Emergency Management for Elected Officials

Presented By:
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Course Overview

✓ Basics of Emergency Management
✓ State & Federal Laws
✓ Responsibilities of the Elected Official
✓ Disaster Assistance
✓ Continuity of Government
✓ NIMS & ICS
✓ Knowledge Center
What does “Emergency Management” mean to you?
Emergency Management Is...

The process of dealing with extreme events that can disrupt communities, cause extensive damage or affect a large number of people.
What Types of Disasters Could Impact your Municipal Operations?
Berks County Hazards

- Civil Disorder
- Dam Failure
- Drought
- Earthquakes
- Flooding
- Hazardous Materials
- Hurricanes
- Land Subsidence
- Landslides
- Nuclear Power Plant
- Power Failure

- Public Health Emergency
- Radon
- Severe Winter Weather
- Terrorism
- Tornadoes
- Transportation Accidents
- Urban Fires
- Wildfires
Recommending an Emergency Management Coordinator is one of the primary responsibilities of the Elected Officials.

What type of person do you think would make a good EMC?
What to look for in an EMC

- Education
- Capability
- Experience
- Motivator/Motivated
- Communicator
- Decision Maker
- Time Manager
- Leader

- Planning & Training Skills
- Administrative Skills
- Multi-Tasker
- Emergency Service Experience?
Duties & Responsibilities of the EMC

- Prepare & maintain the EOP
- Manage the EOC
- Recommend mitigation measures
- Provide prompt & accurate information to the county
- Participate in drills, exercises and training
## Request for APPOINTMENT OF MUNICIPAL EMERGENCY MANAGEMENT COORDINATOR

**INSTRUCTIONS**

1. You must request a Criminal Record Check for all who are recommended for appointment by completing the Pennsylvania State Police Form SP 4-164, “Request for Criminal Record Check.” You must then attach the results to this form. Form SP 4-164 is available on the internet at www.portal.state.pa.us/portal/server.pt?open=511&objID=44514&PageID=49621&level=3&css=1&node=2 or you may request a Criminal History Check Online utilizing the PATCH System.
2. Complete Part I (print type or print legibly).
3. Submit original to the COUNTY Emergency Management Coordinator.
4. Retain a copy for your files.

### PART I

**Municipality Information:**  
Municipality:  
Municipal Office Address:  
City State Zip  
Municipal Telephone Number:  
Municipal Fax Number:  
Previous Municipal Coordinator:  
Appointment Date of Previous Coordinator:  

**Recommended Appointee Information:**  
Full Name:  
Appointee's Home Address:  
City State Zip  
Appointee's Home Telephone Number:  
Appointee's Email Address:  
Appointee's Social Security Number:  

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

- Prevention
- Mitigation
- Preparedness
- Response
- Recovery
Prevention

• Actions taken to avoid an incident or to intervene to stop an incident from occurring.
Mitigation

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

• Measures that prepare responding forces and citizens to take prompt, appropriate action in the event of an emergency.

• What are some examples of preparedness actions?
Response

• Activities taken in an emergency to save lives and prevent harm to people and property.

• What are some examples of response activities?
Recovery

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

- Municipal
- County
- Regional
- State
- Federal
Municipal EMA

• Incident starts at this level.
• Response time is immediate.
• Self-sustaining until requested assistance arrives.
• Beyond the municipality’s capability.
• Encompasses more than one municipality.
• Response Time – 1 hr.
• Provides extra, but limited resources.
• Hazardous Materials involved.
• Collaboration of County EMAs
• East Central PA Task Force
• Provide human and physical resources
State EMA

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

- Incident beyond the state’s capability.
- Incident encompasses more than one state.
- Response Time – Various.
- Provides additional resources.
Emergency Management Legislation

• **Federal Laws**
  - Robert T. Stafford Act
  - SARA Title III
  - Homeland Security Act of 2002
  - Disaster Mitigation Act of 2000
  - PETS Act of 2006

• **Commonwealth Laws**
  - Act 78
  - Act 147
  - Act 165
  - Act 227
  - Title 35
Title 35

- Emergency Management Services Code
- Establishes state and local EMAs
- Specifies requirements of same
General Authority of Political Subdivisions (§ 7501)

a) Establish Emergency Management Organization
b) Declaration of Disaster Emergency
c) Contracts and Obligations
d) Temporary Suspension of Formal Requirements
e) Employment of Personnel
Local Coordinator of Emergency Management (§ 7502)

a) General Rule
b) County Coordinator
c) Local Level
d) Qualifications
e) In-Service Training
f) Responsibility for Training
Powers & Duties of Political Subdivisions (§ 7503)

- Prepare and Maintain an EOP
- Establish an EOC
- Organize, prepare...locally available manpower, materials....necessary for disaster readiness, response & recovery
- Implement mitigation measures
- Provide prompt information regarding local disasters
- Participate in drills & exercises
Coordination, Assistance & Mutual Aid (§ 7504)

a) Responsibility for Direction & Coordination
b) Assistance from Higher Government
c) Municipal Mutual Aid Agreements
d) Interstate Mutual Aid Agreements
e) Ratification of Agreements
f) Control of Outside Support Forces
Duties Concerning Disaster Prevention (§ 7701)

✓ Schools & school district vehicles can be used for emergency planning, exercises, and actual emergencies
Immunity from Civil Liability
(§ 7704)

a) General Rule
b) Real Estate Owners
c) Other Benefits Unaffected
Special Powers of Local Agencies (§ 7705)

a) Roadway Clearance
b) Water Systems
c) Reimbursement
d) Limitations
Compensation for Accidental Injury (§ 7706)

✓ Duly enrolled volunteers not covered under Workman’s Compensation elsewhere are eligible for:

✓ $20,000 – death from accident
✓ $15,000 – Medical/hospital expenses
✓ $200/week for six months due to injuries preventing normal gainful pursuits
Disaster Declaration

• A legal document, when declared by the governing body;
  – Implements the use of the local EOP
  – Bypasses the bidding process
  – Enables the employment of temporary workers
  – Allows for the rental of equipment and supply purchases
• All activities must be justified to the response and recovery phases of the event

• Declaration must be filed with PEMA through the County EMA

• Each Disaster Declaration brings more resources
• Effective for seven days and may be renewed with the consent of the governing body

• Effective for up to 90 days when executed by the Governor
DECLARATION OF DISASTER EMERGENCY

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

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

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

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

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

This Declaration shall take effect immediately.

(COMMISSIONERS/SUPERVISORS/MAYOR/COUNCIL)

___________________________________        ____________________________________
(Chairman/President/Mayor)                                   (member)

___________________________________        ____________________________________
(Vice Chairman/President)                                       (member)

___________________________________        ____________________________________
(Secretary)                                                                (member)
Damage Assessment & Disaster Assistance
Initial Damage Report

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

Municipality

EMC Name

For definitions of Reporting Categories, see back of form

<table>
<thead>
<tr>
<th>Private Property</th>
<th>Destroyed</th>
<th>Major</th>
<th>Minor</th>
<th>Affected</th>
<th>Inaccessible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Businesses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile Home</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Family</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Single Family</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

For definitions of Reporting Categories, see back of form

<table>
<thead>
<tr>
<th>Public Property</th>
<th>Destroyed</th>
<th>Affected</th>
<th>Damaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridges &amp; Culverts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire / EMS Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Supply</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Bld (City Hall, Etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanitary Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer Treatment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Control Facility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Supply</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Treatment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non-Flood Damage Category Definitions

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

**Damaged**
- Property is usable, however repairs may be required
- Critical components of the facility are inoperable (pumps, electric, etc.)
  - IE: Sewer Treatment is offline due to inoperable pumps

**Destroyed**
- Property is no longer there
- Property is structurally unsafe
- All major structural systems are damaged and habitation is not possible
  - IE: Structure has partially collapsed

**Inaccessible**
- Unable to access property
  - IE: Bridge out leading to property

**Major**
- Large portions of roof missing
- Structure or property cannot be used until repairs are made
  - IE: Roof blown off due to high winds

**Minor**
- Property is damaged, but usable
- Numerous broken windows
- Minor structural damage
  - IE: Roofing shingles blown off due to high winds

Flood Damage Category Definitions

<table>
<thead>
<tr>
<th></th>
<th>Affected</th>
<th>Minor</th>
<th>Major</th>
<th>Destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOUSE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crawl Space</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Basement</td>
<td>Less than 1'</td>
<td>1' or more</td>
<td>Extensive flood damage</td>
<td></td>
</tr>
<tr>
<td>First Floor</td>
<td>2' or less</td>
<td>Up to 2' but not affecting electric service</td>
<td>1' or more</td>
<td>Physically Destroyed</td>
</tr>
<tr>
<td>Slab House</td>
<td>2' or less</td>
<td>Up to 2' but not affecting electric service</td>
<td>1' or more</td>
<td>Physically Destroyed</td>
</tr>
<tr>
<td>Second Floor</td>
<td>No water into Belly Board</td>
<td>From Belly Board to 6' on floor</td>
<td>6' or more into mobile home</td>
<td>Physically Destroyed</td>
</tr>
<tr>
<td><strong>MOBILE HOME</strong></td>
<td>No water into</td>
<td>From Belly Board to 6' on floor</td>
<td>6' or more into mobile home</td>
<td>Physically Destroyed</td>
</tr>
</tbody>
</table>

Quick Guide to Determining Damage Category

**Is the structure usable as it is?**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does it need temporary repairs to be lived in now?</td>
<td>Can it be made usable again with extensive repairs?</td>
</tr>
<tr>
<td>Yes - Minor</td>
<td>Yes - Major</td>
</tr>
<tr>
<td>No - Affected</td>
<td>No - Destroyed</td>
</tr>
</tbody>
</table>

Berks County Emergency Management

Phone: (610) 374-4800
Fax: (610) 374-0865
bcema@countyofberks.com
Reportable Damage

• Individual Assistance
  – Businesses
  – Mobile Homes
  – Multi-Family
  – Single Family
Reportable Damage

- Public Assistance
  - Bridges & Culverts
  - Fire/EMS/Police Facility
  - Hospital
  - Nursing Home
  - Other
  - Park
  - Power Supply

- Public Assistance
  - Roads
  - Sanitary Sewer
  - School
  - Sewer Treatment
  - Storm Sewer
  - Water Control Facility
  - Water Supply
  - Water Treatment
Public Assistance Eligibility

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

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

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

- **Emergency Work**
  A. Debris Removal
  B. Emergency Protective Measures

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

- Clearance, removal, and/or disposal of items such as trees, sand, gravel, building components, wreckage, vehicles, and personal property.

- Examples of eligible activities:
  - Debris removal from a street or highway to allow the safe passage of emergency vehicles; and
  - Debris removal from public property to eliminate health and safety hazards.
• Document the following:
  – personnel hours (including overtime)
  – equipment hours
  – equipment used (municipal owned or rented)
  – Agreements / invoices
Emergency Protective Measures

- Emergency Protective Measures are actions taken by a community before, during, and following a disaster to save lives, protect public health and safety, or eliminate immediate threat of significant damage to improved public and private property through cost effective measures.

- Examples of eligible activities:
  - Search & Rescue Activities
  - Demolition and removal of damaged property which poses a threat to life safety
Emergency Protective Measures

- Document the following:
  - personnel hours (including overtime)
  - equipment hours
  - equipment used (municipal owned or rented)
  - Agreements / invoices
Permanent Work (Categories C – G)

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

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

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

Provided by:

The Berks County Department of Emergency Services
Direct Link Technology Center
2561 Bernville Rd.
Reading, PA 19605
Phone (610) 374-4800
Fax (610) 374-8865
http://www.berksema.com
bcema@countyofberks.com
NIMS & ICS....IT’S MORE THAN TRAINING!!!!!
Purpose of NIMS

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

• Adoption
• Preparedness
  – Planning
  – Training
  – Exercises
• Communications & Information Management
• Resource Management
• Command Management
NIMS Reporting

• NIMSCAST
  – was formerly used to report compliance.

• NIMS Data Collection Tool
  – (FEMA/DHS Spreadsheet) Is the current tool used for reporting.
NIMS Reporting

PEMA

State Agencies

PEMA Eastern Area
- Regional Task Forces (3)
- Counties (20)
- Municipalities

PEMA Central Area
- Regional Task Forces (3)
- Counties (23)
- Municipalities

PEMA Western Area
- Regional Task Forces (3)
- Counties (24)
- Municipalities

Municipalities

Counties

Regional Task Forces
# NIMS Reporting Schedule

## Compliance Reporting Quick Reference

<table>
<thead>
<tr>
<th>Reporting Entity</th>
<th>Report Date</th>
<th>Report To</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEMA Area Offices</td>
<td>October 15th annually*</td>
<td>Pennsylvania NIMS Coordinator</td>
</tr>
<tr>
<td>State Agencies</td>
<td>October 15th, annually*</td>
<td>Pennsylvania NIMS Coordinator</td>
</tr>
<tr>
<td>Task Forces</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Counties</td>
<td>October 5th, annually*</td>
<td>Area Office NIMS POC</td>
</tr>
<tr>
<td>Local Jurisdictions</td>
<td>September 30th, annually*</td>
<td>County NIMS POC</td>
</tr>
</tbody>
</table>

* Or the next business day if date falls on a weekend
What is ICS?

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

• ICS helps to ensure:
  – Safety of responders
  – Achievement of tactical objectives.
  – Efficient use of resources.
Legal Basis for ICS

- HSPD-5: Management of Domestic Incidents
- HSPD-8: National Preparedness
ICS Training Levels

• IS-100: Introduction to ICS

• IS-200: Enables personnel to operate efficiently during an event within ICS

• IS-700: Introduction to NIMS
ICS Training Levels

• IS-800: Introduction to concepts of NRF

• ICS-300: Advanced knowledge & application of the ICS

• ICS400: Advanced for Command & General Staff.
Minimum Training for Elected Officials

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

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