

Chester County Emergency Operations Plan

Section I – Basic Plan

February 2014

**Chester County Department of Emergency Services
601 Westtown Road, Suite 012
West Chester, PA 19380-0990**

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Foreword

This County Emergency Operations Plan (EOP) outlines how Chester County Government complies with and implements the requirement of the Pennsylvania Emergency Management Services Code to protect the lives and property of the citizens of the county. This County EOP serves as a bridge between municipal Emergency Operations Plans and the Pennsylvania State Emergency Operations Plan.

This County Plan is organized as follows and is published in four sections:

The **Basic Plan (Section I)** presents the planning assumptions, policies, and concept of operations that guide the responsibilities for emergency preparedness, prevention, response, recovery, and mitigation within Chester County.

Appendices cover other information such as authorities and references, terms and definitions, maps of the county, etc.

The **Emergency Support Function Annexes (Section II)** describe the mission, concept of operations, and responsibilities of the primary and support agencies involved in the implementation of their specific roles and responsibilities.

Functional Checklists (Section III) provides suggested tasks for each position within the Emergency Operations Center. The nature of an emergency does not allow for these checklists to be all encompassing; however these checklists are designed to provide some guidance as to the types of tasks that are to be completed by the various positions. The Functional Checklists have been categorized according to the Incident Command System (Policy Group, Command, Operations, Planning, Logistics, and Finance).

A **Notification and Resource Manual (Section IV)** contains lists of those resources, facilities, personnel, equipment, and supplies that are available to the County, along with contact information that will be needed to procure that resource for use during an emergency. Due to the regular changes of resource and contact information, this information is maintained electronically and not in hard copy format.

The Functional Checklists, and Notification and Resource Manual (NARM) are not subject to the Right-to-Know Law; therefore they are not for release to the public.

Related Supporting Plans (published separately) are various incident, hazard, or event specific plans. Not incorporating these plans directly into this EOP allows flexibility to incorporate site-specific plans as required by federal, Commonwealth regulations, or the county hazard vulnerability analysis.

Certification of Biennial Review

The Chester County Department of Emergency Services has reviewed this Emergency Operations Plan and hereby certifies the review.

Date	Signature

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Promulgation

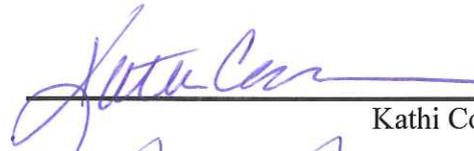
THIS PLAN IS PROMULGATED AS THE CHESTER COUNTY EMERGENCY OPERATIONS PLAN. THIS PLAN IS DESIGNED TO COMPLY WITH ALL APPLICABLE COMMONWEALTH AND COUNTY REGULATIONS AND PROVIDES THE POLICIES AND PROCEDURES TO BE FOLLOWED IN DEALING WITH EMERGENCIES, DISASTERS AND TERRORISM EVENTS.

THIS PLAN SUPERSEDES ALL PREVIOUS EMERGENCY OPERATIONS PLANS.

PROMULGATED THIS 3rd DAY OF April, 2014



Ryan Costello



Kathi Cozzone



Terence Farrell



Chief Clerk

(OFFICIAL SEAL OF THE COUNTY OF CHESTER)



Edward J. Atkins
Director
Department of Emergency Services

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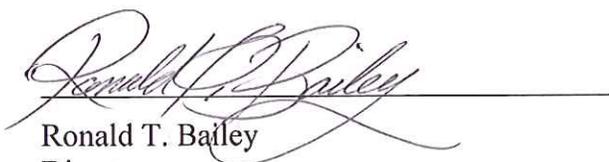
I certify that my department/organization is able to support the Chester County Basic Emergency Operations Plan. If needed, my department/organization will be able to provide staffing to fill the primary role for the Emergency Support Function(s) outlined in the plan.



Leo Pratte
Regional Director, Emergency Services
American Red Cross
Southeastern Pennsylvania

9/13/13

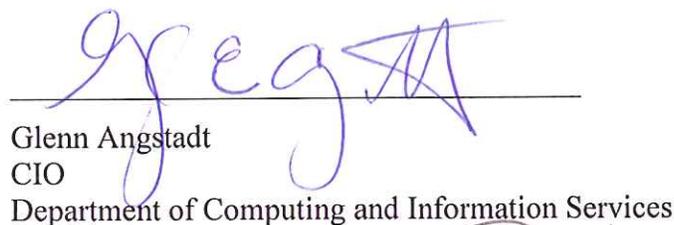
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Ronald T. Bailey
Director
Chester County Planning Commission

9/26/13

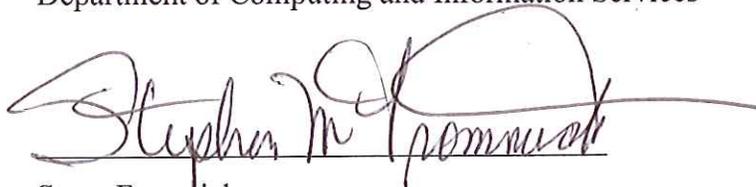
Date



Glenn Angstadt
CIO
Department of Computing and Information Services

11/21/13

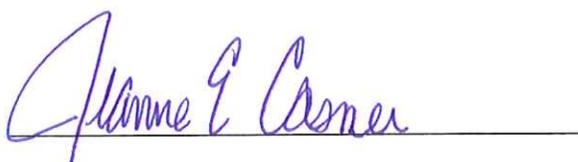
Date



Steve Frommick
Director
Department of Facilities

7/23/2013

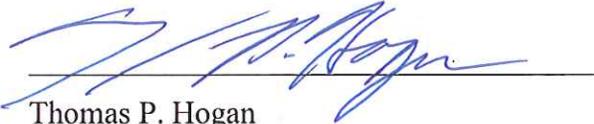
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Jeanne Casner
Director
Department of Health

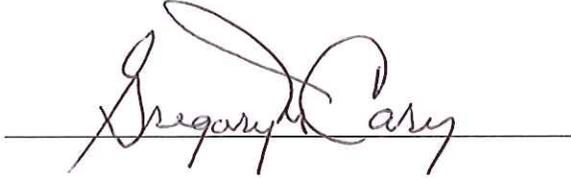
11/15/2013

Date



Thomas P. Hogan
District Attorney

7/24/13
Date



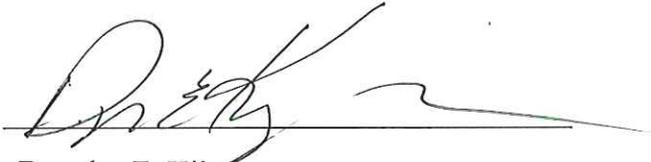
Greg Cary
Regional External Affairs Manager
PECO Energy Company

1-16-2014
Date



Leon Ressler
District Director
Penn State Cooperative Extension

12/3/2013
Date



Douglas E. Kilgore
County Executive Director
USDA Chester/Delaware Farm Services Agency

12/03/2013
Date

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Other Sections of this Emergency Operations Plan (not for public release):

Section II: Emergency Support Function Annexes

Section III: Functional Checklists

Section IV: Notification and Resource Manual

Related Supporting Plans (Published Separately)

1. Chester County Air Crash Incident Management Plan (To Be Developed)
2. Chester County Alert & Warning Notification Plan (To Be Developed)
3. Chester County Biological Incident Management Plan (To Be Developed)
4. Chester County Catastrophic Incident Management Plan (To Be Developed)
5. Chester County Continuity of Operations Plan
6. Chester County Cyber Incident Management Plan (To Be Developed)
7. Chester County Debris Management Plan (To Be Developed)
8. Chester County Disaster Recovery Plan
9. Chester County Disaster Volunteer Assistance and Donations Management Plan (To Be Developed)
10. Chester County Emergency Alert System Plan
11. Chester County Emergency Fuel Management Plan (To Be Developed)
12. Chester County Hazard Mitigation Plan
13. Chester County Hazard Vulnerability Analysis
14. Chester County Heat Emergency Plan
15. Chester County Integrating and Coordinating Defense Support to Civil Authorities Plan (To Be Developed)
16. Chester County Logistics and Resource Management Plan (To Be Developed)
17. Chester County Mass Causality Response Plan
18. Chester County Mass Fatality Plan
19. Chester County Pandemic Plan (Under Development)
20. Chester County Severe Flooding Emergency Plan
21. Chester County Shelter/Mass Care Emergency Plan
22. Chester County Special Events Incident Management Plan (To Be Developed)
23. Chester County Strategic National Stockpile Plan
24. Chester County Terrorism Incident Management Plan (To Be Developed)
25. Chester County Watch Officer Standard Operations Procedures
26. Chester County Wind Emergency Plan
27. Chester County Winter Emergency Plan
28. Nuclear/Radiological Emergency Response Plans
29. Regional Hospital Disaster Plan
30. Regional Public Health Plan
31. Regional Transportation Emergency Plan
32. Emergency Action Plans for Hazard Potential Category 1 and 2 Dams
33. Off-Site Emergency Response Plans for Superfund Amendment and Reauthorization Act (SARA) facilities.

I. EXECUTIVE SUMMARY

This plan describes emergency response procedures for Chester County, Pennsylvania. It reflects the structure of emergency management throughout the Commonwealth of Pennsylvania and the nation. The structure is based on the National Incident Management System (NIMS), which includes prescribed incident command structures that will be used by local emergency responders. This plan serves as an emergency management link between local municipalities and state government while incorporating the federal organizational concepts of the National Response Framework (NRF).

This plan employs a functional, all-hazards approach that manages the assistance the County is likely to need or provide by defining 15 Emergency Support Functions (ESFs). The ESFs will be supported by logistics, planning and finance sections. The plan is laid out in four sections, as outlined below. All sections are published separately to allow the portions that may contain personal or sensitive information to be kept confidential.

Section I – Basic Plan

- The Basic Plan describes procedures and principles for organizing emergency response throughout the county. It contains overarching structures and assigns responsibilities to various organizations in the county.
- A listing of Related Supporting Plans that:
 - depend on this plan for assignment of responsibilities and operational principles and may supplement this plan during specific emergencies
 - because of regulatory requirements or the specific nature of the hazards they address, should stand alone
 - are published separately, and incorporated into this plan by reference
 - in some cases contain personal or sensitive information and are exempted from the provision of the Right-to-Know Law, and from release to the general public
- Appendices that provide additional information (definitions, maps, etc.) that will be helpful during emergency response.

Section II – Emergency Support Function Annexes

- ESF Annexes that describe the 15 Emergency Support Functions and how they will be accomplished. The following is a summary of the 15 Emergency Support Functions:
 1. *Transportation*: Coordinate transportation resources and infrastructure.
 2. *Communications*: Coordinate all forms of communication and Information Technology (IT) resources.
 3. *Public Works & Engineering*: Coordinate engineering and heavy equipment support, oversee debris removal and management.
 4. *Firefighting*: Coordinate and assist local firefighting efforts.
 5. *Emergency Management*: Coordinate countywide emergency response functions; collect/share/analyze/disseminate information.

6. *Mass Care, Shelter, & Human Services*: Coordinate shelter and feeding operations. Coordinate emergency assistance and other human services to victims.
7. *Logistics Management and Resource Support*: Coordinate facilities, equipment, supplies, resources; track resources. Arrange for the reception and distribution of goods.
8. *Public Health & Medical Services*: Coordinate medical care, public and crisis counseling and mortuary services.
9. *Search & Rescue*: Coordinate search and rescue missions including: water, technical, urban, wilderness and underground.
10. *Oil & Hazardous Materials Response*: Respond/assist in incidents involving the release of hazardous materials that may harm humans or the environment.
11. *Agriculture & Natural Resources*: Coordinate bulk food supplies; coordinate the monitoring of animal feed and food production facilities and the health of livestock and food crops; coordinate the protection of natural, cultural and historic resources.
12. *Energy*: Monitor and coordinate the maintenance and restoration of the supply of energy and energy distribution infrastructure.
13. *Public Safety & Security*: Coordinate physical security for citizens and their property; suppress criminal activity.
14. *Long Term Community Recovery and Mitigation*: Coordinate the protection and restoration of 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. Manage Public Inquires and community outreach.

Section III – Functional Checklists

- Functional Checklists that outline suggested actions to be taken for each position in the Emergency Operations Center (EOC).

Section IV – Notification and Resource Manual

- The Notification and Resource Manual that contains the information on where to find the electronically stored lists of those resources, facilities, personnel, equipment and supplies that are available to the County, along with contact information that will be needed to procure that resource for use during an emergency.

II. PURPOSE AND SCOPE

A. Purpose

The purpose of this plan is to establish a comprehensive, countywide, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery. This plan provides the framework for interaction with municipal governments; the private sector; and nongovernmental organizations in the context of incident prevention, preparedness, response, and recovery activities. It describes capabilities and resources to help protect from natural, human-caused, and technological hazards; saves lives; protect public health, safety, property, and the environment; and reduce adverse psychological consequences and disruptions. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code (Title 35). Finally, this plan serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

B. Scope

This plan addresses incidents or events that threaten to or do cause damage of sufficient severity and magnitude within the geographic boundaries of Chester County, Pennsylvania that exceed the capabilities of local municipalities. This plan applies to all County departments and responding agencies. This plan also applies to responding agencies that are providing requested mutual-aid assistance.

C. Policies

The Chester County Department of Emergency Services adheres to policies established by the Chester County Board of Commissioners.

Supplemental policies and procedures are promulgated by the Director of Emergency Services as well as by other County Department Directors as appropriate.

Top priorities for incident management are to:

- Save lives and protect the health and safety of the public, responders, and recovery workers;
- Ensure security of the county;
- Prevent an imminent incident, including acts of terrorism, from occurring;
- Protect and restore critical infrastructure and key resources;
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution;
- Protect property and mitigate the damage and impact to individuals, communities, economy, and the environment; and
- Facilitate recovery of individuals, families, businesses, governments, and the environment.

Hazard specific plans will be developed for the hazards that occur most frequently within the County or have the largest potential impact. A plan will not be developed for every hazard outlined in the County's Hazard Vulnerability Assessment.

III. SITUATION AND ASSUMPTIONS

A. Situation

1) Chester County Location and Description

Chester County is located in the southeastern portion of Pennsylvania and encompasses a land area of 762 square miles. According to the United States Census Bureau, in 2010 the population of Chester County was 498,886. West Chester Borough, the county seat, is located in the southeast/central portion of Chester County. Approximately 209 square miles of the county is wooded, 297 square miles is agricultural, 131 square miles is residential, 96 square miles is non-residential and 26 square miles is vacant/water. There are 1,022 miles of Commonwealth and federal highways and 2,530 miles of secondary and municipal roads in the county. The County is comprised of 73 municipalities (1 city, 57 townships and 15 boroughs) and 14 School Districts. Chester County includes or is affected by all of the critical infrastructure sectors as outlined in the Department of Homeland Security's National Infrastructure Protection Plan.

2) Chester County Capabilities and Resources

Chester County operates a 9-1-1 Operations Center and an Emergency Operations Center (EOC). The 9-1-1 Center and the EOC have access to the listings of resources available from county assets as well as resources available from the municipalities and private sector. Backup facilities for both the 9-1-1 Operations Center and the Emergency Operations Center are available. The County is also a member of the Southeastern Pennsylvania Regional Task Force (SEPA RTF) which may be able to provide mutual aid and support when requested.

3) Chester County Hazard Vulnerability

Chester County is subject to a variety of hazards, which are broken into two categories, natural hazards and human caused hazards. The major hazards that Chester County faces are outlined below, a more extensive listing and detailed information on the hazards can be found in the Chester County Hazard Vulnerability Analysis.

Natural Hazards

Floods

Seventy-two of 73 municipalities in Chester County are flood-prone. Due to the rolling landscape and low water capacity of the soils and underlying rocks, flooding due to runoff from a heavy rainfall may be more severe in a stream

valley. Within the flood susceptible areas of Chester County, it is expected that the character of flooding will remain essentially unchanged over the coming years.

Winter Storms

Snow, more so than sleet or freezing rain, accounts for a considerable portion of the colder season precipitation. Amounts in Chester County usually total 20 to 30 inches per year; however, that much and more have occurred in individual months. It is reasonable to expect the number and severity of winter storms to remain fairly constant over a long period of time.

Tornadoes, Hurricanes, and Wind Storms

There have been numerous occasions that tornado watches or warnings were issued, occasionally resulting in high winds, rain, and/or hail. These tornadoes have created minor damage in the county with localized power failures lasting up to four hours. The frequency of tornadoes and the effects of hurricanes and windstorms occurring in the county should remain fairly constant. Past experience has been that the winds of destructive force are generally produced by thunderstorms, as well as hurricanes and tornadoes.

Human-Caused Hazards

Dam Failures

Any dam has the potential for creating a major disaster. Dam failures usually occur with little or no notice, wreaking havoc on an unsuspecting community. As of December 2012, there were 37 dams in Chester County classified as high hazard dams that met the State requirements for mandatory planning under the Dam Safety and Encroachments Act. Eleven dams are classified as B or C-1, meaning that they present a potential for large loss of life, excessive economic loss, or significant public inconvenience if they fail.

Hazardous Materials

Chester County is vulnerable to the threat of hazardous materials incidents. New industrial complexes and housing developments increase the potential for natural gas or petroleum pipeline incidents. Increasing industrialization brings with it greater sources of hazardous material transportation, storage, use, and waste. Increasing vulnerability to hazardous materials, whether raw, or waste, cannot be avoided.

Fire

Fire is an ongoing hazard affecting many communities daily. Most fire disasters are averted by early warning and appropriate response. Fire has been and will continue to be a problem of great concern to Chester County. Urban and suburban expansion continues to create multiple family dwellings and industrial complexes vulnerable to potential fire hazards; also, the threat of arson cannot be overlooked.

Terrorism

Terrorism involves the systematic use of terror or violence to achieve political goals. The targets of terrorism include government officials, identified individuals or groups, and innocent bystanders. Chester County's close proximity to Philadelphia increases the risk of being a victim of terrorism. There is also the possibility that Chester County will have to provide aid for displaced Philadelphia residents from a terrorist action.

B. Planning Assumptions

- 1) An emergency or disaster may occur in Chester County at any time and pre-disaster warning time may vary from none to several days.
- 2) All disasters start and end at the local level.
- 3) Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- 4) Initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by the Chester County 9-1-1 Operations Center.
- 5) A major disaster, emergency, or terrorism event may cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and may have an impact on the regional economic, physical, and social infrastructures.
- 6) A major disaster or emergency will overwhelm the capabilities of the local municipal governments along with their emergency response agencies.
- 7) The extent of casualties and damage will be affected by factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
- 8) The county will coordinate and support the activities of multiple political subdivisions in accordance with the provisions of the Pennsylvania Emergency Management Services Code. The County Department of Emergency Services may need to respond on short notice to provide timely and effective assistance.
- 9) Using the tiered response system, resources and capabilities from municipalities and other counties may be requested through already established mutual aid agreements.
- 10) Upon a determination that resource requests exceed or may exceed resources that may be obtained through existing mutual aid agreements the county will request assistance from the Pennsylvania Emergency Management Agency (PEMA).

- 11) The occurrence of a major disaster or emergency, as defined in the Stafford Act, may result in the declaration of a disaster emergency by the Governor. Depending upon the severity of the event, the Governor may request a Declaration of Emergency or Major Disaster from the President, or a declaration of Economic Emergency from the Administrator of the Small Business Administration.
- 12) The Pennsylvania Intrastate Mutual Aid System (PIMAS) will make aid available to the county and all of its political subdivisions that have not opted out of the system. PIMAS will be utilized in response to emergencies and disasters that require actions beyond the capacity of the local municipality or the county in which the incident occurs.
- 13) Each department or agency will develop internal operating procedures or implementing instructions to ensure that responsibilities assigned in this plan are executed.
- 14) Intelligence gathering, coordination and dissemination will be included in preparedness, prevention, response, recovery and mitigation phases.

IV. CONCEPT OF OPERATIONS

A. General

All emergency response within the county will follow the National Incident Management System (NIMS) that has been specified by the U.S. Department of Homeland Security.

This includes:

- 1) The designation of an Incident Commander and, if necessary, an Incident Management structure;
- 2) The use of resource definitions specified by NIMS; and
- 3) Communication and planning protocols used in NIMS.

If it appears that an incident will grow beyond the capabilities of a municipality, or if more than one municipality will be involved in response, the county Emergency Management Agency (EMA) will assist with coordination of the efforts. If local resources become overwhelmed, the county will provide supplemental assistance. If county resources are not adequate, the county EMA will turn to other counties in the region then to the state for assistance.

B. Plan Activation

The Basic Emergency Operations Plan provides the framework for the response and recovery efforts for all-hazards incidents. This plan is designed to be flexible to meet the needs of every incident. Additional hazard specific plans will complement but not override this plan.

The Director of the Department of Emergency Services is the single point of contact to serve as the coordinator for the County's incident management system and is responsible for activating this plan. This plan can be activated at any time as needed to support the actual or anticipated response and recovery efforts of a disaster. After plan activation, the personnel supporting this plan will work with municipal, county, regional, state, private sector, and other emergency management partners to coordinate the response and recovery efforts.

C. Intergovernmental Assistance

Mutual aid agreements between municipalities are inherently in place through Title 35. Adjacent counties and other governments will render assistance in accordance with the provisions of intergovernmental support agreements in place at the time of the emergency. The county EMA and other agencies will establish regular communication with state agency offices supporting the county (Pennsylvania Departments of Agriculture, Transportation, Health, etc). Requests for unmet needs will be forwarded to the State EOC through the PEMA Eastern Area Office.

D. Mitigation

Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures implemented prior to, during, or after an incident are intended to prevent the occurrence of an emergency, reduce the county's vulnerability and/or minimize the adverse impact of disasters or emergencies. A preventable measure, for instance, is the enforcement of building codes to minimize such situations. More detailed information can be found in the County Hazard Mitigation Plan.

E. Preparedness

Preparedness includes actions taken to avoid an incident or to intervene to stop an incident from occurring. Preparedness involves actions taken prior to an emergency to protect lives and property and to support and enhance disaster response. Planning, training, exercises, community awareness and education are among such activities.

F. Response

Response includes activities that address the short-term, direct effects of an incident. These activities include immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the affected community. Also included are direction and coordination, warning, evacuation, and similar operations that help reduce casualties and damage, and speed recovery.

G. Recovery

Once an incident has begun it is important to start planning for the recovery efforts. The recovery period will last significantly longer than an event will last. ESF #14 – Long Term Recovery and Mitigation will initiate the planning of the recovery efforts as soon as

possible after the beginning of the event. Depending on the scale of the event, the recovery efforts will be handled by the Emergency Management Division or a Long Term Recovery Committee.

Once response activities are in progress, the focus will be shifted to damage assessment which will drive the recovery efforts. The Emergency Management Division will coordinate the damage assessment report process and collecting damage assessments from the municipal Emergency Management Coordinators (EMCs). The total of the damages sustained within the county will be passed up to the state to allow damage assessments to be compiled across the state.

H. Direction, Control, Coordination and Support

Chester County Elected Officials play an important role in the protection of the lives and property of the citizens, and make policy decisions for the coordination of emergency activities within the county.

The Director of Emergency Services acts as the County Emergency Management Coordinator (EMC) and may act on behalf of Chester County Board of Commissioners. An Emergency Operations Center (EOC) has been identified and is operational 24 hours per day, seven days per week through the 9-1-1 Operations Center. The EOC may be expanded beyond the 9-1-1 Operations Center during an emergency by the Chester County Board of Commissioners, the EMC, or designee.

The initial Incident Commander (IC) at an incident site will be from the service having primary jurisdiction (fire, police, emergency medical services, etc). If the line of jurisdiction becomes unclear, a Unified Command (UC) should be formed. The local IC/UC will coordinate with the respective municipal EMCs.

When local conditions are such that the event exceeds the local capabilities, the IC/UC or municipal EMC may contact Chester County Department of Emergency Services to request assistance. Response by the Chester County government will follow an operational structure that is based on the Incident Command System defined in the National Incident Management System.

The Chester County EOC will NOT assume command of event. The EOC will only support the efforts of the on-site IC/UC through the 15 Emergency Support Functions (ESFs) outlined below in Table 1. The complete detail of the ESF’s duties are detailed in the ESF Support Annexes.

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Coordinate transportation resources and infrastructure.
2	Communications	Coordinate all forms of communication and Information Technology (IT) resources.
3	Public Works & Engineering	Coordinate engineering and heavy equipment support, oversee debris removal and management.
4	Firefighting	Coordinate and assist local firefighting efforts.

ESF	FUNCTION	PRINCIPAL DUTY
5	Emergency Management	Coordinate countywide emergency response functions; collect/share/analyze/disseminate information.
6	Mass Care, Shelter, & Human Services	Coordinate shelter and feeding operations. Coordinate emergency assistance and other human services to victims.
7	Logistics Management and Resource Support	Coordinate facilities, equipment, supplies, resources; track resources. Arrange for the reception and distribution of goods.
8	Public Health & Medical Services	Coordinate medical care, public and crisis counseling and mortuary services.
9	Search & Rescue	Coordinate search and rescue missions including: technical, urban, wilderness and underground.
10	Oil & Hazardous Materials Response	Respond/assist in incidents involving the release of hazardous materials that may harm humans or the environment.
11	Agriculture & Natural Resources	Coordinate bulk food supplies; coordinate the monitoring of animal feed and food production facilities and the health of livestock and food crops; coordinate the protection of natural, cultural and historic resources.
12	Energy	Monitor and coordinate the maintenance and restoration of the supply of energy and energy distribution infrastructure.
13	Public Safety & Security	Coordinate physical security for citizens and their property; suppress criminal activity.
14	Long Term Community Recovery and Mitigation	Coordinate the protection and restoration of 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. Manage Public Inquires and community outreach.

Table 1: Emergency Support Functions

Each ESF has been assigned at least one “Primary” and “Support” agency. In cases where more than one agency has primary jurisdiction over functions within an ESF, a “Coordinating” agency is designated from among them. The matrix for the ESF assignments is located in Appendix C.

- **Coordinating Agencies:** The “Coordinating Agency” provides expertise and management for the designated function, especially during pre-disaster phases. It will coordinate the actions of all agencies assigned to the ESF.
- **Primary Agencies:** The “Primary Agency” will support the mission of the ESF and the coordinating agency by applying its authority or jurisdiction over (portions of) the ESF.
- **Support Agencies:** “Support Agencies” provide support for the mission by providing resources and accomplishing tasks assigned by the primary agency.

Within the EOC, the ESFs have been assigned, primarily to the Operations Section of the incident command structure providing better coordination and control. As situations require, direct collaboration between ESFs will be conducted. The remaining sections are filled out with the traditional ICS staffing positions. In those cases where a position is not staffed, ICS doctrine dictates that responsibilities and activities of that position revert to the branch director, then section chief, then EOC director. A chart of the Chester County EOC organizational structure is located in Appendix E.

Other emergency plans may be applicable to a specific event and be able to provide further detail to supplement this plan. For example, an incident involving hazardous substances, a nuclear power plant incident, or high hazard dam emergency may involve “Incident Specific” response activity which may be found in the associated emergency plan. If the incident involves implementation of response plans at various levels, the county and the state EMA’s shall strive to coordinate to the maximum extent practical.

For the integration of response, recovery, and mitigation actions, precedence is given to immediate response operations to save lives, protect property, and meet basic human needs over recovery and mitigation operations. Intelligence gathering and recovery actions will be coordinated and based upon availability of resources. Mitigation opportunities will be considered throughout disaster operations.

The County Emergency Operations Center (EOC) is routinely operating at Level IV Operations with staffing provided by the 9-1-1 Operations Center and may be supplemented with an Emergency Management Watch Officer. The Director of Emergency Services will decide to expand the EOC to Level III (see Table 2) based on the potential or actual events. Level III staffing will come from Emergency Services.

The decision to expand the County Emergency Operations Center (EOC) above Level III will be the responsibility of the Chester County Board of Commissioners based on guidance from the EMC or designee. Staffing will come from the Department of Emergency Services and other County Departments. Upon expansion beyond Level III:

- All County Department Heads are required to make staff available upon the request of the Director of Emergency Services or designee.
- Staff requested by the Director of Emergency Services or designee will operate under the operational control of the Department of Emergency Services and take direction from a Department of Emergency Services designated supervisor.
- A block of hotel rooms will be secured to accommodate an appropriate number of staff members to ensure they are rested, available, and ready to continue to mitigate the effects of the incident.

Table 2 outlines the phased levels of activation of the EOC. Ranging from normal operations (Level IV) to full activation (Level I).

PHASE	EVENT	SCOPE	EXAMPLE
LEVEL IV (Normal)	Normal Operations, localized events with relatively minor damages	9-1-1 center monitoring the situation, an emergency management watch officer on call or staffed in the 9-1-1 center	Day-to-day operations.
LEVEL III (Limited)	Threats that require situational awareness, planning or possible county-level response	Limited mobilization of the EOC. EOC Director, Operations, Logistics, Planning, Emergency Management, a support person.	Major storm, Long-term incident (24+ hours), ‘Alert’ at a Nuclear power plant.
LEVEL II (Partial)	Threats that require increased situational awareness, coordination or damage assessment	Partial mobilization of EOC. Level III staff & ESF’s as required.	Active severe flooding, Major Snow emergency, ‘Site Area Emergency’ at a Nuclear power plant, direct hit from a Tropical Storm.
LEVEL I (Full)	Catastrophic damage involving the entire county or neighboring counties	Full mobilization of EOC Staff. All ESF’s staffed.	‘General Emergency’ at a Nuclear power plant, Wide spread civil unrest, Terrorist attack, direct hit from a Hurricane.

Table 2 – Levels of EOC Activation

V. RESPONSIBILITIES

The Emergency Management Division within the Department of Emergency Services is responsible for staffing a Watch Officer to assist the 9-1-1 Operations Center in emergency management functions after an incident has started and before the escalation of the EOC. The Watch Officer will provide a recommendation on the need to escalate the EOC.

ESF responsibilities are created to avoid duplication of services and to ensure that the most appropriate agency is assisting in supporting the different needs during an incident.

County Elected Officials

Prevention and Preparedness Phases

- Responsible for establishing a county emergency management organization.
- Establish lines of succession for key positions.
- Prepare and maintain this EOP in consonance with the Commonwealth EOP.
- Recommend an EMC for appointment by the governor who may act on their behalf, if necessary.
- Support the intelligence community and prevention activities undertaken by appropriate organizations.

Response and Recovery Phases

- Utilizing the Protective Action Measures Support Annex, provide Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed.
- If the situation warrants, issue a declaration of disaster emergency upon finding a disaster has occurred or is imminent.
- Apply for federal post-disaster funds, as available.

Emergency Management Coordinator

Prevention and Preparedness Phases

- Prepare and maintain an EOP for Chester County subject to the direction of the County Elected Officials.
- Establish, equip, and staff an EOC.
- Maintain coordination with the municipal EMA's and PEMA.
- Collect, analyze, and disseminate information.
- Recruit, develop, and maintain qualified personnel to staff the EOC.
- Provide individual and organizational training programs to insure prompt, efficient and effective disaster emergency services.
- Identify resources within Chester County that can be used to respond to a major emergency or disaster situation.
- Coordinate prevention activities with appropriate organizations.
- Support and actively participate in the intelligence community.
- Develop and maintain current emergency response checklists appropriate for the emergency needs and resources of the community.
- Attend training and workshops to maintain proficiency in emergency management, response, planning, and procedures.

Response and Recovery Phases

- Mobilize the EOC and act as, or designate, the EOC Director during an emergency.
- Provide prompt and accurate information of an emergency to the Chester County Board of Commissioners and PEMA.
- Organize, prepare and coordinate all locally available staff, materials, supplies, equipment, facilities and services necessary for disaster emergency readiness, response and recovery.
- Compile cost figures for the conduct of emergency operations above normal operating costs.
- Request any needed resources from PEMA.
- Decide the need for and coordinate all Damage Assessment activities for the incident.
- During a proclamation of a disaster by the Governor of Pennsylvania, acquire sites required for installation of temporary housing for disaster victims as necessary.

Mitigation Phases

- Identify hazards and vulnerabilities that may affect the municipalities in coordination with municipal EMA's.
- Adopt and implement precautionary measures to mitigate the anticipated effects of a disaster.

Agency Directors / Chester County Department Heads

Prevention and Preparedness Phases

- All agencies designated as a primary agency for the emergency support functions shall work to fulfill the prevention and preparedness measures outlined in each emergency support function annex.
- Support training for staff that may be called upon to staff the Emergency Operations Center.

Response and Recovery Phases

- Provide staff support and resources.
- Provide guidance, direction, and authority to agency / department personnel who support the EOC.

Mitigation Phase

- Identify potential disaster mitigation projects and relay that information to ESF #5 Emergency Management.
- Assist in supporting mitigation projects as needed.

The responsibilities outlined below for all of the EOC staff are a general overview for all EOC positions. More detailed prevention, preparedness, response, recovery, and mitigation responsibilities for the ESF's are outlined in Section II, ESF Annexes. More detailed response and recovery responsibilities for the other EOC positions can be found in Section III, Functional Checklists.

All EOC Staff

Prevention and Preparedness Phases

- Assist in the development and maintenance of the checklist for their respective position.
- Attend training on the duties of their respective position.
- Participate in drills/exercises as needed.
- Participate in prevention projects as needed
- Support prevention activities undertaken by appropriate organizations
- Support the intelligence community as needed.

Response and Recovery Phases

- Respond to the EOC or the field, as needed.
- Ensure that proper check in and time procedures are followed.
- Perform the duties of the position to the best of their abilities.

- Keep detailed logs, records, and documentation of all activities.
- Advise the EOC chain of command regarding the respective position activities and any unmet needs.
- Identify and inform ESF #5 (Emergency Management) of potential mitigation projects.

Mitigation Phase

- Identify potential disaster mitigation projects and relay that information to ESF #5 Emergency Management.
- Assist in supporting mitigation projects as needed.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Local municipal governments will submit situation reports, requests for assistance and damage assessment reports to the Chester County Department of Emergency Services, Emergency Management Division. The Chester County Department of Emergency Services will then forward reports/requests to the appropriate PEMA regional office.

Local and County governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

Chester County Department of Emergency Services and municipal emergency management will keep narrative and written log-type records of response actions. The logs and records will form the basis for status reports to PEMA.

The Chester County Department of Emergency Services will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate. The Chester County Department of Emergency Services will make reports to PEMA by the most practical means. Reports will be constructed in accordance with PEMA requirements.

B. Logistics

When municipal resources are overwhelmed, the Chester County Department of Emergency Services is available to coordinate assistance with unmet needs. If the County requires additional assistance, it will call on mutual aid from adjacent counties, the private sector, or from PEMA.

VII. TRAINING AND EXERCISES

A. Policy

The County EMC is responsible for the overall preparedness of all persons and agencies involved in the County's response to emergencies. As such, the County EMC shall ensure proper training and exercises are established to evaluate this plan and maintain the readiness posture of County resources.

B. Exercise Requirements

Exercises will be conducted following the Homeland Security Exercise & Evaluation program (HSEEP). At a minimum:

- The EMC will activate this plan at least annually in the form of a drill or a actual event;
- An all-hazards functional exercise that involves the entire EOC staff, including volunteers and private sector representatives, will be conducted every two years;
- Annually, the county will prepare a three-year exercise plan and submit it to the PEMA area office; and
- An After Action Report (AAR) will be prepared and an Improvement Plan (IP) administered for every exercise and activation.

C. Training Requirements

Elected and appointed officials and all response personnel will be trained to meet the minimum requirements specified in applicable legislation (Title 35, Pa C.S.A.), federal NIMS requirements, and PEMA training and exercise directives.

The Emergency Management Division will keep records and ensure that needed training is available through on-line sources, community colleges, or scheduled training sessions in the county. The County EMA staff will participate in state and federal training programs as prescribed internally and by PEMA

The County EMA will conduct quarterly trainings for local coordinators and County staff to provide program updates and coordinate county-wide response and emergency management. Exercises will be used as a training vehicle for public officials, County EMA staff, and emergency services personnel who are assigned emergency responsibilities in this plan.

D. After Action Reports

An after action report (AAR) that incorporates comments from all participants will be prepared after every activation of the EOC and after every exercise of the EOC. All AARs must include the corrective actions to be incorporated into the associated plans and an Improvement Plan (IP) Matrix.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

A. Development and Maintenance Responsibilities

The county EMC will coordinate development and maintenance of this plan. Writing, review and update of specific portions of the plan will be accomplished by those staff members/agencies with the best knowledge of the subject matter.

Based upon legislation, regulation or PEMA directive, incident-specific annexes require an annual review. All other plan components will be reviewed and updated at least biennially. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine any necessary changes.

Whether or not used in an actual event, a review of each section of the plan will be conducted at least biennially.

At the conclusion of each biennial review, the EMC will:

- 1) If the biennial review indicates a need to change the plan, page changes will be published, approved by the Chester County Board of Commissioners, and distributed as below.
- 2) If the biennial review indicates so many changes that a revised plan should be published, it should be approved by the Chester County Board of Commissioners, and distributed as below.
- 3) If the biennial review indicates that no changes are necessary, document the review on the “Certificate of Biennial Review” (pg vi) and forward a copy of the certificate to the PEMA area office. The original of the certificate will be maintained with the “master” copy of the plan.

B. Distribution

This plan and its supporting material are controlled documents. While the basic plan is open to the public, the other sections of this plan are not considered to be subject to the Right-to-Know Law and are unavailable to the general public. Distribution is based upon a regulatory or functional “need to know” basis. A copy of this plan will be distributed to all agencies that have a role in this plan.

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APPENDICES

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Appendix A: Authority and References

A. Authority

The authority for this Plan and county emergency management programs comes from the Pennsylvania Emergency Management Services Code and the Counterterrorism Planning, Preparedness and Response Act of 2002.

B. References

- 1) The Robert T. Stafford Disaster Relief and Assistance Act (42 U.S.C. § 5121 et. seq.)
- 2) The Post-Katrina Emergency Management Reform Act of 2006 (6 U.S.C § 7101 et. seq.)
- 3) The Pennsylvania Emergency Management Services Code (35 Pa CSA § 7101 et. seq.)
- 4) The Pennsylvania Right-to-Know Law (65 P.S. § 67.101, et seq.)
- 5) Pets Evacuation and Transportation Standards Act of 2006 (PL 109-308)
- 6) US Small Business Administration (13 CFR Part 123)
- 7) Homeland Security Presidential Directive – 5 (HSPD-5)
- 8) Presidential Policy Directive – 8 (PPD-8)
- 9) Homeland Security Exercise Evaluation Program
- 10) Pennsylvania Emergency Management Agency Directive 2009-01
- 11) Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Enhanced All-Hazard Mitigation Plan,” Section 1.3 – Risk Assessment, October, 2007
- 12) Commonwealth of Pennsylvania, State Emergency Operations Plan (December, 2008)
- 13) Pennsylvania Emergency Management Agency, “Pennsylvania Evacuation Planning and Implementation Guidebook” April, 2006
- 14) Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.
- 15) Chester County, Hazard Vulnerability Analysis, July, 2009

Appendix B: Terms and Definitions

Access and Functional Needs Populations

Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

Source: USA. *FEMA. National Response Framework*. 2008. Print

Access Control Points (ACP)

Manned posts established primarily by Commonwealth or municipal police and augmented as necessary by Fire Police or the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.

Source: PEMA. *Pennsylvania Evacuation Planning and Implementation Guide Book*. , 2006. Web. 12 Jul 2011.

All-Hazards

“Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entity in order to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services.”

Source: USCG, *IM Handbook*, 2006, Glossary 25-1

ARES

Amateur Radio Emergency Services - An American Radio Relay League - sponsored emergency organization of amateur radio operators that provides communications resources.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan*. , 2008. Print.

Auxiliary Communications Service (ACS)

Any emergency communications unit, staffed by volunteer communications specialists, which provides public safety communications support to government or a governmental entity, such as a regional task force. An ACS unit will be organized as an “in-house” unit of the sponsoring entity or as an external unit, where the sponsoring entity utilizes a private organization such as ARES®, club, or other organization to provide auxiliary communications support

Source: Pennsylvania Auxiliary Communications Services. *ACS Strategic Plan*. , 2010. Print.

Coordination

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

Source: PEMA. *Model EOP.* , 2010. Print

Disaster Emergency

Those conditions which upon investigation may be found, actually or likely to affect seriously the safety, health or welfare of a substantial number of citizens of the county or preclude the operation or use of essential public facilities. A disaster should be of such magnitude or severity as to render essential state supplementation of county efforts or resources.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

EAS - Emergency Alert System

A voluntary program of the broadcast industry which allows the use of its facilities to transmit emergency information to the public as prescribed by the President, the Governor of the Commonwealth or authorized state, or municipal officials.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Emergency Management

The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kinds, whether from enemy attack, human-made or natural sources.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Emergency Services

Firefighting services, police services, medical and health services, hazmat operations, rescue, engineering, disaster warning services, communications, radiological protection, shelter, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Governor's Proclamation of "Disaster Emergency"

A proclamation by the Governor upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation authorizes municipalities (including counties) to exercise certain powers without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Hazardous Materials (HAZMAT)

Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, crops or property when released into the environment. Hazardous materials may be chemical, biological, radiological, or explosive.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Hazards Vulnerability Analysis (HVA)

A compilation of natural, human-caused and technological hazards and their predictability, frequency, duration, intensity and risk to population and property.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Human-Caused Disaster

Any condition, including an attack on the United States by a hostile foreign state or by a domestic or foreign terrorist, or any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition resulting from failure of industrial or transportation systems such as oil spills and other injurious environmental contamination, that threatens or causes substantial damage to property, human suffering, hardship or loss of life.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Improvement Plan (IP)

A set of activities that are designed to bring gradual, but continual improvement to a plan.

Source: Suburban Emergency Management Project. *Disaster Dictionary.* 2007. Web

Initial Damage Report

Reports compiled during the response phase of an emergency that list numbers of damaged facilities, and other essential information. The IDR information is originated at the local level, compiled at the county and forwarded on to PEMA. IDR data should be submitted as soon as possible since it is used to determine operational needs and to identify the location and scope of damages for more formal damage assessments that come in the recovery phase of the emergency.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Local Declaration of a Disaster Emergency

The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency can be at the municipal or county level.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Long Term Recovery Committee (LTRC)

A group of volunteer organizations established to provide recovery assistance to victims of a disaster or emergency beyond those services available from government sources. The LTRC should work in coordination with county and local government in order to ensure maximum utility from all available resources.

Source: PEMA. *Model EOP*. , 2010. Print

Mass Distribution of Medical Countermeasures (MDMC)

A broader concept of distributing emergency medicine to the public, MDMC includes but is not limited to the scope of the Strategic National Stockpile (SNS) program.

Source: PA DOH. *Annex D: Mass Distribution of Medical Countermeasures*. , 2011. Web

Mass Care Centers

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

Source: Pennsylvania. *Evacuation Planning and Implementation Guidebook*.2006. Web. 12 Jul 2011

Municipality

As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township or similar unit of government..." (Article IX, Section 14, the Constitution of Pennsylvania).

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan*. , 2008. Print.

Natural Disaster

Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan*. , 2008. Print.

Political Subdivision

Any county, city, borough, township or incorporated town within the Commonwealth, as well as school districts, and water, sewer and other authorities that have governmental or taxing authority.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan*. , 2008. Print.

Presidential Declaration of "Emergency"

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

Source: USA (FEMA). Robert T. *Stafford Disaster Relief and Emergency Assistance Act of 2007*. 2007. Print

Presidential Declaration of "Major Disaster"

"Major Disaster" means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected county and local governments and that Federal assistance is necessary.

Source: Source: USA (FEMA). Robert T. *Stafford Disaster Relief and Emergency Assistance Act of 2007*. 2007. Print

Preliminary Damage Assessment

A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of private and public sectors. Information collected is used by the state as a basis for a governor's request for a presidential declaration, and by the Department of Homeland Security to document the recommendation made to the President in response to the governor's request.

Source: Suburban Emergency Management Project. *Disaster Dictionary*. 2007. Web

Protective Action

Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Public Information Statements

Public announcements made by PEMA or county official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

RACES-Radio Amateur Civil Emergency Service

An organization of licensed amateur radio operators that provide radio communications for federal, state and municipal governments in time of emergency.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Reception Center

A pre-designated site outside the disaster area through which evacuees needed mass care support will pass through to obtain information and directions to mass care centers

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Reentry

The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Route Alerting

Route alerting is a supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan.* , 2008. Print.

Service Animal

Any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

Source: USA (FEMA). *Emergency Planning for Household Pets and Service Animals.* , 2007. Web

Search and Rescue (SAR)

Search-and-rescue (SAR) involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches.

Source: USA (FEMA). *Urban Search and Rescue Division SOG.* , 2006. Web

Strategic National Stockpile (SNS)

A program headed by the federal Centers for Disease Control that maintains large stocks of medications for distribution to the public during emergencies. The SNS relies on the state and county governments to have plans and play a major part in the distribution of the medications. This is done through a series of PODs (Points of Dispensing) that are located throughout the county.

Source: "Strategic National Stockpile." *Office of Public Health Preparedness and Response*. CDC, n.d. Web. 12 Jul 2011.

Traffic Control Points (TCP)

Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.

Source: PEMA. *Pennsylvania Evacuation Planning and Implementation Guide Book*. , 2006. Print.

Unmet Needs

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

Source: Pennsylvania (PEMA). *Pennsylvania State Emergency Operations Plan*. , 2008. Print.

Appendix C: Emergency Support Function Assignment Matrix

(See enclosed Chart)

Appendix D: Map of Chester County

(See enclosed Map)

Appendix E: EOC Operational Structure

(See enclosed Chart)

**Appendix C:
Emergency Support Function Assignment Matrix**

Chester County Departments:

	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works & Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Housing & Human Services	ESF #7 Logistic & Resource Management	ESF #8 Public Health and Medical Services	ESF #9 Search & Rescue	ESF #10 Oil and Hazardous Material Response	ESF #11 Agriculture & Natural Resources	ESF #12 Energy	ESF #13 Public Safety & Security	ESF #14 Long Term Recovery & Mitigation	ESF #15 External Affairs
Airport Authority	S														
Assessment Office														S	
Commissioners' Office															S
Community Development					S									S	
Computing and Information Services		P		S					S					S	
Conservation District										S					
Coroner							S	S							
District Attorney's Office/Detectives				S									P		
Drug & Alcohol Services					S										
Emergency Services	S	S	S	P	P	S	P	P	P	S	S	S	S	P	P
Facilities	S		P	S	S	S				S		S			
Health			S	S	S	S	P		S	S	S				
Human Services					S										
Mental Health & Intellectual and Developmental Disabilities					S		S								
Planning Commission	P			S	S									S	
Pocopson Home					S		S								
Prison													S		
Procurement and General Services			S				S								
Sheriff's	S				S		S						S		
Solid Waste Authority			S						S						
Water Resources Authority			S						S						
Youth Center					S										

Outside Agencies:

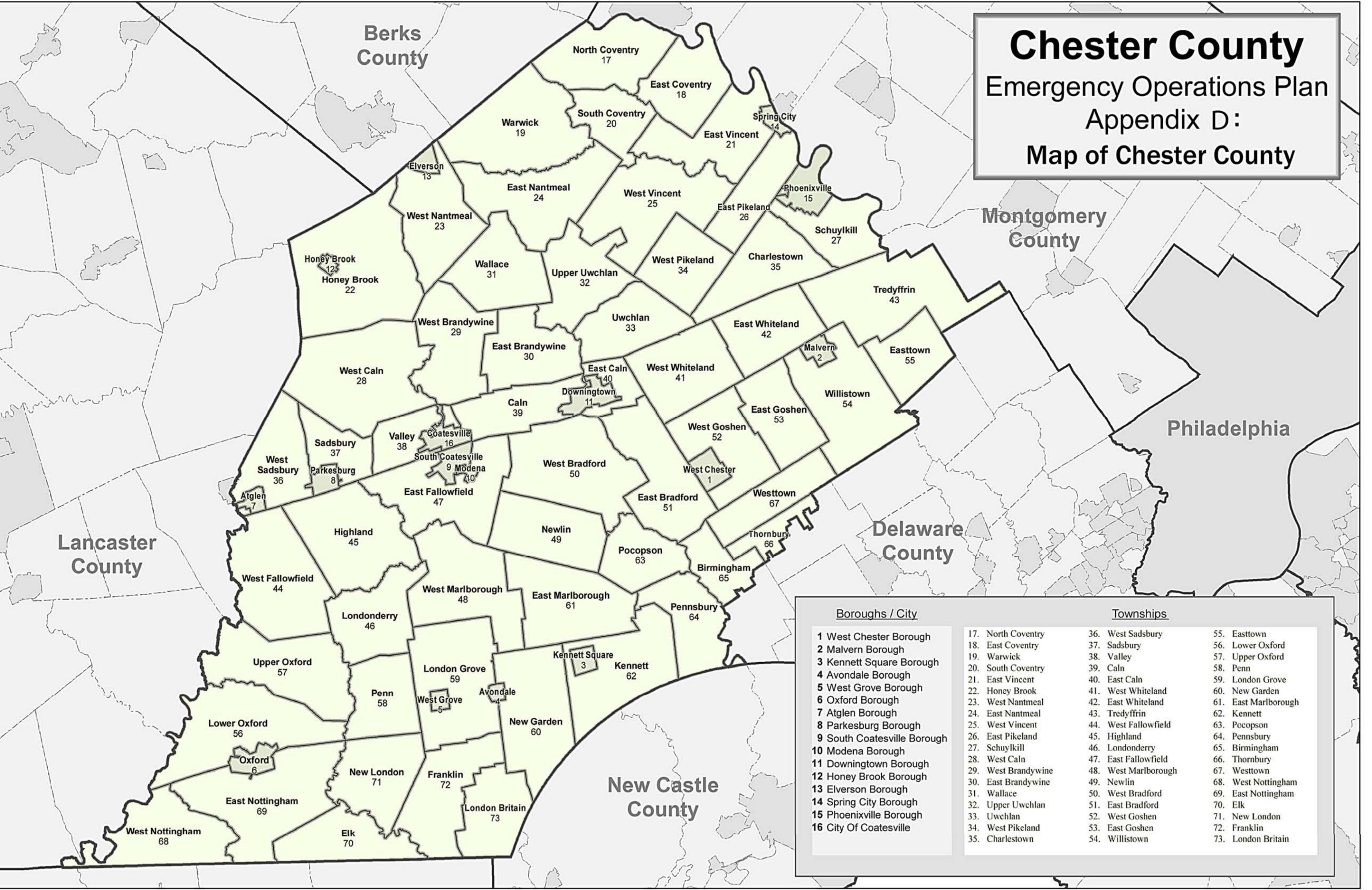
American Red Cross				S	P		S			S			S		
Chester County Animal Response Team					S					S					
Chester County ARES / RACES		S			S	S									
Chester County EMS Council							S								
Chester County EMS Departments	S						S								
Chester County EMS Strike Team							S								
Chester County Fire Chiefs Association			S					S							
Chester County Fire Departments	S		S					S							
Chester County Fire Police													S		
Chester County Fire Police Association													S		
Chester County Food Bank					S	S									
Chester County Hazardous Materials Response Team			S												
Chester County Intermediate Unit	S														
Chester County Police Chiefs Association													S		
Chester County Rescue Task Force								S							
Chester County School Districts					S										
Chester County SPCA					S										
Civil Air Patrol	S							S							
Delaware Valley Regional Planning Commission	S														
Emergency Response Teams (ERTs)													S		
PECO				S								P			
Local Emergency Planning Committee									S						
Local Media															S
Local Utility Companies		S										S			
Local Veterinarians					S										
Major Incident Response Team (MIRT)													S		
Municipal Police Departments													S		
Municipal Public Works Departments			S												
National Weather Service	S		S					S	S						
Pennsylvania Bureau of Radiation Protection									S						
Pennsylvania Department of Environmental Protection									S						
Pennsylvania Department of Public Welfare					S					S					
Pennsylvania Department of Transportation	S	S				S			S						
Pennsylvania Emergency Management Agency				S		S									S
Pennsylvania National Guard	S					S							S		
Pennsylvania State Police													S		
Pennsylvania Utility Commission											S				
Penn State Cooperative Extension, Chester County			S	S			S		S	P				S	
Salvation Army					S									S	
Southeastern Pennsylvania Transportation Authority	S														
Southeastern PA Voluntary Organizations Active in Disaster														S	
Transportation Management Association of Chester County	S														
United States Army Corps of Engineers	S														
United States Department of Agriculture/Farm Service Agency				S			S		S	P					
United States Environmental Protection Agency									S						
United States Park Service										S					
University of Pennsylvania New Bolton Center										S					

Chester County

Emergency Operations Plan

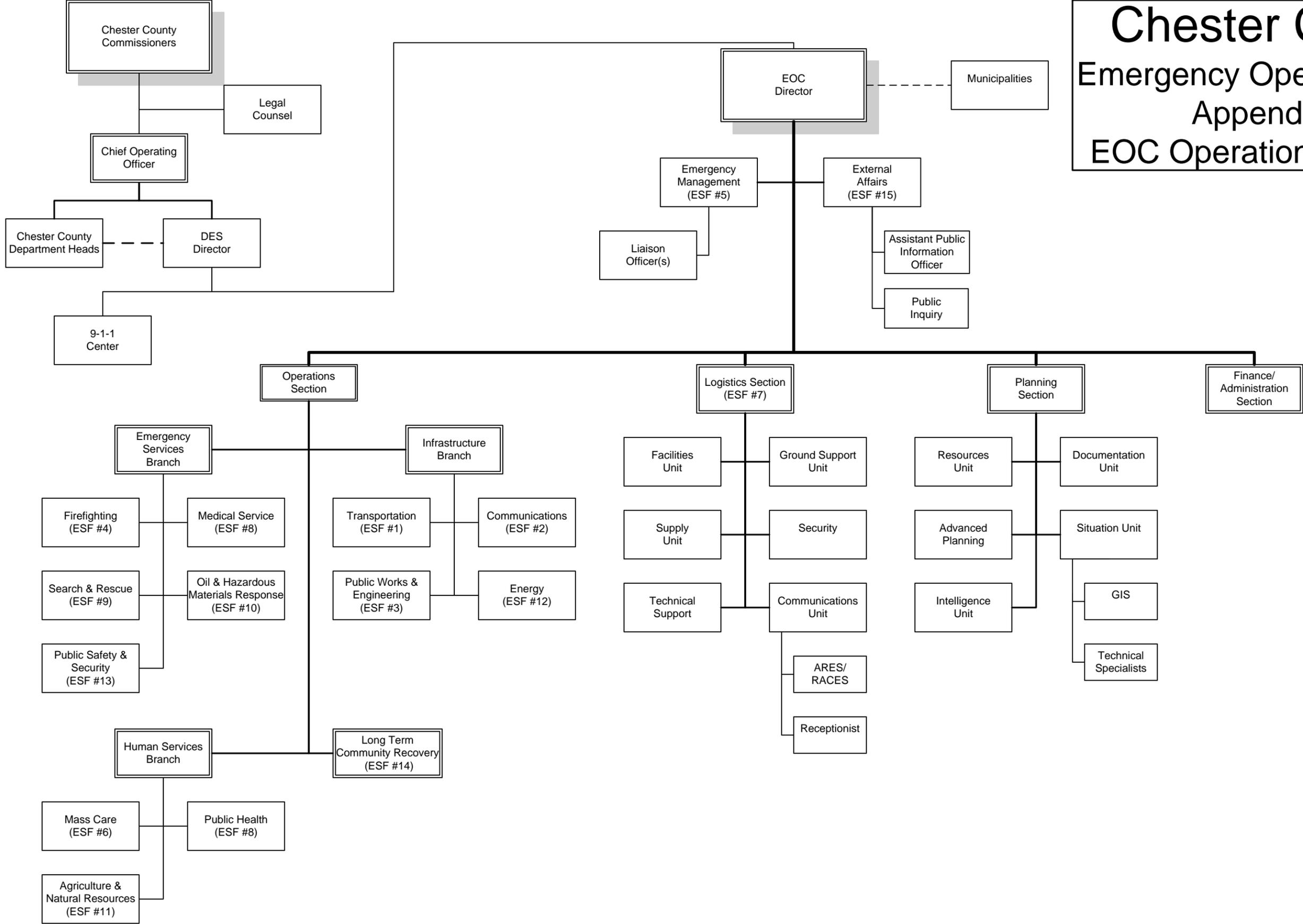
Appendix D:

Map of Chester County



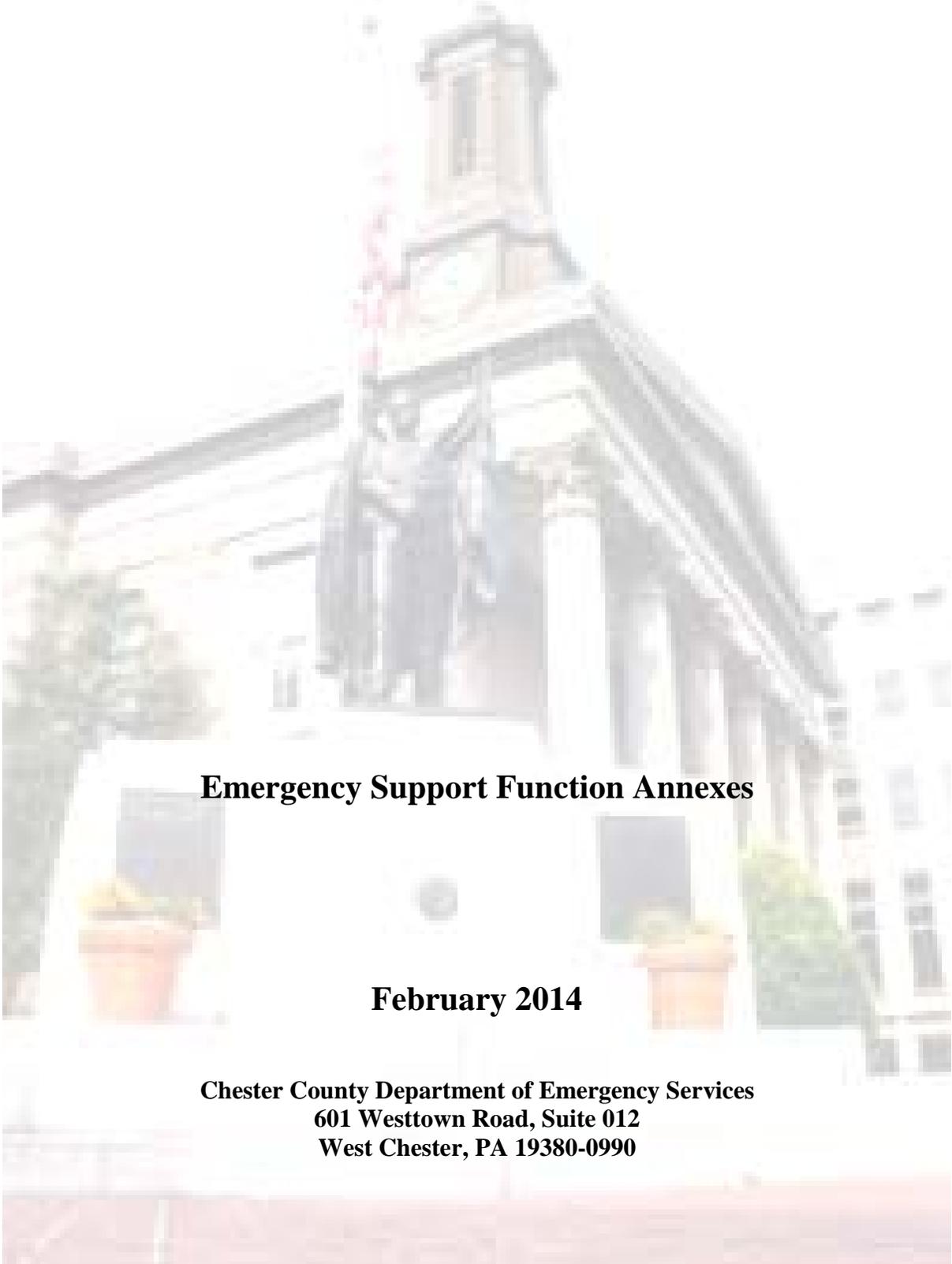
Boroughs / City		Townships	
1	West Chester Borough	36	West Sadsbury
2	Malvern Borough	37	Sadsbury
3	Kennett Square Borough	38	Valley
4	Avondale Borough	39	Caln
5	West Grove Borough	40	East Caln
6	Oxford Borough	41	West Whiteland
7	Atglen Borough	42	East Whiteland
8	Parkesburg Borough	43	Tredyffrin
9	South Coatesville Borough	44	West Fallowfield
10	Modena Borough	45	Highland
11	Downingtown Borough	46	Londonderry
12	Honey Brook Borough	47	East Fallowfield
13	Elverson Borough	48	West Marlborough
14	Spring City Borough	49	Newlin
15	Phoenixville Borough	50	West Bradford
16	City Of Coatesville	51	East Bradford
		52	West Goshen
		53	East Goshen
		54	Willistown
		55	Easttown
		56	Lower Oxford
		57	Upper Oxford
		58	Penn
		59	London Grove
		60	New Garden
		61	East Marlborough
		62	Kennett
		63	Pocopson
		64	Pennsbury
		65	Birmingham
		66	Thornbury
		67	Westtown
		68	West Nottingham
		69	East Nottingham
		70	Elk
		71	New London
		72	Franklin
		73	London Britain

Chester County Emergency Operations Plan Appendix E: EOC Operations Structure



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Chester County Emergency Operations Plan



Emergency Support Function Annexes

February 2014

**Chester County Department of Emergency Services
601 Westtown Road, Suite 012
West Chester, PA 19380-0990**

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Emergency Support Function Annexes

ESF #1 - Transportation.....	ESF#1-1
ESF #2 - Communications.....	ESF#2-1
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ESF #1 - TRANSPORTATION

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Chester County Planning Commission

Support Agencies:

Chester County
Airport Authority
Department of Emergency Services
Facilities Department
Sherriff's Department
Chester County EMS Departments
Chester County Fire Departments
Chester County Intermediate Unit
Civil Air Patrol
Delaware Valley Regional Planning Commission
National Weather Service
Pennsylvania Department of Transportation (PennDOT)
Pennsylvania National Guard
Private Industry
Southeastern Pennsylvania Transportation Authority
Transportation Management Association of Chester County
United States Army Corps of Engineers

INTRODUCTION

Purpose

Emergency Support Function #1 – Transportation assists Chester County and Municipal entities as well as voluntary organizations requiring transportation capacity to perform response missions associated with major disasters or emergencies. ESF # 1 also serves as a coordination point between response operation and restoration of the transportation infrastructure. This position does not provide for the transportation of personnel, goods or equipment to support emergency response or recovery.

Scope

Transportation support includes the provision or utilization of transportation methods / modes (land, air, rail or water) for emergency response operations as well as coordinating the use of the resources to facilitate an effective, efficient and appropriate result.

Potential operations include:

- Monitor and report status of and damage to the transportation system and infrastructure as a result of the incident.

- Coordinate resources or personnel that aid traffic control, relocation, and evacuation efforts.
- Conducting damage assessment.
- Performing aerial reconnaissance or photography.
- Coordinate transport of patients or medical professionals.
- Coordinate restoration or establishment of temporary structures for County roads, bridges, and transit systems.
- Coordinate the restoration and recovery of the transportation systems and infrastructure
- Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.

The ESF #1 Transportation does not provide for the transportation of personnel, goods or equipment to support emergency response or recovery.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local transportation organizations is accomplished through private industry or other appropriate local agencies.

SITUATION & ASSUMPTIONS

The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance available and offered by transportation providers.

Immediately following an emergency there may be a heavy demand for transportation to move people, supplies, records and equipment to minimize loss of life and property and to ensure continuity of government. Anticipated demand for emergency transportation service requires a coordinating agency to implement countywide emergency transportation plans. During emergency operations transportation resources may be in short supply. Transportation routes may be damaged or destroyed requiring close coordination with PennDOT, State Police, Public Works and municipal police authorities.

Support and assistance from outside Chester County may be obtained through the member counties of the Southeastern Pennsylvania Regional Task Force or the Pennsylvania Emergency Management Agency.

Transportation of personnel, goods or equipment to support emergency response or recovery is the responsibility of the Ground Support Unit within the Logistics Section of the on-scene Incident Management System and may be supported by the same unit in the same section of the EOC.

ORGANIZATION

The ESF #1 position is staffed by the Chester County Planning Commission. Personnel assigned to this position are recommended by the Executive Director of the Chester County Planning Commission and approved by the Director of the Department of Emergency Services, or his designee. The ESF #1 position, when activated, operates in the Chester County EOC and is a member of the Infrastructure Branch within the Operations Section reporting to the Infrastructure Branch Director or Operations Section Chief. This position is the link to the transportation operations in the field.

The ESF #1 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies should have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #1 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #1 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #1 coordinator and the Executive Director of the Chester County Planning Commission.

CONCEPT OF OPERATIONS

An assessment of the Chester County transportation network will be conducted and the information analyzed to determine the feasibility of air, rail, marine, and road travel. Information will be shared with appropriate traffic control agencies and organizations to aid in the effort to regulate the use of the transportation infrastructure in the affected area.

Resource needs and requests will be obtained from outside agencies, Chester County departments, other ESFs and municipalities. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

The ESF #1 primary agency will:

PREPAREDNESS

- Maintain a listing of Transportation Resources and contact information including capacities in Chester County.
- Maintain a listing of transportation-dependent citizens in Chester County.
- Conduct impact evaluation of prior ESF #1 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to transportation operations in coordination with private industry.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies and private industry.
- Obtain an initial assessment of transportation assets currently in use and transportation needs through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #1.
- Identify temporary alternative transportation solutions implemented by others when infrastructure was damaged, unavailable or overwhelmed.

Continuing Actions

- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Monitor and report status of and damage to transportation systems and infrastructure as a result of the incident.
- Working with the Logistics Section, coordinate transportation resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Assist with supporting the restoration and recovery of the transportation infrastructure.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate and collaborate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports. Analyzes each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Assist with supporting the repair of affected transportation infrastructure.
- Maintain any temporary infrastructure that was created until the repair of the primary routes is completed.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the most beneficial to reducing the risk of or damage caused by future event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

Primary Department or Agency

- Provide qualified representatives to serve as ESF #1 coordinators at the county level.
- Assist in maintaining the checklist for the transportation function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #1 responsibilities.
- Provide logistics support through the EOC for mobilizing resources for transportation.
- Act as the coordinating agent for all transportation resources; develop operations assignments, and direct deployment, in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.
- Assist in restoring the transportation infrastructure through ESF #3 (Public Works & Engineering).

Support Agencies

Agency	Function
Chester County Airport Authority	<ul style="list-style-type: none"> • Provides air support as needed to support the ESF #1 operations.
Chester County EMS Departments	<ul style="list-style-type: none"> • Provides transportation assistance/assets
Chester County Facilities Department	<ul style="list-style-type: none"> • Provides transportation assets when the Parks and Recreations resources are the most effective when used to support the ESF #1 mission. • Provides contracting services through ESF #3 for transportation operations to obtain heavy equipment and/or demolition services as needed • Report the status of County-owned Bridges.
Chester County Fire Departments	<ul style="list-style-type: none"> • Provides transportation assistance/assets
Chester County Intermediate Unit	<ul style="list-style-type: none"> • Provides assistance in the acquisition of school related transportation equipment.
Chester County Sherriff's Office	<ul style="list-style-type: none"> • Provides transportation assistance/assets
Civil Air Patrol	<ul style="list-style-type: none"> • Provides aerial imagery and reconnaissance, as requested
Delaware Valley Regional Planning Commission	<ul style="list-style-type: none"> • Provide transportation planning and analysis support
National Weather Service	<ul style="list-style-type: none"> • Provides forecasting as needed from Mount Holly National Weather Service Forecast Office. • Provides weather support for forecasted road conditions.
Pennsylvania Department of Transportation	<ul style="list-style-type: none"> • Provides information on the status of transportation networks and mass transit systems • Reports on the impacts to the public
Pennsylvania National Guard	<ul style="list-style-type: none"> • Provides four-wheel drive and other transportation assets and other assets as available from the 1067th Transportation Company
Private Industry (Potential partners include: Krapf Coaches, Wolfington Bus Company, Taxi Services)	<ul style="list-style-type: none"> • Provide transportation resources as available to support the operation of ESF #1. • Private-sector resources are mobilized through standard contract procedures.
Southeastern Pennsylvania Transportation Authority	<ul style="list-style-type: none"> • Provides transportation resources as available to support the operation of ESF #1. • Provides support in rail operations. • Provides reports on mass transit status
Transportation Management Association of Chester County	<ul style="list-style-type: none"> • Provides transportation resources as available to support the operation of ESF #1.
United States Army Corps of Engineers	<ul style="list-style-type: none"> • Provides structural analysis of critical transportation infrastructure to determine its stability/safety. • Provides support in the emergency restoration of critical transportation infrastructure.

ESF #2 – COMMUNICATIONS INFRASTRUCTURE

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Computing and Information Services

Support Agencies:

Chester County ARES / RACES
Local Utility Companies
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #2 – Communications Infrastructure provides coordination efforts for the assessment and repair of damaged or destroyed telecommunication infrastructure throughout the county following a disaster. This will be accomplished by working with the local utility companies and contractors.

Scope

Communications support includes the assessment and repair of the telecommunication infrastructure, as well as providing response to cyber attacks.

Potential operations include:

- Coordinate the assessment and repair of damaged communications infrastructure including but not limited to: land line phones, cell phones, satellite phones, emergency communications systems, computer systems and internet.
- Provide knowledge and coordination in the response to cyber attacks.
- Identifying government or private sector resources that can render communications assistance from outside the affected area.

Policies

Priority is given to life safety, incident stabilization, protecting property and the environment, in that order.

Coordination of communication assets and redundant systems is accomplished through the Department of Emergency Services, or other appropriate local agencies.

No outside agency should be working on communications infrastructure without prior approval from the owner of those utilities.

SITUATION & ASSUMPTIONS

The Chester County Department of Emergency Services maintains open, reliable, and redundant communication systems for continuous operation even if local communications infrastructure is damaged or destroyed.

The extent of damage to the communications infrastructure of the affected area, in addition to the peculiarities of the telecommunications network in the area, will influence the strategy for assistance offered by service providers.

Local utility companies will be overwhelmed if there is major damage to the local communications infrastructure.

Support and assistance from outside Chester County may be obtained through the member counties of the Southeastern Pennsylvania Regional Task Force or the Pennsylvania Emergency Management Agency.

ORGANIZATION

The ESF #2 position is staffed by the Department of Computing and Information Services. Personnel assigned to this position are recommended by the Director of the Department of Computing and Information Services and are approved by the Director of Emergency Services or his designee. The ESF #2 position, when activated, operates in the Chester County EOC and is a member of the Infrastructure Branch within the Operations Section reporting to the Infrastructure Branch Director or Operations Section Chief.

The ESF #2 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #2 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #2 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #2 coordinator and the Director of DCIS.

CONCEPT OF OPERATIONS

An assessment of the countywide communications infrastructure will be conducted and the information analyzed to determine the feasibility/operability of landline, cellular, emergency communications systems and electronic communications in the affected area(s).

The status of communications technology and resources will be disseminated widely among emergency response agencies. In all cases, threatened municipalities and immediate response agencies will be notified as soon as possible. Those warnings or notifications will be made through the Chester County 9-1-1 center or through the Chester County Emergency

Operations Center when activated.

Public service announcements about status of communications and the established procedure for obtaining help in the event of a emergency, as well as warnings for the hearing impaired or other access and functional needs populations, will be disseminated in the most appropriate and effective manner to reach the largest audiences, consistent with the technology or resources available for use.

Priority repair will be focused on restoring communications to critical infrastructure, then to the areas that will affect the largest number of people. After communications have been repaired another public service announcement will be disseminated informing the citizens of the restoration of services.

Resource needs and requests will be obtained from Chester County departments and agencies, other ESFs, and municipalities. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

The ESF #2 primary agency will:

PREPAREDNESS

- Maintain a listing of Communication assets.
- Conduct impact evaluation of prior ESF #2 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to communication needs in coordination with private industry.
- Assess potential cyber security risks that could be exposed in event of a disaster.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish status of communication infrastructure.

Continuing Actions

- Inform the chain of command of any major communications infrastructure damage that would affect the emergency communications of the county.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate with local utility companies on the repair/replacement of damaged communications infrastructure.
- Monitor vulnerability for cyber attacks.

- Identify planned and actual actions of commercial communication industry for recovery and reconstruction of their facilities.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

Communications support is both a response and recovery function. Efforts should be made to ensure that communications equipment and redundant systems are managed and utilized appropriately to ensure emergency communications is available.

Recovery efforts include the restoration or replacement of the communications infrastructure, as well as recover from any damages done for the loss of communications or the effects of a cyber attack. The recovery effort will also include any investigations if there is suspected criminal activity.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

Primary Department or Agency

- Provide qualified representatives to serve as ESF #2 coordinators at the county level.
- Assist in maintaining the checklist for the communications function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #2 responsibilities.
- In coordination with logistics provide for mobilizing resources for communications support.
- Act as the coordinating agent for all communication resources; develop operations assignments, and direct deployment.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Function
Chester County ARES / RACES	<ul style="list-style-type: none">• Provides redundant and backup communication support.• Provides an avenue for the public without communications to be able to report emergencies.
Local Utility Companies	<ul style="list-style-type: none">• Provides information and resources to assist in the assessment and repair of damages or destroyed communications infrastructure.
Private Industry (Potential partners include AT&T, Comcast, Verizon, Verizon Wireless, Sprint/Nextel, TMobile, etc.)	<ul style="list-style-type: none">• Provides information and resources to assist in the assessment and repair of damages or destroyed communications infrastructure.• Private-sector resources are mobilized through standard contract procedures.

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ESF #3 – PUBLIC WORKS & ENGINEERING

ESF Coordinator:

Chester County Department of Emergency Services

Primary Agency:

Chester County Facilities Department

Support Agencies:

Chester County
Department of Emergency Services
Health Department
Procurement and General Services
Solid Waste Authority
Water Resources Authority
Municipal Public Works Departments
Penn State Cooperative Extension, Chester County
Pennsylvania Department of Transportation
Private Industry

INTRODUCTION

Purpose

Emergency Support Function (ESF) #3 – Public Works & Engineering provides technical advice and or coordination for evaluation, engineering services, contracting for construction management and inspection, contracting for emergency repair of water and wastewater facilities, potable water and ice, emergency power and real estate support to assist the county and municipalities in meeting goals related to lifesaving and life sustaining actions, damage mitigation, and recovery activities following a major disaster emergency.

Scope

Public Works and Engineering support includes providing engineering, construction management, and building inspection services, providing contracting services, and performing real estate services.

Potential operations include:

- Coordinating construction or restoration of public buildings
- Coordinating repair/restoration of public structures
- Coordinating repair/restoration of water supply systems, wastewater or solid waste treatment facilities
- Coordinating emergency demolition or stabilization of public facilities/structures
- Damage assessment or inspection of damaged buildings.
- Coordinating debris management activities when appropriate and as necessary.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local emergency operations is accomplished through the local road crews, local emergency management agency, or other appropriate local agencies.

SITUATION & ASSUMPTIONS

The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.

After certain disaster events, urban water systems may be inoperable or sufficiently damaged so priority should be given to firefighting, health care and life saving needs.

Support and assistance from outside Chester County may be obtained through the member counties of the Southeastern Pennsylvania Regional Task Force or the Pennsylvania Emergency Management Agency.

ORGANIZATION

The ESF #3 position is staffed by the Chester County Facilities Department. Personnel assigned to this position are recommended by the Director of Facilities and approved by the Director of Emergency Services or his designee. The ESF #3 position, when activated, operates in the Chester County EOC and is a member of the Infrastructure Branch within the Operations Section reporting to the Infrastructure Branch Director or Operations Section Chief. This position is the link to the public works operations in the field.

The ESF #3 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #3 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #3 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #3 coordinator and the Director of Facilities.

CONCEPT OF OPERATIONS

An assessment of the condition of public infrastructure will be conducted and the information analyzed to determine the criticality of immediate repair, restoration, or demolition of any structure or facility. The status of the public infrastructure will be disseminated widely among emergency response agencies and local governments, in particular the condition of water supply, wastewater, and solid waste treatment facilities.

Resource needs and requests will be obtained from Chester County departments and agencies, other ESFs, and municipalities. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

The ESF #3 primary agency will:

PREPAREDNESS

- Maintain a listing of Public Works assets and resources.
- Conduct impact evaluation of prior ESF #3 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to public works operations in coordination with and in support of municipal public works departments and private industry.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies.
- Obtain an initial public works needs and damage assessment through established intelligence procedures and determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #3.

Continuing Actions

- Serve as a liaison between municipal public works and the County.
- Coordinate the assignment of Public Works resources.
- Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Provide assistance in the monitoring and stabilization of damaged structure and the demolition of structures designated as immediate hazards to public health and safety.
- Provide emergency repair of damaged infrastructure and critical public facilities.
- In coordination with ESF #10 (Oil & Hazardous Material Response), assist in the management of contaminated debris.
- Coordinate and manage debris removal operations.
- Prioritize the removal of debris in a fashion that provide greatest benefit to aiding in live saving activities then in operations that would have the greatest benefit to the community.
- Coordinate the provision of emergency lights and power generation.

- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Coordinate any remaining debris removal.
- Assist in damage assessment as needed.
- Coordinate the repair or replacement of any county owned structures that were affected during the incident.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

Primary Department or Agency

- Provide qualified representatives to serve as ESF #3 coordinators at the county level.
- Assist in maintaining the checklist for the public works and engineering function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #3 responsibilities.
- Provide logistics support through the EOC for mobilizing public works resources.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief

at appropriate intervals.

- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Assume responsibility for infrastructure repair on county property.
- Arrange for direct liaison with local EOCs and public works in the designated area, as appropriate, to coordinate requests for public works assistance.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Chester County Solid Waste Authority	<ul style="list-style-type: none"> • Provides assistance in the management of solid waste/debris.
Chester County Water Resources Authority	<ul style="list-style-type: none"> • Assists as needed in the emergency operations related to dams, reservoirs, and water supply intakes within the county. • Provides technical experience to evaluate damage to water control facilities.
Health Department	<ul style="list-style-type: none"> • Provides expertise on matters related to public health, especially as it relates to infrastructure. (water, sewer, etc) • Identifies structures and conditions that pose a threat to public health.
Municipal Public Works Departments	<ul style="list-style-type: none"> • Provides equipment and personnel in the support of public works missions. • Provides assistance in debris management
Penn State Cooperative Extension, Chester County	<ul style="list-style-type: none"> • Provides expertise on damaged infrastructure effect on agricultural operations within the county.
Pennsylvania Department of Transportation	<ul style="list-style-type: none"> • Provides technical expertise and assistance for repair and restoration of transportation infrastructure. • Provides assistance in debris management • Provides equipment and personnel in the support of public works missions.
Private Industry (Potential partners include AQUA, Chester Water Authority, etc.)	<ul style="list-style-type: none"> • Provides assistance in matter relating to water infrastructure. • Private-sector resources are mobilized through standard contract procedures.

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ESF #4 - FIREFIGHTING

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Emergency Services

Support Agencies:

Chester County
Fire Chiefs Association
Fire Departments
Hazardous Materials Response Team
National Weather Service
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #4 – Firefighting provides county support for the detection and suppression of fires resulting from, or occurring coincidentally with, an incident requiring a coordinated county response for assistance.

Scope

ESF #4 manages and coordinates firefighting activities, including the detection and suppression of fires on County property, and coordinate personnel, equipment, and supplies in support of local agencies involved in firefighting operations.

Policies

Priority is given to life safety (firefighters and the public), and protecting property and the environment, in that order.

Coordination with and support of local fire suppression organizations is accomplished through the local fire chief, local emergency management agency, or other appropriate local agency operating under the Incident Command System (ICS) element of the National Incident Management System (NIMS) Command and Management component.

SITUATION & ASSUMPTIONS

Urban commercial and residential fire incidents typically can be managed by municipalities and will not require extensive County support or involvement; however, management support and resources are available for those instances in which either is necessary.

After certain disaster events, urban water systems may be inoperable or sufficiently damaged so that some conventional fire suppression techniques are severely challenged.

The extent of damage to transportation infrastructure after some disaster events will influence the firefighting strategy as well as the ability of wheeled-vehicle firefighting apparatus to gain access to an active fire site.

Support and assistance from outside Chester County may be obtained through the member counties of the Southeastern Pennsylvania Regional Task Force or the Pennsylvania Emergency Management Agency.

ORGANIZATION

The ESF #4 position is staffed by the Department of Emergency Services. Personnel assigned to this position are recommended by the Deputy Director for Fire Services and approved by the Director of Emergency Services or his designee. The ESF #4 position, when activated, operates in the Chester County EOC and is a member of the Emergency Services Branch within the Operations Section reporting to the Emergency Services Branch Director or Operations Section Chief. This position is the link to the fire service operating in the field.

The ESF #4 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #4 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #4 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #4 coordinator and the Deputy Director for Fire Services.

CONCEPT OF OPERATIONS

ESF #4 manages and coordinates firefighting activities. This function is accomplished by mobilizing firefighting resources in support of local firefighting agencies.

ESF #4 uses established firefighting and support organizations, process, and NIMS procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander.

The County has the ability of requesting interstate and intrastate firefighting assistance and resources, both utilizing existing agreements and laws, upon request of the local incident commander. Intrastate resources would be requested under local or statewide mutual aid and assistance agreements. Interstate resources, including National Guard firefighting resources from other States, would be requested through the Pennsylvania Emergency Management Agency (PEMA) who may utilize the Emergency Management Assistance Compact (EMAC), other compacts, or State-to-State mutual aid and assistance agreements.

Urban commercial and residential fire incidents typically can be managed by municipalities and will not require extensive County support or involvement; however, management support and resources are available for those instances in which either is necessary.

Shortages of critical resources are adjudicated at the lowest jurisdictional level. If needed, resolution would begin at the municipal EOC, then progress to the county EOC, the Southeastern Pennsylvania Regional Task Force, and then to the State EOC.

Actual firefighting operations are managed under the ICS element of the NIMS Command and Management component.

Situation and damage assessment information is transmitted through established channels and directly between the local and county response support structures according to NIMS procedures.

The ESF #4 primary agency will:

PREPAREDNESS

- Maintain a listing of firefighting resources and specialty resources, including 24/7 contact information for those resources.
- Conduct impact evaluation of prior ESF #4 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to firefighting operations in coordination with and in support of local fire departments and regional teams.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies and field fire units.
- Obtain an initial fire situation and damage assessment through established intelligence procedures and determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #4.

Continuing Actions

- Coordinate the needs of the fire services within the county.
- Assist in route alerting of the public.
- Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.

- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; and ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

Firefighting support is primarily a response function. Efforts should be made to ensure that firefighting resources are managed and utilized appropriately so they can be available for life saving, incident stabilization, and property protection assignments. Otherwise, the county's capability to respond to new emergencies may be compromised.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinator

- Provide qualified representatives to serve as ESF #4 coordinators at the county level.
- Assist in maintaining the checklist for the firefighting function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #4 responsibilities.

- Provide logistics support through the EOC for mobilizing resources for firefighting.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Provide and coordinates firefighting assistance to other organizations as requested under the terms of existing agreements and the National Response Framework (NRF).
- Arrange for direct liaison with local EOCs and fire chiefs in the designated area, as appropriate, to coordinate requests for firefighting assistance in detection, protection, and suppression operations.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Chester County Fire Chiefs Association	<ul style="list-style-type: none"> • Assists DES/Fire Service in coordinating firefighting operations.
Hazardous Materials Response Team	<ul style="list-style-type: none"> • Provides technical assistance and advice in the event of fires involving hazardous materials. • Provides assistance in identifying an uncontaminated, operational water source for fighting. • Provides technical assistance on issues concerning the impacts of firefighting chemicals on wastewater treatment facilities.
Local Fire Departments	<ul style="list-style-type: none"> • Assumes full responsibility for fighting fires within its jurisdiction. • Provides firefighting assistance to other organizations as requested under the terms of existing agreements.
National Weather Service	<ul style="list-style-type: none"> • Provides fire/weather forecasting as needed from Mount Holly National Weather Service Forecast Office. • Provides fire/weather support. • Provides forecasts on the dispersion of smoke in support of planning and response activities.
Private Industry	<ul style="list-style-type: none"> • Private-sector resources are mobilized through standard contract procedures.

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ESF #5 – EMERGENCY MANAGEMENT

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Emergency Services

Support Agencies:

All Primary ESF Agencies
Pennsylvania Emergency Management Agency
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #5 – Emergency Management coordinates the effort to collect, assemble, analyze, and disseminate information about an emergency and the necessary response and recovery operations, particularly to facilitate the provision of disaster assistance.

Scope

Information & planning support includes collecting, processing, and disseminating information to County, local, and private officials involved in emergency response and recovery operations, as well as the Commonwealth and Federal Government when Commonwealth and federal representatives are involved in response and recovery activities.

Potential operations include: obtaining damage assessments from affected jurisdictions, gathering data and information and developing reports, collecting deployment information from ESF teams, producing status reports, and creating strategic operations plans.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local emergency management organizations is accomplished through the local emergency managers, or other appropriate local agencies.

SITUATION & ASSUMPTIONS

At all times there will be an on-call Watch Officer to provide emergency management support to the 9-1-1 center.

ESF #5 will rely on local reports and damage assessments as well as information from other ESFs to develop a countywide summary of events, damages, and response operations.

The fundamental information that ESF #5 will seek to gather includes:

- Geographic boundaries of the affected area.
- Social, physical, economic, and political impacts of the disaster.
- Status of transportation systems in the affected area.
- Status of communications systems in the affected area.
- Access/entry points to the affected area.
- Hazard-specific data and information regarding the disaster.
- Current and forecast weather conditions for the affected area.
- Status of critical facilities in the affected area.
- Scope of emergency activation by local governments in the affected area.
- Decisions regarding emergency declarations by appropriate jurisdictions.
- Political district boundaries in the affected area.
- Major concerns, activities, and deployments of all ESF teams.
- Resource needs and unmet needs.
- Response and recovery priorities in jurisdictions and of the County.
- Status of pending ESF operations.
- Parameters of the donations management strategy for the incident.
- Relevant historical information regarding the affected jurisdictions.
- Potential recovery and mitigation needs.

Support and assistance from outside Chester County may be obtained through the member counties of the Southeastern Pennsylvania Regional Task Force or the Pennsylvania Emergency Management Agency.

ORGANIZATION

There will be an on-call Watch Officer that is available to provide emergency management support to the 9-1-1 Center prior to activation of the EOC. The Watch Officers will be designated by the Deputy Director for Emergency Management and will follow the procedures set forth in the Watch Officer Standard Operating Procedures.

The ESF #5 position is staffed by the Department of Emergency Services. Personnel assigned to this position are designated by the Deputy Director for Emergency Management. The ESF #5 position, when activated, operates in the Chester County EOC and is a member of the Command Staff reporting to the EOC Director. This position is the link to the emergency management operations in the field.

The ESF #5 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #5 is operational.

Notification

Upon notification of a potential or actual event requiring a response, the ESF #5 representative will contact the Deputy Director for Emergency Management and make necessary notification to other ESF's as needed.

CONCEPT OF OPERATIONS

Prior to activation of the EOC the Watch Officer will provide emergency management support to the 9-1-1 center. In the initial phases of an incident the Watch Officer will provide situational awareness and will coordinate with the Deputy Director for Emergency Management for the decision to escalate the EOC.

ESF #5 manages and coordinates emergency management activities. This function is accomplished by mobilizing of resources in support of local emergency management agencies.

Data and information will be obtained continually from Chester County departments and agencies, other ESFs, and municipalities, and the findings will be summarized in situation reports that discuss the event, damages, and operations.

The ESF #5 primary agency will:

PREPAREDNESS

- Lead other ESF's and EOC positions in their prevention and preparedness activities.
- Incorporate lessons learned during emergencies or exercises into existing plans and procedures.
- Conduct impact evaluation of prior ESF #5 efforts and other studies as needed to improve future operations.

RESPONSE

Initial Actions

- The Watch Officer will report to the county EOC within 45 minutes of notification, conditions permitting.
- Establish communication links with support agencies and field units.
- Coordinate overall staffing of the EOC positions.
- Obtain an initial emergency management needs and damage assessment through established intelligence procedures and determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #5.

Continuing Actions

- Collect, evaluate and provide information about the incident.
- Consolidate and handle damage information received from political subdivisions.
- Ensure that situation reports are prepared and distributed according to the determined time frame.
- Disseminate EOC Coordination Plans.
- Assemble information on alternative strategies.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Conduct operational planning and coordinating with all active EOC positions.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.
- Request state and Federal assistance, including military support, through the Pennsylvania Emergency Management Agency (PEMA) as required.

RECOVERY

- Coordinate damage assessment for affected communities
- Assist ESF #14 (Long Term Community Recovery) with any support that is required.
- Start the long term recovery and mitigation process.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #5 coordinators at the county level.
- Maintain the checklist for emergency management function.
- Review and maintain this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #5 responsibilities.
- Provide logistics support through the EOC for mobilizing resources for emergency management.
- Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
All Primary ESF Agencies	<ul style="list-style-type: none">• Identify staff liaisons or points of contact to provide support for operations that fall within the domain of each agency.• Maintains comprehensive and current plans and procedures indentifying how they will execute the support functions for which they are responsible.
Pennsylvania Emergency Management Agency	<ul style="list-style-type: none">• Provides guidance in matters relating to emergency management.
Private Industry	<ul style="list-style-type: none">• Private-sector resources are mobilized through standard contract procedures.

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ESF #6 – MASS CARE, EMERGENCY ASSISTANCE, HOUSING & HUMAN SERVICES

ESF Coordinator:

Chester County Department of Emergency Services

Primary Agency:

American Red Cross

Support Agencies:

Chester County
Animal Response Team (CART)
ARES-RACES
Department of Community Development
Department of Drug and Alcohol Services
Department of Emergency Services
Department of Health
Department of Human Services
Department of Mental Health & Intellectual and Developmental Disabilities
Facilities Department
Planning Commission
Pocopson Home
Sheriffs Department
SPCA
Youth Center
Chester County Food Bank
Chester County School Districts
Pennsylvania Department of Public Welfare
Salvation Army
Veterinarians within Chester County
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #6 – Mass Care, Emergency Assistance, Housing & Human Services coordinates the delivery of services to meet the basic needs of displaced populations including mass care, emergency assistance, housing, and human services, as well as to collect, assemble, and report information about victims and assist with reunification of families during the response and recovery phases of an emergency when local capabilities are exceeded.

Scope

The American Red Cross coordinates and leads county and non-governmental organization (NGO) resources, as required, to support local governments and agencies in the performance

of mass care, emergency assistance, housing, and human services missions. ESF #6 is organized into four primary functions: Mass Care, Emergency Assistance, Housing, and Human Services.

Mass Care: Includes sheltering, feeding operations, basic first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members. This is to include the sheltering of household and service animals.

Emergency Assistance: Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to access and functional needs populations; evacuation, sheltering, and other emergency services for household pets and service animals; support to specialized shelters; support to medical shelters; dormitory management in nonconventional shelters; coordination of donated goods and services; and coordination of voluntary agency assistance.

Housing: Includes housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the National Disaster Housing Strategy.

Human Services: Includes the implementation of disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for access and functional needs populations, and other Federal and State benefits.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of mass care and human service operations is accomplished through the local volunteer agencies, other appropriate local agencies and private industry.

ESF #6 will assist in coordination with impacted local governments and communities without regard to race, color, national origin, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

ESF #6 manages and coordinates mass care and human services needs and activities. This function is accomplished by mobilizing resources in support of local human service agencies.

Sheltering operations will begin prior to a disaster event when information and data suggest large-scale displacement of citizens is inevitable.

An assessment of event data and the transportation network will be obtained and analyzed to determine the most effective strategy for opening shelters.

Staff and management assistance will be made available to aid in the effort to establish a Family Assistance Center, when necessary, in cooperation with the appropriate local jurisdiction and private entities.

Resource needs will be determined and requests for assistance will be conveyed to appropriate ESF teams.

Shelter, food, and other assistance will be available until the need for emergency relief in the affected area has dissipated sufficiently so that individuals and families can return to their homes or are able to receive assistance from traditional personal, private, and governmental sources.

Shelter occupancy records will be maintained and shared with County and municipal emergency management organizations.

Disaster Welfare Inquiry data and records will be summarized and shared with County and municipal emergency management organizations.

SITUATION & ASSUMPTIONS

A significant disaster event may deny a population access to food, spoil food, ruin clothing, displace a population from their homes and create a widespread need for shelter, food, and other basic human needs.

The extent of damage to infrastructure and communities in the affected area will influence the demand for shelters. The extent of damage to shelters in the affected area and the availability of shelter space in the area will influence the strategy for assistance offered by service providers.

Shelter sites may consist of existing, pre-identified facilities, temporary, built-to-demand structures, or tent cities. It is most desirable to have communications capabilities between each shelter facility and the emergency operations center, when possible.

Some individuals with access and functional needs may require transportation assistance to enable them to reach a shelter facility. Shelter and feeding activities will continue as long as the need persists.

All transportation needs will be coordinated with ESF #1 Transportation.

Emergency medical assistance is intended to address only basic ailments and maladies and is supplemental to the health and medical strategy and services for which the ESF #8 (Public Health and Medical Services) is responsible.

The number of domestic animals in the United States rivals the human population and need to be cared for in the event of a disaster.

Some individuals may need accommodations for special medical devices such as oxygen and mobility equipment.

Animals will be lost, injured, or may escape during natural and man-made disasters. A significant natural or man-made disaster could quickly overwhelm not only the caretakers but also local government's ability to provide backup support.

People evacuating from natural and man-made disasters will need assistance in finding shelter for their household pets.

The ESF #15 External Affairs - Public Information Officer will be a critical partner to mass care and sheltering activities.

Following hazardous materials or radiological incidents, no individual will be allowed entry to a shelter facility unless fully decontaminated.

Support and assistance from outside Chester County may be obtained through the member counties of the Southeastern Pennsylvania Regional Task Force or the Pennsylvania Emergency Management Agency.

ORGANIZATION

The ESF #6 position is staffed by the American Red Cross. Personnel assigned to this position are recommended by the American Red Cross and approved by the Director of Emergency Services or designee. The ESF #6 position, when activated, operates in the Chester County EOC and is a member of the Human Services Branch within the Operations Section reporting to the Human Services Branch Director or Operations Section Chief. This position is the link to the human service operations in the field.

The ESF #6 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #6 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #6 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #6 coordinator.

CONCEPT OF OPERATIONS

Mass Care

The American Red Cross leads the provision of mass care services to the affected population. They provide or coordinate to ensure the provision of shelter, feeding, bulk distribution, emergency first aid, and disaster welfare information (DWI).

Shelter: Emergency shelter includes the use of designated shelter sites in existing structures within the affected area(s), as well as additional sites designated as shelters. Shelter sites will be selected to maximize accessibility for individuals with disabilities, whenever possible.

Feeding: Feeding includes a combination of fixed sites, mobile feeding units, and bulk distribution sites.

Bulk Distribution: Bulk distribution includes distribution of emergency relief items to meet urgent needs through sites established within the affected area(s). These sites are used to distribute food, water, or other commodities in coordination with local governments and voluntary agencies and other private-sector organizations.

Emergency First Aid: Emergency first aid includes provision of basic first aid at mass care facilities and designated sites and referral to appropriate medical personnel and facilities.

Disaster Welfare Information: DWI includes services related to the provision of information about individuals residing within the affected area to immediate family members outside the affected area. It may also include services related to the reunification of family members within the affected area.

Emergency Feeding and Distribution: ESF #6 will work in concert with voluntary agencies and the private sector to distribute food and food supplies to the affected population. Whenever possible, the private sector should take the lead on this task and ESF #6 should identify to other ESFs the need for priority restoration of those private sector entities that will provide these services.

Distribution of Emergency Relief Items: ESF #6 will support local points of distribution (PODs) for distribution of emergency relief items. Support may include transportation, technical support, and other mission-critical items working through the Logistics Section. Whenever possible, the private sector should take the lead on this task and ESF #6 should identify to other ESFs the need for priority restoration of those private sector entities that will provide these services.

Emergency Assistance

Chester County Department of Emergency Services leads the coordination of resources and emergency assistance in support of local governments, voluntary agencies, and the private sector to augment their mass care response activities as requested.

Mass Evacuation: The ESF #6 Group may provide staff support to local authorities with mass evacuation. ESF #6 mass evacuation activities and requirements are identified and addressed in the Mass Evacuation Incident Plan.

Facilitated Reunification: When a mass evacuation process is implemented, tracking information on individuals and families in an effort to assist with the reunification of separated family members will occur. Tracking, locating, registering, and reuniting evacuees and survivors.

Household Pets and Service Animals: ESF #6 ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering. ESF #8 and ESF #11 – Agriculture & Natural Resources will ensure support to ESF #6 through an integrated response. ESF #11, under ESF #6, coordinates support services for household pets and service animals during disasters. The varying and special requirements of individuals that required and utilize service animals is recognized and committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the ADA.

General, Specialized, Medical, and Nonconventional Shelters: ESF #6 will provide assistance, resources, and technical assistance in support of local governments and voluntary agencies when conventional and nonconventional congregate care systems and shelter-in-place activities are in need of additional resources. Congregate care facilities are accessible to individuals with disabilities, whenever possible.

Nonconventional sheltering may include:

- Hotels, motels, and other single-room facilities
- Temporary facilities such as tents, prefab module facilities and trains.
- Specialized shelters and functional and medical support shelters (through coordination with ESF #8)
- Support for other specialized congregate care areas that may include respite centers, rescue areas, and decontamination processing centers.

Support to Unaffiliated Volunteers and Unsolicited Donations: The procedures, processes, and activities to support spontaneous volunteers and unsolicited donations are defined in the Volunteer and Donations Management Plan.

Voluntary Agency Coordination: ESF #6 works in concert with local governments, voluntary agencies, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, communitywide, and coordinated response and recovery effort.

ESF #6 works with local officials, private nonprofit organizations, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with access and functional needs. ESF #6 may also coordinate with the Southeast Pennsylvania Voluntary Organizations Active in Disaster (SEPA VOAD) to support the efforts of local voluntary agencies and faith-based organizations.

ESF #6 coordinates among nontraditional and newly formed voluntary agencies, existing social service agencies, and other government agencies with formal coalitions such as VOAD and Long-Term Recovery Committees. Nontraditional voluntary agencies include disaster response or recovery service providers that have not been involved with the planning and coordination efforts prior to a particular event. New voluntary agencies include groups that form in response to a event.

Housing

ESF #6 at this level will not necessarily be responsible for housing programs. ESF #6 will identify the need for such programs and work with State and Federal agencies to bring these programs to the affected population. The National Disaster Housing Strategy defines the full scope of options for disaster housing assistance. Certain programs can be coordinated directly by ESF #6 through contracting with the private sector or voluntary agencies. They Including:

- **Temporary Roof Repair:** Quick repairs to damaged roofs on private homes. This assistance allows residents to return to and remain in their own homes while performing permanent repairs.
- **Existing Housing Resources:** A centralized location for identified available housing resources from the private sector and other Federal agencies.
- **Non-congregate Facilities:** Facilities that provide private or semiprivate accommodations, but are not considered temporary housing (e.g., tent cities, military installations, school dorm facilities, or modified nursing homes)
- **Transportation to Other Locations:** Assistance to relocate individuals and families outside of the disaster area where short- or long-term housing resources are available. Transportation services may include return to the pre-disaster location.
- **Hotel/Motel Program:** Temporary accommodations for individuals and families in transition from congregate shelters or other temporary environments, but unable to return to their pre-disaster dwelling.

Human Services

Human Services provides assistance to address the non-housing needs of individuals and families. This assistance falls into the following categories:

- Drug and Alcohol counseling services
- Mental Health/Counseling services
- Job services

The ESF #6 agencies will:

PREPAREDNESS

American Red Cross

- Maintain a listing of Mass Care – Shelter facilities including capacities in the County.
- Conduct impact evaluation of prior ESF #6 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to mass care, housing and human services in coordination with and in support of volunteer agencies and private industry.

Chester County Animal Response Team

- Work to build capabilities directly related to animal care and control operations in coordination with and in support of local law enforcements and regional teams.
- Maintain a listing of animal care and support agencies within the county
- Develop a plan to provide care to the animals of sheltered/evacuated residents.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies and mass care resources.
- Determine the status of animal response teams, animal shelters and veterinary care.
- Develop an initial housing strategy.
- Develop a plan for the handling of unaffiliated volunteers and unsolicited donations.
- Obtain an initial mass care needs assessment through established intelligence procedures; determine the appropriate management response to meet the request.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #6.

Continuing Actions

- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Distribute ESF #6 information to support agencies as appropriate.

- Anticipate and identify future ESF #6 requirements.
- Coordinate the domestic animal care services for sheltered populations.
- Plan for the needs and challenges of caring for household pets and service animals.
- Coordinate the pet-family reunification effort.
- Coordinate the assignment of veterinary personnel to assist in delivering animal care.
- Coordinate family reunification efforts.
- Coordinate the receiving of any unsolicited donations
- Manage the coordination of both established and unaffiliated volunteers.
- Coordinate the depopulation of shelters as required and, when possible, plan for the return of evacuees with access and functional needs, to their pre-disaster locations.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Manage any ongoing shelter operations.
- Make arrangements for the long term sheltering of affected individuals.
- Coordinate the release of established and unaffiliated volunteers
- Continue to coordinate the receiving of any unsolicited goods.
- Continue and if needed improve upon family reunification efforts
- Continue the reunification of animals to their owners and aiding in the return of animals from evacuated areas.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort. All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #6 coordinators at the county level.
- Assist in maintaining the checklist for the mass care services function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #6 tasks.
- Provide logistics support through the EOC for mobilizing resources for mass care.
- Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Coordinate with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Chester County Animal Response Team	<ul style="list-style-type: none"> • Establish pet shelters co-located with general congregate care shelters to provide for the sheltering and care of household and service animals.
Chester County ARES-RACES	<ul style="list-style-type: none"> • Provides communications capabilities at mass care locations.
Chester County Department of Community Development	<ul style="list-style-type: none"> • Provides assistance in locating long term housing for displaced residents. • Coordinate with emergency shelter partners to extend hours to provide safe shelter for homeless persons. • Working with the Pa Career Link to provide jobs to assist with disaster response and recovery operations and other funding to stimulate the economy post-disaster.
Chester County Department of Drug and Alcohol Services	<ul style="list-style-type: none"> • Provides drug/alcohol counseling for displaced residents.
Chester County Department of Emergency Services	<ul style="list-style-type: none"> • Provide a mechanism for citizens to report needs. • Work with VOADs to match needs of citizens. • Decide to activate Mass Care capabilities including selection of locations and capacity of mass care centers

Chester County Department of Human Services	<ul style="list-style-type: none"> • Coordinate the activities of member departments to support ESF #6 activities.
Chester County Department of Mental Health & Intellectual and Developmental Disabilities	<ul style="list-style-type: none"> • Provides access to the Disaster Counseling Outreach Referral Team (DCORT). • Provides disaster psychological support. • Provides subject-matter expertise on working with access and functional needs populations.
Chester County Food Bank	<ul style="list-style-type: none"> • Provide meals at mass care facilities.
Chester County Health Department	<ul style="list-style-type: none"> • Assists in the provision of functional needs services at general congregate care facilities. • Establish and operate special medical needs shelters as requested. • Establish and operate Points of Distribution for bulk commodity distribution. • Provide vaccinations and immunizations to displaced residents and voluntary organizations working in hazardous environments.
Chester County School Districts	<ul style="list-style-type: none"> • Provide facilities to serve as mass care centers.
Chester County Sheriff's Office	<ul style="list-style-type: none"> • Provides security at mass care facilities.
Chester County SPCA	<ul style="list-style-type: none"> • Provides support for the sheltering of household pets and service animals.
Chester County Youth Center	<ul style="list-style-type: none"> • Assists in the support of the needs of the youth in response to a disaster.
Facilities Department	<ul style="list-style-type: none"> • Provides assistance in constructing and making operational temporary shelters.
Pennsylvania Department of Public Welfare	<ul style="list-style-type: none"> • Provide Disaster Supplemental Nutrition Assistance Program (DSNAP)
Chester County Planning Commission	<ul style="list-style-type: none"> • Utilize GIS to assist in finding sites that are suitable for temporary housing
Chester County Pocopson Home	<ul style="list-style-type: none"> • Provides nursing assistance if needed in the support of ESF #6 functions. • Provide medical equipment/material to support shelter operations.
Private Industry	<ul style="list-style-type: none"> • Provide donations and support of ESF #6 activities. • Private-sector resources are mobilized through standard contract procedures.
Salvation Army	<ul style="list-style-type: none"> • Provides volunteer and resource support for the operations of mass care facilities.
Veterinarians within Chester County	<ul style="list-style-type: none"> • Provides veterinary services for household and service animals. • Provide housing for displaced animals.

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ESF #7 – LOGISTICS MANAGEMENT & RESOURCE SUPPORT

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Emergency Services

Support Agencies:

Chester County ARES/RACES
Chester County
 Department of Procurement & General Services
 Facilities Department
 Health Department
Chester County Food Bank
Chester County Municipalities
Pennsylvania Department of Transportation
Pennsylvania National Guard
Pennsylvania Emergency Management Agency
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #7 – Logistics Management & Resource Support provides operational assistance / coordination of supplemental resources and performs logistical operations necessary to support an emergency response or recovery effort or other disaster assistance initiative.

Scope

Resource support includes providing or obtaining goods or services and executing logistical or administrative activities for emergency response operations, as well as coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.

Potential operations include:

- Procuring equipment or supplies
- Leasing temporary office space or mobile office units
- Initiating contracting agreements.
- Providing Ground Support including vehicles and fuel
- Providing Communications
- Providing food for responders and EOC workers
- Providing medical care for responders and EOC workers
- Providing billeting for responders and EOC workers

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of emergency operations is accomplished through the private industry, local emergency management agency or other appropriate local agencies.

Procurement will be conducted in accordance with Commonwealth and County laws and regulations, including provisions for emergency procurement and no-bid contracting by issuing a Declaration of Disaster Emergency.

Whenever possible, established County vendors will be utilized to fulfill procurement needs.

SITUATION & ASSUMPTIONS

The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.

Supplies and equipment will be provided from existing Chester County inventories whenever possible.

Supplies and items of equipment obtained from commercial providers will not be stockpiled; however, the scope of procurement operations will be consistent with the severity of the event.

Procurement will be conducted in accordance with Commonwealth and County laws and regulations, including provisions for emergency procurement and no-bid contracting.

ORGANIZATION

The ESF #7 position is staffed by the Department of Emergency Services. Personnel assigned to this position are designated by the Deputy Director for Emergency Management. The ESF #7 position, when activated, operates in the Chester County EOC and acts as the Logistics Section Chief and reports to the EOC Director. This position is the link to the providing resources to field operations.

The ESF #7 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #7 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #7 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #7 coordinator.

CONCEPT OF OPERATIONS

ESF #7 manages and coordinates resource support activities. This function is accomplished by mobilizing public and private resources in support of local emergency operations.

An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of accessing existing supply storage locations.

Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned if they become available for subsequent uses.

Contracts with commercial vendors will be initiated to obtain supplies and equipment unavailable in existing inventories. Priority will be given to those already established as County vendors.

The ESF #7 agencies will:

PREPAREDNESS

- Maintain a listing of resources with contact information.
- Develop procedures for rapidly ordering supplies and equipment and how to effectively track their delivery and use.
- Conduct impact evaluation of prior ESF #7 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to resource ordering and resource support in coordination with and in support of private industry.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies.
- Implement a single-point ordering process.
- Establish a local logistic node if appropriate.
- Obtain an initial resource needs assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #7.

Continuing Actions

- Supervise requests for additional resources as needed.
- Review and provide input to the Communication plan, Medical Plan and Traffic Plan.
- Coordinate the provision of materials, services and facilities in support of emergency operations.
- Coordinate the establishment and operation of Points of Distribution to distribute commodities, if necessary.
- Coordinate the assignment of donations management resources.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate goods and services in response to incident resource needs. Determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Procure required stock from vendors or suppliers.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Provide logistics support to recovery operations as needed.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #7 coordinators at the county level.
- Maintain the checklist for the logistics management and resource support function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #7 responsibilities.
- Provide logistics support through the EOC for mobilizing resources.
- Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Chester County ARES/RACES	<ul style="list-style-type: none"> • Provides alternative communications methods when existing options are not viable.
Chester County Department of Procurement & General Services	<ul style="list-style-type: none"> • Provides assistance in routine and emergency procurement of supplies. • Provides assistance in drafting and reviewing contracts associated with the acquisition of materials and supplies.
Chester County EMS Companies	<ul style="list-style-type: none"> • Provides support for the medical care of responders and EOC workers.
Chester County Facilities Department	<ul style="list-style-type: none"> • Provides space as required to support operations.
Chester County Food Bank	<ul style="list-style-type: none"> • Provides food for responders and EOC workers.
Chester County Health Department	<ul style="list-style-type: none"> • Provides support for the medical care of responders and EOC workers.
Chester County Municipalities	<ul style="list-style-type: none"> • Provide fuel depots
Pennsylvania Department of Transportation	<ul style="list-style-type: none"> • Provides information about the status of the transportation infrastructure.

Pennsylvania Emergency Management Agency	<ul style="list-style-type: none">• Provides support in the form of filling unmet needs when local, county, mutual aid, and private sector resources are expended
Pennsylvania National Guard	<ul style="list-style-type: none">• Provide personnel, equipment and supplies to support response and recovery efforts
Private Industry (Potential partners include UPS, FedEx, hotels, rental companies, stores/shops, etc.)	<ul style="list-style-type: none">• Provides resources to fill unmet needs.• Private-sector resources are mobilized through standard contract procedures.

ESF #8 – PUBLIC HEALTH & MEDICAL SERVICES

ESF Coordinator:

Chester County Health Department

Primary Agency:

Chester County Health Department
Department of Emergency Services

Support Agencies:

American Red Cross
Chester County EMS Council
Chester County EMS Departments
Chester County EMS Strike Team
County of Chester:
 Coroner
 Department of Mental Health & Intellectual and Developmental Disabilities
 Pocopson Home
 Sheriff's Department
 Solid Waste Authority
 Water Resources Authority
Penn State Cooperative Extension, Chester County
Private Industry
United States Department of Agriculture

INTRODUCTION

Purpose

Emergency Support Function #8 – Public Health & Medical Services coordinates the provision of medical care and the dissemination of public health information necessary to support an emergency response or recovery effort or other disaster assistance initiative.

Scope

Health and Medical support includes coordinating health and medical professionals and their disposition of care and treatment, as well as managing medical supplies and resources, to facilitate an effective, efficient, and appropriate result.

Potential operations include:

- Disseminating public health information.
- Conduct triage and provide treatment.
- Operating field hospitals.
- Controlling patient loads at hospitals.
- Importing medicines, medical professionals, or supplies into the affected area.
- Establishing temporary morgues, performing forensic examinations and completing

victim identifications.

- Coordinating mortuary services and the disposition of remains.
- Offering crisis counseling.
- Conducting mass dispensing of prophylactics or vaccines.
- Establishing and operating Special Medical Needs Shelters.
- Providing Functional Needs Support Services at congregate care shelters.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local healthcare organizations is accomplished through the local EMS Chiefs, local hospitals, doctors, nursing homes, the Chester County Coroner, local emergency management agency, or other appropriate local agencies.

SITUATION & ASSUMPTIONS

A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance.

The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support. The extent of damage to medical, mental health, and extended care facilities within the affected area will influence the strategy and ability to coordinate care and provide appropriate treatment.

The large number of casualties resulting from a disaster incident will overwhelm the capabilities of emergency response agencies to meet the needs of the situation.

Collateral damage to industrial sites and facilities, water systems, and pipelines may generate secondary casualties, cause fires, or create a toxic or contaminated environment for communities and emergency responders.

The incapacitation of solid waste disposal facilities and water treatment systems, as well as the disruption of electrical power services, may foster long-term conditions that propagate bacteria and disease.

Appropriate information about patients will be shared with the ESF #6 (Mass Care, Emergency Assistance, Housing, and Human Service) positions for inclusion in mass care tracking systems. Only general information or aggregate data regarding patients will be provided to public information officials to share with media outlets. Patient's confidential information will not be provided to the general public.

Disease or natural/man-made disasters could cause mass fatalities in domestic and exotic animals as well as wildlife.

Medicines and supplies will be provided from existing inventories if possible.

Procurement will be conducted in accordance with federal, Commonwealth and County laws and regulations, including provisions for emergency procurement and no-bid contracting.

ORGANIZATION

The ESF #8 position is staffed by the Chester County Health Department and the Department of Emergency Services. Personnel assigned to this position are recommended by the Director of the Health Department and by the Department of Emergency Services and approved by the Director of Emergency Services or designee. The ESF #8 position, when activated, operates in the Chester County EOC and is a member of two branches. Medical Services operates within the Emergency Services Section reporting to the Emergency Services Branch Director and Public Health operates within the Human Services Section reporting to the Human Services Branch Director. Both of these positions can also report directly to the Operations Section Chief. This position is the link to the medical service operations in the field and the public health of the entire county.

The ESF #8 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #8 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #8 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #8 coordinator.

CONCEPT OF OPERATIONS

An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of accessing care facilities and transporting patients from one location to another.

A defined point of patient registration will be selected to ensure effective management and regulation of patients and care. The patient load at medical facilities will be monitored and action will be taken to moderate the influx of patients at all available treatment sites.

A continuous assessment will be conducted to determine the countywide supply of essential and appropriate medicines as well as the level of need. Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.

Assessments will be conducted to determine the threat posed by vermin or other health hazards, and actions will be taken to eradicate such threats. Water supplies in the affected area will be evaluated and designated safe or unsafe for public consumption.

Public service announcements will be broadcasted offering health and safety guidance. The ESF #8 primary agencies will:

PREPAREDNESS

- General
 - Develop mutual aid agreements with other governmental agencies and private sector organizations to assist during a medical emergency, to include any incidents impacting access and functional needs populations.
 - Conduct annual ESF-8 exercises to test and validate the capability of the ESF-8 annex.
 - Conduct impact evaluation of prior ESF #8 efforts and other studies as needed to improve future operations.
 - Ensure NIMS concepts and principles are integrated into all planning efforts.
- Medical Care
 - Identify medical personnel who can be deployed to disaster areas.
 - Coordinate the deployment of medical personnel deployed to these disaster areas.
 - Maintain a resource inventory list of all medical and nonmedical supplies in the county.
 - Plan for and identify locations that can possibly be used as alternate care sites in the event a healthcare facility is unavailable during a medical disaster incident.
 - Coordinate with and develop protocols to work with the Southeast Regional Special Medical Response Team (SMAT), as well as federal entities, including:
 - National Disaster Medical System (NDMS)
 - Disaster Medical Assistance Team (DMAT)
 - National Pharmacist Response Team (NPRT)
 - Work with healthcare facilities to develop protocols for patient discharge, evacuation, and relocation in the event of medical disaster emergency.
- Public Health
 - Develop protocols and procedures to protect the public from communicable diseases.
 - Develop protocols and procedures to monitor public health information.
- Behavioral Health
 - Develop and implement individual and family assistance programs for rapid deployment during a disaster incident.
- Mass Fatality Management
 - In coordination with the Coroner develop plans and procedures to identify, transport, process, and release fatalities during a disaster incident.
 - Develop protocols and procedures to interact with the Disaster Operational Mortuary Readiness Teams (DMORT).
 - Identify and develop mutual aid agreements with private sector organizations capable of assisting with decedent services during a disaster.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies, healthcare units and organizations.
- Determine the status of the Medical Reserve Corps (MRC) and evaluate the need for their deployment.
- Determine if there is a need to implement the Strategic National Stockpile program.
- As necessary, coordinate with ESF #13 (Public Safety and Security) to provide security to any food/water sources.
- Obtain an initial medical situation through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #8.

Continuing Actions

- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Coordinate the transportation of seriously ill or injured patients.
- Maintain visibility of healthcare organization bed vacancies within the county.
- Implement provisions for mass fatalities in coordination with the Coroner.
- Monitor health of the general and medical needs populations.
- Determine the effect animals remains have on the health and safety of the general public.
- Coordinate behavioral health response to provide psychological aid for victims, families and the overall community.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate with ESF #1 (Transportation) for transportation of medical equipment, supplies, human blood, organs and tissues.
- Assist ESF #10 (Oil & HazMat) in making public safety recommendations for hazardous materials incidents.
- In cooperation with ESF #11(Agriculture & Natural Resources) ensure the safety and security of regulated foods.
- In cooperation with ESF #11 ensure the safety and security of food producing animals, to include but not limited to utilization of the national veterinary stockpile.
- Coordinate with ESF #6 (Mass Care) to provide medical support to mass care facilities.
- In coordination with ESF #1 and ESF #6 identify, address, and manage the needs of the access and functional needs population.
- In coordination with ESF # 6, ESF #9 (Search & Rescue), and ESF #11 support the care and well being of household pets, services and companion animals.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.

- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Support long-term recovery efforts as identified by the county or state.
- Aid in the restoration of essential healthcare systems based on the needs of the community and the impact of the disaster.
- Aid in the restoration of permanent healthcare systems in order for them to return to normal operational status.
- Aid in the restoration of pharmaceutical services in order for them to return to normal operational status.
- Aid in the restoration of local emergency services infrastructure until the system returns to normal operational status.
- Maintain communications and situational awareness with the PA-DOH.
- Continue providing epidemiological surveillance, as necessary and required.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long-Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #8 coordinators at the county level.
- Maintain the checklist for the health/medical services function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.

- Provide logistics support through the EOC for mobilizing medical resources.
- Monitor blood and blood product shortages and reserves.
- Coordinate mortuary services with the Coroner.
- If needed, coordinate the implementation of the Strategic National Stockpile Program.
- Monitor hospital bed space in the County.
- Allocate scarce resources to county hospitals.
- Act as the coordinating agent for all health-related and medical resources; develop operations assignments, and direct deployment.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
American Red Cross	<ul style="list-style-type: none"> • Provides medical personnel as available to assist in public health needs. • Acquaints families with available health resources and services. • Supports reunification efforts.
Chester County Coroner	<ul style="list-style-type: none"> • Assists in services of handling fatalities. • Conducts surveillance to identify fatality trends.
Chester County EMS Companies	<ul style="list-style-type: none"> • Provide emergency medical services.
Chester County EMS Council	<ul style="list-style-type: none"> • Provides assistance in management of EMS capabilities and resources throughout the county.
Chester County EMS Strike Team	<ul style="list-style-type: none"> • Provide technical assistance in the support of EMS treatment and resources needs throughout the county.
Chester County Hospitals	<ul style="list-style-type: none"> • Provide acute-care medical services
Chester County Pocopson Home	<ul style="list-style-type: none"> • Provides nursing staff and medical supplies to support medical operations.
Chester County Sheriff's Office	<ul style="list-style-type: none"> • Provides security services as needed for food/water sources.
Chester County Solid Waste Authority	<ul style="list-style-type: none"> • Provides means for disposal of medical waste.
Chester County Water Resources Authority	<ul style="list-style-type: none"> • Provides guidance on the levels of potable water sources • Assists in identifying alternate water supplies and wastewater collection and treatment for critical health care

	facilities.
Department of Mental Health & Intellectual and Developmental Disabilities	<ul style="list-style-type: none"> • Provides services for the psychological support of displaced populations. • Provides subject matter expertise for access and functional needs populations.
Penn State Cooperative Extension, Chester County	<ul style="list-style-type: none"> • Provides support in matters pertaining to agriculture food sources and outbreaks among livestock.
Private Industry (Potential partners include Dialysis providers, Home Health Agencies, Hospice Providers, Durable Medical Equipment providers, Pharmacies)	<ul style="list-style-type: none"> • Provide out-patient medical services. • Ensure clients receive medical services and providers can reach clients. • Monitor client status and report urgent needs through proper channels • Private-sector resources are mobilized through standard contract procedures.
United States Department of Agriculture	<ul style="list-style-type: none"> • Provide guidance toward agriculture issues that affect public health.

ESF #9 – SEARCH & RESCUE

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Emergency Services

Support Agencies:

Civil Air Patrol
Chester County
Coroner
Fire Chiefs Association
Fire Departments
Rescue Task Force
National Weather Service
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #9 Search & Rescue (SAR) coordinates the elements of specialized lifesaving search and rescue operation in the event of a major disaster or emergency. Operational activities include locating, extricating, and providing on-site medical assistance to victims trapped in collapsed structures.

Scope

Search and Rescue operations include local fire and rescue personnel who are trained and experienced in collapsed structures, swift water, high angle and other specialized search and rescue operations. Emergency Support Function # 9 coordinates with the Pennsylvania Emergency Management Agency Search and Rescue personnel in the event of a Chester County based situation, which requires the activation and deployment of PA Task Force One.

Potential operations include:

- Conducting needs assessments.
- Provision of technical advice.
- Coordinate the searches of collapsed structures.
- Coordinate the response of SAR assets throughout the county
- Coordinate body recovery in conjunction with the Coroner
- Provision of technical advice and assistance to Commonwealth and Federal teams.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local search and rescue organizations is accomplished through the local fire chief, local emergency management agency, or other appropriate local agencies.

SITUATION & ASSUMPTIONS

In situations that entail structural collapse, large numbers of people may require rescue and medical care.

Because the mortality rate among trapped victims rises dramatically after 72 hours, Search and Rescue must be initiated without delay.

Rescue personnel may encounter extensive damage to the local infrastructure, such as buildings, roadways, public works, communications, and utilities. In some circumstances, rescue personnel may be at risk from terrorism, civil disorder or crime.

Following an earthquake, aftershocks, secondary events and/or other hazards (e.g. fires, landslides, flooding, and hazardous materials) may compound problems and further threaten disaster victims and rescue personnel.

Weather conditions such as temperature extremes, snow, rain, and high winds may pose additional hazards for disaster victims and rescue personnel.

ORGANIZATION

The ESF #9 position is staffed by the Department of Emergency Services. Personnel assigned to this position are approved by the Director of Emergency Services or designee. The ESF #9 position, when activated, operates in the Chester County EOC and is a member of the Emergency Services Branch within the Operations Section reporting to the Emergency Services Branch Director or Operations Section Chief. This position is the link to the SAR operations in the field.

The ESF #9 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #9 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #9 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #9 coordinator and the Deputy Director for Fire Services.

CONCEPT OF OPERATIONS

Information regarding the extent of the incident will be collected to enable the team to develop an appropriate response strategy.

An assessment of the regional transportation network will be conducted and the information analyzed to determine the feasibility of access to the incident site or zone.

Re-entry decisions and actions will be coordinated with the affected local jurisdiction(s).

Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities. Request additional assistance from regional, state and federal teams as needed. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

The ESF #9 primary agency will:

PREPAREDNESS

- Maintain a copy of the search and rescue (SAR) teams and resources available to the county.
- Encourage and support the forming and continuing involvement of SAR teams throughout the county.
- Conduct impact evaluation of prior ESF #9 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to SAR operations in coordination with and in support of local fire departments and regional teams.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies and field rescue units.
- Determine availability of SAR teams throughout the county and in neighboring counties.
- Obtain an initial SAR situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #9.

Continuing Actions

- Serve as an information resource regarding SAR incidents.

- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Manage SAR teams and taskforces deployed within the county.
- Maintain close coordination with local EOCs and support agencies.
- In coordination with ESF #8 (Public Health and Medical Services) assist in body recovery.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

Search and Rescue support is primarily a response function. Efforts should be made to ensure that resources are managed and utilized appropriately so they can be available for life saving, incident stabilization, and property protection assignments. Otherwise, the county's capability to respond to new emergencies may be compromised.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #9 coordinators at the county level.

- Assist in the maintenance of the checklist for the search and rescue function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #9 responsibilities.
- Provide logistics support through the EOC for mobilizing resources for SAR.
- Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Chester County Coroner	<ul style="list-style-type: none"> • Assists in decedent recovery.
Chester County Fire Chiefs Association	<ul style="list-style-type: none"> • Provides knowledge and support for SAR efforts.
Chester County Fire Companies	<ul style="list-style-type: none"> • Provides personnel, resources and equipment to aid the search and rescue effort.
Chester County Rescue Task Force	<ul style="list-style-type: none"> • Provides technical expertise to aid the search and rescue effort.
Civil Air Patrol	<ul style="list-style-type: none"> • Provides assistance in the aerial and ground SAR operations.
Local Fire Departments	<ul style="list-style-type: none"> • Assumes full responsibility for fighting fires within its jurisdiction. • Provides firefighting assistance to other organizations as requested under the terms of existing agreements.
National Weather Service	<ul style="list-style-type: none"> • Provides weather data and forecasts to determine the feasibility of SAR activates.
Private Industry	<ul style="list-style-type: none"> • Provide resources and equipment to aid the search and rescue effort. • Private-sector resources are mobilized through standard contract procedures.

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ESF #10 – OIL & HAZARDOUS MATERIALS RESPONSE

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Emergency Services

Support Agencies:

Chester County

Department of Computing and Information Services

Department of Health

Solid Waste Authority

Water Resources

Local Emergency Planning Committee

National Weather Service

Penn State Cooperative Extension, Chester County

Pennsylvania Bureau of Radiation Protection

Pennsylvania Department of Environmental Protection

Pennsylvania Department of Transportation

Private Industry

United States Department of Agriculture/Farm Service Agency

United States Environmental Protection Agency

INTRODUCTION

Purpose

Emergency Support Function #10 – Oil & Hazardous Materials Response coordinates the resources and services necessary to support an emergency response or recovery effort essential to the remediation of conditions caused by toxic chemical or hazardous material release.

Scope

Hazardous Materials support includes confining or containing releases of hazardous materials and hazardous wastes and taking actions that mitigate the effects of the leak.

Potential operations include:

- Suppressing chemical fires
- Conducting soil tests or collecting air samples
- Constructing stabilizing berms or other barriers
- Collecting concentrated supplies of hazardous materials
- Removing contaminated soil
- Decontaminating a site or individual.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local fire suppression organizations is accomplished through the local fire chief, local emergency management agency, or other appropriate local agencies.

SITUATION & ASSUMPTIONS

Hazardous materials include oil, fuels, chemicals, toxic debris and waste, chemical weapons, radioactive substances, and other contaminants with properties capable of polluting soil, water tables, or water bodies or harming humans or animals.

Fixed facilities, disposal sites, pipelines, truck or rail systems, and water bodies are potential incident sites, all of which pose unique response challenges.

The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the response strategy.

A severe disaster may precipitate simultaneous incidents, and coordination with local hazardous materials response teams will become critical.

Local responders will act as incident commanders. The primary agency may provide an on-scene coordinator at the request of local responders.

ORGANIZATION

The ESF #10 position is staffed by the Department of Emergency Services, Hazmat Team. Personnel assigned to this position are recommended by the Hazmat Chief and approved by the Director of Emergency Services or designee. The ESF #10 position, when activated, operates in the Chester County EOC and is a member of the Emergency Services Branch within the Operations Section reporting to the Emergency Services Branch Director or Operations Section Chief. This position is the link to the hazardous materials operations in the field.

The ESF #10 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #10 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #10 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #10 coordinator and the Hazmat Chief.

CONCEPT OF OPERATIONS

Information regarding the extent of the incident will be collected to enable the team to develop an appropriate response strategy.

An assessment of the regional transportation network will be conducted and the information analyzed to determine the feasibility of access to the incident site or zone.

Weather forecasting information will be obtained and disseminated to municipalities to aid in local planning or response operations.

Protective Action Recommendations will guide the decision to evacuate or shelter-in-place. Unique and Vulnerable populations, including farm animals, will be evacuated when appropriate. All re-entry decisions and actions will be coordinated with the affected local jurisdiction(s).

Individuals subject to exposure will be decontaminated or otherwise treated with appropriate medical care, when necessary.

Resource needs and requests will be obtained from Chester County departments and agencies, other ESFs, and municipalities. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

Activities and deployments will be monitored to ensure the core duties of their respective organizations can continue to be performed.

The ESF #10 primary agency will:

PREPAREDNESS

- Maintain a listing of SARA Sites within Chester County along with facility emergency plans based upon input received from the facilities and municipalities.
- Conduct impact evaluation of prior ESF #10 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to Hazardous Material operations in coordination with and in support of local fire departments and regional teams.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies and field units.
- Determine status of county and surrounding county hazardous materials teams.

- Obtain an initial Hazmat situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #10.

Continuing Actions

- Coordinate hazardous materials activities within Chester County.
- Interface with the County Hazardous Materials team.
- Serve as an information resource regarding hazardous materials incidents.
- Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

Hazmat support is primarily a response function. Efforts should be made to ensure that hazmat resources are managed and utilized appropriately so they can be available for life saving, incident stabilization, and property protection assignments. Otherwise, the county's capability to respond to new emergencies may be compromised.

The hazmat function should support the other ESF's in their recovery efforts when it related to contaminated items (Food, debris, etc.).

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #10 coordinators at the county level.
- Assist in maintaining the checklist for the hazardous materials response function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #10 responsibilities.
- Provide logistics support through the EOC for mobilizing hazmat resources.
- Act as the coordinating agent for all related resources; develop operations assignments, and direct deployment, in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Pennsylvania Bureau of Radiation Protection	<ul style="list-style-type: none"> • Provides subject matter expertise on radiological incidents.
Pennsylvania Department of Environmental Protection	<ul style="list-style-type: none"> • Provides guidance on the effect of hazardous materials on the environment and assist in the cleanup effort.
Chester County Department of Computing and Information Services	<ul style="list-style-type: none"> • Provides mapping support for incident modeling of areas that might be affected from the release of hazardous materials.
Chester County Health Department	<ul style="list-style-type: none"> • Provides public health recommendations for hazardous materials incidents. • Determine whether illnesses, diseases, or complaints may be attributed to exposure to a hazardous material.
USDA – Farm Service Agency	<ul style="list-style-type: none"> • Provides subject-matter expertise on incidents having an impact on agriculture and livestock.
Penn State Cooperative Extension, Chester County	<ul style="list-style-type: none"> • Provides subject-matter expertise on incidents having an impact on agriculture and livestock.
Local Emergency Planning Committee	<ul style="list-style-type: none"> • Provides guidance to the hazardous materials response organization.
Chester County Water Resources Authority	<ul style="list-style-type: none"> • Provides support for water sources affected by hazardous materials releases.
Chester County Solid Waste Authority	<ul style="list-style-type: none"> • Provides a means for disposal of hazardous materials/waste and contaminated debris.
Pennsylvania Department of Transportation	<ul style="list-style-type: none"> • Provides expertise on all modes of transporting oil and hazardous materials. • Issues special permits to facilitate movement of hazardous materials, hazardous waste and hazardous debris.
National Weather Service	<ul style="list-style-type: none"> • Provides weather information to aid the plume modeling and dispersion patterns.
United States Environmental Protection Agency	<ul style="list-style-type: none"> • Provides guidance on the effect of hazardous materials on the environment and assist in the cleanup effort.
Private Industry (Potential partners include private clean-up crews such as Lewis Environmental, etc.)	<ul style="list-style-type: none"> • Provide resources to clean-up and remediate affected areas • Private-sector resources are mobilized through standard contract procedures.

ESF #11 – AGRICULTURE & NATURAL RESOURCES

ESF Coordinator:

Chester County Department of Emergency Services

Primary Agency:

United States Department of Agriculture/Farm Service Agency Chester/Delaware Office
Penn State Cooperation Extension, Chester County

Support Agencies:

American Red Cross
Chester County Animal Response Team
Chester County
 Conservation District
 Facilities Department
 Health Department
Pennsylvania Department of Public Welfare
Private Industry
University of Pennsylvania New Bolton Center
United States Park Service

INTRODUCTION

Purpose

Emergency Support Function #11 – Agriculture & Natural Resources, identifies, secures and coordinates the effort to provide bulk food resources necessary to support an emergency response or recovery effort or other disaster assistance initiative; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties resources; and provide for the safety and well-being of household pets and farm animals during an emergency response or evacuation situation.

Scope

Agriculture and Natural Resources includes identifying sources of food supplies, obtaining food resources, and arranging to transport food to designated staging sites in the affected area; providing nutrition assistance; ensuring the safety and security of the commercial food supply; protecting natural and culturally historic resources; and providing for the safety and well-being of household pets and farm animals.

Potential operations include:

- Researching governmental food programs and stockpiles.
- Negotiating with food suppliers.
- Developing a food procurement strategy.
- Organizing a food transportation plan.

- Coordinating with private and volunteer groups.
- Analyzing staging sites.
- Establishing a temporary food assistance program.
- Determining nutrition assistance needs.
- Food safety inspections
- Preserving, conserving, rehabilitating, recovering, and restoring natural and culturally historic resources
- Develop protective action suggestions as it relates to livestock
- Coordinate the care/feeding of livestock in evacuated area if feasible.
- Coordinate the removal and disposal of animal remains

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local agriculture and natural resource organizations is accomplished through the local agencies and private industry.

SITUATION & ASSUMPTIONS

A significant disaster event may deny human and animal populations access to food and water, may create conditions that prevent individuals with food supplies from preparing them, or may displace a population from their homes and create a widespread need for food and drink.

The extent of damage to the infrastructure of the affected area, in addition to the peculiarities of the transportation network in the area, will influence the strategy or pattern of assistance.

Food supplies intended for human populations will be suitable for either household distribution or congregate meal service. Food supplies will be provided from existing managed inventories whenever possible.

Under certain conditions, livestock may need to be evacuated from an affected area.

Provisions might need to be made to support livestock owners returning to evacuated areas to care for their animals.

Procurement will be conducted in accordance with federal, Commonwealth and County laws and regulations, including provisions for emergency procurement and no-bid contracting.

Close cooperation will be maintained with the ESF #6 (Mass Care) position to ensure an efficient system is employed that satisfies the needs of the greatest number of people.

Commercial and retail food storage facilities may be inoperable as a result of widespread power failure; thus, some privately held, large-volume food supplies may not be available as sources to obtain goods.

ORGANIZATION

The ESF #11 position is staffed by the United States Department of Agriculture/Farm Service Agency Chester/Delaware Office and/or the Penn State Cooperation Extension, Chester County Office. Personnel assigned to this position are recommended by the Administrator of the Chester County office of the USDA/Farm Service Agency Chester/Delaware Office and/or the Penn State Cooperation Extension, Chester County Office and approved by the Director of Emergency Services or designee. The ESF #11 position, when activated, operates in the Chester County EOC and is a member of the Human Services Branch within the Operations Section reporting to the Human Services Branch Director or Operations Section Chief. This position is the link to the agriculture and natural resources needs in the community.

The ESF #11 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #11 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #11 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #11 coordinator.

CONCEPT OF OPERATIONS

An assessment of event data and the regional transportation network will be obtained and the information analyzed to determine the most effective strategy for providing assistance.

An assessment will be conducted to determine areas and types of critical needs, both for human and animal populations.

Resource needs and requests will be obtained from Chester County departments and agencies, other ESFs, and municipalities. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

A strategy for direct procurement of food supplies will be implemented to obtain products not available in current inventories. Storage and staging sites will be identified and utilized as necessary. Food supplies will be evaluated to ensure their suitability for consumption.

Food assistance will be available, in cooperation with ESF #6, until the need for emergency relief in the affected area has dissipated sufficiently so that individuals and families can provide adequate food supplies for themselves through traditional methods and sources.

Activities and deployments will be monitored to ensure the core duties of their respective organizations can continue to be performed.

The ESF #11 primary agencies will:

PREPAREDNESS

The ESF #11 primary agencies will:

- Maintain a listing of human and animal food assets within Chester County.
- Maintain a listing of animal care and control assets within Chester County.
- Conduct impact evaluation of prior ESF #11 efforts and other studies as needed to improve future operations.
- Maintain a list and contact information for slaughter and processing plants, food distribution and retail sites, import facilities, restaurants, and other food related businesses.
- Work to build capabilities directly related to agriculture and natural resource operations in coordination with and in support of local agencies and private industry.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies.
- Determine the critical needs of the affected population.
- Identify and locate geographically available food resources.
- Establish a procedure for the request to provide animal care.
- Obtain an initial situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #11.

Continuing Actions

- Serve as a liaison between the County and the food community.
- Serve as a liaison between the County and animal care and control agencies.
- Coordinate the dissemination of information and supplies to the food community within the County.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Coordinate the provision of care to livestock and any other agriculture related animals.
- Coordinate the response to agricultural, animal, and plant diseases and pests.
- Ensure the safety and security of commercial food supply.
- Maintain close coordination with local EOCs and support agencies.
- Assist ESF #6 with the sheltering of domestic and service animals.
- Coordinate public information through ESF #15 (External Affairs).

- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Coordinate with local agriculture sites to work on restoring the production of farms and food producers within the county
- Assist in the sampling and monitoring of affected food sources to determine the safety of those food sources
- In coordination with ESF #15 issue public statements on the safety of consumable items within the affected areas.
- Removal and disposal of animal remains.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #11 coordinators at the county level.
- Assist in maintaining the checklist for the Agriculture and Natural Resources function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #11 responsibilities.

- Provide logistics support through the EOC for mobilizing agriculture and natural resources.
- Act as the coordinating agent for all related resources; develop operations assignments and direct deployment in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
American Red Cross	<ul style="list-style-type: none"> • Coordinates with other voluntary organizations in the distribution of food.
Chester County Animal Response Team	<ul style="list-style-type: none"> • Provides volunteers, resources and equipment to assist in large animal rescue and evacuation.
Chester County Conservation District	<ul style="list-style-type: none"> • Provide assistance with reaching into the areas of the community that deal with natural and cultural resources
Chester County Facilities Department	<ul style="list-style-type: none"> • Provide personnel, resources and equipment to assist in large animal rescue and evacuation.
Chester County Health Department	<ul style="list-style-type: none"> • Provides support to determine if food and water courses pose a threat to public health. • Inspects and licenses food distribution facilities and restaurants. • Provide information and guidance on determining nutrition assistance needs.
Pennsylvania Department of Public Welfare	<ul style="list-style-type: none"> • Provides Disaster Supplemental Nutrition Assistance Programs.
Private Industry	<ul style="list-style-type: none"> • Private-sector resources are mobilized through standard contract procedures.
United States Park Service	<ul style="list-style-type: none"> • Provides information and expertise on historic resources.
University of Pennsylvania New Bolton Center	<ul style="list-style-type: none"> • Provides veterinary services for large animals and livestock.

ESF #12 - ENERGY

ESF Coordinator:

Department of Emergency Services

Primary Agency:

PECO

Support Agencies:

Chester County
Department of Emergency Services
Department of Health
Local Utility Companies
Pennsylvania Utility Commission
Private Industry

INTRODUCTION

Purpose

Emergency Support Function (ESF) #12 – Energy provides liaison to the utility and energy industries to facilitate a coordinated restoration of electric, gas, and commodity fuels, as well as energy delivery systems, in affected areas.

Scope

Utilities and energy support includes communicating with providers, coordinating restoration strategies, and reviewing emergency plans.

Potential operations include:

- Coordinating restoration plans.
- Implementing load shedding measures.
- Allocating electric and gas resources.
- Locating supplemental resources and arranging for distribution or delivery such as manpower and equipment.
- Participating in damage assessment operations.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of local energy organizations is accomplished through local agencies and private industry.

SITUATION & ASSUMPTIONS

Utility and energy resources include: electricity, natural gas, water, heating oil, coal, propane, gasoline, and firewood.

The extent of damage to the utility and energy infrastructures of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy for assessment and restoration operations.

Damaged or destroyed transmission lines, pipelines, or energy distribution equipment may pose significant public health hazards and may pose unique debris management challenges.

ORGANIZATION

The ESF #12 position is staffed by the PECO. Personnel assigned to this position are recommended by PECO and approved by the Director of Emergency Services or designee. The ESF #12 position, when activated, operates in the Chester County EOC and is a member of the Infrastructure Branch within the Operations Section reporting to the Infrastructure Branch Director or Operations Section Chief. This position is the link to the energy needs and operations in the field.

The ESF #12 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #12 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #12 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #12 coordinator.

CONCEPT OF OPERATIONS

An assessment of the regional utility and energy networks will be obtained and the information analyzed to determine the most effective strategy for providing assistance.

An assessment will be conducted to determine the scope of system damage, the supply of remaining resources, the capability of operable systems and equipment, and the nature of immediate needs.

Elements of the transmission and pipeline systems that can be salvaged will be repositioned; technical assistance and equipment will be provided to remove those elements that are non-recoverable debris.

Out-of-County or regional providers will be contacted to arrange deliveries or distribution of supplemental resources or equipment, as necessary.

Resource needs and requests will be obtained from Chester County departments and agencies, other ESFs, and municipalities. Requests as well as restoration operations will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

Activities will be monitored to verify that the core duties of utility and energy companies can continue to be performed.

The ESF #12 primary agency will:

PREPAREDNESS

- Maintain a listing of energy and utility assets within the County.
- Conduct impact evaluation of prior ESF #12 efforts and other studies as needed to improve future operations (lessons learned).
- Involve the County Emergency Management in PECO's internal lessons learned process.
- Work to build capabilities directly related to energy related operations in coordination with and in support of local agencies and private industry.

RESPONSE

The PECO representative in the county EOC will provide a conduit between the County and PECO's Storm Center and EOC for the purpose of sharing information and coordination between the County EOC and the utility.

Initial Actions of the Primary Agency

- Provide a representative to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies.
- Assess the energy impact of the incident.
- Provide analysis of the extent and duration of energy shortfalls.
- Identify supporting resources that will be needed to restore energy systems.
- Obtain an initial energy/utilities situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #12.

Continuing Actions of the Primary Agency

- Coordinate the emergency shutdown of light and power.
- Coordinate the dissemination of information to the energy / utilities within the County.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.

- Serve as the primary source for reporting of critical infrastructure and key resource damages (CIKR).
- Coordinate public information/sharing of PECO press releases through ESF #15 (County EOC Public Information Office).
- Ensure coordination with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees are fit for duty, and have appropriate personal protective equipment to operate in the environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Coordinate the priority rating for the restoration of utilities based on what will be most beneficial to the entire community.
- Coordinate the utilities restoration plans to the affected communities.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. PECO EP and/or the PECO EOC representative should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #12 coordinators at the county level.
- Assist in maintaining the checklist for the energy function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #12 responsibilities.

- Provide logistics support through the EOC for mobilizing energy support resources.
- Monitor utility and energy resources and coordinate strategic restoration or delivery solutions, in cooperation with team members.

- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Chester County Department of Emergency Services	<ul style="list-style-type: none"> • Fill ESF #12 functions liaising with non-PECO energy providers such as MetEd, PPL, and fuel providers.
Chester County Health Department	<ul style="list-style-type: none"> • Assists in identifying critical health care facilities requiring priority power restoration.
Local Utility Companies	<ul style="list-style-type: none"> • Provides subject-matter expertise and qualified personnel to aid in the restoring of energy systems. • Repairs existing infrastructure to restore service to residents and businesses • Installs and maintains temporary infrastructure to restore service to residents and businesses as quickly as possible until permanent repairs may be made.
Pennsylvania Utility Commission	<ul style="list-style-type: none"> • Provides support in regulating and interfacing with the local utility companies.
Private Industry	<ul style="list-style-type: none"> • Assists in identifying critical infrastructure/key resources requiring priority power restoration. • Private-sector resources are mobilized through standard contract procedures.

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ESF #13 – PUBLIC SAFETY & SECURITY

ESF Coordinator:

Chester County District Attorney's Office

Primary Agency:

Chester County District Attorney's Office

Support Agencies:

Chester County
Department of Emergency Services
Facilities Department
Prison
Sheriff's Office
Chester County Fire Police
Chester County Fire Police Association
Chester County Police Chiefs Association
Emergency Response Teams (ERTs)
Major Incident Response Team
Municipal Police Departments
Pennsylvania State Police
Pennsylvania National Guard
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #13 – Public Safety & Security assigns responsibilities and provides for coordination among law enforcement agencies during emergencies.

Scope

Law Enforcement support entails the coordination and deployment of uniformed personnel to assist local forces in field operations to ensure security, maintain stability and order within communities, and otherwise guard the public safety.

Potential operations include:

- Establishing perimeter security at an incident site and/or an EOC
- Assist in the managing of traffic patterns
- Coordinate the patrolling of communities
- Coordinate the implementing of protective action orders
- Coordinate the apprehension of offenders.

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of law enforcement is accomplished through the local police chiefs, local emergency management agencies, or other appropriate local agencies.

SITUATION & ASSUMPTIONS

During emergencies, police services must be expanded to provide the increased protection required by disaster conditions. Adequate law enforcement resources and services will often be available through existing mutual aid agreements and, if municipal capabilities become overtaxed, support can be provided by the county and augmented by Commonwealth and federal law enforcement agencies.

The resources of any particular department or agency will be under the administrative control of their respective agency and under operational control of the according to the layout of the incident command structure.

Local law enforcement agencies share mutual aid agreements and will cooperate according to parameters set forth in such documents

Upon the declaration of an emergency by the governor the National Guard may be available to augment municipal police forces.

Immediately following an emergency there may be a heavy demand for police service. Anticipated demand for police services requires a coordinating agency to effectively allocate resources. During emergency operations, law enforcement resources may be in short supply. Transportation routes may be damaged or destroyed requiring close coordination between municipal police, state police and PennDOT.

ORGANIZATION

The ESF #13 position is staffed by the District Attorney's Office. Personnel assigned to this position are recommended by the Chester County District Attorney and approved by the Director of Emergency Services or designee. The ESF #13 position, when activated, operates in the Chester County EOC and is a member of the Emergency Services Branch within the Operations Section reporting to the Emergency Services Branch Director or Operations Section Chief. This position is the link to law enforcement operations in the field.

The ESF #13 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #13 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #13 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #13 coordinator, Chester County District Attorney, and the Department of Emergency Services' Deputy Director for Law Enforcement Services.

CONCEPT OF OPERATIONS

Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, and crowd control.

Police service organizations are to keep the Chester County Department of Emergency Services informed of changes in police resource availability or police service requirements in their jurisdiction. Coordination among law enforcement units will be effected through the Chester County EOC.

Resource needs and requests will be obtained from Chester County departments, other ESFs, and municipalities.

Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned as they become available for subsequent uses.

All team members will monitor activities and deployments to ensure the core duties of their respective organizations can continue to be performed.

The ESF #13 primary agency will:

PREPAREDNESS

- Conduct impact evaluation of prior ESF #13 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to law enforcement operations in coordination with and in support of local law enforcement and regional teams.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies and field law enforcement units.
- Analyze the potential factors that may affect resource requisition and allocation.
- Obtain an initial law enforcement situation report and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.

- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #13.

Continuing Actions

- Coordinate security and law enforcement services.
- Coordinate route alerting and notification of threatened populations.
- Assist as appropriate with the evacuation of affected citizens.
- Coordinate the installation of emergency signs and other traffic devices.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Provide expertise and coordination for security planning efforts.
- Establish security and protection of critical facilities, including the EOC.
- Coordinate access, traffic, and crowd control in and around affected areas.
- Coordinate force protection for emergency responders.
- Coordinate the security patrol of evacuated areas if feasible.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

Law enforcement support is primarily a response function. Efforts should be made to ensure that law enforcement resources are managed and utilized appropriately so they can be available for life saving, incident stabilization, and property protection assignments. Otherwise, the county's capability to respond to new emergencies may be compromised.

Law enforcement activities should continue into the recovery phase for providing safety and security to affected communities.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #13 coordinators at the county level.
- Assist in maintaining the checklist for the public safety and security function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #13 responsibilities.
- Provide logistics support through the EOC for mobilizing law enforcement resources.
- Act as the coordinating agent for all law enforcement resources; develop operations assignments, and direct deployment, in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Chester County Department of Emergency Services	<ul style="list-style-type: none"> • Provides dispatching and tracking of law enforcement resources • Provides coordination of law enforcement resources
Chester County Fire Police	<ul style="list-style-type: none"> • Assists in traffic and crowd control.
Chester County Fire Police Association	<ul style="list-style-type: none"> • Provides a means to integrate the overall fire police community into the disaster response.
Chester County Police Chiefs' Association	<ul style="list-style-type: none"> • Provides a means to integrate the overall police community into the disaster response.
Chester County Prison	<ul style="list-style-type: none"> • Provides available personnel as needed.
Chester County Sheriff's Office	<ul style="list-style-type: none"> • Provides available personnel as needed.
Emergency Response Teams (ERTs)	<ul style="list-style-type: none"> • Provides technical expertise in the response to situations needing tactical police actions.
Facilities Department	<ul style="list-style-type: none"> • Provides available law enforcement personnel as needed (Park rangers).
Major Incident Response Team	<ul style="list-style-type: none"> • If activated provides assistance in mitigating law enforcement issues with large numbers of citizens.
Municipal Police Departments	<ul style="list-style-type: none"> • Provides law enforcement in their respective municipality. • If able, provides additional law enforcement personnel to aid in the response and recovery efforts.
Pennsylvania National Guard	<ul style="list-style-type: none"> • Provides law enforcement support to local responders
Pennsylvania State Police	<ul style="list-style-type: none"> • Provides available law enforcement personnel as needed.
Private Industry	<ul style="list-style-type: none"> • Private-sector resources are mobilized through standard contract procedures.

ESF #14 – LONG TERM COMMUNITY RECOVERY

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Emergency Services

Support Agencies:

American Red Cross

Chester County

Assessment Office

Department of Computing and Information Services

Department of Community Development

Planning Commission

Municipalities

Penn State Cooperative Extension, Chester County

Private Industry

Salvation Army

Southeastern Pennsylvania Voluntary Organizations Active in Disaster (SEPA VOAD)

INTRODUCTION

Purpose

Emergency Support Function (ESF) #14 – Long Term Community Recovery assigns responsibilities and provides for coordination of local governments, nongovernmental organizations (NGOs), and the private sector during the recovery period following a disaster including providing assistance to affected individuals, families, businesses, private non-profit organizations, Chester County and municipal governments following the declaration of a Federal disaster to enable community recovery from the long-term consequences of extraordinary disasters.

Scope

Long Term Recovery and Mitigation support entails the development of initial disaster situation reports, the coordination and deployment of disaster assessment teams, and the interface with Commonwealth and federal teams.

Potential operations include the identification of damaged property, rapid assessment, and the determination of the value of the damage. ESF #14 is responsible for coordinating the forming of the Long Range Planning Committee.

The Commonwealth and its political subdivisions have available various governmental and volunteer emergency services, organizations and facilities to cope with limited, disruptive emergencies. The provisions of the Robert T. Stafford Disaster Relief and Emergency

Assistance Act are designed to supplement these efforts when the magnitude of the disaster is beyond the ability of the Commonwealth governments to meet these needs.

Policies

Priority is given to life safety, incident stabilization, protecting property and the environment, in that order.

Coordination with and support of local recovery and mitigation is accomplished through local emergency management agencies, other appropriate local agencies and private industry.

SITUATION & ASSUMPTIONS

The extent of damage in the affected area will influence the extent and pattern of assistance available.

Municipalities have primary response and recovery obligations. Most municipalities will quickly become overwhelmed and require supplemental support from the County. Additional resources that are needed may be requested from the Commonwealth of Pennsylvania.

Federal financial assistance is available through several grant programs, usually only after a declaration of emergency or major disaster by the president. Some federal grant programs require administrative plans as one element of eligibility.

Federal emergency financial assistance is available to an applicant only if established criteria are met and only within the parameters established for each program and disaster event.

Comprehensive damage assessment information is essential as the basis for a request by the governor for federal assistance.

Following a presidential declaration, a Joint Field Office (JFO) will be established and staffed with federal personnel assigned to manage the disposition of federal relief funds in cooperation with Chester County personnel.

Disaster Recovery Centers (DRCs) may be established in the affected area to provide information and guidance to citizens affected by the emergency or disaster, which might include an individual's potential eligibility for assistance.

The resources and services available from private disaster relief organizations often are offered in conjunction with similar relief efforts of federal, Commonwealth, county and local governments but such aid also is provided independently by its sponsors.

ORGANIZATION

The ESF #14 position is staffed by the Department of Emergency Services. Personnel are assigned to this position by the Director of Emergency Services or designee. The ESF #14 position, when activated, operates in the Chester County EOC and is a member of the Operations Section reporting to the Operations Section Chief. This position is the link to the recovery and mitigation operations in the field.

The ESF #14 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #14 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #14 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #14 coordinator.

CONCEPT OF OPERATIONS

A thorough assessment of damage will be conducted and the information will be analyzed to determine the immediate needs in affected communities. A determination will be made whether to seek federal assistance.

Information will be shared with appropriate agencies and organizations to facilitate the ability of government and private officials to render aid.

In a request for federal assistance, the Commonwealth will seek funds for designated jurisdictions from available programs based on the nature and scope of damage.

Upon notification that the request for federal assistance has been granted, the Commonwealth will organize and staff relative to the scope of the award.

The ESF #14 primary agency will:

PREPAREDNESS

- Identify the membership of the Disaster Recovery Committee.
- Identify and train members of the County Damage Assessment Team.
- Conduct impact evaluation of prior ESF #14 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to recovery and mitigation operations in coordination with and in support of local emergency managers.
- Develop coordination mechanisms and requirements for post incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.

Immediately Prior to Incident (when notice is available)

ESF #14 will:

- Provide early identification of projects that can be quickly implemented, especially those relating to critical facilities based on existing local plans.
- Collaborate with other ESFs regarding managing the response in a way that facilitates long-term recovery

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies.
- Provide early identification of projects that can be quickly implemented, especially those relating to critical facilities.
- Obtain an initial situation and damage assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Utilize the Pictometry Disaster Coverage Imagery services following any of the disasters: Category II and higher hurricane, EF4 and higher Tornado, or terrorist attack.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #14.

Continuing Actions

- Conduct initial damage assessment utilizing the county Damage Assessment Teams.
- In coordination with ESF #5 (Emergency Management) collect and compile damage assessment activities.
- In coordination with ESF #5 (Emergency Management), the EOC Director, and the Deputy Director for Emergency Management, determine the need to implement the Disaster Recovery Plan and activate the Recovery Operations Center.
- Coordinate the activation and meetings of the county Disaster Recovery Committee.
- Designate and assist with operation of Disaster Recovery Centers.
- Ensure dissemination of recovery information to the general public.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate resource needs, and determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Coordinate with ESF #6 (Mass Care) and ESF #8 (Public Health & Medical Services) to identify long-term recovery needs of access and functional needs populations and incorporate these into recovery strategies.
- Coordinate with animal welfare and agricultural stakeholders and services providers in long-term community recovery efforts.
- Coordinate the collection and processing of data as it relates to public assistance.
- Maintain close coordination with local EOCs and support agencies.

- Coordinate public information through ESF #15 (External Affairs).
- Coordinate with appropriate state and/or federal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

Recovery from any disaster can be a long, expensive and time consuming process. Recovery efforts are aimed at returning the affected area to a pre-disaster state. While it will be impossible to return every aspect of people's lives to the pre-disaster state, every effort will be given to support the affected communities as best as possible. The recovery effort is broken down into two phases: short term and long term recovery. The actions include but are not limited to:

- Coordinate the efforts of both the short and long term recovery.
- Coordinate with all ESF positions to compile a listing of possible recovery needs and challenges.
- Facilitate sharing of information among agencies and ESFs and coordinate early resolution of issues
- Coordinate identification of appropriate programs to support implementation of long-term community recovery plans under current authorities and funding. This process identifies program, waivers, funding levels, requests for additional authorities, and possible new legislation needed to address identified program gaps.
- May provide technical assistance such as impact analyses, economic revitalization, and recovery planning support.

A. Short Term Recovery

Immediate health and safety concerns including handling of public waste, inspections of effected restaurants and food distributors should be a top priority after the disaster. If it is found that there is a problem with the food supply, food warnings and precautionary statements should be made to the public. In addition to concerns of contaminated food and water the longer developing problem of mold and public health issues related to stagnant water after the flood waters recede need to be addressed.

Initial damage assessment provides the state and federal government with information about extent of damage to help make the determination of whether or not disaster assistance will be available. The damage assessment process should include all county property, municipalities, schools, hospitals, churches and non-profit organizations. Damage assessment is aimed at compiling a list of all of the damaged structures, the percentage damaged and an estimated cost of the damage. The assessment will also aid the long range planning committee by helping them know where to focus their recovery efforts.

Restoration of essential services should be high on the priority list of initial things to be accomplished. This should include repair/replacement of damaged infrastructure (roads, bridges, railroads, etc.) and repair/restoration of services of any damaged key resources (power plants, water treatment facilities, etc.).

Debris removal is essential to restoring the community back to its original state.

- Debris removal operations from roadways are conducted by municipalities and/or PennDOT.
- Debris removal operations from County facilities are conducted by the Chester County Facilities Department. Depending on length of debris removal operations, Facilities Department can coordinate with Emergency Management to provide meals and a rest area for personnel.
- The watch officer/emergency management function in the EOC will assist in the coordination with the solid waste authorities within the county and if needed the temporary staging of debris.

Cost recovery should be started as soon as possible by compiling and consolidating all of the costs incurred by the municipalities within the county. Ideally during the response phase the documentation of all costs associated with manpower and the use of resources will be completed. That information combined with damage assessment and predicted loss will need to be collected then compiled by county for to submission to PEMA.

B. Long Term Recovery

Areas of concern for long term recovery should include: economic growth, environmental rehabilitation, and revitalization.

A Long Range Planning Committee should be established for large incidents that have caused extensive damage throughout the county. Members of the committee should include representatives from effected municipalities, representatives from Chester County DES, and members of the public in affected areas.

The Disaster Recovery Committee should be leading the recovery effort with support from both the private and public sector. This is to include also be responsible for all ongoing disaster assistance and loan applications. The committee should plan both the recovery efforts in addition to future mitigation projects.

Some suggested actions of the Long Range Planning Committee are:

- Plan public information meeting to better understand community concerns and present recovery concepts.
- Establish recovery objectives
- Develop and rank a listing of recovery projects
- Develop a recovery plan
- Look into funding opportunities to support the recovery efforts

MITIGATION

The most effective way to reduce the threat of life safety and cost associated with any major disaster is to plan and implement mitigation activities to reduce or remove the risk associated with disasters. Below are a few different mitigation methods.

Emergency Services Measures are taken during a disaster to minimize its impact. These measures are the responsibility of city or county emergency management staff, operators of major and critical facilities, and other local emergency service organizations. They include but not limited to: alert warning systems, monitoring systems, emergency response planning, evacuation, critical facilities protection, preservation of health and safety.

Preventive Measures keep problems from getting started or getting worse. The use of known hazard areas, like floodplains for example, can be limited through planning, land acquisition, or regulation. Building, zoning, planning, and/or code enforcement officials usually administer these activities: planning and zoning, open space preservation, building codes and enforcement, storm water management, and drainage system maintenance.

Property Protection measures are those actions that work directly to get people, property, and businesses permanently out of unsafe areas. The first of these measures is property acquisition: public procurement and management of lands that are vulnerable to damage from hazards. The acquired land then becomes public property, which can only be used as “open space” in the future. Open space use means that future development of the site is restricted to low-impact uses like parks, playing fields, gravel parking lots or agriculture--no permanent or enclosed structures.

Public Information Programs advise property owners, potential property owners, and others of hazards and ways to protect people and property from them. A public information office usually implements these programs. Public information activities should be focused on overall disaster preparedness and severe weather education. Public information campaigns can also be targeted toward hazard specific issues in the appropriate time of year.

Natural Resource Protection preserves or restores natural areas or their natural functions. Park & recreation organizations, conservation agencies or wildlife groups usually implement such measures. They should include land management for flooding and snow related issues, forest management for fire control, and other projects that are deemed beneficial.

Ongoing Maintenance of existing infrastructure is a crucial step in the mitigation process. Failure of the already implemented mitigation projects should not be a problem that should have to be faced. Maintenance of already implemented mitigation measures needs to be a continual process and, if needed, replacement of outdated or deteriorating structures.

Structural Projects are usually designed by engineers and managed and maintained by public works staffs. They are designed to reduce or redirect the impact of natural disasters (especially floods) away from at-risk population areas.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #14 coordinators at the county level.
- Assist in maintaining the checklist for the long term community recovery function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #14 responsibilities.
- Provide logistics support through the EOC for mobilizing recovery and mitigations resources.
- Act as the coordinating agent for all Long Term Recovery and Mitigation resources.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
American Red Cross	<ul style="list-style-type: none">• Provides long term sheltering and support for affected populations.
Chester County Assessment Office	<ul style="list-style-type: none">• Assists in the damage assessment process.
Chester County Department of Computing and Information Services	<ul style="list-style-type: none">• Assists in the mapping of affected areas and damage assessment.

Chester County Department of Open Space Preservation	<ul style="list-style-type: none">• Provides funding to help with mitigation buy-out projects.
Chester County Planning Commission	<ul style="list-style-type: none">• Provides expertise and guidance on rebuilding the community after disaster.
Department of Community Development	<ul style="list-style-type: none">• Provides assistance in the support of long term housing of displaced residents.• Provides assistance in funding through the Workforce Investment Board for jobs.• Provides funding to help rebuild communities.
Municipalities	<ul style="list-style-type: none">• Provide assistance, information, guidance, input, and approval on recovery in their municipality.
Penn State Cooperative Extension, Chester County	<ul style="list-style-type: none">• Provides subject matter expertise in the recovery efforts as it related to the agricultural industry.
Private Industry	<ul style="list-style-type: none">• Private-sector resources are mobilized through standard contract procedures.
Salvation Army	<ul style="list-style-type: none">• Provides services related to long term sheltering and support of affected populations.
Southeastern Pennsylvania Voluntary Organizations Active in Disaster (SEPA VOAD)	<ul style="list-style-type: none">• Provides access to volunteers, resources and equipment to assist in rebuilding and meeting citizens' needs.

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ESF #15 – EXTERNAL AFFAIRS

ESF Coordinator:

Department of Emergency Services

Primary Agency:

Department of Emergency Services

Support Agencies:

Chester County Commissioners' Office
All agencies in the EOC
Local Media
Pennsylvania Emergency Management Agency
Private Industry

INTRODUCTION

Purpose

Emergency Support Function #15 – External Affairs ensures the coordination of dissemination of official Chester County information necessary to support emergency response or recovery operations or other disaster assistance initiatives and to assure coordination of information and instructions released to the public.

Scope

Public Information includes providing accurate information to media sources, the Emergency Alert System (EAS), and the public regarding the location, severity, magnitude, and progress of the emergency or disaster as well as informational and safety information.

Potential operations include:

- Formulation of media statements.
- Scheduling and conducting press briefings.
- Development of pre-scripted, pre-emergency media statements, press / media packages, or the development of emergency public announcements.
- Coordination and release of information with other involved agencies (Municipalities, PEMA, FEMA, VOAD).
- Transmission of timely messages to the various media outlets, social media sources and technologies.
- Activating the Emergency Alert System (EAS).
- Activating and operating a Joint Information Center (JIC)

Policies

Priority is given to life safety and protecting property and the environment, in that order.

Coordination with and support of municipal government officials and local public information officers is accomplished through the local government office, local emergency management agency, or other appropriate local agencies.

Whenever possible, public information will be released in accessible formats including English, Spanish, and American Sign Language (ASL).

SITUATION & ASSUMPTIONS

The Chester County Emergency Services Department utilizes a Public Information Officer (PIO) to coordinate information releases and to provide accurate information to the public during emergencies so that the public can take appropriate precautionary or protective action. The Public Information Officer and team associates review and participate in exercises of the Emergency Alert System (EAS) Plan.

The PIO monitors local and national media to be aware of current information and to monitor the accuracy of statements related to the emergency or disaster.

The extent of damage to the communications infrastructure of the affected area, in addition to the requirements of the local and national media, will influence the strategy for information dissemination.

Chester County is served by the Emergency Alert System (EAS). Chester County in cooperation with the Pennsylvania Emergency Management Agency (PEMA) has the ability to activate the Emergency Alert System for county, regional, or statewide public announcements.

Chester County maintains a social media presence through social media websites and also maintains its own website.

Local and National news media will cooperate according to parameters set forth in guidance documents.

Each level of government (Federal, Commonwealth, County, and Municipal) will furnish timely information and coordinate news releases.

During periods of emergencies, there may be a heavy demand for public information.

ORGANIZATION

The ESF #15 position is staffed by the Department of Emergency Services. Personnel are assigned to this position by the Director of Emergency Services or designee. The ESF #15 position, when activated, operates in the Chester County EOC and is a member of the Command Staff reporting to the EOC Director. This position is the link to all information being disseminated to the public.

The ESF #15 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #15 is operational.

Notification

Upon notification of a potential or actual event requiring ESF #15 response, the ESF #5 (Emergency Management) representative will notify the designated ESF #15 coordinator.

CONCEPT OF OPERATIONS

All information released to the media will be through the Public Information Officer after approval by the EOC Director. No public information will be issued during emergency situations without the approval of the Chester County Commissioners or the EOC Director.

Whenever possible and time permitting, information will be coordinated with public information officers of the involved municipalities. When two or more municipalities are involved, municipal public information actions are to be coordinated with ESF #15. When other counties are involved in the same disaster emergency, all information that will impact upon other counties or counties contiguous to the disaster area will be cleared with the PEMA Press Secretary.

Timely briefings will be held to report information concerning emergency response efforts to reassure citizens that the situation is under control.

Rumor control is a part of the public information function.

Chester County will seek the cooperation of all local media prior to and during emergencies.

Information releases will be made from Chester County's designated Press Briefing Room when activated and emergency information is disseminated from that facility.

Public service announcements, as well as warnings for the hearing impaired or other access and functional needs populations, will be disseminated in the most appropriate and effective manner to reach the largest audiences, consistent with the technology or resources available for use.

The ESF #15 primary agency will:

PREPAREDNESS

- Work with local EMA's to develop and maintain a list of diverse cultural sub-communities with points of contact and of advocacy groups for access and functional needs populations.

- Conduct impact evaluation of prior ESF #15 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to PIO operations in coordination with and in support of local media.
- Conduct public information and education programs on emergency preparedness.

RESPONSE

Initial Actions

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Establish communication links with support agencies.
- Determine current status of Incident (ICS Form 209 or equivalent)
- Determine current media presence.
- Draw up an initial press release establishing the facts of the incident.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #15.

Continuing Actions

- Determine from the EOC director if there are any limits on information release.
- Maintain media information that may be useful to incident planning.
- Provide consistent, coordinated, accurate, accessible, timely, and complete information during and after a disaster.
- Staff public inquiry position(s) as necessary.
- Assess need for special alert and warning efforts for the access and functional needs populations. Including the hearing impaired, non-English speaking populations, and industries especially at risk for specific hazard, or which may need advance notice in order to shut down processes.
- Coordinate the development of door-to-door protective action statements with Operations.
- Prepare initial information summary as soon as possible after activation.
- Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to: Joint Information Center or Scene.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Establish contact with local and national media representatives, as appropriate.
- Establish location of Information Center for media and public away from the EOC.
- Obtain current status reports from Planning Section; coordinate a schedule for updates.
- Observe constraints on the release of information imposed by the EOC Director and according to agency guidance.
- Obtain approval for information release from EOC Director.
- Confirm details to ensure no conflicting information is released.
- Identify site and time for press briefings, and confirm participation by other EOC members

- Release news to media, and post information in EOC and other appropriate locations.
- Record all interviews and copy all news releases.
- Contact media to correct erroneous or misleading information being provided to the public via the media.
- Provide a standard statement which can be given to general requests for information.
- Coordinate information releases with information staff from other impacted agencies and jurisdictions.
- Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.
- Respond to special requests for information.
- Confirm the process for the release of information concerning incident-related injuries or deaths.
- Utilize citizen notification methods such as telephone calls, ReadyNotifyPA, Social Media and the EAS when appropriate.
- Coordinate with appropriate state and/or federal agencies.
- Maintains a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

RECOVERY

- Provide public information about disaster recovery operations.
- Coordinate with the media about post incident public health and utility concerns.

MITIGATION

Effective mitigation efforts will help reduce the affected population and cost related to future events. It is important that all agencies involved aid that effort.

Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be the beneficial to reducing the risk of or damage caused by futures event.

All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

RESPONSIBILITIES

ESF Coordinating Agency

- Provide qualified representatives to serve as ESF #15 coordinators at the county level.
- Assist in maintaining the checklist for the external affairs function.
- Assist in the review and maintenance of this annex.
- Provide support personnel at the EOC.
- Request assistance from supporting agencies as necessary to accomplish ESF #15 responsibilities.
- Act as the coordinating agent for all communication; develop operations assignments, and direct deployment, in cooperation with team members.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with Emergency Management ESF #5 to facilitate the sharing of information and data.
- Collect, compile, and report information and data, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

Support Agencies

Agency	Functions
Pennsylvania Emergency Management Agency	<ul style="list-style-type: none">• Provides PIO support as needed.
Local Media	<ul style="list-style-type: none">• Provides information and questions from the public to the PIO at the EOC• Provide timely updates on press releases.
All agencies in the EOC	<ul style="list-style-type: none">• Utilizes the PIO as the avenue to release all information related to the incident.• Establish the PIO as the point of contact for all media inquires.
Private Industry	<ul style="list-style-type: none">• Private-sector resources are mobilized through standard contract procedures.
Chester County Commissioners' Office	<ul style="list-style-type: none">• Provide PIO support as needed.• Approve press releases as required.

Appendix 1 - Sample News Releases

APPENDIX 1

Sample News Releases

General Statement

“[An incident] has occurred in [jurisdiction]. [Local, County, State, Federal officials and agencies] are [responding to/managing the incident]. At this time, Chester County Officials are asking individuals who live or work in the area to [shelter-in-place/evacuate] and monitor local radio and television stations for further information and instructions. [Schools and daycare facilities throughout the impacted area are locked down. Students will not be released until the situation has been fully assessed.]”

Evacuation Statement

“The emergency management agency of Chester County is directing all people in the area of [areas] to immediately evacuate. [Incident] has occurred and residents in this area are in immediate danger. Residents should leave via the following route(s). [Streets/roads to use]. Shelters have been opened at [shelter locations]. Residents needing emergency transportation should [call / go to] [emergency transportation number or assembly location]. Do not drive through barricades or off-limit areas. Do not go to your children’s school or day care center. They will probably be evacuated by the time you get there. Public safety officials are requesting residents to follow these instructions immediately and drive safely. Tune to local radio stations and follow message signs while driving for more information. Please make sure your neighbors, homebound people, latchkey children, and mobility impaired neighbors are aware of this bulletin and assist them if possible.”

Shelter in Place Statement

“The emergency management agency of Chester County is directing all people in the area of [areas] to shelter-in-place. [Incident] has occurred and residents in this area should stay inside with your pets and close all windows, and doors. Tape cracks for extra protection. Close all vents on cooling, heating or ventilating systems. If you have a fireplace, put out the fire and close the damper. Do not go to your children’s school or day care center. They will be taking shelter there and you will not be allowed inside. Listen to instructions from emergency officials on radio or television. Please make sure your neighbors, homebound people, latchkey children, and mobility impaired neighbors are aware of this bulletin and assist them if possible.”

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