

**EMERGENCY OPERATIONS
PLAN**

FOR

**Borough of Leesport
Berks County, Pennsylvania**

LAST UPDATED: January 2008

LAST REVIEWED: February 2023

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Functional Checklists and Emergency Support Functions Published Separately
Notification and Resource Manual (NARM) Published Separately

PROMULGATION

THIS PLAN WAS ADOPTED BY Borough of Leesport UNDER RESOLUTION NO. 175-08 DATED 02-20-2008. IT SUPERCEDES ALL PREVIOUS PLANS.

_____ (Chief Elected Official)	_____ (Elected Official)
_____ (Elected Official)	_____ (Elected Official)
_____ (Elected Official)	_____ (Elected Official)
_____ (Elected Official)	
_____ (Secretary)	_____ (Emergency Management Coordinator)

I. PURPOSE AND SCOPE

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq., as amended) to have a disaster emergency management plan for the municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; appendices for reference, and a series of functional checklists which provide detail for the accomplishment of the specifics of the operation.

The scope of the plan includes all activities in the entire emergency management cycle including prevention, preparedness, response, and recovery phases. This plan is applicable to all response organizations acting for or on behalf of the government or citizens of Borough of Leesport, Berks County. Incident specific plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards. Such plans are listed in Appendix C.

II. SITUATION AND ASSUMPTIONS

- A. The municipality of Borough of Leesport is located in Berks County, Pennsylvania. The population is approximately 1,900. Geographic features that affect emergency response include: The Schuylkill river which divides the borough and PA RT61 which runs through the eastern half of town. Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated in the Notification and Resource Manual (NARM) section of this plan.
- B. The municipality is subject to a variety of natural and technological hazards. The most likely and damaging of these are The Schuylkill river. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These areas include: The flood prone area including the Fire House, EMS station, Post Office and sewer plant.
- C. Adjacent municipalities and other governments will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- D. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Berks County Emergency Management Agency is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual aid from adjacent counties, the East Central Pennsylvania Counter Terrorism Task Force (ECPACTTF), or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.
- E. In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation as appropriate.
- F. Special risk facilities will develop, coordinate and furnish emergency plans to the emergency management organization of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- G. Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, power plant, etc. posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- H. Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa CS, § 7501). In like

manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), route alerting, or other technologies.

- I. In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- J. Emergency shelters will be activated by the Berks County EMA using public schools or public colleges / universities (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will be operated by the Berks County Chapter of the American Red Cross in conjunction with their local partners. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter. Assistance in accommodating domestic (house) animals will be provided by the Berks County Animal Response Team.
- K. Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources.
- L. Training, response checklists, and other accompanying documents are based on the statements in section II, A., through K. of this plan. These attachments contain sensitive information and are not available for public review or subject to the Commonwealth of Pennsylvania's Right to Know Law.

III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

- A. The elected officials of the municipality are responsible for the protection of the lives and property of the citizens. They exercise ultimate supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the municipality.
 - 1. As a matter of day to day operations, the authority to execute these functions is disseminated among subordinates (Police Chief, Roadmaster, EMC, etc.) and/or even 3rd party entities (volunteer fire companies, EMS organizations, etc.). However, in times of communitywide disaster, the elected officials maintain the authority to “recentralize” this authority by directing operations from the municipal emergency operations center.
 - 2. The decision to recentralize this authority rests with the elected officials unless they specifically designate an individual to act on their behalf.
- B. A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. The EMC is empowered to appoint a deputy, or deputies, and staff as necessary. An Emergency Operations Center (EOC) has been designated by the municipality and may be activated by the EMC or the elected officials during an emergency. Additionally, an alternate EOC has been designated. The local EOC may function as a Multi-Agency Coordinating (MAC) system to support major planned events or emergency incidents within the municipality, or it may serve as an Area Command center in support of multiple or widespread incidents. The role of the EOC during a specific emergency will be determined by the elected officials in consultation with the municipal EMC.
- C. This plan embraces an “all-hazards” principle: that is, that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.
- D. The municipality participates in the Berks County Countywide Mutual Aid Agreement and the EMC and elected officials will develop additional mutual aid agreements with public and private entities for reciprocal emergency assistance as needed.
- E. The municipality will embrace and utilize all components of National Incident Management System (NIMS). Emergencies within the municipal borders will be managed using the control and coordination tenants of the NIMS doctrine.
 - 1. All individuals involved in the command and control of emergencies, whether functioning on the incident scene or at a remote location, shall be trained to the required level for their job assignment as defined by NIMS.

2. The Incident Command System (ICS) should have:
 - a. A manageable span of control (3 to 7 subordinates for complex tasks; optimum is 5);
 - b. Unity of command (each person reports to only one person in the chain of command); and
 - c. A modular organization (developed in a top-down modular fashion that is based on the size and complexity of the incident). Functional positions are staffed only when needed, and responsibilities for any positions that are not staffed remain with the next highest filled position.
- F. When the municipal EOC is activated, the EMC or designee will coordinate between the site incident commander and the Berks County Emergency Management Agency. If the Berks County EOC is activated, reporting relationships will be established in compliance with the Berks County EOP.
- G. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC or a qualified designee will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrives at the EOC, the EMC may delegate activities to them. Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next highest position).
- H. Continuity of government procedures are specified in the Elected Officials checklist or in the municipality's Continuity of Operations Plan (COOP).
- I. When the EMC receives warning of a potential emergency, through the Berks County Emergency Management Agency or any other sources deemed reliable by the responsible officials, partial activation of the EOC in preparation for the emergency will be considered.
- J. Public warning will be provided by the Berks County Emergency Management Agency via the Emergency Alert System (EAS). The municipality will support this effort through route alerting or other special means as necessitated by local conditions and needs. Other systems will be utilized as available for non-warning communication. All such "time of emergency" communication will be coordinated with the PIO at the Berks County EOC when activated.
- K. Non-emergency information regarding planning, and actions to be taken by the public, will be provided via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, etc. Efforts should be made to coordinate with the Berks County Emergency Management Agency, in these activities to ensure a consistent message is being delivered.
- L. In the event of an evacuation, the population will primarily evacuate using their own vehicles. Some segments of the population will require special transportation to areas of refuge/shelters. To assist in identification of these special populations, the municipality will promote and support the web-based Berks County Special Needs Survey.

- M. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.

In order to ensure that they are able to focus on the public emergency and be reasonably certain of the safety of their own family, emergency workers should complete family preparedness planning addressing such issues as transportation and evacuation locations for immediate family members.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. COMMAND STAFF:** As provided by law, the elected officials are ultimately responsible for the provision of public safety within the municipality. Due to the complexities of this task, it will usually be necessary for these officials to have readily available to them the advice of legal counsel. While the officials, with advice of counsel, will provide overall guidance regarding community needs and impacts, the municipal Emergency Management Coordinator will usually act in the capacity of Chief of Staff in times of disaster and serve as the instrument of the elected official's authority.

During events in which the EOC is activated as an Area Command, Command Staff will provide overarching guidance for the incident(s) being supported in the NIMS role of Agency Administrator. It is important to note that, dependant on circumstances, the ultimate Command function may be maintained at the incident scene(s). During these incidents, the EOC is serving as a Multi-Agency Coordinating Entity (MAC) and the responsibilities of the Command Staff may be substantially reduced. An early decision by the municipal leadership as to what capacity the EOC will be functioning in is critical to a successful incident outcome.

Even during events in which the EOC operates as an Area Command, it will usually be necessary that an Incident Commander (and perhaps an Operations Section Chief) be established for each "sub-incident" within the jurisdiction.

- 1. Elected Officials & Counsel (ESF #20 Direction and Control):**
The Municipal Elected Officials, with advice from legal counsel, shall:
- a. Establish on-going National Incident Management System compliance among all governmental and pseudo-governmental organizations (fire departments, regional police departments, EMS entities etc.) within the jurisdiction of the municipality;
 - b. Establish a municipal emergency management organization;
 - c. Provide for continuity of operations;
 - d. Establish lines of succession for key positions;
 - e. Designate a municipal emergency operations center (EOC) and alternate EOC;
 - f. Prepare and maintain this municipal EOP in consonance with the Berks County EOP;
 - g. Establish, equip and staff an EOC capable of supporting community needs in times of disaster response and recovery;
 - h. Recommend an EMC for appointment in accordance with the Emergency Management Services Code;
 - i. Mandate cooperation among all emergency service organizations with jurisdiction within the municipality in compliance with this plan;
 - j. Coordinate the development of, and sharing of access to, all geospatial data for critical infrastructure with the Berks County EMA;

- k. Issue proclamations of disaster emergency and recommend protective actions (evacuation or shelter in-place) if the situation warrants (Appendix G);
- l. Ensure the availability of adequate trained and equipped personnel to conduct damage assessment activities within the municipality following a disaster;
- m. Execute applications for state and federal disaster recovery funds, as available;
- n. Adopt a hazard mitigation plan in consonance with the Berks County Hazard Vulnerability Assessment and Mitigation Plan;
- o. Direct a minimum standard for training of emergency responders in the municipality and ensure personnel safety through implementation of the personnel identification and credentialing aspects of the Berks County Total Visibility Personnel Identification and Accountability and Resource Management System; and
- p. Empower the municipal EMC to execute assigned responsibilities.

2. Municipal Emergency Management Coordinator (ESF #20 Direction and Control):

The Municipal Emergency Management Coordinator shall:

- a. Prepare and maintain an EOP for the municipality subject to the promulgation of the elected officials and reviews and updates the plan as required;
- b. Advise municipal officials regarding unmet needs and budgeting requirements to accomplish the responsibilities set forth under this plan;
- c. Maintain coordination with the Berks County EMA, and provide prompt information as requested;
- d. Represent the municipality in establishing reporting relationships and lines of authority with on scene incident commanders and the county EOC during incidents in which the county EOC is activated;
- e. In coordination with the Berks County EMA, identify hazards and vulnerabilities that may affect the municipality;
- f. Identify and catalogue special risk facilities (hospitals, schools, nursing facilities, group homes, etc.) within the municipality and document these facilities to Berks County EMA so that their inclusion in the Berks County Special Risk Facility database can be sought;
- g. Identify available equipment and personnel resources within the municipality and promote the cataloguing of those resources through the use of the resource management aspect of the Berks County Total Visibility Personnel Identification and Accountability and Resource Management System;
- h. Develop and maintain a trained staff, and oversee the maintenance of current emergency support function checklists appropriate for the emergency needs and resources of the community;
- i. Develop and maintain hazard specific incident plans and checklists as need dictates per the municipal hazard vulnerability assessment;
- j. Mobilize the EOC and primarily act in the Command function within the EOC during an emergency; and
- k. Attend training and workshops provided by the county and other sources to maintain proficiency and currency in emergency

management and emergency response planning and procedures including, but not limited to certification levels as required by the PEMA directive for emergency management personnel.

3. Public Information Officer (PIO) (ESF #15 Public Information):

The Public Information Officer shall:

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Public Information function;
- b. Assist in the development, review and maintenance of the EOP;
- c. Respond to the EOC or the field, as needed;
- d. Establish an appropriate media briefing area if necessary;
- e. Coordinate all information released to the public or to the media with the Berks County PIO and monitor for patterns of false information in the community and among media outlets;
- f. Coordinate public awareness information to the media before an incident and ensure accurate and timely information about response and recovery operations;
- g. Advise elected officials and the EMC about public information activities;
- h. Develop pre-scripted emergency announcements for use in the time of an emergency;
- i. Develop and disseminates public information/educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc. Content of such material shall be coordinated with the Berks County Emergency Management Agency; and
- j. Operate within the policies dictated by an incident specific Joint Information System (JIS) if established.

4. Safety Officer – The responsibilities of the Safety Officer will generally rest with an individual on the incident scene, not within the EOC. However, safety of responders and the public shall always be the driving motivation behind any actions taken under this plan.

B. EOC OPERATIONS SECTION CHIEF: Ultimately responsible for the accomplishment of all subordinate responsibilities. The Section Chief coordinates work assignments of subordinates and reports to the EOC Manager on the progress and status of assigned tasks. The EOC Operations Section Chief will generally interface directly with the Operations Section Chief(s) at the incident scene(s) being supported. The EOC Operations Section Chief may retain subordinate responsibilities or delegate them depending on the situation and availability of personnel.

The responsibilities of the EOC Operations Section Chief should not be confused with those of the Incident Commander or Incident Operations Section Chief. Decisions regarding tactical implementation of the incident objectives will never take place in the EOC. This position in the EOC exists to consolidate operations related ESFs and assist in mirroring the structure of the on-scene ICS.

Responsibilities of the EOC Operation Section Chief shall include preparedness and execution of:

- 1. ESF #3 Public Works and Engineering:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Public Works and Engineering function;
 - b. Respond to the EOC or the field, as needed;
 - c. Implement ESF #3 Public Works and Engineering checklists; and
 - d. Perform other duties relating to the ESF as necessary;

- 2. ESF #4 Firefighting:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Firefighting function;
 - b. Respond to the EOC or the field, as needed;
 - c. Implement ESF #4 Firefighting checklists; and
 - d. Perform other duties relating to the ESF as necessary.

- 3. ESF #6 Mass Care, Evacuation, and Sheltering:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Mass Care function;
 - b. Respond to the EOC or the field, as needed;
 - c. Implement ESF #6 Mass Care checklists; and
 - d. Perform other duties relating to the ESF as necessary.

- 4. ESF #8 Health/Medical:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Health/Medical function;
 - b. Respond to the EOC or the field, as needed;
 - c. Implement ESF #8 Health/Medical checklists; and
 - d. Perform other duties relating to the ESF as necessary.

- 5. ESF #9 Search and Rescue:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Search and Rescue function;
 - b. Respond to the EOC or the field, as needed;
 - c. Implement ESF #9 Search and Rescue checklists; and
 - d. Perform other duties relating to the ESF as necessary.

- 6. ESF #10 Hazardous Materials:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Hazardous Materials function;
 - b. Respond to the EOC or the field, as needed;
 - c. Implement ESF #10 Hazardous Materials checklists; and
 - d. Perform other duties relating to the ESF as necessary.

- 7. ESF #13 Law Enforcement:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Law Enforcement function;
 - b. Respond to the EOC or the field, as needed;
 - c. Implement ESF #13 Law Enforcement checklists; and
 - d. Perform other duties relating to the ESF as necessary.

- 8. ESF #18 Debris Management:**
 - a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Debris Management function;

- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #18 Debris Management checklists; and
- d. Perform other duties relating to the ESF as necessary.

9. ESF #22 Education Services:

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Education Services function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #22 Education Services checklists; and
- d. Perform other duties relating to the ESF as necessary.

The responsibilities of this section will usually be further delegated due to the complexity and workload involved. Following the NIMS doctrine, when the EOC is in an Area Command role, the following individuals could be appointed to accomplish the Operations Section's work (suggested ESF assignments are indicated under each position).

1. Emergency Services Branch Director

- a. May retain group supervisor responsibilities or delegate them depending on the situation and availability of personnel.
- b. May oversee the:
 - (1) **Law Enforcement Group Supervisor (ESF #13 Law Enforcement);**
 - (2) **Health/Medical Group Supervisor (ESF#8 Health/Medical); and**
 - (3) **Fire/Rescue/Haz Mat Group Supervisor (ESF #4 Fire Services, ESF #9 Search & Rescue, ESF #10 Haz Mat).**
- c. Performs other responsibilities as assigned by the Section Chief.

2. Affiliate Services Branch Director

- a. May retain group supervisor responsibilities, or delegate them, depending on the situation and availability of personnel.
- b. May oversee the:
 - (1) **Education Group Supervisor (ESF #22 Education Services);**
 - (2) **Mass Care Group Supervisor (ESF #6 Mass Care); and**
 - (3) **Public Works Group Supervisor (ESF #3 Public Works, ESF #18 Debris Management)**
- c. Performs other responsibilities as assigned by the Section Chief.

- C. EOC PLANNING SECTION CHIEF:** Ultimately responsible for the accomplishment of all subordinate responsibilities. The Section Chief coordinates work assignments of subordinates and reports to the EOC Manager on the progress and status of assigned tasks. The EOC Planning Section Chief may retain subordinate responsibilities or delegate them depending on the situation and availability of personnel.

During events in which the EOC is activated as an Area Command, the EOC Planning Section will perform all planning activities for the incident(s) being supported.

It is important to note that, dependant on circumstances; the planning function may be executed at the incident scene. During these incidents, the

EOC is serving as a Multi-Agency Coordinating Entity (MAC) and the responsibilities of the Planning Section may be substantially reduced.

Responsibilities of the EOC Planning Section Chief shall include preparedness and execution of:

1. ESF #5 Information and Planning

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Information and Planning function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #5 Information and Planning checklists; and
- d. Perform other duties relating to the ESF as necessary.

2. ESF #23 Dam Failure

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Dam Failure function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #23 Dam Failure checklists; and
- d. Perform other duties relating to the ESF as necessary.

3. Incident Administration Activities

- a. Collects information, data, and mapping pertinent to the incident;
- b. Advises the Command and General Staff regarding incident options;
- c. Prepares and provides all incident documentation including the Incident Action Plan; and
- d. Tracks the status of all incident resources and assists in identifying anticipated shortages.

The responsibilities of this section will usually be further delegated due to the complexity and workload involved. Following the NIMS doctrine, when the EOC is in an Area Command role, the following individuals could be appointed to accomplish the Planning Section's work (suggested ESF assignments are indicated under each position).

1. Situation Unit Leader (ESF #5 Information and Planning, ESF #23 Dam Failure)

- a. Under the oversight of the municipal EMC, develops and maintains the ESF checklist(s) for the Planning & Information function, and the ESF checklist(s) for Dam Failure function;
- b. Collects, evaluates and provides information about the incident;
- c. Assembles information on alternative strategies; and
- d. Performs other responsibilities as assigned.

2. Resource Unit Leader

- a. Determines status and tracking of resources; and
- b. Performs other responsibilities as assigned.

3. Documentation Unit Leader

- a. Prepares and documents the IAP and other incident documents; and
- b. Performs other responsibilities as assigned.

D. EOC LOGISTICS SECTION CHIEF: Ultimately responsible for the accomplishment of all subordinate responsibilities. The Section Chief coordinates work assignments of subordinates and reports to the EOC Manager on the progress and status of assigned tasks. The EOC Logistics Section Chief may retain subordinate responsibilities or delegate them depending on the situation and availability of personnel. In addition to supporting the needs of the incident scene(s), the Logistics Section also provides internal logistical support for the EOC itself. It should be noted that because these functions are being designated at a community level, the responsibilities of the positions may exceed those normally designated in the Logistics Section which is usually limited to supporting only the responders to an incident, and not those impacted by the incident.

During events in which the EOC is activated as an Area Command, the EOC Logistics Section will perform all logistics activities for the incident(s) being supported.

It is important to note that, dependant on circumstances, the logistics function may be executed solely at the incident scene, or even divided between the incident scene and the EOC (e.g. locally available resources are secured directly from the scene by IC or Operations contacting dispatch, but other resources are secured by the Logistics section in the EOC at the request of the incident scene).

Responsibilities of the EOC Logistics Section Chief shall include preparedness and execution of:

1. ESF #1 Transportation

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Transportation function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #1 Transportation checklists;
- d. Coordinate with ESF #8 Health/Medical due to overlapping areas of responsibility for the transportation of the disabled and infirm; and
- e. Perform other duties relating to the ESF as necessary.

2. ESF #2 Communications

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Communications function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #2 Communications checklists; and
- d. Perform other duties relating to the ESF as necessary.

3. ESF #7 Resource Acquisition

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Resource Acquisition function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #7 Resource Acquisition checklists; and
- d. Perform other duties relating to the ESF as necessary.

4. ESF #11 Food and Water

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Food and Water function;

- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #11 Food and Water checklists; and
- d. Perform other duties relating to the ESF as necessary.

5. ESF #12 Energy and Utilities

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Energy and Utilities function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #12 Energy and Utilities checklists; and
- d. Perform other duties relating to the ESF as necessary.

6. ESF #17 Donations and Volunteer Management

The ESF responsibilities associated with the donations and volunteer management function will rest with the Berks County Emergency Management Agency. The municipality will identify to the county any anticipated or actual needs.

7. ESF #16 Animal Care and Control

The ESF responsibilities associated with the animal care and control function will rest with the Berks County Emergency Management Agency. The municipality will identify to the county any anticipated or actual needs.

8. ESF #21 Business and Industry

The ESF responsibilities associated with the business and industry function will rest with the Berks County Emergency Management Agency. The municipality will identify to the county any anticipated or actual needs.

The responsibilities of this section will usually be further delegated due to the complexity and workload involved. Following the NIMS doctrine, the following individuals could be appointed to accomplish the Logistics Section's work (suggested ESF assignments are indicated under each position).

1. Service Branch Director

- a. May retain unit leader responsibilities or delegate them depending on the situation and availability of personnel.
- b. May oversee the:
 - (1) **Communications Unit Leader (ESF # 2 Communications);**
 - (2) **Food Unit Leader (ESF #11 Food and Water);**
- c. Performs other responsibilities as assigned by the Section Chief.

2. Support Branch Director

- a. May retain unit leader responsibilities, or delegate them, depending on the situation and availability of personnel.
- b. May oversee the:
 - (1) **Supply Unit Leader (ESF #7 Resource Acquisition, ESF #12 Energy and Utilities);**
 - (2) **Ground Support Unit Leader (ESF #1 Transportation).**
- c. Performs other responsibilities as assigned by the Section Chief.

E. FINANCE and ADMINISTRATION SECTION CHIEF: Ultimately responsible for the accomplishment of all subordinate responsibilities. The

Section Chief coordinates work assignments of subordinates and reports to the EOC Manager on the progress and status of assigned tasks. The EOC Finance and Administration Section Chief may retain subordinate responsibilities or delegate them depending on the situation and availability of personnel.

During events in which the EOC is activated as an Area Command, the EOC Finance and Administration Section will perform all finance and administration activities for the incident(s) being supported.

It is important to note that, dependant on circumstances, the finance and administration function may be executed at the incident scene. During these incidents, the EOC is serving as a Multi-Agency Coordinating Entity (MAC) and the responsibilities of the EOC Finance and Administration Section may be substantially reduced.

Responsibilities of the EOC Finance and Administration Section Chief shall include preparedness and execution of:

1. ESF #14 Disaster Recovery and Assessment

- a. Under the oversight of the municipal EMC, develop and maintain the ESF checklist(s) for the Disaster Recovery and Assessment function;
- b. Respond to the EOC or the field, as needed;
- c. Implement ESF #14 Disaster Recovery and Assessment checklists; and
- d. Perform other duties relating to the ESF as necessary.

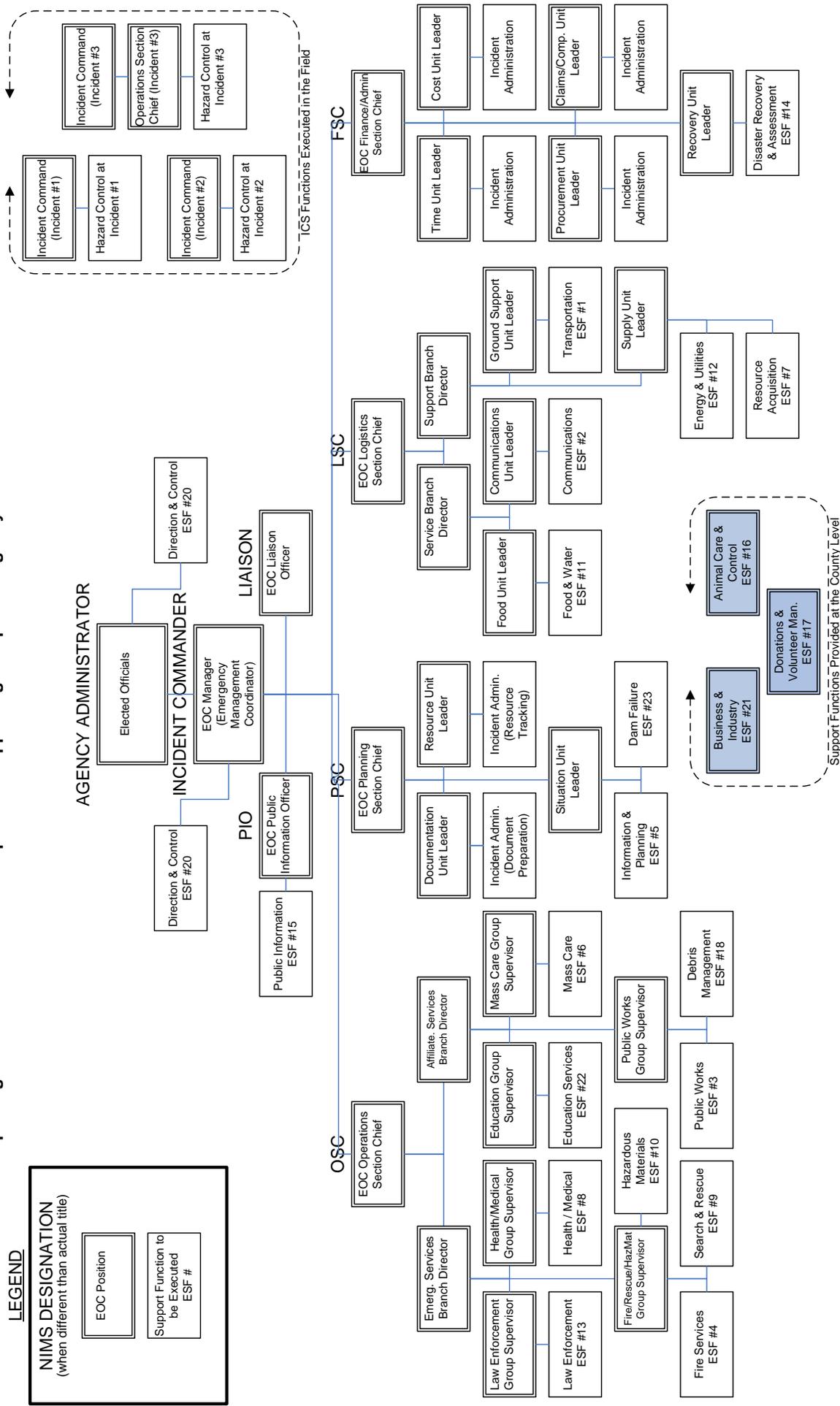
2. Incident Administration Activities

- a. Document service time for all personnel and equipment in use;
- b. Execute contracts, leases and fiscal agreements at the request of Logistics;
- c. Manage all financial matters resulting from property damage, injuries, or fatalities; and
- d. Track all costs, provide cost projections, make cost saving recommendations.

The responsibilities of this section will usually be further delegated due to the complexity and workload involved. Following the NIMS doctrine, the following individuals could be appointed to accomplish the Finance and Administration Section's work.

1. Time Unit Leader (Incident Administration);
2. Procurement Unit Leader (Incident Administration);
3. Compensation/Claims Unit Leader (Incident Administration);
4. Cost Unit Leader (Incident Administration); and
5. Recovery Unit Leader (ESF #14 Disaster Recovery and Assessment).

FIGURE 1.
Example Organization Chart for a Municipal EOC Supporting Multiple Emergency Incidents in the Area Command Role



V. ADMINISTRATION AND LOGISTICS OF THE RESPONSE

A. Administration

1. Local governments will submit situation reports, requests for assistance, and damage assessment reports to the Berks County Emergency Management Agency in a timely manner.
2. The Berks County Emergency Management Agency will forward reports and requests for assistance to the Pennsylvania Emergency Management Agency as necessary.
3. Municipalities will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
4. Narrative and written log-type records of response actions will be kept by the municipality. The logs and records will form the basis for status reports to the County and PEMA as well as document actions required for cost recovery.
5. The municipality will make reports to the County in the manner requested by the County to ensure compliance with state and federal requirements for disaster reporting and assistance.
6. All written records, reports and other documents will utilize standardized NIMS forms, or a local form that matches the NIMS form in layout and content, when such a form exists. Documentation for which there is no established standard will be maintained in a neat and professional manner.

B. Logistics/Coordination of Unmet Needs

1. Primary response to all emergencies begins at the local level. The municipality will establish mechanisms and procedures to allow its emergency services to secure all reasonably foreseeable resources necessary to address anticipated community hazards (as established by the municipality's Hazard Vulnerability Analysis and/or Pre-Disaster Mitigation Plan).
2. When a municipality's resources, including normal mutual aid, are exhausted, or prudent incident planning projects that resources will become exhausted, as dictated by PA Title 35, the Berks County Emergency Management Agency shall coordinate assistance and attempt to satisfy unmet needs.
 - a. Assistance may come from:
 - (1) Surrounding counties
 - (2) The Commonwealth
 - (3) Federal agencies
 - (4) Private partners

Unless otherwise established, the cost for such assistance, if any, will be born by the entity making the initial request for assistance. This will usually be the municipality being impacted by the emergency.

VI. TRAINING AND EXERCISES

A. Training Authority

For training purposes and exercises, the municipal emergency management coordinator may activate this plan as required to evaluate and maintain the readiness posture of the municipality.

B. Exercise Requirements

The municipal emergency management coordinator shall establish and execute a 3 year municipal exercise plan that ensures that the entities being relied on for implementation of this plan are prepared to do so. Exercises conducted under this plan shall be conducted in compliance with federal, state, and county guidance.

C. Personnel Training Requirements

The elected officials of the municipality shall, in conjunction with the heads of their emergency service organizations, establish and publish minimum training standards for all emergency response personnel operating in the municipality. At no time will these requirements be less restrictive than any requirements set forth by regulatory bodies with legal authority over such issues within the jurisdiction.

VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

- A. Required Review – The plan components will be reviewed and updated by the municipal emergency management coordinator on a regular basis, but not less than annually. Whenever portions of this plan are implemented in an emergency event or exercise, an after action review will be conducted to determine if any changes are necessary.
- B. Promulgation – This plan is promulgated by the legally established government of the municipality named within in accordance to state and local law.
 - 1. Any changes to the attachments, annexes, or appendices of this plan shall not require that the plan be promulgated again. These changes shall be conducted by an administrative review process established by local policy.
 - 2. Any change to the basic plan shall require that the plan be brought before the government body for promulgation.
 - 3. The plan shall remain in effect until replaced by a legally approved update.
- C. Enforceability - This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.
- D. Execution - This plan will be executed upon request of the Pennsylvania Emergency Management Agency, the Berks County Emergency Management Agency, or upon order of the municipality’s elected officials, the municipal emergency management coordinator, or any other individual designated by local policy as having such authority.
- E. Distribution - This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, all attachments, including, but not limited to, annexes, checklists, and the notification and resource manual, as well as most referenced plans and documents contain sensitive response or personal information, and as such, are not to be made available to the public.

All requests for copies of the basic plan must be made in writing, and are subject to a review and verification process before they are met.

Distribution of the plan is based upon regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the municipal emergency management coordinator.

Plan revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page. A receipt system shall be used to verify the process.

**APPENDIX A
AUTHORITY AND REFERENCES**

- A. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
- B. Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment," as amended
- C. Commonwealth of Pennsylvania, Emergency Operations Plan
- D. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5, (Requirements for the Preparation, Review and Update of Municipal Emergency Operations Plans (EOPs) and Accompanying Documents)
- E. Berks County Emergency Operations Plan
- F. Berks County Hazard Vulnerability Analysis
- G. Berks County Hazard Vulnerability Analysis and Mitigation Plan

**APPENDIX B
INCIDENT/HAZARD SPECIFIC PLANS**

The following plans supplement this document by providing a more detailed review of the intended response to a specific hazard or emergency.

- A. Berks County Radiological Emergency Response Plan for Incidents at Limerick Generating Station
- B. Surveillance, Warning and Evacuation Procedures for the following high hazard dams:
 - 1. AUBURN DAM, DEP NUMBER D54-163
 - 2. KERNSVILLE DAM, DEP NUMBER D06-434
- C. Offsite Emergency Response Plan for:
 - 1. Growmark FS
 - 2. Frontier Communications Leesport Central Office
- D. Other Emergency Plans.
 - 1. Little Steps Early Childhood Center (Jan. 2023)

**APPENDIX C
CONCURRENCE**

The following individuals or entities outside the municipal organization are assigned responsibilities within this plan. The signature below by an authorized representative indicates an understanding and acceptance of those responsibilities.

ORGANIZATION	AUTHORIZED REPRESENTATIVE	CONSENT SIGNATURE	DATE
American Red Cross – Berks County Chapter	Letter of Consent on File with Berks County EMA		9/30/07
Berks County Emergency Management			9/30/07
Union Fire Company of Leesport			
Schuylkill Valley EMS			
Northern Berks Regional Police Department			

**APPENDIX E
DISTRIBUTION LIST**

Copies of this plan have been distributed as follows:

COPY #	ORGANIZATION/ LOCATION	INDIVIDUAL RECEIVING COPY	INITIALS	PROVIDE UPDATES? Y/N	DATE
1	MUNICIPAL EOC			Yes	
2	BERKS COUNTY EOC			Yes	
3	Union Fire Co of Leesport			Yes	

**APPENDIX F
RECORD OF CHANGES/UPDATES**

Changes have been made to the plan attachments as indicated, and copies of the changes have been provided to all entities requiring updates as indicated on the plan distribution list

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
1			
SUMMARY OF CHANGE(S):			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
2			
SUMMARY OF CHANGE(S):			

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
3			
SUMMARY OF CHANGE(S):			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)
4			
SUMMARY OF CHANGE(S):			

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about [REDACTED] a disaster has caused or threatens to cause injury, damage, and suffering to the persons and property of Borough of Leesport; and

WHEREAS, the disaster has endangered the health, safety and welfare of a substantial number of persons residing in Borough of Leesport, and threatens to create problems greater in scope than Borough of Leesport 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 the affected residents in Borough of Leesport.

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

FURTHER, we direct the Borough of Leesport 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 emergency.

STILL FURTHER, we authorize officials of Borough of Leesport to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Proclamation shall take effect immediately.

(COMMISSIONERS/SUPERVISORS/MAYOR/COUNCIL)

(Chairman/President/Mayor)

(Member)

(Vice Chairman/President)

(Member)

(Secretary)

(Member)

Attest: _____

Date: _____