

---

---

# Emergency Management for Elected Officials

Presented By:  
Berks County Department of Emergency Services  
2561 Bernville Rd.  
Reading, PA 19605  
Phone – (610) 374-4800  
Fax – (610) 374-8865  
[bcema@countyofberks.com](mailto:bcema@countyofberks.com)  
<http://www.berksdes.com>

---

---

---

---

# Course Overview

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

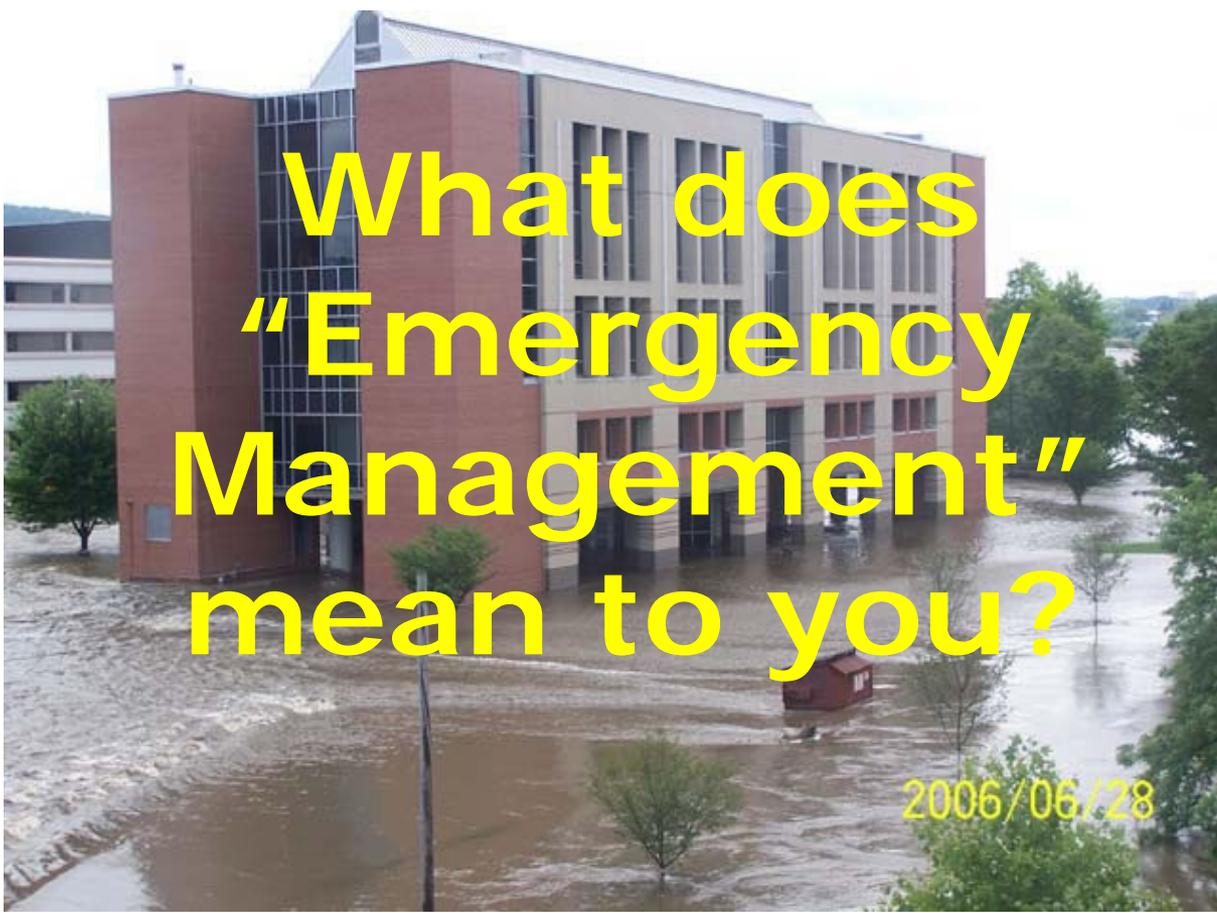


---

---

**What does  
“Emergency  
Management”  
mean to you?**

2006/06/28

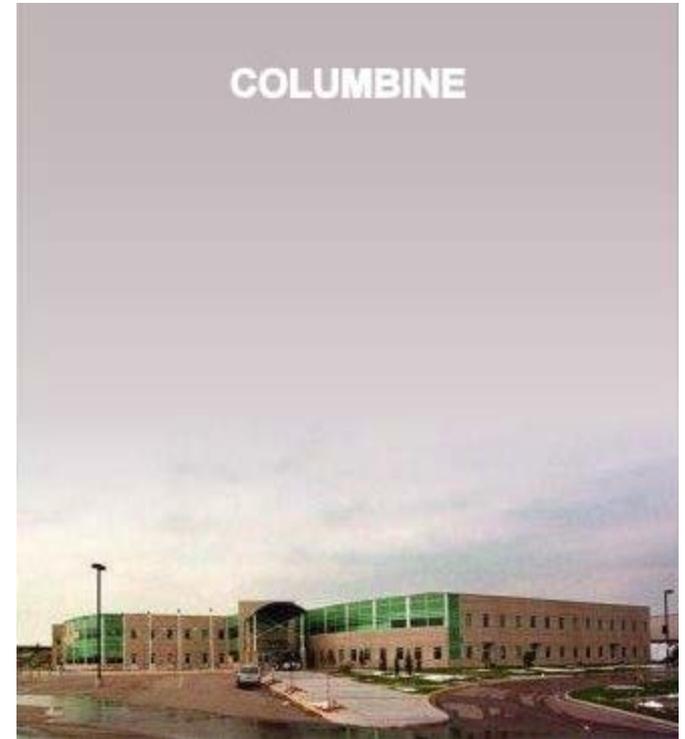


---

---







---

---

# Emergency Management Is...

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

---

---

# The Phases of Emergency Management



---

---

# Prevention

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



---

---

# Mitigation



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

---

---

# Preparedness

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



---

---

# Response



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

---

---

# Recovery

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



---

---

# Levels of Emergency Management

- Municipal
- County
- Regional
- State
- Federal



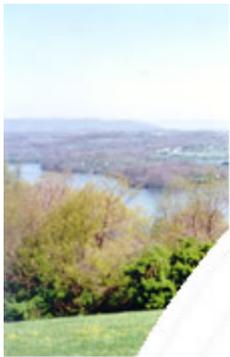
---

---

# Municipal EMA



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



---

---

# County EMA

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

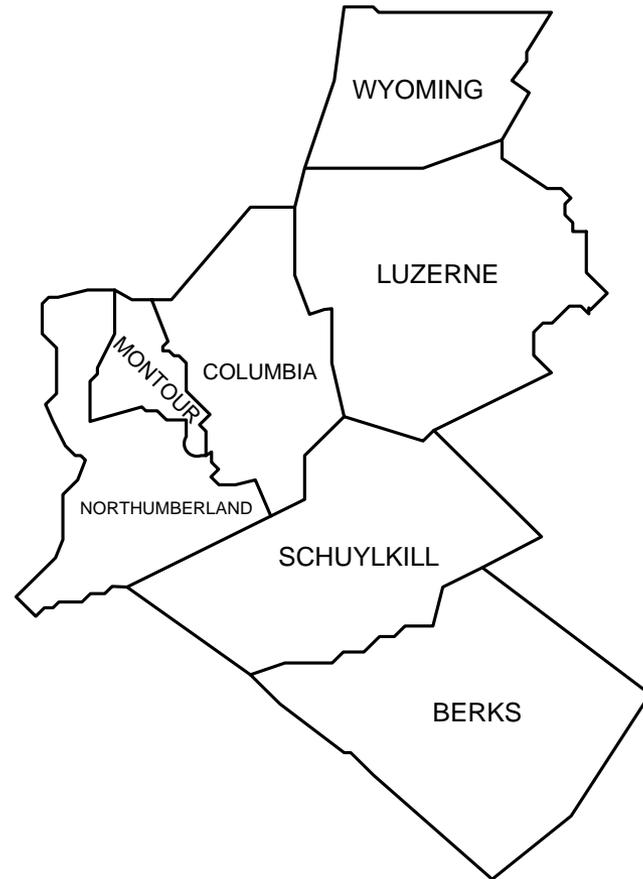


---

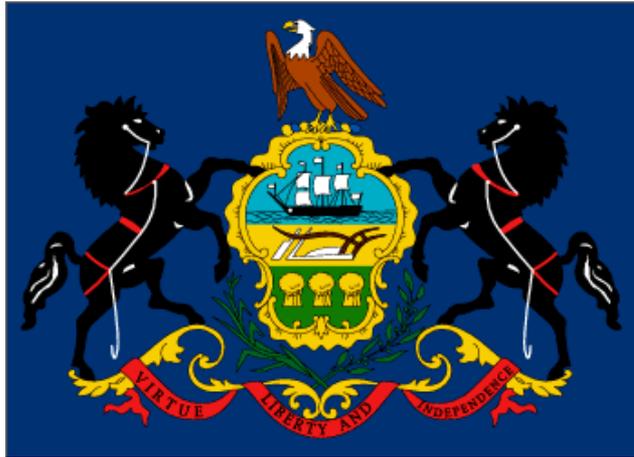
---

# Regional

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



# State EMA



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

---

---

# Federal EMA

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



---

---

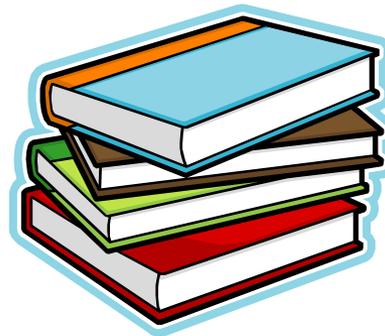
# Emergency Management Legislation

- ***Federal Laws***

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

- ***Commonwealth Laws***

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



---

---

# Title 35

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



---

---

# Components of Title 35

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

---

---

# Chapter 75 Highlights

- § **7501** – General Authority of Political Subdivisions
  - § **7502** – Local Coordinator of Emergency Management
  - § **7503** – Powers and Duties of Political Subdivisions
  - § **7504** – Coordination, Assistance & Mutual Aid
- 
-

---

---

# General Authority of Political Subdivisions (§ 7501)

- a) Establishing 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
- g) Expenses



---

---

## **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 Unit
  - c) Municipal Mutual Aid Agreements
  - d) Interstate Mutual Aid Agreements
  - e) Ratification of Agreements
  - f) Control of Outside Support Forces
- 
-

---

---

# Chapter 77 Highlights

- § **7701** – Duties Concerning Disaster Prevention
  - § **7704** – Immunity from Civil Liability
  - § **7705** – Special Powers of Local Agencies
  - § **7706** – Compensation for Accidental Injury
- 
-

---

---

# 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)

---

---

*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?*

---

---

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

---

---

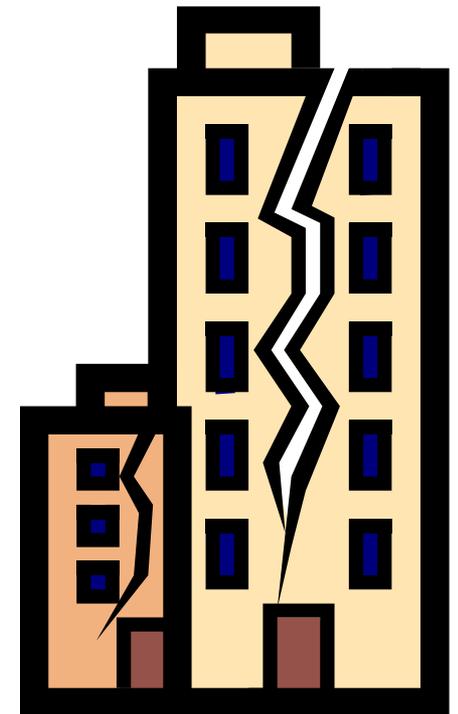
# Duties & Responsibilities of the EMC

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

---

---

# Damage Assessment & Disaster Assistance



---

---

# Initial Damage Report

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

**WINDSHIELD SURVEY FORM**

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

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

<b>Non-Flood Damage Category Definitions</b>	
<b>Affected</b>	- 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
<b>Damaged</b>	- 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
<b>Destroyed</b>	- 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
<b>Inaccessible</b>	- Unable to access property - IE: Bridge out leading to property
<b>Major</b>	- Large portions of roof missing - Structure or property cannot be used until repairs are made - IE: Roof blown off due to high winds
<b>Minor</b>	- Property is damaged, but usable - Numerous broken windows - Minor structural damage - IE: Roofing shingles blown off due to high winds

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

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

---

---

# Reportable Damage

- **Individual Assistance**

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



# Berks County *Individual* Damage Assessment Report

Address of Property INC. MUNICIPALITY:

Property Owned By:  Phone Number:

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

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

BRIEF description of damage:

Structure Type: Business  Single Family  Multi Family  Mobile Home

Damage Type: Destroyed  Major  Minor  Affected  Structure Inaccessible

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

Insurance Above Covers: Structure  Contents

**See reverse side of this form for damage category information**

**COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:**

Height of Water in Basement in INCHES: Below Rafters  To Rafters  1<sup>st</sup> Floor Involved  Unknown

Maximum Height of Water Above Floor of Structure's 1<sup>st</sup> Floor in INCHES:

Describe the impact on citizens and businesses:

Form Completed By:

Title:  Contact Number:

Date and Time Survey Completed:

## Non-Flood Damage Category Definitions

<b>Affected</b>	- 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
<b>Damaged</b>	- 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
<b>Destroyed</b>	- 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
<b>Inaccessible</b>	- Unable to access property - IE: Bridge out leading to property
<b>Major</b>	- Large portions of roof missing - Structure or property cannot be used until repairs are made - IE: Roof blown off due to high winds
<b>Minor</b>	- Property is damaged, but usable - Numerous broken windows - Minor structural damage - IE: Roofing shingles blown off due to high winds

## Flood Damage Category Definitions

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

## Quick Guide to Determining Damage Category

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

---

---

# Reportable Damage

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

# Berks County **Public** Damage Assessment Report

Address of Property INC. MUNICIPALITY:

Property Owned By:  Phone Number:

Responsible Contact:  Phone Number:

BRIEF description of damage:

BRIEF description of how the damage impacts the community:

Damage Type:  Destroyed  Damaged  Affected  Facility Inaccessible

See reverse side of this form for damage category information

Repair/ Replacement Cost: \$

Cost provided is:  Owner Estimate  Contractor Estimate  Confirmed

**COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:**

Height of Water in Basement in INCHES  
 Below Rafters  To Rafters  1<sup>st</sup> Floor Involved  Unknown

Maximum Height of Water Above Floor of Structure's 1<sup>st</sup> Floor in INCHES

Comments/Additional Information:

Form Completed By:

Title:  Contact Number:

Date and Time Survey Completed:

## Non-Flood Damage Category Definitions

<b>Affected</b>	- 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
<b>Damaged</b>	- 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
<b>Destroyed</b>	- 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
<b>Inaccessible</b>	- Unable to access property - IE: Bridge out leading to property
<b>Major</b>	- Large portions of roof missing - Structure or property cannot be used until repairs are made - IE: Roof blown off due to high winds
<b>Minor</b>	- Property is damaged, but usable - Numerous broken windows - Minor structural damage - IE: Roofing shingles blown off due to high winds

## Flood Damage Category Definitions

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

## Quick Guide to Determining Damage Category

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

---

---

# 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





---

---

# Work Eligibility

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



---

---

# Types of Work

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

---

---

# Debris Removal Activities

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

---

---

# Debris Removal Activities

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



---

---

# Emergency Protective Measures

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

---

---

# Emergency Protective Measures

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



---

---

# Permanent Work (Categories C – G)

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

---

---

# Continuity of Government

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



---

---

# Preparedness

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



---

---

# What Types of Disasters Could Impact your Municipal Operations?

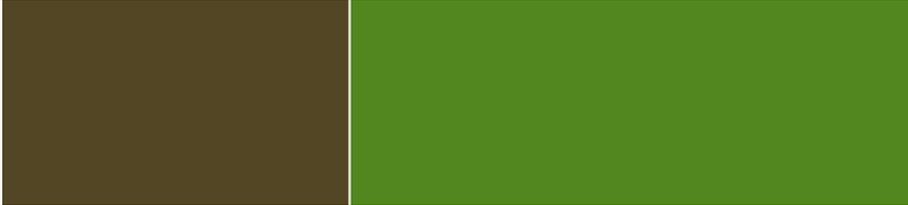


---

---

# Berks County Hazards

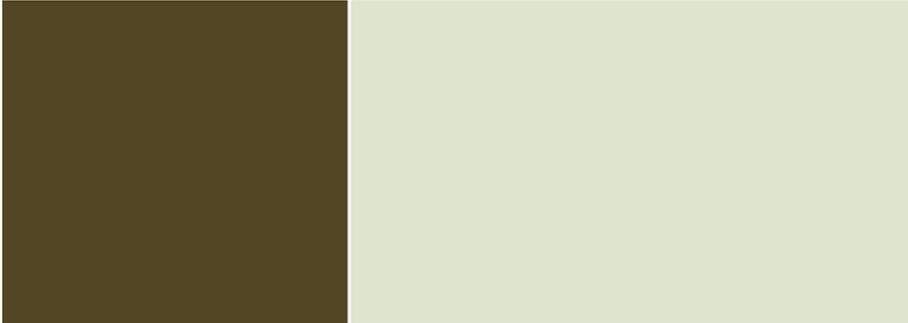
- Civil Disorder
  - Dam Failure
  - Drought
  - Earthquakes
  - Flooding
  - Hazardous Materials
  - Hurricanes
  - Land Subsidence
  - Landslides
  - Nuclear Power Plant
  - Power Failure
  - Public Health Emergency
  - Radon
  - Severe Winter Weather
  - Terrorism
  - Tornadoes
  - Transportation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

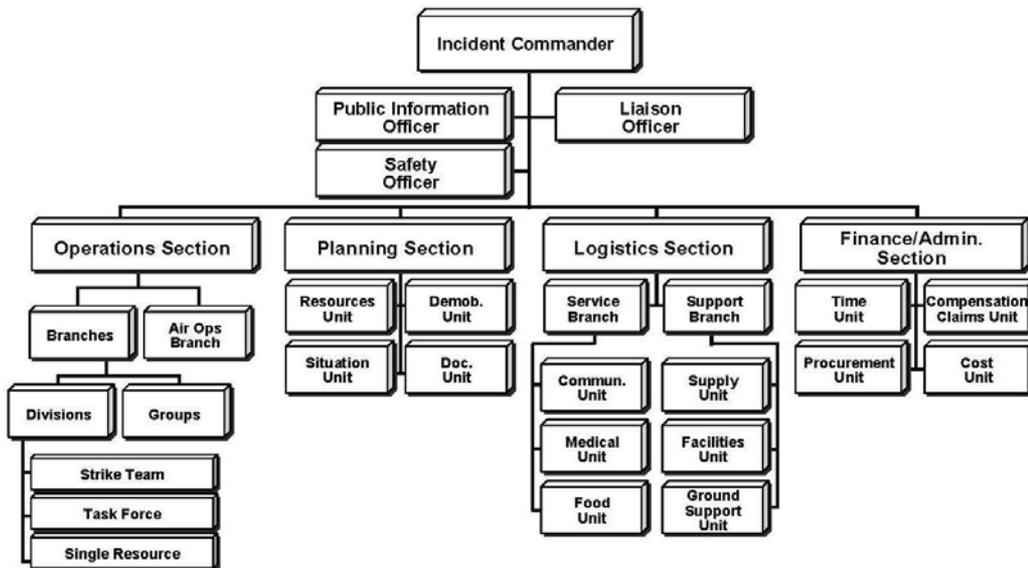


## Municipal COOP Plan Guidance

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](mailto:bcema@countyofberks.com)





# NATIONAL INCIDENT MANAGEMENT SYSTEM

December 2008



Homeland Security

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

---

---

# NIMS

- A comprehensive national approach to incident management;
    - Provides a flexible framework that allows all entities to work together; and
    - Provides a set of standardized organizational structures.
  - NIMS components include;
- 
-

---

---

# Preparedness

- Planning
  - Procedures & Protocols
  - Training & Exercises
  - Personnel Qualifications, Licensure & Certification
- Equipment Certification



---

---

# Communications & Information Management

- Common Operating Picture
- Interoperability
- Reliability, Scalability, Portability
- Resiliency & Redundancy



---

---

# Resource Management

- Categorizing Resources
- Acquisition Procedures
- Ordering, Mobilizing, & Demobilizing
- Recovery & Reimbursement

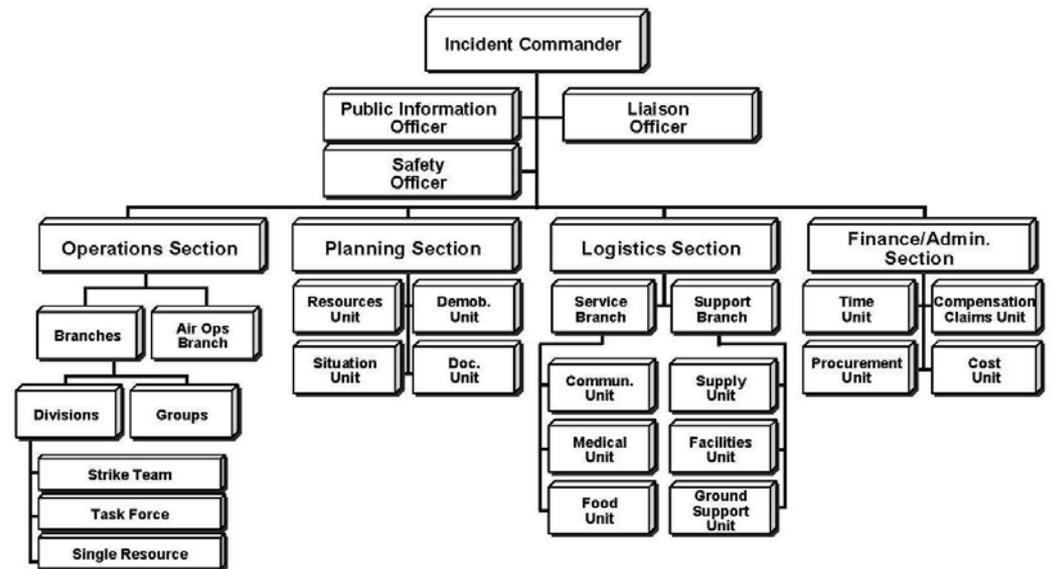
Total  
Visibility  
Total Visibility  
Resource  
Management

---

---

# Command & Management

- Incident Command System
- Multiagency Coordination System
- Public Information



---

---

# Ongoing Management & Maintenance

- National Integration Center
- Supporting Technologies



---

---

# Incident Command System

- A standardized, on-scene, all hazard incident management concept which provides;
    - Common Terminology
    - Modular Organization
    - Manageable Span of Control
    - Unity of Command
    - Accountability
- 
-

