

**X. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION**

**A. References**

Pennsylvania Emergency Management Services Code, 35 PA C.S Sections 7701-7707, as amended

**B. Requirements**

1. State Law: The Pennsylvania Emergency Management Services Code, 35 PA C.S Sections 7701-7707, as amended, requires each county and municipality to prepare, maintain and keep current an emergency operations plan (EOP). Further, the plan must be available for inspection in the EOC, along with applicable emergency management plans, procedures and directives of PEMA and the Commonwealth.
2. County Resolution: Resolution number \_\_\_\_\_ dated \_\_\_\_\_ charges the County Emergency Management Coordinator to develop the County Emergency Operations Plan and coordinate the preparation of supporting standard operating checklists.
3. Pennsylvania Emergency Management Agency (PEMA): This plan conforms to various Federal agency requirements and the format prescribed by PEMA to facilitate review and cross reference to PEMA, FEMA and Department of Homeland Security Documents.

**C. Development and Maintenance Responsibilities**

1. EMC Responsibility: The County EMC will coordinate development and maintenance of the plan. Plan components will be reviewed and updated consistently. Incident Specific Annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
2. Primary and Support Agencies to the Emergency Support Functions (ESFs) of this plan are responsible for the development and maintenance of their respective ESFs as well as carrying out their roles and responsibilities outlined in Section V., Direction and Control. Written reviews will be provided to the EMC annually indicating concurrence or comments. They will recommend changes, as necessary, and keep the EMC abreast of changes in personnel, information and available resources.
3. Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code and County Resolution Number \_\_\_\_\_.
4. Execution: This plan will be executed upon order of the County Commissioners or their authorized representative, the County Emergency Management Coordinator.

5. Distribution: This plan, and its supporting material, is a controlled document. The plan, by its very nature, is not considered to be available for public consumption. Distribution is based upon regulatory or a functional "need to know" basis. Per PEMA Circular, "Release of Sensitive Documents or Information to the General Public in Light of the Terrorist Threat," the County Emergency Operations Plan is considered a sensitive document. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the County EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the "Record of Changes". A receipt system will be used to verify and control the distribution process; a detailed distribution list can be found under the "Record of Distribution" tab of this plan.