

City of Pittsburgh Emergency Operations Plan

2018

Volume I: Basic Plan

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PLANNING

- Planning Section Chief
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LOGISTICS

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FOREWORD

The City Emergency Operations Plan (EOP) outlines how the City government complies with and implements the specific aspects of the Pennsylvania Emergency Management Services Code (PA CS Title 35 Sections 7101-7707) and it incorporates the provisions of the Counter Terrorism Preparedness, Planning, and Response Act (Act 2002, PL 1967, No. 227) and the Commonwealth of Pennsylvania Emergency Management Agency (PEMA).

The City Plan is organized as follows:

The **Basic Plan** presents the policies and the concepts of operations that guide how the City will assist disaster, emergency and terrorism stricken public facilities and agencies. The plan also summarizes City planning assumptions, response and recovery actions as well as responsibilities.

Appendices cover other information such as terms and definitions, acronyms, abbreviations, plan changes, revisions, etc.

The **Emergency Support Function Annexes** describe the mission, concept of operations and responsibilities of the primary and support agencies involved in the implementation of the specific response functions. The Emergency Support Function Annexes have been categorized according to the National Incident Management System (Command, Operations, Planning, Logistics, and Finance).

Incident, Hazard, or Event Specific Annexes outline the response to specific events or situations. This category includes planning considerations for the specific hazard. The configuration allows the flexibility to expand this plan to incorporate site specific plans as required by federal or state regulations, or the City hazards vulnerability analysis.

Counter Terrorism Measures based on Homeland Security advisory information, these documents are agency specific and explain and outline any changes or additional actions that agency may undergo in the event that the security advisory level changes.

EXECUTIVE SUMMARY

General: This plan prescribes emergency response procedures for the City of Pittsburgh, while it reflects the structure of emergency management throughout the Commonwealth of Pennsylvania and the nation. This plan serves as an emergency management link between local municipalities and state government while incorporating the federal organizational concepts of the National Response Framework (NRF).

All emergency response activities within the City will utilize the National Incident Management System (NIMS). This includes prescribed incident command structures that will be used by local emergency responders at the scene of emergencies, and at the City Emergency Operations Center (EOC).

This plan employs a functional, all-hazards approach that manages the assistance that the City is likely to need or provide by defining fourteen Emergency Support Functions (ESFs). These functions are basically the same as those at the state and federal levels.

Organization: The plan is divided into four sections. This allows users to separate those portions that may contain personal information (the items in Sections III and IV) or information that may need to be kept confidential.

Section I contains:

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

Section II contains: *ESF Annexes* that describe the fourteen emergency support functions and how they will be accomplished.

Section III contains:

- *Functional Checklists* that provide suggested tasks for each of the principal positions in the EOC.

- Blank Forms that will be needed for the operation of the EOC, and for reporting damages and other operational data to state government.

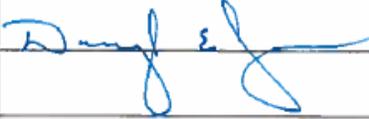
Section IV contains: Notification and Resource Manual (NARM) that contains a listing of those resources, facilities, personnel, equipment and supplies that are available to the City, along with contact information that will be needed to procure that resource for use during an emergency. It also contains the names of persons and facilities that require special notifications.

SUMMARY OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (SIGNATURE)
1	1/4/2017	1/4/2017	Dang & J

CERTIFICATION OF BIENNIAL REVIEW

This Emergency Operations Plan has been reviewed by the City of Pittsburgh Office of Emergency Management and Homeland Security.

Date	Signature
DECEMBER 18, 2017	

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PROMULGATION

The primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved.

The City of Pittsburgh Emergency Operations Plan provides a comprehensive framework for city-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in the City of Pittsburgh.

The City of Pittsburgh Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of City government and with the authority vested in me as the Chief Executive Officer of City of Pittsburgh, I hereby promulgate the City of Pittsburgh Emergency Operations Plan.

William Peduto
Mayor, City of Pittsburgh

Date

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I. PURPOSE and SCOPE

- A. Purpose:** This plan is to prescribe those activities to be taken by City government and officials to coordinate emergency response activities, provide support to their citizens, and interface with the private sector, political subdivisions and the Commonwealth government for the purpose of protecting lives and property in the event of a natural or human-caused event or disaster. This plan serves to satisfy the requirements of the Pennsylvania Emergency Management Services Code. This plan is designed as an “All-Hazards” plan. Its organization into Emergency Support Functions allows it to be used for disasters and emergencies of all types.
- B. Scope:** The plan will apply to all emergencies that require city-level response and occur within the geographic boundaries of the City, and to the use of City emergency response assets for response to emergencies in other jurisdictions. The plan is applicable to all assets of City government and supporting emergency response organizations within the City.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. City Location and Description: City of Pittsburgh is located in the southwest portion of Pennsylvania and encompasses a land area of 55.37 square miles. According to the 2010 Census of the United States, the population of the City is 305,841. There are 866 miles of secondary and municipal roads in the City.
2. City Capabilities and Resources:
 - a. The City 9-1-1 Center serves as an emergency communications hub for the entire county.
 - b. This plan contains a Notification and Resource Manual (NARM) which lists resources available from city, county, local municipal and private assets.
 - c. Mutual Aid and Support: The City is a member of the Region 13 Regional Task Force.

3. City Hazard Vulnerability: The City is subject to a variety of hazards. According to the City Hazard Vulnerability Analysis (HVA), the most likely and damaging of these are:
 - a. Flooding
 - b. Winter storms
 - c. Dam failure
 - d. Tornado or windstorm
 - e. Technical hazards

B. Assumptions:

1. A major disaster, emergency, or terrorism event may cause 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.
2. The extent of casualties and damage will depend on factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of cascading events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
3. A major disaster or emergency will overwhelm the capabilities of the local municipal governments along with their emergency response agencies.
4. Using the tiered response system, resources and capabilities of the regional task force may be requested by the City to provide additional coordination and support, in accordance with The Counterterrorism Planning, Preparedness and Response Act of 2002.
5. Upon a determination that resource requests exceed or may exceed locally available resources, the City will request assistance from the regional task force or the Pennsylvania Emergency Management Agency (PEMA).
6. 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.

7. The Pennsylvania Intrastate Mutual Aid System (PIMAS) will make aid available to the City and all of its political subdivisions that have not opted out of the system. PIMAS will be utilized in response to emergencies and disasters that require actions beyond the capacity of the local municipality or the county in which the incident occurs.

III. CONCEPT OF OPERATIONS

A. General:

1. NIMS: All emergency response within the City will follow the National Incident Management System (NIMS) that has been 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;
 - b. The use of resource definitions specified by NIMS; and
 - c. Communication and planning protocols used in NIMS.
2. Phasing: All disasters start at the local level. Response will start there as well, and will escalate with the scope of the incident.
 - a. Initial response to disasters, emergencies and terrorism related incidents is normally handled by local responders, dispatched by county 9-1-1.
 - b. If it appears that the incident will grow beyond the capabilities of the locality, or if more than one local municipality will be involved in response, the City OEMHS will assist with coordination of the efforts.
 - c. If local resources become overwhelmed, the county will provide supplemental assistance.
 - d. If City resources are not adequate, the City OEMHS will turn to other counties, the Regional Task Force and/or the state for assistance.

B. Intergovernmental Assistance: The City EMC and elected officials will develop agreements with nearby counties as well as incorporating support from state government. Non-routine requests for out-of-county support will be processed through the City EOC or OEMHS office.

1. The task force will provide materials and equipment as well as assistance in the form of specialized incident support teams (ISTs/IMTs) as available.
2. Adjacent Counties and other governments will render assistance in accordance with the provisions of mutual aid or intergovernmental support agreements in place at the time of the emergency.

3. The provisions of Regional Task Force Plans, the County 9-1-1 plan and the associated mutual aid agreements will also apply.
4. The City OEMHS and other agencies will establish regular communication with state agency offices supporting the City (Pennsylvania Departments of Agriculture and Transportation, State Police, etc.)
5. Requests for unmet needs will be forwarded to the state EOC through the PEMA Western Area Office (ph: 724-357-2990).

C. Direction, Control, Coordination and Support

1. City 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 City.
2. The Emergency Operations Center (EOC) will be used for decision-makers to exercise direction and control of City operations, to gather information and to coordinate activities of the responders during emergency situations.
 - a. The EOC is not normally activated, but will be activated as needed.
 - b. The location of the EOC is listed in the Notification and Resource Manual (Section IV of this plan).
3. The Emergency Management Coordinator (EMC) may act on behalf of the City Elected Officials. The City EOC may be activated by the EMC or the elected officials during an emergency.
4. The City EOC will use an operational structure that is based on the Incident Command System defined in the National Incident Management System. This mirrors the structure used at the state and outlined in the National Response Framework (NRF).

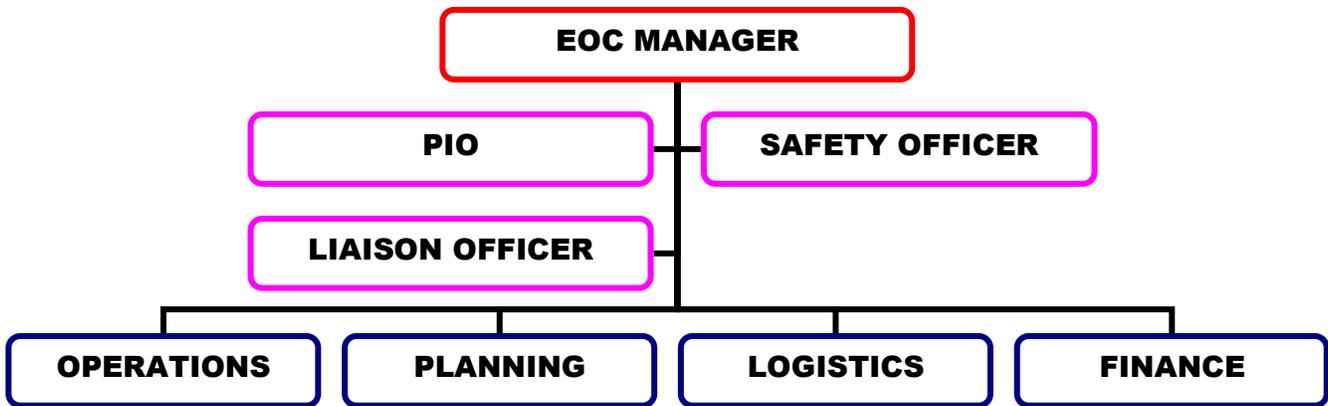


Figure 1 – EOC Incident Management Structure

5. The initial Incident Command/Unified Command (IC/UC) at an incident site will be from the service having primary jurisdiction (fire, police, emergency medical services, etc). As an incident progresses, the primary jurisdiction may change. If the line of jurisdiction becomes unclear, a unified command should be formed.
 - a. The on-site IC will coordinate with the emergency management coordinator as much as possible.
 - b. If the City EOC is operational, it will coordinate with the scene through the EM Director or Deputy Director (if available). The IC/UC at the incident site will coordinate directly with the City EOC.
 - c. The EOC Manager in the EOC will NOT assume command of those resources on-scene. The EOC will support the efforts of the on-site IC/UC.
6. Emergency Response will be managed through the fourteen Emergency Support Functions outlined in Table 1. The actual functions of the ESFs are detailed in Sections II and III of this plan.
7. Within the EOC, the ESFs have been assigned to the general staff sections of the incident command structure (Figure 2). This provides for better coordination and control. As situations require, direct collaboration between ESFs will be conducted.

City of Pittsburgh Emergency Operations Plan, Volume I, Basic Plan

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Provide/control transportation resources and infrastructure.
2	Communications	Provide/maintain telecommunications and Information Technology (IT) resources.
3	Public Works & Engineering	Provide engineering and heavy equipment support.
4	Firefighting	Suppress fires and assist local firefighting efforts.
5	Emergency Management	Coordinate citywide 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, & Human Services	Coordinate shelter and feeding operations.
7	Logistics Management and Resource Support	Provide equipment and supplies.
8	Public Health & Medical Services	Coordinate medical care, public and crisis counseling and mortuary services.
9	Search & Rescue	Coordinate search and rescue missions including: urban, wilderness and underground.
10	Oil & Hazardous Materials Response	Respond/assist in incidents involving release of petroleum or other hazardous materials that may harm humans or the environment.
11	Agriculture & 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 & Security	Provide physical security for citizens and their property: suppress criminal activity.
14	Long-Term Community Recovery	Protect and restore human services, infrastructure and business environment in the disaster areas.
15	External Affairs	Provide information to the public through direct means and through the public media. Manage Public Inquiry and community outreach.

Table 1: Emergency Support Functions

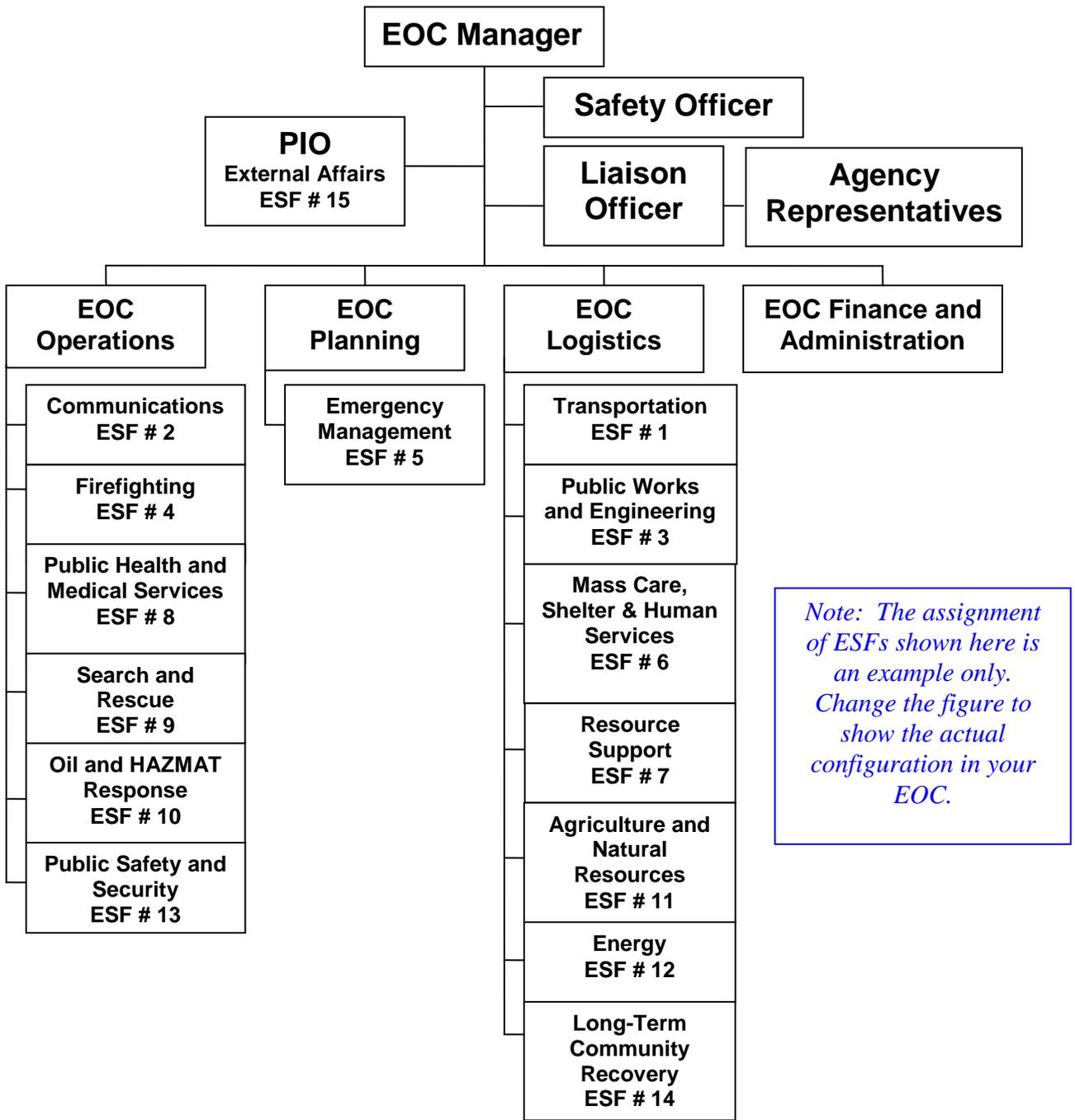


Figure 2 – City EOC Organization

8. In those cases where an ESF is not staffed, ICS doctrine dictates that responsibilities and activities of that ESF revert to the section chief. If the section chief position is not filled, the responsibilities revert to the EOC Manager.
9. The City EMC will monitor local events through media outlets, internet sites, the City 9-1-1 center, reports from PEMA or the National Weather Service or other sources. Based on impending events, the EOC manager will consider a partial or full activation of the EOC.
10. Other Emergency Plans may be applicable and provide detail to supplement this plan:
 - a. An incident involving hazardous substances, weapons of mass destruction, or a nuclear power plant incident may involve response prescribed by other (incident specific) plans (Regional Task Force Response Plan, SARA Plan, Nuclear/Radiological Emergency Response Plan, High Hazard Dam Plan, etc.). These plans provide additional information or details, but do not supersede or replace this City EOP.
 - b. If the incident involves implementation of response plans at various levels, the City, county, and state Emergency Management Agencies shall serve to coordinate to the maximum extent practical to ensure effective actions.
11. Integration of Response, Recovery and Mitigation Actions:
 - a. 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 availability of resources.
 - b. Mitigation opportunities will be considered throughout disaster operations.

PHASE	EVENT	SCOPE	EXAMPLES
LEVEL IV	Normal Operations, routine, localized events with relatively minor damages	9-1-1 center monitoring the situation, EMA on call	Minor hazardous materials incident assistance; flood watch
LEVEL III	Threats that require situational awareness, planning or possible county-level response	City OEMHS staff reports to the EOC or incident site to monitor needs for city or out-of city resources	Tornado warning; flood warning; large fire
LEVEL II	Threats that require increased situational awareness, coordination or damage assessment	Partial mobilization of EOC Staff, & ESFs as required.	Severe flash flooding; severe weather with damage; site area emergency
LEVEL I	Catastrophic damage involving the entire county or neighboring counties	Full mobilization of EOC Staff with all available ESFs.	Severe winter storm; category 2 hurricane stalling over Region for days; September 11-like event.

Table 2 – Levels of EOC Activation

12. Activation of the City Emergency Operations Center (EOC):

- a. The EOC Manager will determine which ESFs are needed in the EOC. The EOC Manager will contact the required ESFs.
- b. Activation of the EOC may be phased in four levels, with Level IV being normal operations, and Level I involving a maximum effort on the part of City OEMHS and both paid and volunteer staff.

D. Continuity of Operations Planning (COOP): The City Continuity of Operations Plan (published as a separate, related plan) contains procedures to ensure that local government continues to provide services to the citizens.

- 1. 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 deep, i.e. it should specify at least two replacements for principal officials.
- 2. Emergency Authority: The Mayor has the authority, under emergency conditions, to:
 - a. Declare a state of emergency;
 - b. Proclaim and enforce curfews;
 - c. Shut down nonessential government operations;
 - d. Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with State authorities.

3. An Alternate EOC (AEOC) that has the basic minimum capabilities of the EOC has been designated. Its location and capabilities are specified in the Notification and Resource Manual (Section IV of this plan).
4. Vital Records Safeguarding: Each city elected official and department/ agency is responsible for identifying, selecting and protecting vital records, both paper and automated, that are essential for continued public well-being.

IV. 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 strikes) and the Response and Recovery Phases (after the disaster.)

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

1. 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.
2. 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.
3. Support Agencies: “Support Agencies” provide support for the mission by providing resources and accomplishing tasks assigned by the primary agency.

B. Command Staff:

1. Elected Officials
 - a. Prevention and Preparedness Phases:
 - 1) Responsible for establishing a City emergency management organization;
 - 2) Provide for continuity of operations;
 - 3) Establish lines of succession for key positions;
 - 4) Prepare and maintain this EOP in consonance with the State Emergency Operations Plan;

- 5) Establish, equip and staff an EOC; and
 - 6) Recommend for appointment by the governor an EMC who may act on their behalf, if necessary.
- b. Response and Recovery Phases:
- 1) Issue Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed (See the Pennsylvania Evacuation Planning & Implementation Guidebook on the PEMA website http://www.pema.state.pa.us/pema/lib/pema/pennsylvania_evacuation_planning_guide_April_2006.pdf);
 - 2) Issue declarations of disaster emergency if the situation warrants; and
 - 3) Apply for federal post-disaster funds, as available.
2. Emergency Management Director/ Deputy Director
- a. Prevention and Preparedness Phases:
- 1) Prepare and maintain an EOP for the City subject to the direction of the elected officials, review and update as required;
 - 2) Maintain coordination with PEMA, and provide prompt information in emergencies, as available;
 - 3) Identify hazards and vulnerabilities that may affect the City;
 - 4) Identify resources within the City that can be used to respond to a major emergency or disaster situation and request needed resources from PEMA;
 - 5) Recruit, develop, train and maintain qualified personnel to staff the EOC and for other disaster needs;
 - 6) Attend training and workshops provided by PEMA and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures; and
 - 7) Serve on the executive committee of the Regional Task Force.
- b. Response and Recovery Phases:
- 1) Maintain emergency response checklists appropriate for the emergency needs and resources of the community;
 - 2) Mobilize the EOC and act as, or designate, the EOC Manager (command function) within the EOC during an emergency;
 - 3) Make recommendations to the elected officials regarding choice and timing of a Protective Action Recommendation; and
 - 4) Compile cost figures for the conduct of emergency operations above normal operating costs.
 - 5) Ensure IDR information is collected and forwarded to PEMA.
 - 6) Decide whether an Initial Damage Assessment is warranted and ensure that results are forwarded to PEMA.
 - 7) Prepare for Joint Preliminary Damage Assessment teams, if needed.

3. External Affairs (ESF #15)
 - a. Prevention and Preparedness Phases:
 - 1) Advise elected officials and the City EMC about Public Information activities;
 - 2) Work to develop and maintain a list of diverse cultural sub-communities, with points of contact and of advocacy groups for special needs populations,
 - 3) Develop and maintain the checklist for the Public Information function; and
 - 4) Assist in the development, review and maintenance of the EOP.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC, the field, or Joint Information Center (JIC) as needed;
 - 2) Advise elected officials and the City EOC Manager/EMC about Public Information activities;
 - 3) Coordinate the activities of the JIC; and
 - 4) Develop and release emergency public information before and during and after an emergency.
4. City Department Heads/City Agency Directors
 - a. Prevention and Preparedness Phases:
 - 1) Provide staff support and resources;
 - 2) Assist in the development and maintenance of the EOP; and
 - 3) Develop, review and approve the EOC checklists specific to their agency.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or field location as needed; and
 - 2) Provide guidance, direction and authority to agency/department personnel who support the EOC.
5. Liaison Officers
 - a. Prevention and Preparedness Phases:
 - 1) Identify agencies and other organizations that may be needed during disaster response; and
 - 2) Prepare to integrate agency representatives into the EOC.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Work with agency representatives to the EOC; and
 - 3) Establish communication with affected local municipalities and with other agencies that are affected by the emergency.
6. Agency Representative (from PEMA, PSP, PennDOT, National Guard, School, etc.)

- a. Prevention and Preparedness Phases
 - 1) Work with City OEMHS to identify resources that may be available from their organization;
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Serve as the liaison between their respective agency and the City EOC;
 - 3) Serve as member of ESF Branch if needed;
 - 4) Interface with their respective agency to request/coordinate resources; and
 - 5) Advise elected officials through the EOC Manager.
7. Safety Officer

- a. Prevention and Preparedness Phases:
 - 1) Identify, monitor and assess hazardous and unsafe situations;
 - 2) Develop measures to ensure personnel safety;
 - 3) Correct unsafe acts or conditions as warranted.
- b. Response and Recovery Phases:
 - 1) Identify, monitor and assess hazardous and unsafe situations;
 - 2) Develop measures to ensure personnel safety.
 - 3) Correct unsafe acts or conditions;
 - 4) Stop or prevent unsafe acts when immediate action is warranted
 - 5) Attend planning meetings to advise on safety matters;
 - 6) Investigate accidents and prepare accident report; and
 - 7) Incorporate lessons learned during emergencies or exercises into the existing plan and procedures.

C. Operations Section:

- 1. EOC Operations Section Chief
 - a. Response and Recovery Phases:
 - 1) Serve as the coordinator of all activities within the Operations Section;
 - 2) Function as the interface between the Operations Section and Command;
 - 3) Ensure that all personnel operating within the Operations Section receive up to date information regarding the situation and the event;
 - 4) Solicit periodic update briefings from the individual staff of the Operations functions; and
 - 5) Provide periodic updates and briefings to Command.
- 2. Communications (ESF # 2)

- a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Communications function;
 - 2) Assist in the development, review and maintenance of the EOP;
 - 3) Train staff members on the operation of communications systems; and
 - 4) Ensure ability to communicate among the City EOC and field operations.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Assist with notification of key staff;
 - 3) Train staff members on the operation of communications systems;
 - 4) Ensure ability to communicate among the City EOC and field operations; and
 - 5) Advise the EOC chain of command about Communications activities.
3. Firefighting (ESF # 4)
- a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Firefighting function; and
 - 2) Assist in the development, review and maintenance of the EOP.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Coordinate fire services activities;
 - 3) Coordinate route alerting of the public;
 - 4) Assist, as appropriate, with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
 - 5) Coordinate the emergency shutdown of light and power;
 - 6) Coordinate the provision of emergency lights and power generation;
 - 7) Assist schools with evacuation, as required; and
 - 8) Advise the EOC chain of command about fire and rescue activities.
4. Public Health and Medical Services (ESF # 8)
- a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Health/Medical Services function;
 - 2) Maintain a listing of hearing and visually impaired, handicapped and other special needs residents, based upon input received from city service providers and other advocacy groups;
 - 3) Coordinate emergency medical activities within the City;
 - 4) 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 (SNS PODs) for the emergency distribution of vaccines and medication in case of bioterrorism or epidemic; and
- 5) Assist in the development, review and maintenance of the EOP.
- b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Coordinate specialized transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
 - 3) Coordinate medical services as needed to support shelter operations;
 - 4) Assist, as appropriate, search and rescue operations;
 - 5) Execute mortuary services in accordance with the Coroner's plan
 - 6) Coordinate provision of inoculations for the prevention of disease; and
 - 7) Advise the EOC chain of command about Health/Medical Services activities.
5. Search and Rescue (S&R) (ESF # 9):
- a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Search and Rescue (S&R) function;
 - 2) Assist in the development, review and maintenance of the EOP;
 - 3) Maintain a list of all S&R/US&R (Urban Search and Rescue) teams and resources available to the City; and
 - 4) Advise elected officials and the EOC Manager about S&R incidents and activities.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Maintain a list of all S&R/US&R teams and resources available to the City;
 - 3) Coordinate search and rescue activities within the City;
 - 4) Interface with the State US&R representative;
 - 5) Refer to PEMA to contact DEP Bureau of Deep Mine Safety for assistance with Underground Search and Rescue;
 - 6) Refer to PEMA for assistance in identifying available swiftwater rescue teams.
 - 7) Serve as an information resource regarding S&R incidents;
 - 8) Assist, as appropriate, S&R/US&R components; and
 - 9) Advise the EOC chain of command about S&R incidents and activities.
6. Oil and Hazardous Materials (ESF # 10):
- a. Prevention and Preparedness Phases:

- 1) Develop and maintain the checklist for the Hazardous Materials function;
 - 2) Assist in the development, review, and maintenance of the EOP; and
 - 3) Maintain a listing of SARA Sites within the City along with facility emergency plans based upon input received from the facilities and municipal EMAs.
- b. Response and Recovery Phases:
- 1) Respond to the EOC or the field, as needed;
 - 2) Maintain a listing of SARA Sites within the City along with facility emergency plans based upon input received from the facilities;
 - 3) Coordinate hazardous materials activities within the City;
 - 4) Interface with the State Certified - City Hazardous Materials team;
 - 5) Notify and Coordinate with the Department of Environmental Protection (DEP) as required;
 - 6) Serve as an information resource regarding hazardous materials incidents;
 - 7) Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazard;
 - 8) Assist as appropriate with hazardous materials operations; and
 - 9) Advise the EOC chain of command about Hazardous Materials incidents and activities.
7. Public Safety and Security: (ESF #13)
- a. Prevention and Preparedness Phases:
- 1) Develop and maintain the checklist for the Law Enforcement/Police Services function; and
 - 2) Assist in the development, review and maintenance of the EOP.
- b. Response and Recovery Phases:
- 1) Respond to the EOC or the field, as needed;
 - 2) Coordinate security and law enforcement services;
 - 3) Establish security and protection of critical facilities, including the EOC;
 - 4) Coordinate traffic and access control in and around affected areas;
 - 5) Assist as appropriate with route alerting and notification of threatened populations;
 - 6) Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
 - 7) Coordinate the installation of emergency signs and other traffic movement devices;
 - 8) Assist as appropriate in search and rescue operations;
 - 9) As required, assist schools in evacuation or shelter in place, and
 - 10) Advise the EOC chain of command about Law Enforcement/Police Services operations.

D. Planning Section:

1. EOC Planning Section Chief
 - a. Response and Recovery Phases:
 - 1) Serve as the coordinator of all activities categorized under the Planning Section;
 - 2) Function as the interface between the Planning Section and Command;
 - 3) Ensure that all personnel operating within the Planning Section receive up to date information regarding the situation and the event;
 - 4) Solicit periodic update briefings from the individual staff of the Planning function;
 - 5) Design and implement programs/procedures to increase situational awareness among all EOC workers
 - 6) Incorporate GIS to provide geographical representations of the extent of the emergency and to provide information on affected facilities;
 - 7) Assist the EOC manager with long-range planning; and
 - 8) Provide periodic updates and briefings to Command.
 2. Emergency Management (ESF #5)
 - a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Emergency Management function; and
 - 2) Assist in the development, review and maintenance of the EOP.
 - b. Response and Recovery Phases:
 - 1) Using whatever sources are available to collect and evaluate information regarding affected facilities and properties throughout the City;
 - 2) Consolidate damage information received from political subdivisions on the Initial Damage Report (IDR) (see Blank Forms, Section IV) and forward that information to PEMA;
 - 3) Provide information about the incident to elected officials, other ESFs and other agencies in the EOC;
 - 4) Determine status of resources;
 - 5) Establish information requirements and reporting schedules;
 - 6) Supervise preparation of an Incident Action Plan;
 - 7) Assemble information on alternative strategies; and
 - 8) Advise the EOC chain of command about the incident and anticipated events or consequences.

E. Logistics Section:

1. EOC Logistics Section Chief

- a. Response and Recovery Phases:
 - 1) Serve as the coordinator of all activities categorized under the Logistics Section;
 - 2) Function as the interface between the Logistics Section and Command;
 - 3) Ensure that all personnel operating within the Logistics Section receive up to date information regarding the situation and the event;
 - 4) Solicit periodic update briefings from the individual staff of the Logistics functions; and
 - 5) Provide periodic updates and briefings to Command.

- 2. Transportation (ESF #1)
 - a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Transportation Services function;
 - 2) Assist in the development, review, and maintenance of the EOP;
 - 3) Maintain a listing of Transportation Resources and contact information including capacities in the City; and
 - 4) Develop and maintain a listing of transportation-dependent citizens in the City.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Maintain a listing of Transportation Resources and contact information including capacities in the City;
 - 3) Coordinate the supply of transportation resources within the City during an emergency; and
 - 4) Advise the EOC chain of command about transportation-related activities.

- 3. Public Works and Engineering (ESF # 3)
 - a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Public Works function;
 - 2) Assist in the development, review and maintenance of the EOP; and
 - 3) Maintain a listing of Public Works assets and resources.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Maintain a listing of Public Works assets and resources;
 - 3) Serve as a liaison between municipal public works and the City;
 - 4) Coordinate the assignment of Public Works resources;
 - 5) Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
 - 6) Coordinate debris management; and

- 7) Advise the EOC chain of command about Public Works and Engineering activities.
4. Mass Care, Shelter and Human Services (ESF # 6):
 - a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Mass Care, Shelter and Human Services function;
 - 2) Assist in the development, review and maintenance of the EOP; and
 - 3) Maintain a listing of Mass Care – Shelter facilities including capacities in the City.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Monitor status of Mass Care – Shelter facilities including capacities in the City;
 - 3) Coordinate with American Red Cross and other appropriate agencies;
 - 4) Coordinate Mass Care – Shelter provision within the City during an emergency;
 - 5) Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues; and
 - 6) Advise the EOC chain of command about Mass Care, Evacuation and Shelter activities.
 5. Logistics Management and Resource Support (ESF # 7)
 - a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Logistics Management and Resource Support function;
 - 2) Assist in the development, review and maintenance of the EOP;
 - 3) Maintain a listing of resources with contact information; and
 - 4) Develop procedures to rapidly order supplies and equipment, and to track their delivery and use.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Maintain a listing of resources with contact information;
 - 3) Coordinate the provision of materials, services and facilities in support of the emergency;
 - 4) Coordinate the establishment of and operation of Customer Support Centers to hand out emergency water and supplies to victims; and
 - 5) Advise the EOC chain of command about resource acquisition activities within the City.
 6. Agriculture and Natural Resources (ESF # 11)

- a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the Agriculture and Natural Resources function;
 - 2) Assist in the development, review and maintenance of the EOP;
 - 3) Work with the County Animal Response Team and other volunteer and municipal resources to provide for the welfare of production and companion animals, and
 - 4) Maintain a listing of human and animal food and animal care and control assets within the City.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Maintain a listing of food and animal care and control assets within the City;
 - 3) Serve as a liaison between the City and the food community;
 - 4) Serve as a liaison between the City OEMHS and the Extension Office;
 - 5) Coordinate the dissemination of information and supplies to the food and animal care and control community within the City;
 - 6) Coordinate the distribution of food to emergency workers and disaster victims;
 - 7) In coordination with ESF #6, provide for shelters for household pets (See PETS Act – Appendix 1) and service animals; and
 - 8) Advise the EOC chain of command regarding food and animal care and control issues.
7. Energy (ESF # 12):
- a. Prevention and Preparedness Phases:
 - 1) Develop and maintain the checklist for the energy function;
 - 2) Assist in the development, review and maintenance of the EOP; and
 - 3) Maintain a listing of energy and utility assets within the City.
 - b. Response and Recovery Phases:
 - 1) Respond to the EOC or the field, as needed;
 - 2) Maintain a listing of energy and utility assets within the City;
 - 3) Serve as a liaison between the City and the energy suppliers;
 - 4) Coordinate the dissemination of information to the energy suppliers within the City;
 - 5) Assist the City EMC (EOC Manager) and elected officials in administering the fuel set-aside program (if implemented); and
 - 6) Advise the EOC chain of command regarding energy utility issues.

F. Finance and Administration Section:

- 1. EOC Finance and Administration Section Chief

- a. Response and Recovery Phases:
 - 1) Serve as the coordinator of all activities categorized under the Finance and Administration Section;
 - 2) Function as the interface between the Finance and Administration Section and Command;
 - 3) Ensure that all personnel operating within the Section receive up to date information regarding the situation and the event;
 - 4) Solicit periodic update briefings from the individual staff of the Finance and Administration functions; and
 - 5) Provide periodic updates and briefings to Command.

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

3. Administration

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

G. Disaster Mitigation and Recovery Section

- a. Prevention and Preparedness Phases
 - 1) Appoint a Local Disaster Recovery Manager (LDRM) and define activities and duties;
 - 2) Engage community mapping initiatives that visually depict or otherwise identify known vulnerable geographic areas and infrastructure systems, at-risk subpopulation groups, economically disadvantaged communities, resource available areas, and projected post-disaster impacts;
 - 3) Encourage individuals and families to prepare for their recovery;
 - 4) Use internal communications channels to inform employees about preparedness efforts for work and that address individual and family needs;
 - 5) Pre-identify a structure for managing recovery;
 - 6) Establish agreements and mechanisms to address surge capacity needs;
 - 7) Ensure plans, agreements, and operational initiatives address the provision of disability-related assistance and functional needs support services;
 - 8) Institute mechanisms for immediate post-disaster damage assessments (i.e., identify and train members of the City Damage Assessment Teams) and develop a routine process for informing State officials about disaster impacts;
 - 9) Develop building and accessibility codes and land-use standards, as well as enforcement mechanisms, which can reduce vulnerability to future disasters; and

- 10) Refer to FEMA's National Disaster Recovery Framework for more information about local government's role in planning (pages 102-103) for disasters.

b. Response and Recovery Phases

- 1) Respond to the EOC, as needed;
- 2) Collect, compile, and report information and data, as appropriate;
- 3) Coordinate damage assessment activities and conduct initial damage assessment;
- 4) Collaborate with State/Federal Joint Preliminary Damage Assessment teams, if needed;
- 5) Coordinate the activation of and meetings of a City Recovery Task Force, if needed;
- 6) Designate and assist with operation of Disaster Recovery Centers;
- 7) Ensure integrated efforts across government offices, the private sector, and nongovernmental organizations during the formulation and implementation phases of recovery projects and activities, including raising and leveraging recovery fund;
- 8) Lead efforts to restore and revitalize all sectors of the community, including local critical infrastructure and essential services, business retention, and the redevelopment of housing units affected by the disaster;
- 9) Manage rebuilding so that risk reduction opportunities are optimized and comply with standards for accessible design.
- 10) Serve as a liaison with other levels of government involved in recovery;
- 11) Undertake an appropriate community planning process (for reference, see Chapter 10 of the National Disaster Recovery Framework, "Community Considerations"); and
- 12) Establish metrics to evaluate and communicate progress and the achievement of local disaster recovery objectives to all populations.

V. EOC ADMINISTRATION AND LOGISTICS

A. Administration: City Reports:

1. The City OEMHS will forward reports and requests for assistance to the appropriate PEMA area office.
2. City and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

3. Narrative and written log-type records of response actions will be kept by county and municipal emergency management agencies. The logs and records will form the basis for status reports to PEMA.
4. The City OEMHS will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
5. The City OEMHS will make reports to PEMA by the most practical means, generally within one hour. Reports will be constructed in accordance with PEMA requirements.

B. Logistics: Coordination of unmet needs:

1. When local municipal resources are committed, the City Office of Emergency Management and Homeland Security (OEMHS) will coordinate assistance to satisfy unmet needs.
2. If the City requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA).
3. PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency that threatens to exceed the capabilities and resources of the Commonwealth.

VI. TRAINING AND EXERCISES

A. Policy: The EMC is responsible for the overall preparedness of all persons and agencies involved in the City'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 resources.

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

1. The EMC will activate this plan at least annually in the form of a drill;
2. An all-hazards functional exercise that involves the entire EOC staff, including volunteers and private sector representatives, will be conducted every two years;

3. The EMC and EMA staff will participate annually in a PEMA-directed weather exercise, at least as a Tabletop Exercise;
4. The City will prepare a three-year exercise plan and submit it to the PEMA area office; and
5. An After Action Report (AAR) will be prepared and an Improvement Plan (IP) administered for every exercise (see paragraph D below.)

C. 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 (Title 35, Pa C.S.A.), federal NIMS requirements and PEMA training and exercise directives.

1. The Office of Emergency Management and Homeland Security will keep records and ensure that needed training is available through on-line sources, community colleges or scheduled training sessions in the county.
2. The City OEMHS will conduct quarterly trainings for local coordinators and City staff to provide program updates and coordinate city-wide response and emergency management.
3. Exercises, as indicated above, will be used as a training vehicle for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan.
4. OEMHS staff officers responsible for functional annexes are charged with ensuring that personnel who implement the respective annexes are competent.
5. Other state and federal training: OEMHS staff will participate in state and federal training programs as prescribed internally and by PEMA.

D. After Action Reports

1. An after action report that incorporates comments from all participants will be prepared:
 - a. After every activation of the EOC; and
 - b. After every exercise of the EOC.
2. All After Action Reports (AARs) must include an Improvement Plan Matrix and the corrective actions are to be incorporated into this plan as well as other plans and implementing instructions.

VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

A. Development and Maintenance Responsibilities

1. The City EM Director will coordinate development and maintenance of the plan. Writing, review and update of specific portions of the plan will be accomplished by those staff members/agencies with the best knowledge of the subject matter.
2. Based upon legislation, regulation or PEMA directive, incident-specific annexes require an annual review. All other plan components will be reviewed and updated at least biennially.
3. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
4. Whether or not used 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.
5. At the conclusion of each biennial review, the EM Director will:
 - a. If the biennial review indicates a need to change the plan, page changes will be published, approved by the Mayor and City Council, and distributed as below.
 - b. If the biennial review indicates so many changes that a revised plan should be published, it should be approved by the mayor, and distributed as below.
 - c. If the biennial review indicates that no changes are necessary, document the review on the "Certificate of Biennial Review" (pg ix) and forward a copy of the certificate to the PEMA area office. The original of the certificate will be maintained with the "master" copy of the plan.
6. This plan will be executed upon order of the City Council or their authorized representative.

B. Distribution:

1. This plan and its supporting material are controlled documents. While the basic plan is open to the public, other portions of this plan are not considered to be subject to the Right-to-Know Law and are unavailable to the general public. Distribution is based upon a regulatory or functional "need to know" basis.
2. Copies of this plan are distributed according to an approved list (Appendix 3).

3. A “Receipt Form,” including the copy number, will be used to document the fact that copies of the plan and changes reach the proper users. Forms will be maintained on file by the EMC.
4. Controlled copies of revisions will be distributed to all plan holders.
5. Revisions or changes are documented on the “Record of Changes”.

APPENDICES:

1. Authority and References
2. Terms and Definitions
3. Plan Distribution
4. Map of the City

**APPENDIX 1
AUTHORITY AND REFERENCES**

- A. The authority for this Plan and City emergency management programs comes from the Pennsylvania Emergency Management Services Code and the Counterterrorism Planning, Preparedness and Response Act of 2002.
- B. References
1. The Robert T. Stafford Disaster Relief and Assistance Act (42 U.S.C. § 5121 et. seq.)
 2. The Post-Katrina Emergency Management Reform Act of 2006 (6 U.S.C § 7101 et. seq.)
 3. The Pennsylvania Emergency Management Services Code (35 Pa CSA § 7101 et. seq.)
 4. The Pennsylvania Right-to-Know Law (65 P.S. §§ 67.101, et seq.)
 5. The Pennsylvania Intrastate Mutual Aid Program (PIMAS) (Act 93 of 2008)
 6. Pets Evacuation and Transportation Standards Act of 2006 (PL 109-308)
 7. US Small Business Administration (13 CFR Part 123)
 8. Homeland Security Presidential Directive – 5 (HSPD-5)
 9. Homeland Security Presidential Directive – 8 (HSPD-8)
 10. Homeland Security Exercise Evaluation Program
 11. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Enhanced All-Hazard Mitigation Plan,” Section 1.3 – Risk Assessment, October, 2007
 12. Commonwealth of Pennsylvania, State Emergency Operations Plan (December, 2008)
 13. Pennsylvania Emergency Management Agency, “Pennsylvania Evacuation Planning and Implementation Guidebook” April, 2006
 14. Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.
 15. City of Pittsburgh Hazard Vulnerability Analysis, 2014
 16. Ordinance 406 of 2006

APPENDIX 2

TERMS AND DEFINITIONS

Activate – To start or place into action an activity or system.

Agency Representative – An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting the agency's participation in the incident. Agency representatives will report to the liaison officer or to the incident commander/EOC Manager in the absence of a Liaison Officer.

All-Hazards – The spectrum of all types of hazards including accidents; technological events; natural disasters; terrorist attacks; warfare, including chemical and biological; pandemic or other biological emergencies, nuclear or explosive events.

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

Congregate Household Pet Shelter – Any private or public facility that provides refuge to rescued household pets and the household pets of shelterees in response to a disaster or emergency.

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.)

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

City Damage Assessment – (Also called Initial Damage Assessment) A damage assessment, conducted by the county damage assessment team(s), that uses PEMA-developed procedures to assign a damage category to emergency-caused damages.

City Recovery Task Force – A type of Local Recovery Task Force (LTRC) formed from local volunteer assets to coordinate and administer voluntary contributions to short-term and long-term recover

Critical Incident Stress Management (CISM) – A system developed and published by the International Critical Incident Stress Foundation to head off the psychological effects of certain types of particularly traumatic incidents on emergency

responders. The system involves trained teams of practitioners who conduct peer debriefings for affected responders. Teams in Pennsylvania are independent, and are managed and dispatched locally, or through the Department of Health, Bureau of Emergency Medical Services.

Deploy – To move to the assigned location in order to start operations.

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

Human-Caused Disaster – Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, including enemy action, weapons of mass destruction or overt paramilitary actions, or other acts such as sabotage resulting from human-made causes. This includes oil spills and other injurious environmental contamination which threatens or causes substantial damage to property, human suffering, hardship or loss of life.

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

Emergency Alert System (EAS) Announcements - Official announcements made at the local 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. EAS announcement does not preclude appropriate use of newspapers, radio and television for public information statements.

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

Emergency Services – The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned

functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

Explosive Ordinance Disposal (EOD) – A specialized component of the U. S. military tasked with the retrieval and disposal of military ordnance. EOD Teams are available to assist civilian authorities in life threatening situations dealing with other explosive devices.

Governor's Proclamation of "Disaster Emergency" – A proclamation by the Governor upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation authorizes municipalities (including counties) to exercise certain powers without regard to time-consuming procedures and formalities prescribed by law (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.

Household Pet – A domesticated animal, such as a cat, dog, bird, rabbit, rodent or turtle that is traditionally kept in a home for pleasure rather than for commercial purposes; can travel on commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

Initial Damage Assessment – (Also called County Damage Assessment) A damage assessment, conducted by the county damage assessment team(s) that uses PEMA-developed procedures to assign a damage category to emergency-caused damages.

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

Joint Preliminary Damage Assessment – A damage assessment conducted by county, state and federal personnel to verify that sufficient damage has occurred to justify a Presidential Declaration of Major Disaster or Emergency.

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 City Council) – The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

Local Recovery Task Force (City Recovery Task Force) – A group established to oversee the recovery and reconstruction process and serve as an advisory committee to local government officials responsible for recovery activities. The Local/County Recovery Task Force should have representatives from all facets of the community (school, faith-based, business, volunteer, etc.)

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 City 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...” (Article IX, Section 14, The Constitution of Pennsylvania).

Notification – The act of making known or informing. For use in the context of this document: to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System or by other means to the general public.

Operational – Capable of accepting mission assignments at an indicated location with partial staff and resources.

Pennsylvania Intrastate Mutual Aid System (PIMAS) – A system between participating political subdivisions that have agreed 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 that have 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 and ice and perhaps 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 “Emergency” – “Emergency” means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

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

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

Preliminary Damage Assessment – See Joint Preliminary Damage Assessment (above)

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

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

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 that the PIO should try to dispel.

RACES – (Radio Amateur Civil Emergency Service) 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.

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

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

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

Special Needs Population – 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.

Standby – To be ready to perform but waiting at home or other location for further instructions.

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) that are located throughout the county.

Support – To act in a secondary or subordinate role to a primary activity by providing a means of maintenance or subsistence to keep the activity from failing under stress.

(For use in context to this document: providing "unmet" needs, unforeseen requirements for supplies, equipment, services, training, etc.)

Swiftwater Rescue – (also called "whitewater rescue") is a subset of technical rescue dealing in whitewater river conditions. Due to the added pressure of moving water, swiftwater rescue involves the use of specially trained personnel, ropes and mechanical advantage systems that are often much more robust than those used in standard rope rescue.

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

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

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

Weather Warning – Previously expected severe weather is occurring or is about to occur.

Weather Watch – Indicates that conditions and ingredients exist to trigger severe weather.

Wilderness Rescue – Search and rescue operations in hilly, mountainous, urban, suburban or a very remote environment.

Underground Rescue – Search and rescue operations in a subterranean, confined space environment.

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APPENDIX 3 PLAN DISTRIBUTION

- A. Because of the sensitivity of some portions of this plan, and in order to ensure that plan revisions are posted to every copy, copies of this plan will be numbered and distributed on a need-to-know basis.
- B. Numbered copies of this plan will be distributed to the following agencies. A “master distribution list” (Enclosure 1) with the numbers of each copy, and the format (printed or electronic) is maintained by the City OEMHS.
- Mayor’s Office
 - City Council Offices
 - City Clerk
 - City Controller
 - EMS Chief and Command Staff
 - Fire Chief and Command Staff
 - Police Chief and Command Staff
 - Department of Public Works
 - Planning Department
 - Finance Department
 - Law Department
 - Personnel and Civil Service
 - Pittsburgh Water and Sewer Authority
 - Allegheny County Emergency Services
 - Heinz Field
 - PNC Park
 - PEMA Western Region
- C. Each recipient will sign a receipt form (Enclosure 1), and the signed receipt will be maintained by the City OEMHS, along with the distribution list.

RECEIPT FORM

TO: Pittsburgh Office of Emergency Management and Homeland Security
200 Ross Street
5th Floor
Pittsburgh, PA 15219

SUBJECT: City of Pittsburgh Emergency Operations Plan

This will certify that I have received the following document(s):

The City of Pittsburgh Emergency Operations Plan, dated _____

Or: (Line through the line that does not apply)

CHANGE # ____ to the City of Pittsburgh Emergency Operations Plan, Dated _____

Date Received: _____

Number of Copies: _____

Copy Number(s): _____

Hard Copy or Compact Disk (Circle one)

Received by: _____

Title: _____

Organization: _____

Phone Number: _____

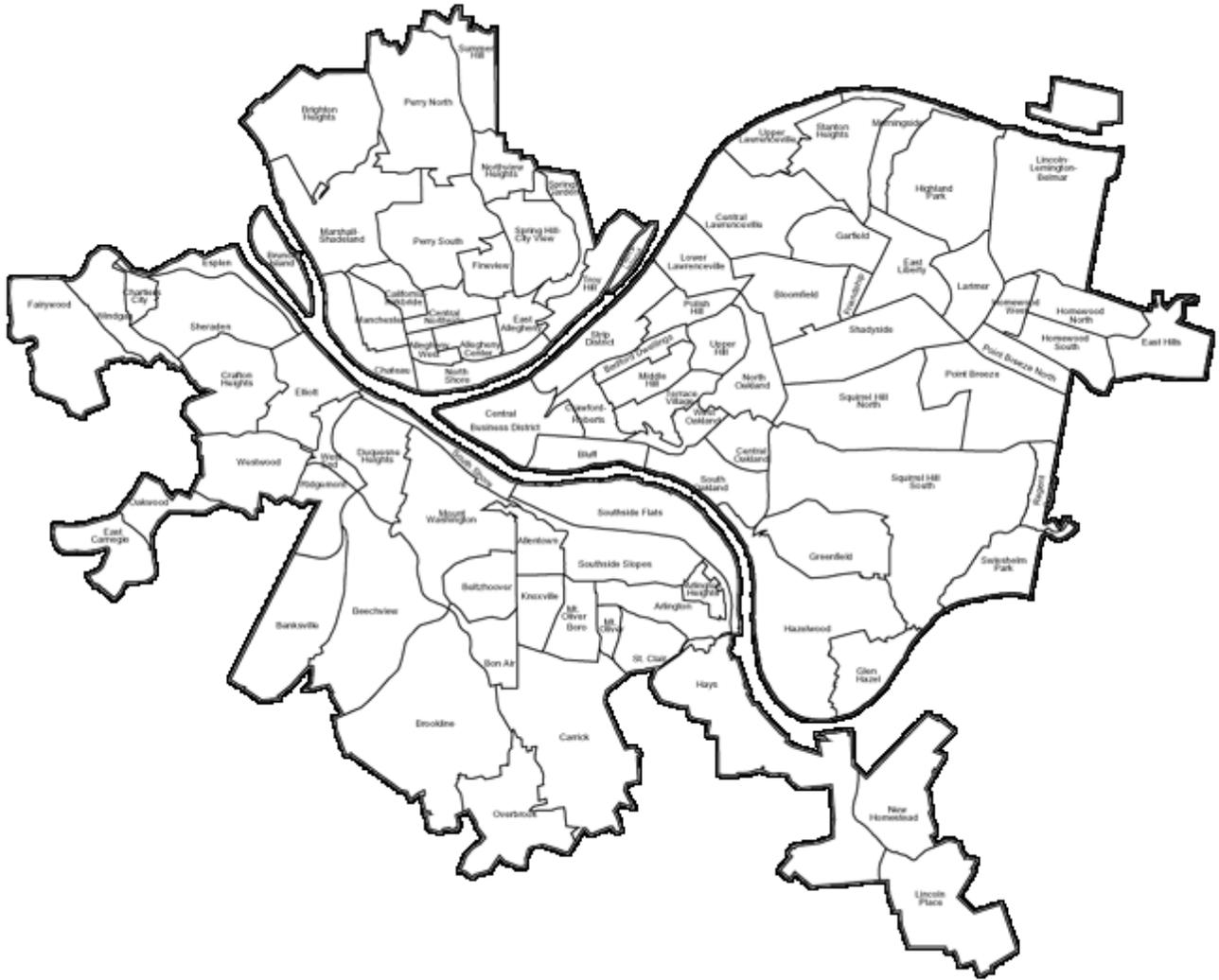
I understand that these documents might contain information that is personal or sensitive in nature, and I will not release any parts of the plan to persons or agencies who do not need it to perform emergency response functions outlined in the plan.

Signature

Enclosure 2 to Appendix 3 to City of Pittsburgh Emergency Operations Plan

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APPENDIX 4 MAP OF THE CITY



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APPENDIX 5

Incident Command System Standard Operating Procedure

City of Pittsburgh
Department of Public Safety



**Incident Command System for Incident Response and
Event Planning**

Standard Operating Procedures

SOP: DPS.2015.101

April 2015

101.0 Incident Command System

- 101.1 Purpose
- 101.2 Scope
- 101.3 Introduction
- (NIMS) 101.4 Components of National Incident Management System
- 101.5 Unified Command
- 101.6 Supervisory Personnel
- 101.7 Dividing the Incident
- 101.8 Incident Action Plans
- 101.9 Incident Facilities
- 101.10 Training
- 101.11 References

101.1 Purpose

The Incident Command System (ICS) was developed in the 1970s following a series of catastrophic fires in California's urban interface. Property damage ran into the millions and many people died or were injured.

The Incident Command System:

- Is a standardized management tool for meeting the demands of emergency or non-emergency situations.
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS).

As stated in NIMS, "The ICS is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure designed to enable effective and efficient incident management".

101.2 Scope

ICS is used by all levels of government---Federal, State, Local---as well as many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/ administration. The Incident Command System shall be implemented at all responses, exercises, drills and any other activity in which the City of Pittsburgh is involved.

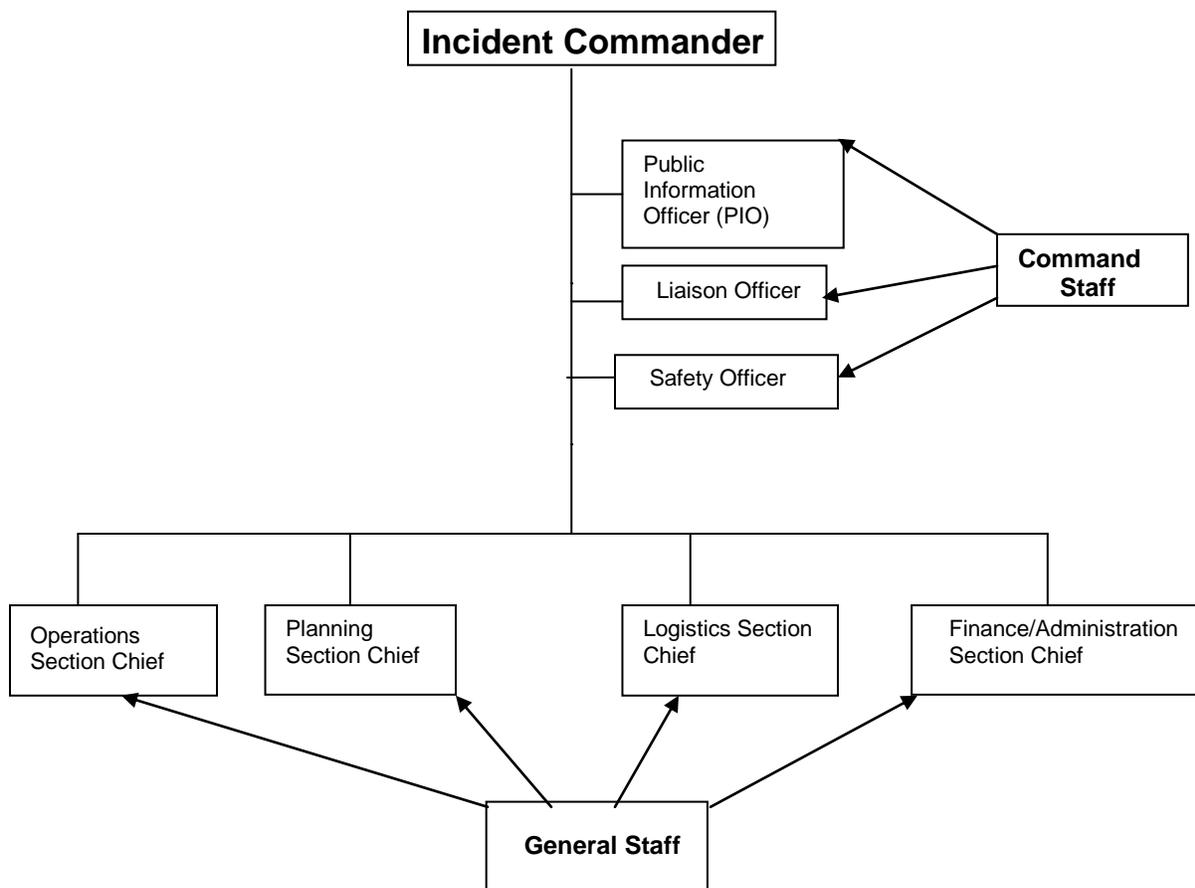
101.3 Introduction

Presidential directives mandate the use of ICS. Complex 21st century threats exemplified by the horrific events of September 11, 2001, demand that all Americans share responsibility for Homeland Security. All levels of government, the private sector, and nongovernmental agencies must be prepared to prevent, protect against, respond to, and recover from a wide spectrum of major events that exceed the capabilities of any single entity. These hazards require a unified command and coordinated national approach to planning and to domestic incident management. To address this need, Homeland Security Presidential Directive 5: Management of Domestic Incidents

(HSPD-5) and Homeland Security Presidential Directive 8: National Preparedness (HSPD-8) establish the following national initiatives that develop a common approach to preparedness and response. Additionally, City Council has resolved that NIMS and ICS be used for all incidents and events.

- **HSPD-5** identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other Federal departments/ agencies and State, local, and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).
- **HSPD- 8** describes the way Federal departments and agencies will prepare. It requires DHS to coordinate with other Federal departments and agencies and State, local, and tribal governments to develop a National Preparedness Goal.
- **Pittsburgh Ordinance 405 of 2006** mandates that NIMS be used for all incident management in the City of Pittsburgh.

101.4 **Components of a National Incident Management System (NIMS)**



- Means that there is an orderly line of authority and reporting relationships within the ranks of the organization, with the lower levels subordinate to, and connected to, higher levels.
- Is used to communicate direction and maintain management control. Unity of command will dictate that each person/unit will have only one superior to answer to. Unity of command, however, does not apply to the exchange of information. Although orders must flow through the chain of command, members may share information.

A. Incident Commander

1. The Incident Commander is not technically part of the Command or General staff (see above). The Incident Commander is responsible for:

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- a. The act of directing, ordering, and/or coordinating resources by virtue of explicit, legal, agency, or delegated authority.
- b. Ensuring clear authority and knowledge of policy.
- c. Ensuring incident safety.
- d. Establishing an Incident Command Post.
- e. Establishing incident priorities.
- f. Determining incident objectives and strategies to be followed.
- g. Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization.
- h. Evaluating the risk to personnel with respect to the purpose and potential results of their actions in each situation.
- i. Coordinating the activities of the Command and General Staff.
- j. Approving requests for additional resources or for the release of resources.
- k. Modifying standard response, unit assignments, and to apply responding companies in a manner that suits the particular needs of an incident.
- l. Authorizing the release of information to the news media.
- m. Ordering demobilization of incident resources when appropriate.
- n. Assess the situation and obtain a briefing from the prior IC.
- o. Approve and authorize the implementation of an Incident Action Plan (IAP).

- p. Approve the use of trainees, volunteers, and auxiliary personnel.
2. Incident Commander Radio Designation
- a. “Incident Commander” is the designation for the individual carrying out the command function. The individual is in over-all command of an incident.
 - b. The radio designation for the Incident Commander will be a word describing the location of the incident followed by the word “command”. For example: “Grant Street Command”.
 - c. The original radio designation shall remain with Command and will not change throughout the duration of the incident.

B. Command Staff

1. Public Information Officer (PIO)
- a. The PIO is a member of the command staff and acts as the spokesperson for the Incident Commander to the media. The PIO represents and advises the Incident Commander on all public information matters relating to the management of the incident. The PIO responds to media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate and clear information with appropriate authorities.
 - b. The PIO will consult with the Incident Commander regarding the nature and content of the information that is to be released prior to the information being released.
 - c. The PIO will participate in the planning meeting.
2. Liaison Officer
- a. The Liaison Officer is a member of the command staff and the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities. The liaison officer

provides a conduit to the Incident Commander from these supporting agencies without the additional confusion that would be inherent if all these representatives were at the command post.

- b. An assisting or cooperating agency is an agency that DOES NOT have management responsibility for the incident but is present at the incident to support the Incident Commander to conclude an incident. The Liaison Officer will maintain a list of assisting and cooperating agency representatives throughout all incidents and will keep them aware of incident status.
 - c. The Liaison Officer is the responsible for monitoring current or potential interagency problems, and will monitor incident operations to identify current or potential interorganizational problems. This officer is also responsible for recognizing any limitations brought on to response operations by external agencies.
 - d. The Liaison Officer will participate in the planning meeting.
3. Safety Officer (includes Assistant Safety Officers as needed)
- a) The Safety Officer is a member of the command staff and is a pre-designated position with response according to bureau procedures. The Safety Officer monitors incident operations and advises Command on all matters relating to operational safety, including the health and safety of emergency responder personnel. **Safety Officers shall not migrate toward and become involved in operations.** Safety Officers shall pay attention to all aspects of safety during the incident.
 - b) The Safety Officer has the authority to alter or terminate any operation if personnel are in imminent danger and will correct unsafe conditions by working through the chain of command.
 - c) The Safety Officer will identify hazardous situations associated with the incident and assign qualified assistants to evaluate special hazards as needed. They will review the IAP for safety implications and

prepare incident-specific safety messages or plans based on hazards, problems or agency requirements.

- d) A Medical Plan will be produced to provide for the medical care of first responders. The Safety Officer will also review, approve the ICS Forms 208, and complete ICS forms 202, 206, and 215A.

C. General Staff

1. Operations Section Chief (OPS)

- a. The Operations Section is a component of ICS and generally has the greatest number of assigned personnel, and hence the greatest number of functions. The Operations Section Chief is a member of the general staff. "Operations" refers to the tactical component of an incident. The designation of the person assigned to this function is the "Operations Chief". The Operations Chief position is staffed at an incident when subordinate personnel assume command for tactical activities from the Incident Commander and the span of the incident requires organization beyond the span of control. The Operations Section is responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions.
- b. The Operations Chief directly manages all incident tactical activities. The Operations Chief will develop and manage the Operations Section to accomplish the incident objectives set by the Incident Commander.
- c. The Operations Chief may have one or more subordinates to ease the span of control.
- d. The Operations Chief shall support the over-all strategic objectives as established by the Incident Commander.
- e. **When an Operations Chief is designated, all tactical operations assigned by the Operations Chief shall be directed through the Operations Chief and not the Incident Commander.**

- f. The Operations Chief shall be accountable for all resources assigned under his/her span of control. The Chief shall determine need and request additional resources as necessary, and review the suggested list of resources to be released for demobilization and initiate recommendation for the release of these resources.
- g. The functional location for the Operations Chief, unless otherwise designated, shall be the most advantageous position to manage the assigned tactical operations
- h. Span of Control

Because of the complexity of the tactical operations that is typically performed at a scene, most operational resources are assigned to the Operations Chief. The number of resources can rapidly exceed the Operation Chief's manageable span of control.

- 1.) The most hazardous activities are frequently carried out in the operational area. This loss of control can compromise the effectiveness of the Operations Chief and cause an unsafe working environment at the incident scene.
- 2.) Subordinates to the Operations Chief can be assigned to designated areas or functions and all will report to the Operations Chief. With this in mind, it is necessary to carefully monitor the number of resources that report to any one supervisor.
- 3.) A ratio of 1:3 to 1:7 is considered the ideal number of subordinates to a supervisor. Optimally, span of control is five subordinates. When the ratio exceeds 1:7, a potential for loss of control and coordination occurs. The following supervisory levels can be added to the Operations Section to help maintain and manage the span of control:
 - Branch Directors
 - Division and/ or Group Supervisor(s)
 - Strike Team and Task Force Leaders
 - Single Resource Leader

- 4.) Tactical operations can be divided among subordinates based on geographical or functional areas. This determination will be made during planning meetings by the Incident Commander and Operations Chief.
- 5.) **Divisions** are used to divide an incident **geographically** (in high rise or subway operations, the term “division” represents floors or levels). When geographic features are used to determine boundaries, the size of the division should correspond to appropriate span of control guidelines. Unified Command may be appropriate and will be discussed later in this document.
- 6.) **Groups** are used to describe **functional** areas of an operation. The types of groups established will be determined by the needs of the incident. Groups are labeled according to the job that they are assigned (Police Group, EMS Group, Fire Group, Rescue Group)
- 7.) **Branches** are **larger subdivisions** of the operations section. As an incident escalates the operations officer may have too many people under his/her supervision in groups, divisions or resources, so branches are established to delegate a more appropriate span of control.
- 8.) **Strike Teams** consist of a set number of resources of the **same kind and type** operating under a designated leader with common communications between them. One example of a strike team would be five engines with a team leader.
- 9.) **Task Forces** are **any combination of resources** assembled to accomplish a specific mission. Task forces have a designated leader and operate with common communications.
- 10.) **Single Resources** are employed on an **individual basis** and are a typical initial response to an incident. Single resources focus on a specific mission and obtain the necessary equipment needed for completing the mission. Single

resources will report to a pre-determined supervisor.

- i. The Operations Chief shall complete the ICS forms 213, 214 and 215.
2. Planning Section Chief
 - a. The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources and develops alternatives and contingency plans for tactical operations. Necessary evacuation and control/containment plans will also be produced. It is critical for the Planning Chief to stay in constant contact with the Incident Commander and Operations Chief.
 - b. The Planning Section Chief supervises the preparation of the Incident Action Plan and leads all planning meetings through the completion of the “Planning P”.
 - c. The Planning Chief is responsible for the collection, evaluation, and dissemination of information. The Planning Chief will:
 - 1.) Identify and record the status of the incident
 - What has happened?
 - What is currently occurring?
 - Based on the previous, what may happen?
 - What is the current weather, toxins, and general operating environment?
 - 2.) Identify resources currently committed and resources that may be required based on the current and anticipated situation
 - 3.) Develop a plan to return resources to service once they are relieved from the incident
 - 4.) Collect, record, and protect any and all information pertinent to an incident.
 - d. The Planning Section includes the following units which. These actions will be completed by the Section Chief unless assigned to individuals under their command.

1.) Situation Unit- monitors and records development on the incident or event and maintains situation awareness.

2.) Resource Unit- monitors and records status, disposition, and numbers of resources allocated to the incident or event. This unit leader is responsible for ICS forms 203, 204 (based on 215), 207

3.) Documentation Unit- compiles, copies, and records documentation from the incident or event.

4.) Demobilization Unit- arranges for the demobilization and return of personnel and resources from the incident or event.

5.) Technical Specialists- provide technical expertise in developing planning needs, tactics, and resource mobilization.

- e. In addition to the ICS forms under Resource Unit, the Planning Section is responsible for ICS forms 209, 211 (to be completed by Check-in recorder, Staging Area Manager or Base Manager), 213 and 214 (prepared by Section Chief and Unit Leaders assigned).

3. Logistics Section Chief

- a. The Logistics Section Chief is a member of the General Staff and is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations.
- b. The Logistics Chief also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support. They will notify the Resources Unit under Planning of units activated, including names and locations of personnel.
- d. The Logistics Section meets all support needs for the incident and will assign work locations and preliminary

work tasks to section personnel. The Section Chief evaluates service and support requirements for both planned and expected operations and will provide input to and review the Communications, Medical and Traffic plans.

- e. The Logistics Section Chief will review the IAP and estimate the Logistics Section's need for the next operational period while advising on current service and support requirements. They will also receive the Demobilization Plan and recommend the release of unit resources in conformity with the Demobilization Plan.
 - f. The Logistics Section Chief is responsible for the completion of ICS forms 205, 206, 213 and 214.
 - d. The Logistics Section includes the following units in the Service Branch:
 - 1.) Communications Unit- completes the Communications Plan and maintains communication assets such as radios and gateway systems.
 - 2.) Medical Unit- provides medical support to personnel assigned to the incident or event.
 - 3.) Food Unit- provides food and water to personnel assigned to the incident or event.
 - e. The Logistics Section includes the following units in the Support Branch:
 - 1.) Supply Unit- records and issues inventories of supplies used for the incident or event.
 - 2.) Facilities Unit- locates, secures, operates, and maintains incident facilities used by personnel assigned to the incident or event.
 - 3.) Ground Support Unit- develops the Traffic Plan and, acquires and maintains vehicles used by personnel assigned to the incident or event.
4. Finance/ Administration Section Chief

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- a. Nearly every major incident will incur costs. The Finance/ Administration Chief must monitor cost expenditures to ensure that the local, regional, state and federal statutory rules that apply are met.
 - b. The Finance/ Administration Section Chief is a member of the General Staff and monitors the financial and administrative activities of the incident. The Finance/ Administration Chief manages all financial aspects of the incident.
 - c. The Finance/ Administration Section Chief provides financial and cost-analysis information, develops an operating plan for the Finance/ Administration Section and ensures that all personnel time records are accurately completed and transferred according to policy.
 - d. The Finance/ Administration Section includes the following units:
 - 1.) Time Unit- records time spent by personnel working on the incident or event.
 - 2.) Procurement Unit- purchases resources and supplies.
 - 3.) Comp/ Claims Unit- records and processes injury claims by personnel or property damage claims by the public.
 - 4.) Cost Unit- compiles and records all costs related to the incident or event.
5. Information and Intelligence
- a. The Information and Intelligence function provides analysis and sharing of information and intelligence during an incident. Intelligence can include national security or classified information but also can include operational information such as risk assessments, medical intelligence, weather information, structural designs of buildings and toxic contaminant levels.
 - b. Traditionally, information and intelligence functions are located in the Planning Section. In exceptional

situations, however, the IC may need to assign this role to other parts of the ICS organization.

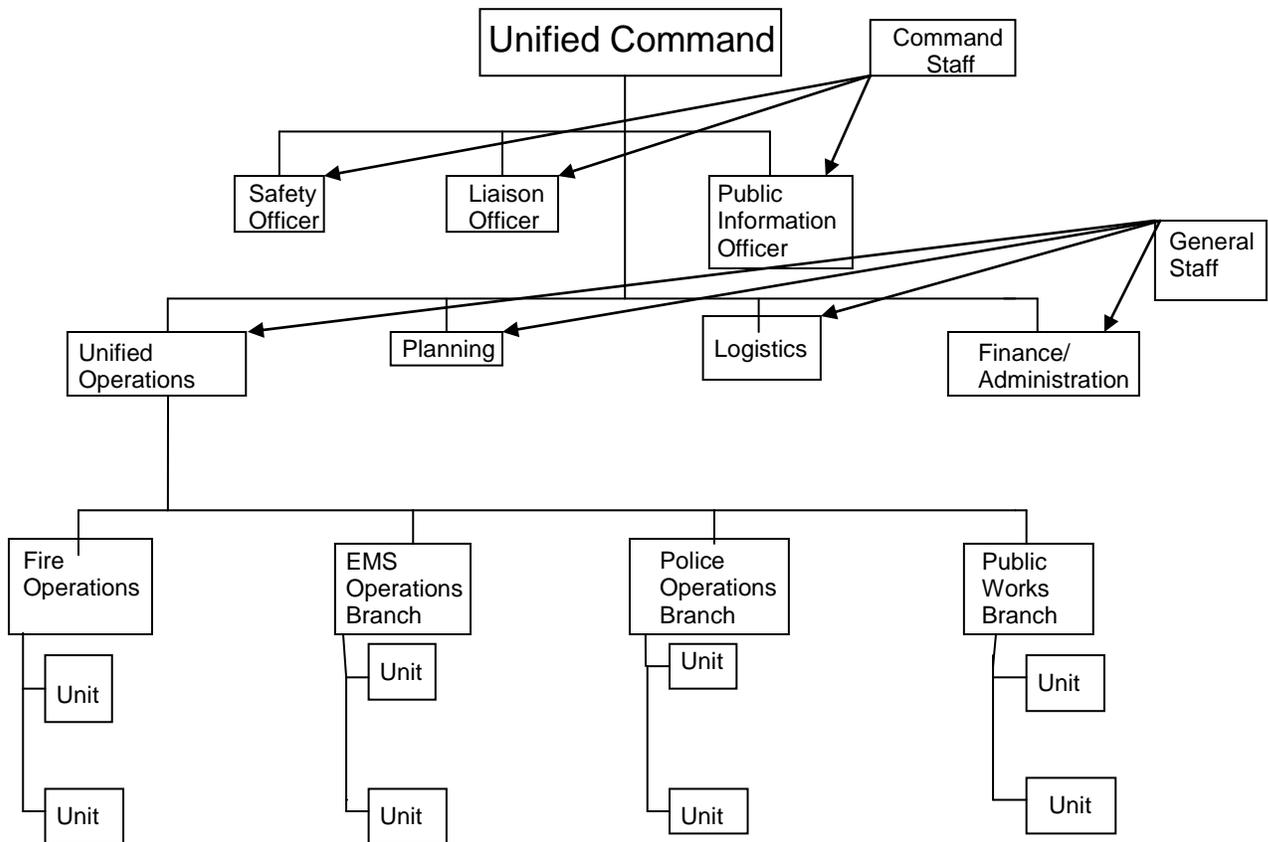
- c. Under the NIMS ICS, the intelligence and information function may be assigned in one of the following ways:
 - Within the Command Staff;
 - As a unit within the Planning Section;
 - As a branch within the Operations Section; or
 - As a separate General Staff Section.

101.5 Unified Command

- A. Due to functional areas, legal authority, geography or other factors, many incidents involve the overlap of jurisdictional authority. Unified Command should be used in incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement. The strength of Unified Command is that it allows agencies with different legal, geographic, and functional authorities and responsibilities to work together.
- B. Unified Command must yield a single, integrated set of incident objectives. An incident cannot be effectively managed if different aspects of the ICS organization are attempting to achieve different sets of objectives. Just like command, the objective of the incident must be unified.
- C. An example of the components of Unified Command

Components of Unified Command

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- D. Area Command may be used as a form of Unified Command when similar type of incidents occurring in multiple areas. The separation of the incidents would resemble a single incident by Divisions, but has separate Incident Commanders. The supervisory staff includes an Area Commander and Area General Staff and subordinate positions as needed. Area Command typically operates in an Emergency Operations Center (EOC) and coordinates the allocation of resources among the incidents. The role of Area Command must be fully described and understood by the Incident Commanders.

- E. The Multi-Agency Coordination System (MACS) is a structure which allows the sharing of information and the coordination of unmet needs, resources, and public information during complex incidents. Agencies involved in MACS may be from all levels of government and the private sector. These agencies support ongoing operations and logistics, but do not have command authority over an Incident Commander. A MACS may provide policy guidance, resource prioritization, and coordination with other MACS. MACS is a system and not a facility. The facility for

implementing a MACS is an Emergency Operations Center (EOC).

- F. The Emergency Operations Center (EOC) is a facility for the physical implementation of the Multi-Agency Coordination System (MACS). At the lowest level of operations, EOC tasks are conducted from 9-1-1 dispatch. As incidents increase in size and impact, additional levels of staffing and operations may be required. In some incidents, Incident Command may operate out of the EOC. Additional information on the EOC is described in the City Emergency Operations Plan (EOP). The City EOC is located at 400 N. Lexington St. in the Point Breeze neighborhood. The back-up EOC is located at 2945 Railroad St. in the Strip District.
- G. A National Special Security Event (NSSE) is a defined that may present a target attractive to terrorists and has national security implications due to attendance by US officials and foreign dignitaries, to the size of the event, and to the significance of the event. An event is declared a NSSE by the Secretary of Homeland Security and places the US Secret Service (USSS) in the lead role of overall planning, the FBI leading in law enforcement operations, and FEMA leading in recovery management. Presidential Decision Directive 62 (PDD-62) describes the event and risk involved. National Security Presidential Directive 46 (NSPD-46) and Homeland Security Presidential Directive 15 (HSPD-15) supersede PDD-62 and mandate that NIMS be used for event planning.

101.6 Supervisory Personnel

- A. A Supervisor is an Officer or *other designated individual* who has authority and responsibility over other personnel.
- B. The Incident Commander shall assign such duties and responsibilities based on the needs of a particular incident, unless there is an automatic pre-designated assignment.
 - 1. The establishment of supervisory positions is to be determined by the Incident Commander's need to maintain an effective span of control. If the Incident Commander believes that more supervisory positions are necessary in order to maintain control of responding forces, the Incident Commander is to staff such positions.

2. If a supervisory position is not an automatic response or if a supervisory position is not designated, the scope of activity of that position is considered to be within the scope of activity of the Incident Commander.
3. **Pre-designated** supervisory positions
 - a. Incident Commander
 - b. Branch Director/ Division/ Group Supervisor
4. Recognized supervisory positions that are not normally staffed but can be filled at the discretion of the Incident Commander:
 - a. Public Information Officer - Command Staff
 - b. Liaison Officer- Command Staff
 - c. Assistant Safety Officer- Command Staff
 - d. Planning Section Chief- General Staff
 - e. Logistics Section Chief- General Staff
 - f. Finance and Administration Section Chief – General

Staff

5. The activity of a Supervising Officer (or Deputy to the Operations Chief) shall include the following:
 - a.) Being responsible for activity within their assigned area of responsibility including the responsibility for the health and safety of all personnel within their area of responsibility
 - b.) Working towards the objective as assigned by the Incident Commander and on a regular basis reporting progress, lack of progress, or any deviation from the established plans to the Incident Commander through the chain of command
 - c.) Defining the limits of acceptable and unacceptable positions and/ or activity for personnel under their supervision
 - d.) Maintaining a constant awareness of the position and function of all personnel or units assigned to operate under their supervision

- e.) Remaining alert so as to recognize conditions and actions that create a hazard within their span of control.
- f.) Takes immediate action to correct an imminent hazard and advises the Incident Commander through the chain of command of the hazard and actions taken
- g.) Coordinates activity with other supervisory officers

C. Support Units

1. A "Support Unit" is an individual and/or unit dispatched to the scene of an incident for the purpose of assisting the Incident Commander, Command or General Staff Officers in providing a safer working environment for operating personnel.
2. Support Units are dispatched according to dispatch protocol and/or any time the Incident Commander, Command or General Staff requests one or more of the units.
3. The Support Units are to respond and report to the officer from whom they received the request.
4. The assignment as a Support Unit is to remain with the dispatched unit. Exceptions are unusual circumstances that would dictate their immediate use in another function.
5. Once the incident is placed under control, the support units are to be released at the discretion of the Incident Commander.

101.7 Separating the Incident

A. Introduction

1. Separating incidents is a mechanism to help the Incident Commander and Operations Section Chief maintain command and control of an incident.
 - a. Separating an incident enables the Incident Commander and Operations Sections Chief to clearly assign a location or task to responding companies.

- b. Separating an incident enables personnel to physically identify a location and/or task being performed at an incident.
 2. Separating an incident can be by area or by function.
 - a. Separating an incident by area is accomplished by assigning a designated name to various areas of an incident. The Department of Public Safety shall utilize **“Divisions”** to divide an incident by area (e.g., rivers, mountains, lakes, shorelines or valleys) or by manmade obstacles (e.g., buildings, roadways or walls)
 - b. Likewise, the Department of Public Safety shall utilize **“Groups”** to divide an incident by area separating an incident by task. In naming, the task shall precede the word “group”, e.g. “Salvage Group”.

B. Separating an Incident by Area

1. Divisions are used to describe the *geographic* separation of an incident. Divisions are supervised by an officer assigned by the Operations Chief or a Deputy Operations Chief.
2. The geographic division can be established by the following:
 - a. Geographic place names, such as neighborhoods
 - b. Floors of a building
 - c. Buildings of a complex
3. The Division Supervisor is responsible for the supervision of all units assigned to those divisions.

C. Separating the Incident by Function

1. Groups are used to describe *functional* areas of an operation. Groups are supervised by an officer assigned by the Operations Chief or a Deputy Operations Chief.
2. The type of Groups established will be determined by the needs of the incident. A Group is designated by the task to be carried out followed by the word “Group”, for example, “Police Group”, “EMS Group”, “Fire Group”, “Rescue Group”.

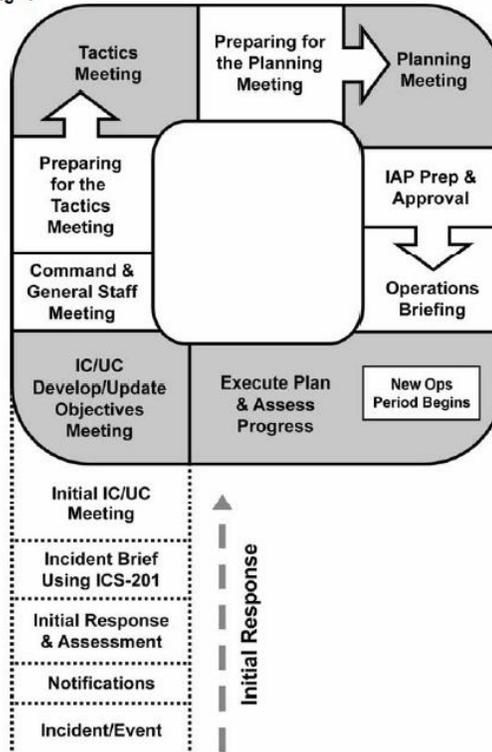
3. When more than resource, strike team, or task force is assigned the same task, a supervisor shall be designated to coordinate activity. The supervisor designated to coordinate the Group activity shall be known as the “Group Supervisor”. For example: “Salvage Group Supervisor”. Each unit or resource assigned to a Group Supervisor receives direction and reports back to the Group Supervisor. Groups work within the incident wherever their assigned task is needed and are not limited by geographic boundaries.

101.8 Incident Action Plans

- A. Incident Action Plans (IAPs) are the basis of implementing emergency activities for complex incidents, incidents extending beyond one operational period, and pre-planned events. The IAP serves as the basis for the operational briefing before an operational period begins. The IAP includes the following:
 1. Map of the impacted area
 2. Listing of incident objectives
 3. Listing of personnel and organization chart of the ICS structure
 4. Status of resources
 5. Tactical plans for operations units
 6. Communications plan
 7. Medical plan
- B. Incident priorities for incident response are the following:
 1. Life safety to all responders and the public
 2. Incident stabilization
 3. Property protection
 4. Environmental protection

- C. The “Planning P” describes the process and continuous cycle for incident planning, execution, and re-evaluation of the incident objectives. The process includes initial response for to the incident, development of incident objectives, and developing IAPs. After the IAP is compiled, the incident objectives and tactical plans are executed.

The Planning “P”



- D. Planned events, compared to unplanned incidents, allow for coordination of resources, objectives, and logistics. OEMHS will facilitate event planning with bureaus and private organizations, to include the compilation and dissemination of IAPs for the event. Multiple day events may require review and update of IAPs over additional operational periods. After the event or incident, an after action review (AAR) will be conducted with OEMHS coordinating the effort.

101.9 Incident Facilities

- A. Definition

Common terminology is used to designate the incident facilities. These are areas of designated activity at the scene of an incident that support emergency activity.

B. Command Post

1. An Incident Command Post (ICP) is the physical location from which the Command function is executed. The incident will determine the size and extent of the Command Post. The Command Post may be the location of the Incident Commander, a supervisory Officer vehicle, or a specifically designated and equipped vehicle such as the City of Pittsburgh's Command Unit 200. The Command Post should be located remote from the incident for ease of operation. The Command Post should be a location with minimum interruptions and not involved with operations.
2. A Command Post is to be established at all incidents requiring a multi-agency response.
3. The location of the Command Post is to be reported to dispatch as part of the initial report regardless of where it is set up.
4. Criteria for choosing a location for a Command Post include:
 - a. Sufficiently removed so as not to be threatened or compromised by the incident
 - b. Sufficiently close to the incident so that the Incident Commander can maintain command and control
 - c. Secured and protected from non-essential personnel
 - d. Able to provide a view of the incident
 - e. Accessible to authorized personnel.
5. The Command Post is to be readily identifiable at all incidents. Command Posts are typically identified by green flashing lights.

C. Staging

1. A Staging Area is a location for the marshalling of resources and assets ready for immediate movement to the incident location. Any resources requiring rehabilitation or maintenance should be located at a Base facility.

2. Exterior staging is an area outside of a structure or a location remote from the incident. Unless responding resources have an assignment or designated response location, they are to report to base.
3. Interior staging, particularly in high-rise operations, is a specified location where unassigned resources are to report to await an assignment. Resources, although not assigned, are available for immediate assignment.

D. Base and/or Camp

1. “Base” is the designation for a location where unassigned resources are gathered, but are not available for immediate assignment. “Camp” is the designation where unassigned personnel are gathered, but not available for immediate assignment. As needed, these resources can be moved up to a staging location where they are ready for an immediate assignment.
2. The location established for the Base” and/or Camp shall be sufficiently removed from the incident so as not to be affected should the incident deteriorate, and located in such an area that provides easy access for equipment and apparatus.
3. A Base Manager shall be designated when Base and or Camp is established. The Base Manager reports to Command or to the Logistics Chief if a Logistic Chief is designated.
4. The Base Manager shall establish and maintain:
 - a. An area for equipment, apparatus, and personnel
 - b. An inventory of equipment and apparatus
 - c. A listing of personnel by unit, time of arrival, time of departure and location to which assigned
 - d. A means for security of equipment and apparatus.
(NOTE: Law enforcement personnel may be requested for this detail.)

E. Rehabilitation

Rehabilitation or “rehab” is an area for rest and rehabilitation of personnel working at an incident.

101.10 Training

A. Training requirements

All personnel involved in emergency activities, to include planning, mitigation, and recovery, are required to be trained in NIMS and ICS. This ensures a consistent level of understanding of concepts, terminology, and procedures.

B. Levels of Training

1. In the Department of Public Safety, all basically trained personnel or new hires will be required to complete the ICS-100: Introduction to Incident Command System and IS-700: NIMS, an Introduction level courses. Various versions of this course exist and personnel should complete the most appropriate version for their discipline.
2. All first line supervisors are required to complete ICS-200: ICS for Single Resources and Initial Action Incidents. This includes the titles of the following:
 - Crew Chiefs
 - Sergeants
 - Lieutenants
 - Supervisors
 - DPW Foremen are to be trained at this level.
3. All mid-level supervisors are required to complete ICS-300: Intermediate ICS for Expanding Incidents and IS-800.b: National Response Framework, An Introduction. This includes the following:
 - Sergeants
 - Lieutenants
 - Commanders
 - Captains
 - Battalion Chiefs
 - District Chiefs
 - Assistant Chiefs
 - Chiefs

4. All Command and General Staff are required to complete ICS-400: Advanced ICS. This includes the following:
 - Chiefs
 - Assistant Chiefs
 - Deputy Chiefs
 - District Chiefs
 - Commanders
 - Operation Managers
 - Supervisors
 - Master Code Professionals
 - Field Operation Managers
 - Directors
 - Deputy Directors

C. ICS Equivalence

The Commonwealth of Pennsylvania has published a listing of courses, training providers, and ICS equivalence levels. These courses include distance learning/ self-study and classroom delivery classes. OEMHS will maintain a list of the course equivalences.

D. Maintenance Training

Annual refresher training will be conducted by each bureau to maintain knowledge, skills, and abilities for implementation of ICS. This training may include exercises.

101.11 References

- A. National Incident Management System (NIMS)-
http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf
- B. Homeland Security Presidential Directive (HSPD) 5-
http://www.dhs.gov/xabout/laws/gc_1214592333605.shtm#1
- C. National Response Framework (NRF)-
<http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
- D. NIMS Appendix B: Incident Command System (ICS)-
http://www.fema.gov/pdf/emergency/nims/NIMS_AppendixB.pdf
- E. PA Emergency Management Services Code (35 pa. C.S. Section 7101 et seq.)
- F. Pittsburgh City Council Resolution 405 of 2006
- G. US Coast Guard Incident Management Handbook-
<http://www.uscg.mil/hq/nsfweb/docs/FinalIMH18AUG2006.pdf>

H. USFA Type 3 Incident Management Team (IMT) Technical Assistance-

<http://www.usfa.dhs.gov/fireservice/subjects/incident/imt/index.shtm>