



# **LYCOMING COUNTY EMERGENCY OPERATIONS PLAN**

**BASE PLAN  
SEPTEMBER 2025**





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## PROMULGATION

This plan is promulgated as the Lycoming County Emergency Operations Plan. The plan provides a comprehensive framework for county-wide emergency management. It addresses the roles and responsibilities of, and provides a link between municipal, State, and Federal government and private organizations, and identifies resources available to respond and recover from natural and manmade disasters and emergencies in Lycoming County.

The plan ensures consistency with current policies and describes the interrelationship between levels of government. It evolves as new lessons arise from actual disaster and emergency responses, ongoing planning efforts, training and exercise activities, and State and Federal guidance updates. The plan incorporates the principles and processes of the National Incident Management System (NIMS) and the Incident Command System (ICS), and conforms with the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101, (Version 3.0, Sep 2021).

This plan supersedes all previous plans:

Promulgated this 18th day of September, 2025.

ATTEST:

### COUNTY OF LYCOMING

Michael Hagen – Chief Clerk

  
Scott Metzger – Chairman

Mart Sortman – Vice Chairman



Mark Mussina – Secretary

### LYCOMING COUNTY EMERGENCY MANAGEMENT AGENCY

  
Stacey Folk – Emergency Management Coordinator




## **APPROVAL AND IMPLEMENTATION**

This plan supersedes the previously implemented Lycoming County Emergency Operations Plan promulgated for this purpose.

The transfer of management authority for actions during an incident is as established through this written delegation of authority. The established delegation facilitates the transition of authority between incident management levels.

The Lycoming County Emergency Operations plan delegates Jeffrey Hutchins, Lycoming County Department of Public Safety Director's authority to specific individuals in the event that he is unavailable. The chain of succession in a major emergency or disaster is as follows:

1. Stacey Folk, Emergency Management Coordinator
2. Chris Smith, Deputy Emergency Management Coordinator /  
Emergency Management Specialist – Planning
3. Samuel Miller, Emergency Management Specialist – Training

  
\_\_\_\_\_  
Jeffrey Hutchins, Director  
Lycoming County Department of Public Safety

2 SEPT 25  
Date



## RECORD OF CHANGES

Change #	Date Implemented	Section(s) Affected	Change Approval Authority Signature
1	1 Sep 2025	Entire Plan Revision	
2			
3			
4			
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## RECORD OF DISTRIBUTION

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## **Purpose, Scope, Situation Overview, and Planning Assumptions**

### **2025 Emergency Operations Plan**

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## **1. PURPOSE, SCOPE, SITUATION OVERVIEW, AND PLANNING ASSUMPTIONS**

### **1.1. Purpose**

The purpose of the Lycoming County Emergency Operations Plan (EOP) is to establish procedures, roles, responsibilities, and guidance for Lycoming County to respond to and recover from emergencies and disasters. This plan outlines preparedness activities, response procedures, and roles across leadership and staff to ensure Lycoming County can continue critical operations and services during and after an incident while maintaining the safety of staff, clients, residents, visitors, and facilities. The plan provides a comprehensive framework for coordination with external response agencies and details continuity planning to resume normal operations as quickly as possible after a disruption. Following this plan will enable Lycoming County to effectively prevent, prepare for, mitigate, respond to, and recover from emergencies.

### **1.2. Scope**

The Lycoming County EOP extends to all government departments, agencies, and community partners playing a role in preparing for, responding to, mitigating against, and recovering from major emergencies and disasters within Lycoming County. This plan is intended to facilitate coordination amongst municipal governments, state agencies, non-governmental organizations, the private sector, and other stakeholders involved in emergency management activities across Lycoming County. It provides operational guidance for the Lycoming County Emergency Management Agency as it fulfills its responsibility for organizing and directing emergency operations within the county.

The plan identifies hazards likely to affect Lycoming County and outlines the corresponding preparedness, response, and recovery procedures. It defines emergency response capabilities and establishes a comprehensive framework for tactical planning and incident management to protect public health and safety, preserve property and critical infrastructure, and hasten community recovery. The plan applies to all locales within the geographical boundaries of Lycoming County.



## Purpose, Scope, Situation Overview, and Planning Assumptions

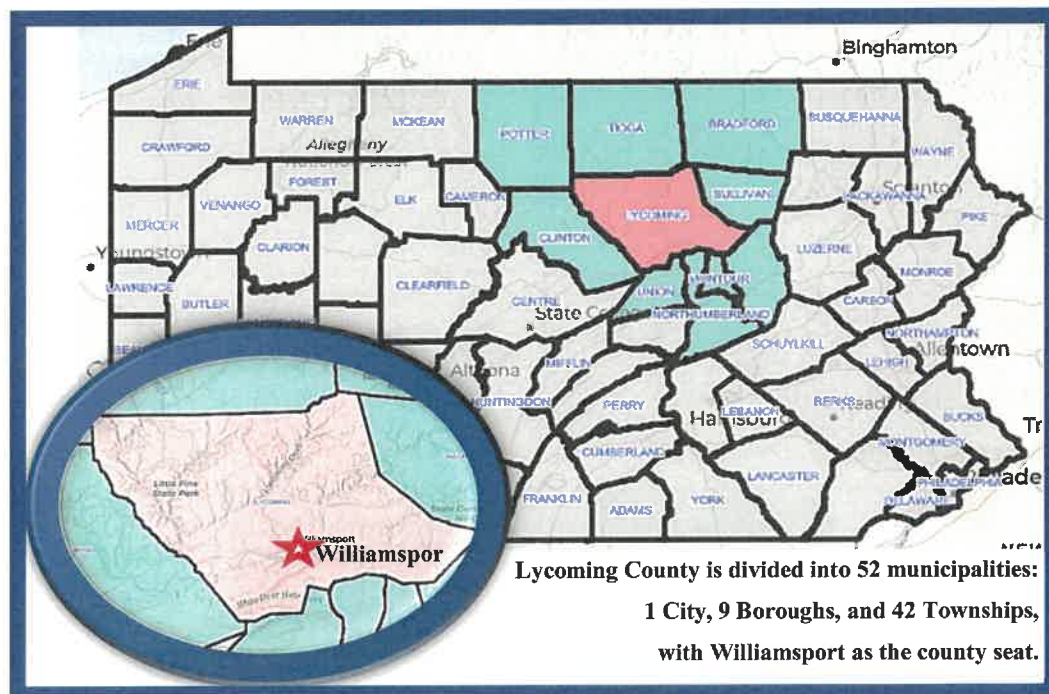
### 2025 Emergency Operations Plan

#### 1.3. Situation Overview

##### 1.3.1. Location and Geography

Lycoming County is located in north-central Pennsylvania and is the largest of the 67 counties by land area encompassing 1,228.9 square miles.

COUNTIES BORDERING LYCOMING COUNTY	
Bradford County	Clinton County
Columbia County	Montour County
Northumberland County	Potter County
Sullivan County	Tioga County
Union County	



Lycoming County's land area is approximately 951 square miles (77%) of forest, 148 square miles (12%) of agriculture, 99 square miles (8%) of rural area, and 37 square miles (3%) of urban area. In addition, Lycoming County has over 2,220 miles of streams (with the West Branch and Susquehanna River spanning 38 miles), 768 miles of state and federal highways (including I-180, US 220, and US 15), and 1,185 miles of secondary and municipal roads.



## Purpose, Scope, Situation Overview, and Planning Assumptions

### 2025 Emergency Operations Plan

#### 1.3.2. Demographics

Understanding the diversity and demographics of Lycoming County is imperative to effective and efficient planning for the preparedness, mitigation, response, and recovery phases of emergency management. Lycoming County has a population of approximately 114,188 people. These statistics are based upon available US Census data and may not be entirely representative of the current population.

##### a. Populations and People

Age:

AGE DEMOGRAPHICS	
AGE	PERCENTAGE (OF 114,188)
Under 5	5.1%
5 – 14	11.7%
15 – 19	6.4%
20 – 34	18.5%
35 – 49	17.2%
50 – 64	20.3%
65 +	21.0%

Language:

LANGUAGE DEMOGRAPHICS	
LANGUAGE	PERCENTAGE
English	97.2%
Spanish	1.0%
Other Languages	1.8%

##### b. Race and Ethnicity

Race and Ethnicity:

RACE AND ETHNICITY	
RACE / ETHNICITY	PERCENTAGE
White / Caucasian	87.95%
Native American	0.19%
Asian	0.82%
African American	5.10%
Hispanic / Latino	2.08%
Hawaiian / Pacific Islander	0.03%
Mixed Race	5.02%
Other	0.88%



## Purpose, Scope, Situation Overview, and Planning Assumptions

### 2025 Emergency Operations Plan

#### Income and Earnings:

INCOME AND EARNINGS	
HOUSEHOLD TYPE	MEDIAN
Family (Unmarried)	\$81,266
Married	\$94,089
Non-Family Households	\$34,701

#### Poverty:

POVERTY PERCENTAGES BY AGE	
AGE	PERCENTAGE
Under 18	16.3%
18 – 64	12.4%
65 +	8.7%

#### c. Education

##### Level of Education:

LEVEL OF EDUCATION	
EDUCATION TYPE	PERCENTAGE
High School / GED	37.8%
Some College	18.0%
Associate's Degree	10.8%
Bachelor's Degree	17.5%
Graduate Degree	8.9%
Other / Less Than High School	7.0%



## Purpose, Scope, Situation Overview, and Planning Assumptions

### 2025 Emergency Operations Plan

#### d. Employment

The employment rate in Lycoming County is approximately 58%.

##### Class of Worker:

CLASS OF WORKER	
CLASS	PERCENTAGE
Private Sector	66.5%
Self-Employed	2.4%
Private (Not for profit, wage and salary workers)	13.5%
Local, State, and Federal Government	12.8%
Self-Employed (Non-Incorporated)	4.8%

##### Means of Transportation:

MEANS OF TRANSPORTATION	
TRANSPORTATION	PERCENTAGE
Drive (Alone)	76.5%
Carpool	8.1%
Public Transportation	0.8%
Walked	4.5%
Other	1.9%
Works from Home	8.2%

#### e. Housing

##### Home Ownership:

In Lycoming County, there are approximately 52,625 residences. As of the most recent Census data, 46,603 of these are occupied and 6,022 are vacant. The ownership rate of homes is approximately 68.9%. This is slightly lower than the State average of 69.5%.

##### Property Value:

HOUSING VALUE	
RANGE	PERCENTAGE
Less than \$50,000	5.9%
\$50,000 – \$99,999	10.3%
\$100,000 – \$149,999	14.3%
\$150,000 – \$199,999	17.7%
\$200,000 – \$299,999	28.0%
\$300,000 – \$499,999	16.9%
\$500,000 – \$999,999	6.2%
\$1,000,000 +	0.7%

##### Renters:

MONTHLY RENT	
MONTHLY COST	PERCENTAGE
Less than \$500	12.0%
\$500 – \$999	49.5%
\$1,000 – \$1,499	27.6%
\$1,500 – \$1,999	9.2%
\$2,000 – \$2,499	1.4%
\$2,500 – \$2,999	0.3%
\$3,000 +	0.0%





## Purpose, Scope, Situation Overview, and Planning Assumptions

### 2025 Emergency Operations Plan

#### Family and Living Arrangements:

There are approximately 46,849 households in Lycoming County. The average household size is approximately 2.8 persons. The US Census defines a nonfamily household as a household in which an individual lives alone or lives with persons who they are not related to (roommates, partners, etc.).

HOUSEHOLD DEMOGRAPHICS			
TYPE OF HOUSEHOLD	PERCENTAGE OF HOUSEHOLDS	WITH CHILDREN (UNDER 18)	WITH SENIORS (65+)
Married	48.2%	28.4%	35.1%
Male Householder, No Spouse	4.7%		
Female Householder, No Spouse	10.4%		
Non-Family Households	36.7%		

#### f. Health and Healthcare

##### Health Insurance:

HEALTH INSURANCE	
TYPE	PERCENTAGE
Uninsured	4.9%

##### Disability:

DISABILITY DEMOGRAPHICS	
TYPE	PERCENTAGE
Hearing Difficulty	4.9%
Vision Difficulty	3.0%
Cognitive Difficulty	8.2%
Ambulatory Difficulty	8.2%
Self-Care Difficulty	2.0%
Independent Living Difficulty	6.8%





## Purpose, Scope, Situation Overview, and Planning Assumptions

### 2025 Emergency Operations Plan

#### 1.3.3. Vulnerable Facilities

- According to the Department of Education, there are 30 public schools in Lycoming County.
- Lycoming County has 53 childcare facilities.
- There are approximately 11 assisted living and nursing homes in Lycoming County.
- There are four hospitals in Lycoming County: Geisinger Jersey Shore Hospital, Geisinger Medical Center – Muncy, UPMC Muncy, and UPMC Williamsport.

#### 1.3.4. County Capabilities and Resources

- The Lycoming County 9-1-1 Center serves as an emergency communications hub for Lycoming and Sullivan Counties.
- This plan contains a Notification and Resource Manual (NARM), which lists resources available from the county, municipalities, and private assets.
- Mutual Aid Support: Lycoming County is a member of the North Central Regional Task Force. Lycoming County also has numerous mutual aid agreements with surrounding counties.

#### 1.3.5. Hazard and Threat Analysis Summary

Lycoming County is subject to a variety of hazards. According to the county Hazard Vulnerability Assessment (HVA) contained in the Lycoming County 2020 Hazard Mitigation Plan (HMP), the most likely and damaging of these are:

- Active Shooter / Terrorism
- Drought
- Flooding
- Gas Well Incident
- Hailstorm
- HAZMAT Incident
- Landslide / Subsidence
- Pandemic
- Rope / Trail Rescue
- Severe Summer Weather
- Severe Winter Weather
- Structure Fire
- Tornado
- Transportation Incident
- Utility Interruption
- Wildfire

HAZARD AND VULNERABILITY ASSESSMENT TOOL					
EVENT	PROBABILITY <i>Likelihood this will occur</i>	SEVERITY = (MAGNITUDE - MITIGATION)			RISK <i>Relative Threat*</i>
		HUMAN IMPACT <i>Possibility of death or injury</i>	PROPERTY IMPACT <i>Physical losses and damages</i>	BUSINESS IMPACT <i>Interruption of services</i>	
		1 = Low 2 = Moderate 3 = High	1 = Low 2 = Moderate 3 = High	1 = Low 2 = Moderate 3 = High	
Active Shooter / Terrorism	1	3	2	3	30%
Drought	1	3	2	2	28%
Flooding	3	2	3	2	78%
Gas Well Incident	1	3	3	3	33%
Hailstorm	1	2	2	1	19%
HAZMAT Incident	3	3	2	2	78%
Landslide / Subsidence	1	2	3	2	26%
Pandemic	2	3	1	3	62%
Rope / Trail Rescue	3	2	1	1	44%
Severe Summer Weather	2	2	2	1	37%
Severe Winter Weather	2	2	3	3	69%
Structure Fire	3	3	3	3	100%
Tornado	1	3	3	3	33%
Transportation Incident	3	3	1	1	56%
Utility Interruption	3	2	3	3	89%
Wildfire	1	2	3	3	30%
AVERAGE SCORE	1.94	2.50	2.31	2.25	26%

\*Threat increases with percentage.

PROBABILITY	SEVERITY	RISK
0.65	0.39	0.25



## **Purpose, Scope, Situation Overview, and Planning Assumptions**

### **2025 Emergency Operations Plan**

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#### **1.4. Planning Assumptions**

A major disaster, emergency, or terrorism event can occur at any time. Potentially causing numerous fatalities and injuries, property loss, and disruption of normal life support systems, and will have an impact on the regional economic, physical, and social infrastructures. These hazards are real and ever present.

The extent of casualties and damage will depend on several factors, such as the time of occurrence, severity of impact, weather conditions, population density, and building construction; also including the possibility of cascading events such as fires and explosions, structural collapses, contamination issues, loss of critical infrastructure, and floods.

Such a disaster or emergency will overwhelm the capabilities of municipal governments along with their emergency response agencies. The Lycoming County Emergency Management Agency will coordinate and support the activities of any and all political subdivisions in accordance with the provisions of the Pennsylvania Emergency Management Services Code. The Lycoming County Emergency Management Agency may need to respond with little to no notice to provide timely and effective assistance.

Upon determining resource requests exceed or may exceed locally available resources, Lycoming County will request assistance through local mutual aid agreements, then in following the tiered response system, resources and capabilities of the North Central Regional Task Force may be requested by the county to provide additional coordination and support, in accordance with the Pennsylvania Counterterrorism Planning, Preparedness and Response Act of 2002, or from the State via the Pennsylvania Emergency Management Agency (PEMA).

The occurrence of a major disaster or emergency 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. The Lycoming County Emergency Management Agency will take measures to assist in the declaration process.

The Pennsylvania Intrastate Mutual Aid System (PIMAS) makes aid available to the county and any of its political subdivisions that have not opted out of the system, in accordance with Title 35 (35 Pa C.S., § 7334). PIMAS will be utilized in response activities requiring actions beyond the capacity of the municipality or county the incident occurs in.



## **2. CONCEPT OF OPERATIONS**

### **2.1. General**

#### **2.1.1. NIMS**

All emergency response within the county will follow the National Incident Management System (NIMS) as specified by the U.S. Department of Homeland Security. This includes:

- a. The designation of an Incident Commander and, if necessary, an Incident Management Structure; and
- b. The use of resource definitions specified by NIMS; and
- c. The use of communication and planning protocols used in NIMS.

#### **2.1.2. Response**

All disasters start and end at the local level, and escalate with the scope of the incident, as necessary.

- a. The initial response to disasters, emergencies, and terrorism related incidents is normally handled by local responders, dispatched by county 9-1-1.
- b. If the incident grows beyond the capabilities of the locality, or if more than one municipality is involved in response, the County EMA will assist with coordinating efforts.
- c. If local resources become overwhelmed, the County will provide supplemental assistance.
- d. If county resources are inadequate, the County EMA will turn to other counties, the North Central Regional Task Force, and/or the State for assistance.

### **2.2. Intergovernmental Assistance**

The County Emergency Management Coordinator (EMC) and elected officials develop agreements with nearby counties as well as incorporating support from state government. Non-routine requests for out-of-county support process through the County EOC or EMA office.

- a. The North Central Regional Task Force provides materials and equipment as well as assistance in the form of specialized incident support teams (ISTs/IMTs) as available.
- b. Adjacent counties and other governments render assistance in accordance with the provisions of mutual aid or intergovernmental support agreements in place at the time of the emergency.
- c. The provisions of Regional Task Force Plans, the county 9-1-1 plan, and the associated mutual aid agreements also apply.
- d. The County EMA and other agencies establish and maintain regular communications with state agency offices supporting the county (Pennsylvania Department of Agriculture, Environmental Protection, Transportation, State Police, etc.).



e. Requests for unmet needs go to the Commonwealth Watch and Warning Center (CWWC) (717-651-2001), or through the PEMA Central Area Office (717-651-7065).

### **2.2.1. Direction, Control, Coordination and Support**

County elected officials are responsible for the protection of the lives and property of the citizens and they exercise ultimate control of emergency activities within the county.

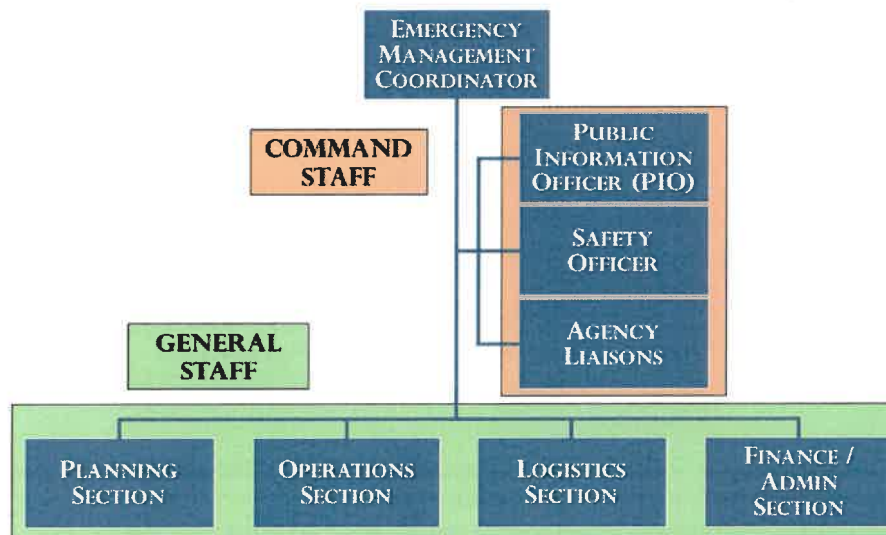
a. The Emergency Operations Center (EOC) will be used for decision-makers to exercise direction and control of county operations, gather information, and coordinate the activities of the responders during emergency situations.

i. The EOC is not normally activated, but activates as needed.

ii. The location of the EOC is listed in the Notification and Resource Manual (NARM) (Section IV of this plan).

b. The County Emergency Management Coordinator (EMC) may act on behalf of the elected officials. The County EOC activates by the direction of the County EMC or elected officials during an emergency.

c. The County EOC uses an operational structure based on the Incident Command System (ICS) as defined in the National Incident Management System (NIMS) and mirrors the structure of the Commonwealth Response and Coordination Center (CRCC) at PEMA, as outlined in the National Response Framework (NRF). See Figure 1.



**Figure 1 – Lycoming County EOC Incident Management Structure**

d. The service having primary jurisdiction (fire, police, emergency medical services, etc.) establishes the initial Incident Command (IC) at an incident site. As an incident progresses, the primary jurisdiction may change. In situations where the line of jurisdiction becomes unclear, a Unified Command (UC) should be formed.

i. The on-site IC coordinates with the respective municipal emergency management coordinator as much as possible.



- ii. If the County EOC is operational, it will coordinate with the scene through the municipal EMC (if available). If the municipal EMC is unavailable, the IC/UC at the incident site will coordinate directly with the County EOC.
  - iii. The EOC will NOT assume command of those resources on-scene. The EOC supports the efforts of the on-site IC/UC.
- e. Emergency response is managed through the fifteen (15) Emergency Support Functions (ESFs), as outlined in Table 1. ESF functions are described in Sections II and III of this plan.

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Provide / control transportation resources and infrastructure.
2	Communications	Provide / maintain telecommunications and radio communications (ACS).
3	Public Works and Engineering	Provide engineering and heavy equipment support.
4	Firefighting	Suppress fires and assist firefighting efforts.
5	Emergency Management	Coordinate countywide emergency response functions; collect / share / analyze / disseminate information; track resources; arrange for the reception and distribution of goods; coordinate debris management.
6	Mass Care, Shelter, and Human Services	Coordinate shelter and feeding operations. Coordinate with the diverse populations.
7	Logistics Management and Resource Support	Provide equipment and supplies.
8	Public Health and Medical Services	Coordinate medical care, public and crisis counseling, and mortuary services.
9	Search and Rescue	Coordinate search and rescue missions including: urban, wilderness, and underground.
10	Oil and Hazardous Materials Response	Respond / assist in incidents involving release of petroleum or other hazardous materials that may harm humans or the environment.
11	Agriculture and Natural Resources	Provide bulk food supplies; monitor animal feed and food production facilities and the health of livestock and food crops; coordinate animal safety / sheltering, protect natural, cultural, and historic resources.
12	Energy	Maintain and restore the supply of energy.
13	Public Safety and Security	Provide physical security for citizens and their property; suppress criminal activity.
14	Long Term Community Recovery and Mitigation	Protect and restore human services, infrastructure, and business environments in the disaster areas.
15	External Affairs	Provide information to the public through direct means and through the public media. Manage public inquiry and community outreach.

**Table 1 – Emergency Support Functions (ESFs)**





f. Within the EOC, the ESFs report to their respective general staff sections of the incident command structure. This provides for better coordination and control. As situations require, direct collaboration occurs between the ESFs. See Figure 2.

i. In cases where an ESF is not staffed, ICS doctrine dictates the ESF responsibilities and activities revert to the section chief. If the section chief position is not filled, the responsibilities revert to the EMC.

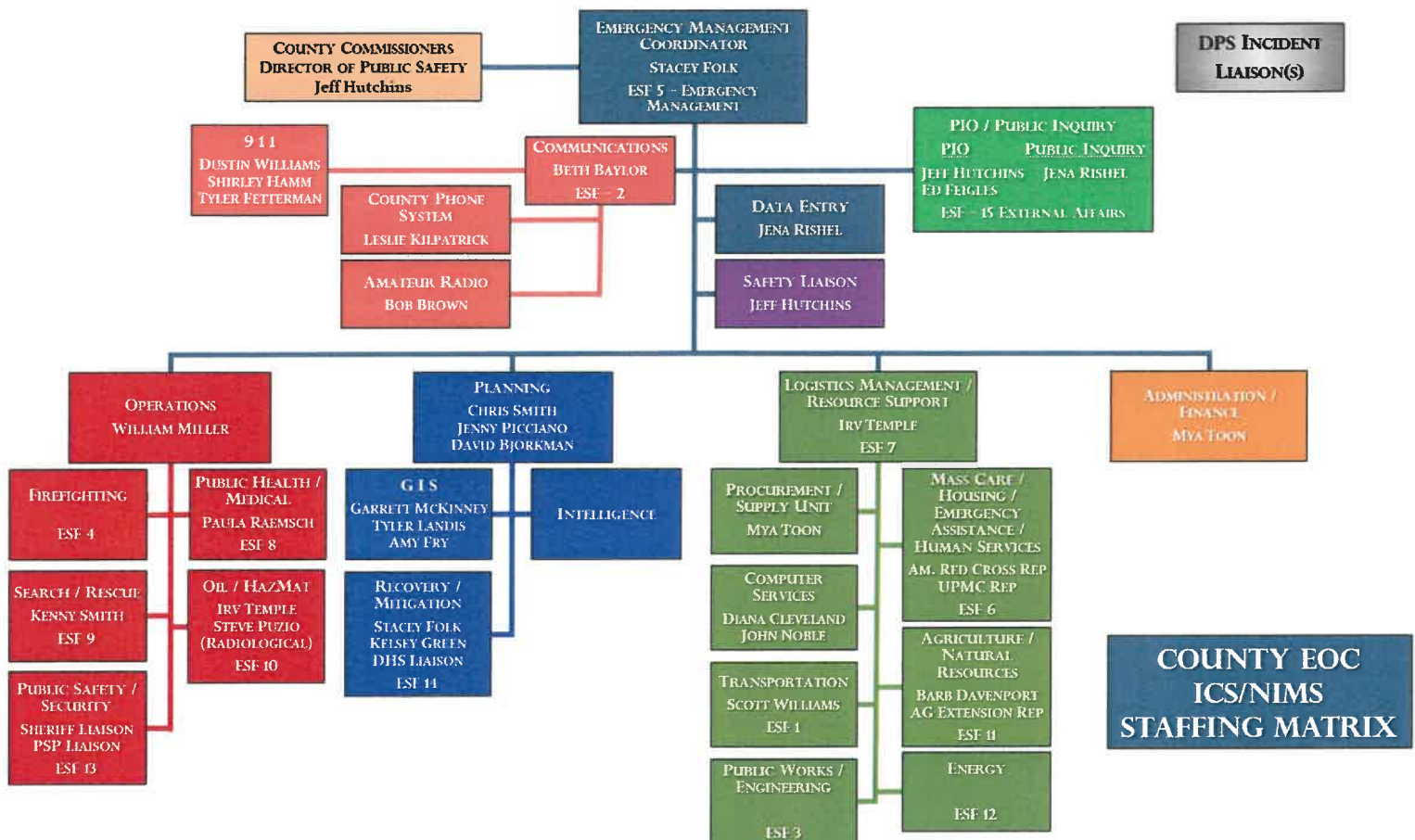


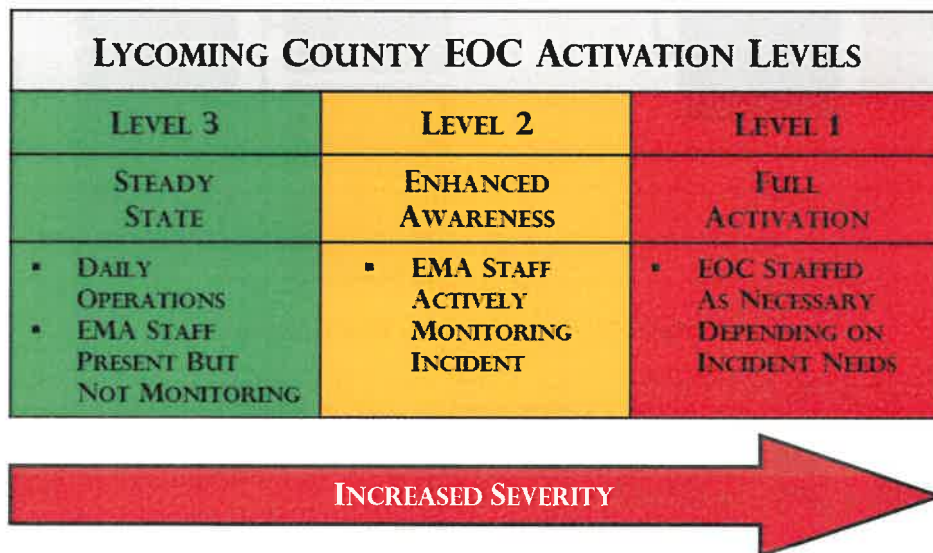
Figure 2 – Lycoming County EOC Organization

g. The County EMA will monitor events through multiple means, which include, but are not limited to: media outlets, WebEOC, the County 9-1-1 center, reports from PEMA, the National Weather Service, or other sources. Based on impending events, the EMC will consider a partial or full activation of the EOC.

h. The County EMA will use the CodeRED Notification system to pass emergency alert, EOC Activation status, and other messages to staff, stakeholders, and the general public.



- i. Other Emergency Plans may be applicable and provide detail to supplement this plan:
  - i. An incident involving hazardous substances, weapons of mass destruction, or a nuclear power plant incident may involve response prescribed by other (incident specific) plans (such as: Regional Task Force Response Plan(s), SARA Plan(s), Nuclear/Radiological Emergency Response Plan(s), High Hazard Dam Plan(s), etc.). These plans provide additional information or details, but do not supersede or replace the County EOP.
  - ii. If the incident involves implementation of response plans at various levels, the municipal, county, and state emergency management agencies coordinate to the maximum extent practical to ensure effective actions.
- j. Integration of Response, Recovery, and Mitigation Actions:
  - i. Following a disaster, immediate response operations to save lives, protect property, and meet basic human needs have precedence over recovery and mitigation. Recovery actions will be coordinated and based upon the availability of resources.
  - ii. Mitigation opportunities receive consideration throughout disaster operations.
  - iii. The EMC determines which ESFs are needed in the EOC and contacts the required ESF representatives.
  - iv. Activation of the EOC occurs in three levels, with Level 3 being Daily Operations, and Level 1 being a Full Activation of the County EOC utilizing both paid and volunteer staff. See Figure 3.



**Figure 3 – Lycoming County EOC Activation Levels**





### 2.3. Continuity of Operations Planning

The County Continuity of Operations (COOP) Plan (published as a separate, related plan) contains procedures to ensure county government continues to provide services to the citizens.

a. Lines of succession specify replacements for principal elected officials should the incumbents be unable to perform the responsibilities of their office. The line of succession should be at least three persons deep, i.e. it should specify at least two replacements for principal officials.

b. Emergency Authority: The County Commissioners have the authority, under emergency conditions, to:

- i. Declare a state of emergency; and
- ii. Proclaim and enforce curfews; and
- iii. Shut down nonessential government operations; and
- iv. Issue emergency executive orders, proclamations, and regulations having the full force and effect of law in coordination with State authorities.

c. An Alternate EOC (AEOC) having the basic minimum capabilities of the EOC has been designated. Its location and capabilities are specified in the Notification and Resource Manual (NARM) (Section IV of this plan).

d. Vital Records Safeguarding: Each county elected official and department/agency is responsible for identifying, selecting, and protecting their vital records, in both print and digital formats, deemed essential for continued public well-being.

e. Local Municipalities: Each political subdivision has a COOP Plan specifying the Line of Succession, critical functions, vital records, and the procedures for safeguarding them.

### 2.4. Municipal Emergency Management Coordinators

To satisfy the requirements of the Emergency Management Services Code (35 Pa C.S., § 7502), each political subdivision must have an Emergency Management Coordinator (EMC).

a. The municipal EMC will coordinate preparedness, especially logistical preparedness, in the municipality. During time of emergency, the municipal EMC has the primary responsibility for damage reporting and assessment in his/her area. In case of emergencies in political subdivisions other than his/her own, an unaffected municipal EMC may be asked to assist with damage reporting and assessment in those affected parts of the county.

b. In Lycoming County, municipalities are required to maintain their own Primary and Alternate EOCs. If there is an emergency in a township/borough/city and their EOC is unavailable, the County may assist the municipal EMC in finding a suitable location (including a mobile EOC, if available).

c. The municipal EMC will also coordinate public disaster awareness and individual preparedness for the citizens of their municipality.



### **3. RESPONSIBILITIES**

ESF responsibilities in this plan mirror those in the National Response Framework and State Emergency Operations Plan. As listed below, they are broken into the Prevention and Preparedness Phases (before the disaster) and the Response and Recovery Phases (after the disaster.)

#### **3.1. ESF Responsibilities**

Each ESF has been assigned a “Coordinating” agency and at least one “Primary” and “Support” agency. In cases where multiple agencies have primary jurisdiction over functions within an ESF, a “coordinating agency” is designated from among them. Where there is only one agency with primary jurisdiction, that agency is also the coordinating agency.

- a. 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.
- b. 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.
- c. Support Agencies: “Support Agencies” provide support for the mission by providing resources and accomplishing tasks assigned by the primary agency.

#### **3.2. Command Staff**

##### **3.2.1. Elected Officials**

- a. Prevention and Preparedness Phases:
  - i. Responsible for establishing a county emergency management organization; and
  - ii. Provide for continuity of operations; and
  - iii. Establish lines of succession for key positions; and
  - iv. Prepare and maintain this EOP in compliance with the State Emergency Operations Plan; and
  - v. Establish, equip, and staff an EOC; and
  - vi. Recommend an EMC for appointment by the governor, who may act on their own behalf, if necessary.
- b. Response and Recovery Phases:
  - i. Issue declarations of disaster emergency if the situation warrants; and
  - ii. Apply for federal post-disaster funds, as available.

##### **3.2.2. Emergency Management Coordinator**

- a. Prevention and Preparedness Phases:
  - i. Prepare and maintain an EOP for the county subject to the direction of the elected officials review, and update as required; and



- ii. Maintain coordination with the municipal EMAs as well as PEMA, and provide prompt information in emergencies, as available; and
  - iii. Identify hazards and vulnerabilities affecting the County, or its political subdivisions in coordination with the municipal EMAs; and
  - iv. Identify resources within the County available to respond to a major emergency or disaster situation and request needed resources from PEMA; and
  - v. Recruit, develop, train, and maintain qualified personnel to staff the EOC and other disaster needs; and
  - vi. Attend trainings and workshops provided by PEMA and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures; and
  - vii. Serve on the Executive Committee of the North Central Regional Task Force.
- b. Response and Recovery Phases:
- i. Maintain emergency response checklists appropriate for the emergency needs and resources of the community; and
  - ii. Activate and direct the EOC during an emergency; in the event the EMC is indisposed of, the Deputy EMC will manage the EOC.
  - iii. Make recommendations to the elected officials regarding choice and timing of a Protective Action Recommendation; and
  - iv. Compile cost figures for emergency operations above normal operating costs; and
  - v. Decide whether an Initial Damage Assessment is warranted and ensure the results are forwarded to PEMA; and
  - vi. Prepare for Joint Damage Assessment(s) with PEMA/FEMA personnel, if needed.

**3.2.3. External Affairs (ESF #15)**

- a. Prevention and Preparedness Phases:
- i. Advise elected officials and the County EMC about Public Information activities; and
  - ii. Work with municipal EMAs to develop and maintain a list of diverse cultural sub-communities, with points of contact and advocacy groups for special needs populations; and
  - iii. Develop and maintain the checklist for the Public Information function; and
  - iv. Assist in the development, review, and maintenance of the County EOP.
- b. Response and Recovery Phases:
- i. Respond to the EOC, the field, or Joint Information Center (JIC) as needed; and
  - ii. Advise elected officials and the County EMC about Public Information activities; and



- iii. Coordinate the activities of the JIC; and
- iv. Develop and release emergency Public Information before, during, and after an emergency.

**3.2.4. County Department Heads/Agency Directors**

- a. Prevention and Preparedness Phases:
  - i. Identify agencies and other organizations that may be needed during disaster response; and
  - ii. Prepare to integrate agency representatives into the EOC or as field liaisons.
- b. Response and Recovery Phases:
  - i. Respond to the EOC or the field, as needed; and
  - ii. Establish communication with affected municipalities and other agencies affected by the emergency.

**3.2.5. Liaison Officers**

- a. Prevention and Preparedness Phases:
  - i. Identify agencies and other organizations that may be needed during disaster response; and
  - ii. Prepare to integrate agency representatives into the EOC.
- b. Response and Recovery Phases:
  - i. Respond to the EOC or the field, as needed; and
  - ii. Establish communication with affected municipalities and other agencies affected by the emergency.

**3.2.6. Agency Representative(s) (from PEMA, PSP, PennDOT, National Guard, Schools, Municipalities, etc.)**

- a. Prevention and Preparedness Phases:
  - i. Work with County EMA to identify resources available from their organization.
- b. Response and Recovery Phases:
  - i. Respond to the EOC or the field, as needed; and
  - ii. Serve as the liaison between their respective agency and the county EOC; and
  - iii. Serve as member of an ESF branch, if needed; and
  - iv. Interface with their respective agency to request/coordinate resources; and
  - v. Advise elected officials through the EMC.



**3.2.7. Safety Officer**

- a. Prevention and Preparedness Phases:
  - i. Identify, monitor, and assess hazardous and unsafe situations; and
  - ii. Develop measures to ensure personnel safety; and
  - iii. Correct unsafe acts or conditions as warranted.
- b. Response and Recovery Phases:
  - i. Identify, monitor, and assess hazardous and/or unsafe situations; and
  - ii. Develop measures to ensure personnel safety; and
  - iii. Correct unsafe acts or conditions; and
  - iv. Stop or prevent unsafe acts when immediate action is warranted; and
  - v. Attend planning meetings to advise on safety matters; and
  - vi. Investigate accidents and prepare accident reports; and
  - vii. Incorporate lessons learned during emergencies or exercises into existing plans and procedures.

**3.3. Operations Section**

**3.3.1. EOC Operations Section Chief**

- a. Response and Recovery Phases:
  - i. Serve as the coordinator for all activities within the Operations Section; and
  - ii. Function as the interface between the Operations Section and Command Staff; and
  - iii. Ensure all personnel operating within the Operations Section receive up to date information regarding the situation and event; and
  - iv. Solicit periodic update briefings from the individual staff of the Operations Section; and
  - v. Provide periodic updates and briefings to Command Staff.

**3.3.2. Communications (ESF #2)**

- a. Prevention and Preparedness Phases:
  - i. Develop and maintain checklists for the Communications function; and
  - ii. Assist in the development, review, and maintenance of the EOP; and
  - iii. Train staff members on the operation of communications systems; and
  - iv. Ensure the ability to communicate among the County EOC, field operations, and the municipal EMAs is mission capable.



**b. Response and Recovery Phases:**

- i. Respond to the EOC, or the field, as needed; and
- ii. Assist with notification of key staff; and
- iii. Train staff members on the operation of communications systems; and
- iv. Ensure the ability to communicate among the County EOC, field operations and the municipal EMAs remains mission capable; and
- v. Advise the EOC chain of command about Communications activities.

**3.3.3. Firefighting (ESF #4)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Firefighting function; and
- ii. Assist in the development, review, and maintenance of the County EOP

**b. Response and Recovery Phases:**

- i. Respond to the EOC or the field, as needed; and
- ii. Coordinate fire service activities; and
- iii. Coordinate route alerting of the public; and
- iv. Assist, as appropriate, with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured; and
- v. Coordinate the emergency shutdown of necessary utilities; and
- vi. Coordinate the provision of emergency lights and power generation; and
- vii. Assist schools or other critical facilities with evacuation, as required; and
- viii. Advise the EOC chain of command about fire and rescue activities.

**3.3.4. Public Health and Medical Services (ESF #8)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Health/Medical Services function; and
- ii. Maintain a listing of hearing and visually impaired, handicapped, and other special needs residents, based upon input received from the EMAs, county service providers, and other advocacy groups; and
- iii. Coordinate emergency medical activities within the County; and
- iv. In conjunction with the Pennsylvania Department of Health and its Strategic National Stockpile (SNS) program, plan for, staff, and train workers for Points of Dispensing (PODs) for the emergency distribution of vaccines and medication in case of bioterrorism or epidemic; and
- v. Assist in the development, review, and maintenance of the County EOP.





**b. Response and Recovery Phases:**

- i. Respond to the EOC or the field, as needed; and
- ii. Coordinate specialized transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, youth and adult care facilities; and
- iii. Coordinate medical services as needed to support shelter operations; and
- iv. Assist, as appropriate, with search and rescue operations; and
- v. Execute mortuary services in accordance with the Coroner's plan; and
- vi. Coordinate the provision of inoculations for the prevention of disease; and
- vii. Advise the EOC chain of command about Health/Medical Services activities.

**3.3.5. Search and Rescue (SAR) (ESF #9)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Search and Rescue function; and
- ii. Assist in the development, review, and maintenance of the County EOP; and
- iii. Maintain a list of all SAR/USR (Urban Search and Rescue) teams and resources available to the county; and
- iv. Advise elected officials and the EMC about SAR/USR incidents and activities.

**b. Response and Recovery Phases:**

- i. Respond to the EOC or the field, as needed; and
- ii. Maintain a list of all SAR/USR teams and resources available to the county; and
- iii. Coordinate search and rescue activities within the county; and
- iv. Interface with the State SAR/USR representative(s); and
- v. Refer to PEMA to contact DEP Bureau of Deep Mine Safety for assistance with Underground Search and Rescue; and
- vi. Refer to PEMA for assistance in identifying available swift water rescue teams; and
- vii. Serve as an information resource regarding SAR/USR incidents; and
- viii. Assist, as appropriate, SAR/USR components; and
- ix. Advise the EOC chain of command about SAR/USR incidents and activities.





**3.3.6. Oil and Hazardous Materials (ESF #10)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Hazardous Materials function; and
- ii. Assist in the development, review, and maintenance of the County EOP; and
- iii. Maintain a listing of county SARA Sites, along with facility emergency plans based upon input received from the facilities and municipal EMAs.

**b. Response and Recovery Phases:**

- i. Respond to the EOC or the field, as needed; and
- ii. Maintain a listing of county SARA Sites, along with facility emergency plans based upon input received from the facilities and municipal EMAs; and
- iii. Coordinate hazardous materials activities within the County; and
- iv. Interface with the State Certified – County Hazardous Materials team; and
- v. Notify, and Coordinate with, the Pennsylvania Department of Environmental Protection (DEP) as required; and
- vi. Serve as an information resource regarding hazardous materials incidents; and
- vii. Coordinate the decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards; and
- viii. Advise the EOC chain of command about Hazardous Materials incidents and activities.

**3.3.7. Public Safety and Security (ESF #13)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Law Enforcement/Police Services function; and
- ii. Assist in the development, review, and maintenance of the County EOP.

**b. Response and Recovery Phases:**

- i. Respond to the EOC or the field, as needed; and
- ii. Coordinate security and law enforcement services; and
- iii. Establish the security and protection of critical facilities, including the EOC; and
- iv. Coordinate traffic and access control in and around affected areas; and
- v. Assist as appropriate with the route alerting and notification of threatened populations; and
- vi. Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured; and



- vii. Coordinate the installation of emergency signs and other traffic movement devices; and
- viii. Assist as appropriate in search and rescue operations; and
- ix. As required, assist schools in evacuation or shelter in place activities, and
- x. Advise the EOC chain of command about Law Enforcement/Police Services operations.

### **3.4. Planning Section**

#### **3.4.1. EOC Planning Section Chief**

**a. Response and Recovery Phases:**

- i. Serve as the coordinator of all activities categorized under the Planning Section; and
- ii. Function as the interface between the Planning Section and Command Staff; and
- iii. Ensure all personnel operating within the Planning Section receive up to date information regarding the situation and event; and
- iv. Solicit periodic update briefings from the individual staff of the Planning functions; and
- v. Design and implement programs/procedures to increase situational awareness among all EOC staff; and
- vi. Incorporate GIS to provide graphical representations of the extent of the emergency and to provide information on affected facilities; and
- vii. Assist the EMC with long-range planning; and
- viii. Provide periodic updates and briefings to Command Staff.

#### **3.4.2. Emergency Management (ESF #5)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Emergency Management function; and
- ii. Assist in the development, review, and maintenance of the County EOP.

**b. Response and Recovery Phases:**

- i. Using all available sources to collect and evaluate information regarding affected facilities and properties throughout the county; and
- ii. Consolidate damage information received from political subdivisions on the Initial Damage Report (IDR) (See Blank Forms, Section IV) and forward the information to PEMA; and
- iii. Provide information about the incident to elected officials, other ESFs, and other agencies in the EOC; and



- iv. Determine availability or status of resources; and
- v. Establish information requirements and reporting schedules; and
- vi. Supervise the preparation of an Incident Action Plan (IAP); and
- vii. Assemble information on alternative strategies; and
- viii. Advise the EOC chain of command about the incident and anticipated events or consequences.

### **3.5. Logistics Section**

#### **3.5.1. EOC Logistics Section Chief**

**a. Response and Recovery Phases:**

- i. Serve as the coordinator of all activities categorized under the Logistics Section; and
- ii. Function as the interface between the Logistics Section and Command Staff; and
- iii. Ensure all personnel operating within the Logistics Section receive up to date information regarding the situation and event; and
- iv. Solicit periodic update briefings from the individual staff of the Logistics functions; and
- v. Provide periodic updates and briefings to Command Staff.

#### **3.5.2. Transportation (ESF #1)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Transportation Services function; and
- ii. Assist in the development, review, and maintenance of the County EOP; and
- iii. Maintain a listing of Transportation Resources in the county, including capacities, and contact information; and
- iv. Develop and maintain a listing of transportation-dependent citizens in the county.

**b. Response and Recovery Phases:**

- i. Respond to the EOC or the field, as needed; and
- ii. Maintain a listing of Transportation Resources in the county, including capacities, and contact information; and
- iii. Coordinate the supply of transportation resources within the county during an emergency; and
- iv. Advise the EOC chain of command about transportation-related activities.



**3.5.3. Public Works and Engineering (ESF #3)**

- a. Prevention and Preparedness Phases:
  - i. Develop and maintain checklists for the Public Works function; and
  - ii. Assist in the development, review, and maintenance of the County EOP; and
  - iii. Maintain a listing of Public Works assets and resources.
- b. Response and Recovery Phases:
  - i. Respond to the EOC, or the field, as needed; and
  - ii. Maintain a listing of Public Works assets and resources; and
  - iii. Serve as a liaison between municipal public works and the County; and
  - iv. Coordinate the assignment of Public Works resources; and
  - v. Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance; and
  - vi. Coordinate debris management; and
  - vii. Advise the EOC chain of command about Public Works and Engineering activities.

**3.5.4. Mass Care, Shelter, and Human Services (ESF #6)**

- a. Prevention and Preparedness Phases:
  - i. Develop and maintain checklists for the Mass Care, Shelter, and Human Services function; and
  - ii. Assist in the development, review, and maintenance of the County EOP; and
  - iii. Maintain a listing of Mass Care/Shelter facilities, including capacities, in the County.
- b. Response and Recovery Phases:
  - i. Respond to the EOC or the field, as needed; and
  - ii. Monitor status of Mass Care – Shelter facilities including capacities in the County; and
  - iii. Coordinate with American Red Cross and other appropriate agencies; and
  - iv. Coordinate Mass Care – Shelter provision within the County during an emergency; and
  - v. Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues; and
  - vi. Advise the EOC chain of command about Mass Care, Evacuation, and Shelter activities.



**3.5.5. Logistics Management and Resource Support (ESF #7)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Logistics Management and Resource Support function; and
- ii. Assist in the development, review, and maintenance of the County EOP; and
- iii. Maintain a listing of resources with contact information; and
- iv. Develop procedures to rapidly order supplies and equipment, and to track their delivery and use.

**b. Response and Recovery Phases:**

- i. Respond to the EOC, or the field, as needed; and
- ii. Maintain a listing of resources with contact information; and
- iii. Coordinate the provision of materials, services, and facilities in support of the emergency; and
- iv. Coordinate the establishment of and operation of Customer Support Centers to hand out emergency water and supplies to victims; and
- v. Advise the EOC chain of command about resource acquisition activities within the County.

**3.5.6. Agriculture and Natural Resources (ESF #11)**

**a. Prevention and Preparedness Phases:**

- i. Develop and maintain checklists for the Agriculture and Natural Resources function; and
- ii. Assist in the development, review, and maintenance of the County EOP; and
- iii. Work with the County Animal Response Team (CART) and other volunteer and municipal resources to provide for the welfare of livestock and companion animals, and
- iv. Maintain a listing of human and animal food, and animal care and control assets within the county.

**b. Response and Recovery Phases:**

- i. Respond to the EOC or the field, as needed; and
- ii. Maintain a listing of food and animal care and control assets within the county; and
- iii. Serve as a liaison between the County and the food community; and
- iv. Serve as a liaison between the County EMA and the Penn State Extension Office; and
- v. Coordinate the dissemination of information and supplies to the food and animal care and control community within the County; and



- vi. Coordinate the distribution of food to emergency workers and disaster victims; and
- vii. In coordination with ESF #6, provide for shelters for household pets (See PETS Act – Appendix 1) and service animals; and
- viii. Advise the EOC chain of command regarding food and animal care and control issues.

**3.5.7. Energy (ESF #12)**

- a. Prevention and Preparedness Phases:
  - i. Develop and maintain checklists for the Energy function; and
  - ii. Assist in the development, review, and maintenance of the County EOP; and
  - iii. Maintain a listing of energy and utility assets within the County.
- b. Response and Recovery Phases:
  - i. Respond to the EOC, or the field, as needed;
  - ii. Maintain a listing of energy and utility assets within the County;
  - iii. Serve as a liaison between the County and energy suppliers;
  - iv. Coordinate the dissemination of information to energy suppliers within the County;
  - v. Advise the EOC chain of command regarding energy utility issues.

**3.6. Finance and Administration Section**

**3.6.1. EOC Finance and Administration Section Chief**

- a. Response and Recovery Phases:
  - i. Serve as the coordinator of all activities categorized under the Finance and Administration Section; and
  - ii. Function as the interface between the Finance and Administration Section and Command Staff; and
  - iii. Ensure all personnel operating within the Finance and Administration Section receive up to date information regarding the situation and event; and
  - iv. Solicit periodic update briefings from the individual staff of the Finance and Administration functions; and
  - v. Provide periodic updates and briefings to Command Staff.



**3.6.2. Finance**

- a. Prevention and Preparedness Phases:
  - i. Develop and maintain the checklist for the Finance function; and
  - ii. Assist in the development, review, and maintenance of the County EOP.
- b. Response and Recovery Phases:
  - i. Maintain oversight of all financial, cost and reimbursement activities associated with the emergency; and
  - ii. Track personnel time records and other costs incurred by the county in order to support possible claims for federal reimbursement; and
  - iii. Consolidate equipment and personnel costs incurred by political subdivisions; and
  - iv. Administer the financial aspects of the emergency / disaster according to County policies and procedures; and
  - v. Following the declaration of an emergency by the County Elected Officials, or the Governor, initiate emergency purchasing/acquisition procedures; and
  - vi. Serve as an interface with the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) regarding recovery operations; and
  - vii. Advise the EOC chain of command regarding the financial aspects and implications of the event.

**3.6.3. Administration**

- a. Prevention and Preparedness Phases:
  - i. Develop and maintain the checklist for the Administration function; and
  - ii. Assist in the development, review, and maintenance of the County EOP.
- b. Response and Recovery Phases:
  - i. Maintain oversight of all administrative activities associated with the emergency; and
  - ii. Ensure that all functional areas receive administrative support as appropriate; and
  - iii. Provide support to the financial element with regard to documentation, verification and related matters; and
  - iv. Advise the EOC chain of command regarding the administrative aspects and implications of the event.





**3.6.4. Long Term Community Recovery and Mitigation (ESF #14)**

- a. Prevention and Preparedness Phases:
  - i. Develop and maintain checklists for the recovery function; and
  - ii. Identify the membership of the Long-Term Recovery Committee; and
  - iii. Assist in the development, review, and maintenance of the County EOP; and
  - iv. Identify and train members of the County Damage Assessment Team.
- b. Response and Recovery Phases:
  - i. Respond to the EOC, or the field, as needed; and
  - ii. Collect, compile, and report information and data, as appropriate; and
  - iii. Coordinate damage assessment activities; and
  - iv. Conduct Initial Damage Assessment utilizing County Damage Assessment Teams; and
  - v. Support the State/Federal Joint Preliminary Damage Assessment teams, if needed; and
  - vi. Coordinate the activation and meetings of the County Long Term Recovery Committee; and
  - vii. Activate a County Recovery Task Force, if needed; and
  - viii. Designate and assist with operation of PEMA Multiple Agency Resource Centers (MARC) and FEMA Disaster Recovery Centers (DRCs); and
  - ix. Serve as a liaison with state disaster recovery personnel; and
  - x. Coordinate with ESF #15 to disseminate recovery information to disaster victims and the general public; and
  - xi. Advise the EOC chain of command regarding recovery programs and needs.



## **4. EOC ADMINISTRATION AND LOGISTICS**

### **4.1. Administration: County and Municipal Reports**

- a. Municipal governments will submit situation reports, requests for assistance, and damage assessment reports to the County EMA.
- b. The County EMA will request reports from other agencies, relief organizations, and nongovernmental organizations when deemed appropriate.
- c. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- d. Digital and handwritten log-type records of response actions will be kept by county and municipal EMAs. These logs and records will form the basis for status reports to PEMA.
- e. The County EMA will forward these reports and requests for assistance to the PEMA Central Area Office and/or the Commonwealth Watch and Warning Center (CWWC).

### **4.2. Logistics: Coordination of Unmet Needs**

- a. When municipal resources are committed but insufficient to fully respond or recover from an incident, the county EMA will coordinate assistance to satisfy unmet needs.
- b. If the county requires additional assistance, it will call on mutual aid agreements from adjacent counties, the North Central Regional Task Force (NCRTF), and/or PEMA.
- c. PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency threatening to exceed the capabilities and resources of the Commonwealth.



## **5. TRAINING AND EXERCISES**

### **5.1. Policy**

The EMC is responsible for the overall preparedness of all persons and agencies involved in the county's response to emergencies. As such, the EMC should conduct or administer training and should activate this plan as required to evaluate and maintain the readiness posture of county staff and resources.

### **5.2. Exercise Requirements**

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

- a. The EMC will activate this plan at least annually in the form of an exercise; and
- b. An all-hazards functional exercise involving the entire EOC staff, including volunteers and private sector representatives, will be conducted every two years; and
- c. The county will prepare and maintain a three-year exercise plan and submit it to the PEMA Central Area Office.

### **5.3. Training Requirements**

Elected and appointed officials and all emergency management and response personnel will be trained to meet the minimum requirements specified in applicable legislation, Federal requirements, and PEMA training and exercise directives.

- a. The County EMA will keep records and ensure needed training(s) are available through online sources, community colleges, and/or scheduled training sessions in the county.
- b. The County EMA will conduct quarterly trainings for municipal EMCs and county staff to provide program updates and coordinate county-wide response and emergency management.
- c. Exercises, as indicated above, will be used as a training vehicle for public officials, county emergency management staff, and emergency services personnel who have assigned responsibilities in this plan.
- d. EMA staff officers responsible for functional annexes are charged with ensuring personnel who implement the respective annexes are properly trained in their responsibilities.
- e. Other State and Federal Training: EMA staff will participate in other state and federal training programs as directed by PEMA or FEMA.

### **5.4. After-Action Reports**

An After-Action Report (AAR) incorporates comments and lessons learned from all participants and will be prepared after every activation of the EOC and after every exercise of the EOC.

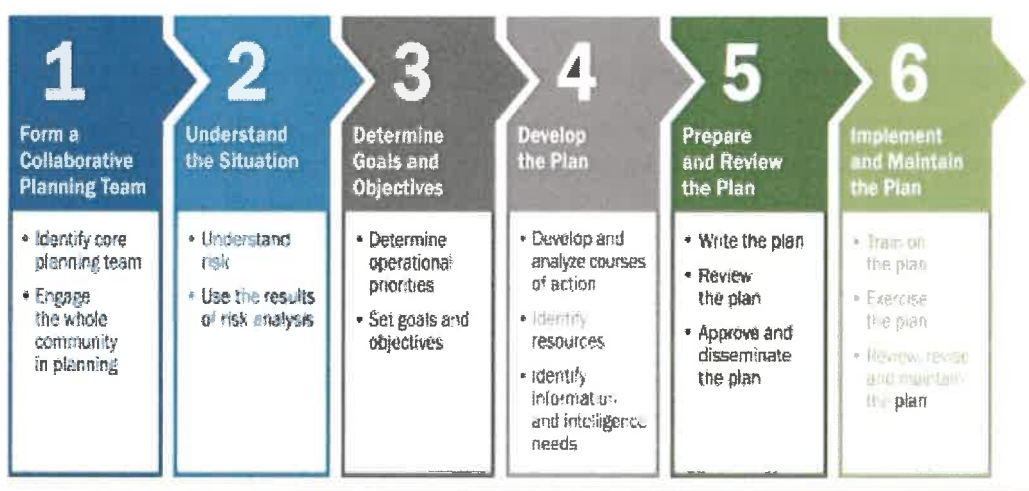
All AARs must include an Improvement Plan (IP) Matrix, and any corrective actions are to be incorporated into this plan as well as other plans and implementing instructions.



## **6. PLAN DEVELOPMENT AND MAINTENANCE**

### **6.1. Responsibilities**

- a. The County EMC will coordinate development and maintenance of this plan based upon relevant legislation, regulation, and PEMA directives.
- b. Whenever the plan, or any portion thereof, is implemented in an emergency or exercise, a review will be conducted to determine any necessary changes.
- c. The writing of, review, and update of specific portions of the plan will be accomplished by those staff members/agencies with subject matter expertise.



- d. Incident-specific annexes require an annual review. All other plan components will be reviewed and updated at least biennially.
- e. Even if unused in an actual event, a review of each section of the plan will be conducted at least biennially, and a written report will be provided to the EMC indicating concurrence or recommended changes.
- f. At the conclusion of each biennial review, the EMC will:
  - i. If the biennial review indicates a need to make minor changes to the plan, the changes will be drafted for approval by the county commissioners, and distributed.
  - ii. If the biennial review indicates there are extensive or major changes, a revised plan will be drafted for approval by the county commissioners, and distributed.
  - iii. If the biennial review indicates no changes are necessary, EMA staff will document the review on the Record of Changes (pg. v).
- g. This plan will be executed upon order of the County Commissioners or their authorized representative.



## **7. APPENDICES**

7.1. Appendix 1 – Authority and References

7.2. Appendix 2 – Terms and Definitions

7.3. Appendix 3 – Map of the County



### 7.1. Appendix 1 – Authority and References

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

a. Guidance for this plan originates from the following Federal references:

- i. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. § 5121 et. seq., as amended.
- ii. Post-Katrina Emergency Management Reform Act of 2006. 6 U.S.C. § 701 et. seq., as amended.
- iii. Pets Evacuation and Transportation Standards (PETS) Act of 2006. 42 U.S.C. § 5121 et seq., as amended.
- iv. Superfund Amendments and Reauthorization (SARA) Act of 1986. 42 U.S.C. § 9601 et seq., as amended.
- v. Homeland Security Presidential Directive 5 (HSPD-5, 2003) – Management of Domestic Incidents, as amended.
- vi. Homeland Security Presidential Directive 8 (HSPD-8, 2003) – National Preparedness, as amended.
- vii. Homeland Security Exercise Evaluation Program (HSEEP). (2020).
- viii. Small Business Administration Disaster Loan Program. 13 CFR Part 123 (2025).

b. Guidance for this plan originates from the following Commonwealth of Pennsylvania references:

- i. Pennsylvania Emergency Management Services Code. 35 Pa C.S. § 7101 et. seq., as amended.
- ii. Pennsylvania Counterterrorism Planning, Preparedness and Response Act. Act 227 of 2002. 35 P.S. § 2140.101 et seq., as amended.
- iii. Pennsylvania Right-to-Know Law. Act 3 of 2008. 65 P.S. § 67.101 et seq., as amended.
- iv. Pennsylvania Intrastate Mutual Aid System (PIMAS). Act 93 of 2008. 35 Pa C.S. § 7331 et seq., as amended.
- v. Pennsylvania Hazard Mitigation Plan Standard Operating Guide, Section 4 – Risk Assessment (2025).
- vi. Commonwealth of Pennsylvania State Emergency Operations Plan (2023).
- vii. Lycoming County Hazard Mitigation Plan. (2020)





## 7.2. Appendix 2 – Terms and Definitions

**Auxiliary Communications Services (ACS)** – An American Radio Relay League – A sponsored emergency organization of amateur radio operators providing communications resources.

**CodeRED** – An emergency notification system to pass emergency alert, EOC activation status, and other messages to staff, stakeholders, and the general public. Users can register to receive the messages as phone calls, text messages, and/or emails.

**Continuity of Operations Planning (COOP)** – Planning to ensure that essential services continue during, or as soon as possible after a disaster or emergency event. In the public sector, COOP includes activities referred to as COG (Continuity of Government.)

**Damage Assessment** – An assessment conducted by team(s) from local, State, and Federal agencies to assign a category to emergency-caused damages, or to verify sufficient damage has occurred to justify a Presidential Declaration of Major Disaster or Emergency.

**Emergency Alert System (EAS) Announcements** – Official announcements made at the county or state level for the specific purpose of providing information, instructions, or directions to the residents of the county. Announcements are made over the legally designated EAS network.

**Emergency Management** – The managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

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

**Emergency Services** – The public organizations that respond to and deal with emergencies when they occur, including firefighting services, police services, health and medical services, and any other services necessary to respond to the situation.

**Governor's Proclamation of a "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 (excepting mandatory constitutional requirements).

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

**Hazards Vulnerability Analysis (HVA)** – A compilation of natural and man-made hazards and their predictability, frequency, duration, intensity, and risk to population and property.

**Liaison Officer** – The Liaison Officer is the IC/UC point of contact for representatives of other governmental agencies, non-governmental organizations, and/or the private sector (with no jurisdiction or legal authority) to gain input on the agency's policies, resource availability, and other incident-related matters.



**Local Disaster Emergency** – (When declared by the County Commissioners) A 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 arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

**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.

**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.

**Municipality** – As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township, or similar unit of government..." (Pa. Const. art. IX, § 14.)

**Pennsylvania Intrastate Mutual Aid System (PIMAS)** – A system between participating political subdivisions agreeing to share physical resources under protocols developed by the Intrastate Mutual Aid Committee. The system was established by Act 93 of 2008.

**Political Subdivision** – Any county, city, borough, township, or incorporated town within the Commonwealth, as well as school districts, and water, sewer and other authorities having governmental or taxing authority.

**Point of Dispensing (Pharmaceutical POD or SNS POD)** – A facility established for the mass dispensing of pharmaceuticals. Operation of SNS PODs is described in the Strategic National Stockpile (SNS) plan.

**Point of Distribution (Commodities POD)** – A facility where disaster victims can come to receive emergency food, water / ice, and tarps or cleaning supplies. These are normally located in an open parking lot providing drive through service and a very limited variety of essential goods.

**Presidential Declaration of an "Emergency"** – 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 public health and safety and property, or to lessen or avert the threat of a catastrophe in any part of the United States.

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

**Presidential Declaration of a "Major Disaster"** – Any natural catastrophe, 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.



**Public Inquiry** – (Formerly known as *Rumor Control*) A place where the general public can call for information during an emergency. The public inquiry center is normally only activated during an emergency. Operators track calls, locate previously unknown pockets of damage, and identify misperceptions the PIO should try to dispel.

**Radio Amateur Civil Emergency Service (RACES)** – A part of the amateur radio service established under Federal Communication Commission rules and regulations to establish and maintain leadership and organizational infrastructure necessary to provide amateur radio communications in support of emergency management entities throughout the United States or its territories. RACES can be used during any disaster or emergency when normal governmental communications have sustained damage, or when additional communication is desired.

**Vulnerable 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.

**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 Pharmaceutical PODs (Points of Dispensing) located throughout the county.

**Urban Search and Rescue (USR)** – A specific type of search and rescue dealing with urban settings, especially with collapsed building rescue. Pennsylvania has one team (PA Task Force-1) sponsored and certified by FEMA and managed by PEMA. Additionally, there are a series of USR components in the nine Regional Task Forces.

**Volunteer Emergency Communications** – Any or all of those volunteer organizations such as ACS, RACES, ARES, CAP, and the Coast Guard Auxiliary, which may provide emergency telecommunications services to responders or victims within the county.

[illegible]