORE THAN TRAINING!!!!



Purpose of NIMS

The National Incident Management System (NIMS) is a comprehensive system that “Provides a consistent nationwide approach to enable federal, state, tribal and local governments, non-governmental organizations (NGOs), and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of an incident, regardless of cause, size, location or complexity” [...] is a set of guiding core doctrines, concepts, principals, terminology, and processes that are meant to enable an incident management system that is not only effective, but that allows all entities to work together seamlessly as well.



Annual NIMS Implementation

- Adoption
 - Preparedness
 - Planning
 - Training
 - Exercises
 - Communications & Information Management
 - Resource Management
 - Command Management
-
-

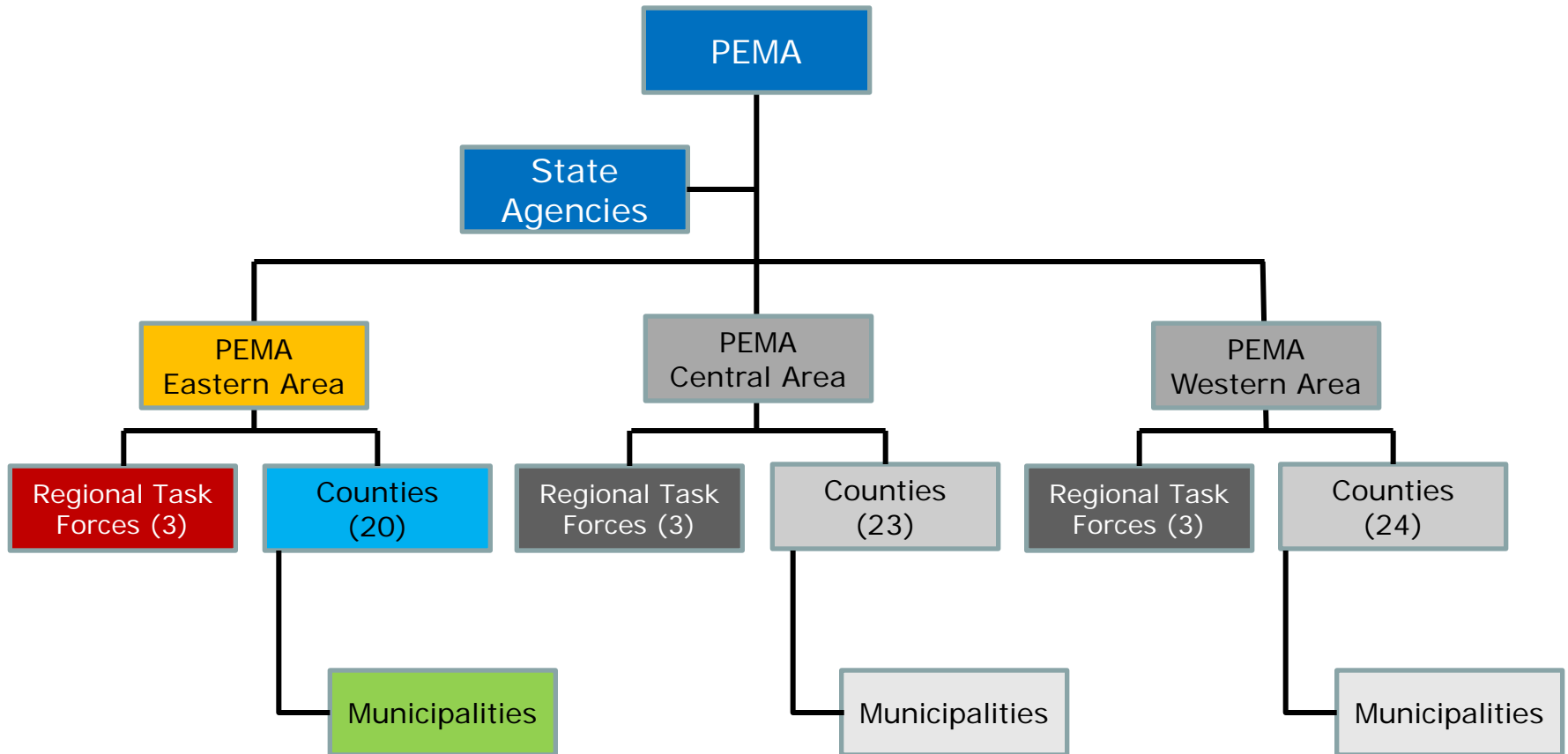


NIMS Reporting

- NIMSCAST
 - was formerly used to report compliance.
- NIMS Data Collection Tool
 - (FEMA/DHS Spreadsheet) Is the current tool used for reporting.



NIMS Reporting





NIMS Reporting Schedule

Compliance Reporting Quick Reference

Reporting Entity	Report Date	Report To
PEMA Area Offices	October 15 th annually*	Pennsylvania NIMS Coordinator
State Agencies	October 15 th , annually*	Pennsylvania NIMS Coordinator
Task Forces	N/A	N/A
Counties	October 5 th , annually*	Area Office NIMS POC
Local Jurisdictions	September 30 th , annually*	County NIMS POC
* Or the next business day if date falls on a weekend		



What is ICS?

- The Incident Command System
 - Standardized, on-scene, all-hazards incident management concept.
 - Allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
-
-



ICS Purposes

- ICS helps to ensure:
 - Safety of responders
 - Achievement of tactical objectives.
 - Efficient use of resources.
-
-



Legal Basis for ICS

- HSPD-5: Management of Domestic Incidents
 - HSPD-8: National Preparedness
-
-



ICS Training Levels

- IS-100: Introduction to ICS
 - IS-200: Enables personnel to operate efficiently during an event within ICS
 - IS-700: Introduction to NIMS
-
-



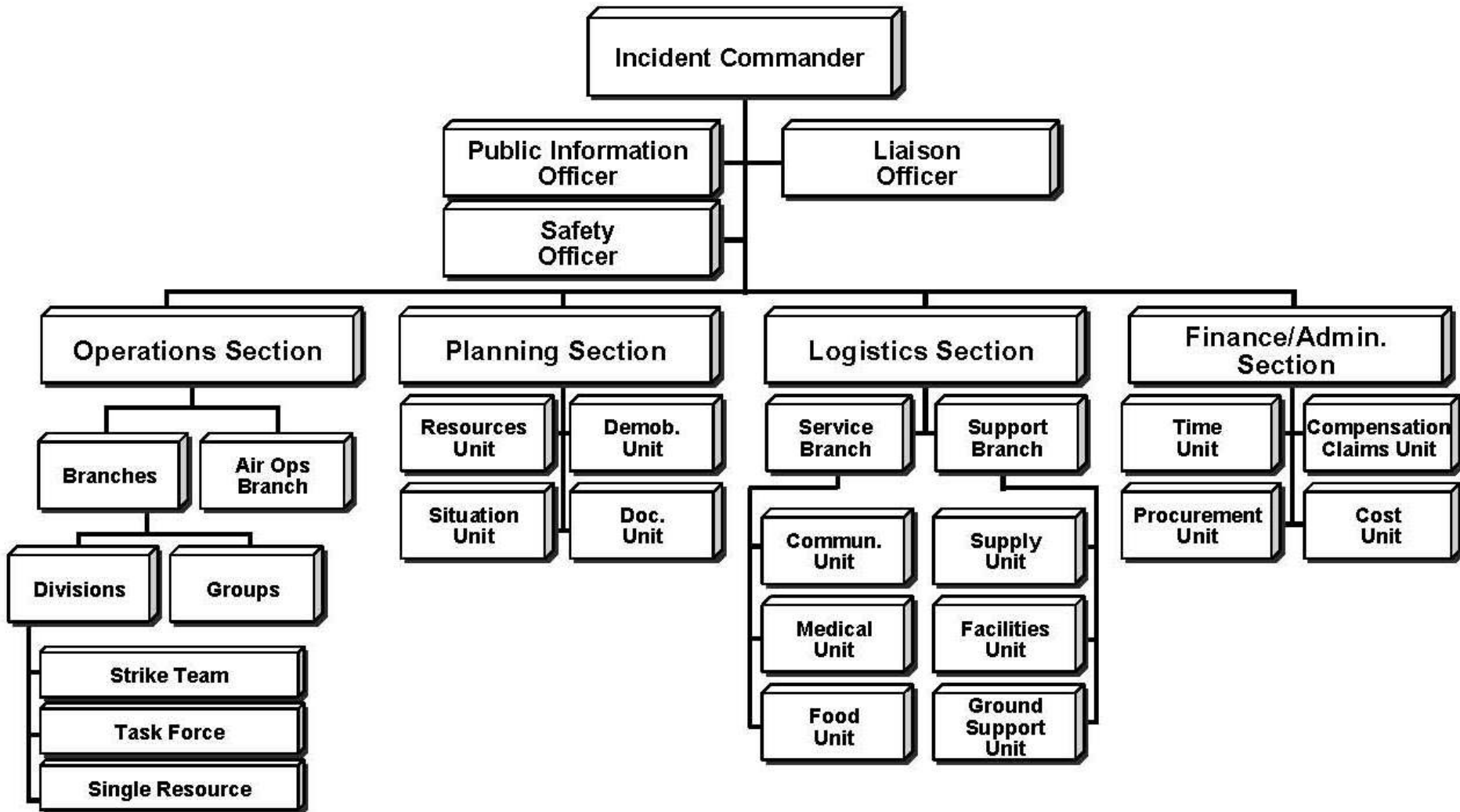
ICS Training Levels

- IS-800: Introduction to concepts of NRF
 - ICS-300: Advanced knowledge & application of the ICS
 - ICS400: Advanced for Command & General Staff.
-
-



Minimum Training for Elected Officials

- ICS 100b. Introduction to ICS
 - ICS 700a. Introduction to NIMS
 - OR G-402, ICS Overview for Executives/Senior Officials
-





Knowledge Center

- All EMC's shall become familiar with Knowledge Center.
 - Primary means of reporting significant information during an event between municipalities, county and state.
 - Operation Awareness
 - Documented and printable record.

