

**V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. References**

Federal Civil Defense Act of 1950, 50 U.S.C. 2251 et seq., as amended

FEMA – Incident Command System Independent Study Course, IS-195, Jan. 1998

NFPA Standard on Emergency Services Incident Management System (NFPA 1561, 2002 edition)

PEMA – Draft County EOP, May 15, 2003

Pennsylvania Emergency Management Services Code, 35 Pa. C.S. 7101-7107, as amended.

Wayne County, Indiana, Comprehensive Emergency Management Plan. August 2002

**B. General**

1. This plan has been developed based upon the structure of emergency management within the Commonwealth of Pennsylvania. This plan serves as an emergency management link between the municipalities and the state; it also coincides with the concepts of the Federal Response Plan. This plan employs a functional approach that groups the types of assistance that the county and/or its municipalities are likely to need based upon the 12 federal Emergency Support Functions (ESFs). The functional areas have been grouped according to the categories of the National Incident Management System (NIMS). Because differences exist between the capabilities and resources at the federal level and the needs at the county/local level, the 12 federal ESFs do not fully address all of the needs. Therefore, additional ESFs, also grouped according to the NIMS categories, have been developed and are included in the Emergency Support Function Annex of this plan. To further facilitate response actions/activities of the County EOC staff, standard operating checklists have been developed and grouped by NIMS category. Appendix 1 of each ESF contains the corresponding checklist.
2. The Commissioners and elected officials of the affected jurisdictions are authorized to exercise powers, as vested under Section 7501 of the Pennsylvania Emergency Management Services Code, for responding to and recovering from emergency incidents by issuing a Declaration of a Local Disaster Emergency, as defined under Section II.B, herein.
3. In accordance with the Pennsylvania Emergency Management Services Code, Section 7504(c), the county and its municipalities have developed mutual aid agreements with adjacent political subdivisions for reciprocal emergency assistance. These agreements are consistent with the plans and programs of PEMA. In times of emergency or disaster situations, it shall be the duty of each local organization to

render assistance in accordance with the provisions of the mutual aid agreements.

**C. Organization**

1. County Board of Commissioners

The County Board Commissioners is the chief elected body of the county and will exercise direction and coordination of all forces through their executive organization, the County EMA.

2. County Emergency Management Coordinator

a. The County Emergency Management Coordinator (EMC), under the auspices of the County Board of Commissioners, has established a program for emergency management in the county in accordance with Pennsylvania Emergency Management Services Code.

b. The County EMC is responsible for implementing the County EOP.

c. The County local emergency planning committee in accordance with the Emergency Planning and Community Right-to-Know-Act of 1986, has established a program for hazardous material information management, emergency planning, training response personnel and exercising the hazardous materials response plan. Emergency Support Function 10, Hazardous Materials, provides additional information regarding the LEPC's hazardous materials program.

d. The County EMC, in cooperation with the County Commissioners and assigned EOC staff, coordinates emergency response and recovery from the County EOC and supports the on-scene incident command structure.

**D. Assignment of Responsibilities**

1. This plan assigns functional responsibilities accepted by designated county departments, agencies, and other organizations. The county's coordinated, interagency emergency response and recovery operations will be executed through the county's Emergency Support Functions (ESFs), which will be organized under the County's Incident Management System.

2. Emergency Support Functions are established to carry out the provisions and task assignments of this EOP. Each ESF addresses preparedness, mitigation, response, and recovery activities and tasks for specific emergency management functions.

3. A single department or agency is designated as the primary agency responsible for coordinating the tasks and resources within each ESF, while other departments or agencies are assigned support roles.
4. Under the County's Incident Management System, IMS Section Chiefs may be assigned to assist the County EMC in the activated EOC with functional management of Agency Coordinators and activation and implementation of ESFs assigned to their specific section. Section Chiefs will have management responsibilities in the following IMS Sections:
  - a. Planning
  - b. Operations
  - c. Logistics
  - d. Finance and Administration

**E. Emergency Support Function Primary Coordinating Agency**

1. Each ESF has a department or organization designated as the Primary Coordinating Agency. The Primary Coordinating Agency oversees and coordinates the assigned ESF under the direction of the County EMC. The selection of the Primary Coordinating Agency is based upon its authority, resources, and capabilities in a particular functional area and its administrative and personnel abilities to perform the required work.
2. Each Primary Coordinating Agency is responsible for assigning sufficient personnel and work time to ensure effective administration and implementation of their assigned ESF. Primary and Alternate (at minimum) ESF Coordinator's, who would report to and operate from the EOC, when activated, are to be designated and provide 24-hour contact information to the County EMC. Agency Coordinators shall have full authority to commit agency and ESF resources (personnel and material).
3. Primary ESF Coordinators are responsible for developing and maintaining their resource support agencies and for developing and maintaining Standard Operating Procedures or Guidelines addressing the detailed operation of their ESF. Such procedures and guidelines will be developed and maintained in a checklist format. A current copy of each ESF "checklist" will be included in the appropriate Emergency Support Function Annex to this plan.
4. Primary and Alternate Agency Coordinators designated by the Primary Coordinating Agency shall have the following general duties and responsibilities:

- a. Act as the Team Leader, as well as the team's representative in policy discussions, negotiations with other ESF teams, and other matters;
  - b. Review the assigned ESF and determine plan requirements;
  - c. Review the Support Agency assignments and tasks; Meet with Support Agencies to review task assignments and existing Standard Operating Procedures/Guidelines;
  - d. Develop and maintain Standard Operating Procedures/Guidelines for operation of the ESF and ensure a current copy of the ESF is filed with the County EMA;
  - e. Establish liaison with ESF 5 to facilitate the sharing of information and data;
  - f. Identify subject matter experts for consultation on technical aspects of the assigned ESF;
  - g. Support training efforts of the Support Agencies;
  - h. Participate in emergency management training programs and exercises relevant to the assigned ESF;
  - i. When activated for actual response, report to the County EOC and implement ESF response operations according to the assigned ESF checklist;
  - j. During activation, provides Situational Reports, as required, to the EOC Commander and/or County EMC;
  - k. Document all actions taken during activation;
  - l. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available;
  - m. Participate in after action debriefings and critiques. Complete After Action Report for the ESF and update the ESF Standard Operating Procedures/Guidelines accordingly; and
  - n. Develop and maintain the checklists for the Terrorism Incident Annex.
5. Table V-1 presents a summary of the ESFs operating under the County EOP and their respective NIMS category. Upon activation of the County EOP and/or County EOC, these ESFs would be utilized, as appropriate, depending on the nature of the emergency.

**F. Emergency Support Function Support Agency**

1. Other agencies, departments, organizations and groups have been designated as Support Agencies for one or more of the ESFs based on their resources and capabilities to support the assigned functional area. Primary Coordinating Agencies may reassign Support Agency tasks as needed and may recruit additional support agencies for new identified tasks.

**County Emergency Operations Plan  
Primary Coordinating Agency Matrix**

| <b>Emergency Support Function Number and Name</b> | <b>NIMS Category</b>       | <b>Primary Coordinating Agency</b> |
|---|----------------------------|------------------------------------|
| ESF #1, Transportation                            | Logistics                  | County EMA                         |
| ESF #2, Communications and Warning                | Operations                 | County EMA                         |
| ESF #3, Public Works and Engineering              | Logistics                  | County EMA                         |
| ESF #4, Firefighting Services                     | Operations                 | County EMA                         |
| ESF #5, Information and Planning                  | Planning                   | County EMA                         |
| ESF #6, Mass Care, Evacuation, and Sheltering     | Logistics                  | County EMA                         |
| ESF #7, Resource Management                       | Logistics                  | County EMA                         |
| ESF #8, Health and Medical Services               | Operations                 | County EMA                         |
| ESF #9, Search and Rescue                         | Operations                 | County EMA                         |
| ESF #10, Hazardous Materials                      | Operations                 | County EMA                         |
| ESF #11, Food and Water                           | Logistics                  | County EMA                         |
| ESF #12, Energy and Utilities                     | Logistics                  | County EMA                         |
| ESF #13, Law Enforcement                          | Operations                 | County EMA                         |
| ESF #14, Military Support                         | N/A                        | PEMA                               |
| ESF #15, Donations and Volunteer Management       | Logistics                  | County EMA                         |
| ESF #16, Animal Care and Control                  | Logistics                  | County EMA                         |
| ESF #17, Emergency Public Information             | Command                    | County EMA                         |
| ESF #18, Debris Management                        | Logistics                  | County EMA                         |
| ESF #19, Disaster Recovery and Assessment         | Finance and Administration | County EMA                         |
| ESF #20, Direction and Control                    | Command                    | County EMA                         |
| ESF #21, Business and Industry                    | Logistics                  | County EMA                         |
| ESF #22, Education Services                       | Logistics                  | County EMA                         |
| ESF #23, Dam Failure                              | Logistics                  | County EMA                         |
| Terrorism Incident Annex                          | Operations                 | County EMA                         |

2. Support Agencies shall have the following responsibilities:

- a. Provide assistance to the Primary Agency Team Leader, as appropriate, and make resources of their respective organizations available to support necessary operations;
- b. Provide supplemental staff to support the ESF Team, as necessary;
- c. Track the use of resources from their respective organizations and share that information with the Team Leader;
- d. Review the Support Agency assignments and tasks;
- e. Meet with the Primary ESF Agency Coordinator to review task assignments and existing Standard Operating Procedures/Guidelines;
- f. Develop and maintain the checklists for the Terrorism Incident Annex;
- g. Participate in emergency management training programs and exercises relevant to the assigned ESF; and
- h. Participate in after action debriefings and critiques with the Primary ESF Team Leader.

**G. Volunteer and Private Organizations**

- 1. The Pennsylvania Emergency Management Agency (PEMA) serves as the coordinating office and monitor for the Pennsylvania Voluntary Organizations Active in Disasters (VOAD). The VOAD is an Advisory Committee to the Emergency Management Council, chaired by the Lieutenant Governor. The member organizations provide assistance to the citizens of the Commonwealth when a disaster strikes. The VOAD is not a directive organization. During a disaster, the members independently provide a variety of relief and recovery services.
- 2. The recovery from disasters with the assistance of volunteers who donate selflessly of their time and effort in assisting the victims in their communities, does much to reduce their suffering, anxiety and feeling of despair and helplessness. Without this assistance, recovery time would generally also be lengthened.
- 3. The establishment of regional VOADs continues as an ongoing effort, be it at a community, county or regional level. Collaboration between PEMA and the American Red Cross in this effort continues. The efforts of volunteer organizations at the local level were amply demonstrated during the aftermath of Presidential Declared Major disasters such as Hurricane Floyd and Tropical Storms Dennis and Allison, to mention but a few. Hence, the provision of VOAD contacts throughout the Commonwealth, where they are available for member organizations, is a distinct asset. As reported, they are included in the directory.

4. A number of volunteer and private organizations are available to respond to emergencies and disasters in the county. The county maintains a current catalogue of these organizations in its countywide Electronic Notification and Resource Manual. These groups include, but are not limited to, the American Red Cross, Salvation Army, Radio Amateur Civil Emergency Services (RACES), and the Civil Air Patrol. These groups have support agency assignments detailed in this plan and have duties and responsibilities consistent with all other Support Agencies. Other groups and organizations may become involved in emergency management and receive task assignments through development of the various Emergency Support Functions.

#### **H. General Roles and Responsibilities**

This section identifies the primary roles of the established Emergency Support Functions and describes the general duties and responsibilities of the Primary Coordinating Agencies. Since the county is in the process of implementing the ESF concept, it is appropriate to identify the primary roles of the 23 ESFs outlined in the County EOP Emergency Support Function Annex. This section describes some of the basic duties and responsibilities of the Primary ESF agencies according to their alignment within the County Incident Management System (IMS) structure.

1. Command
  - a. County Commissioners:
    - 1) Responsible for establishing, maintaining, and providing resources for a county emergency management organization;
    - 2) Provide for continuity of operations;
    - 3) Establish lines of succession for key positions;
    - 4) Designate departmental emergency operating centers and alternatives;
    - 5) Prepare and maintain this EOP in consonance with the Commonwealth Emergency Operations Plan;
    - 6) Establish, equip and staff an EOC;
    - 7) Recommends an EMC for appointment by the governor who may act on their behalf, if necessary;
    - 8) Issue declarations of disaster emergency if the situation warrants; and
    - 9) Apply for federal post-disaster funds, as available.

- b. Emergency Management Coordinator
  - 1. Prepare and maintain an EOP for the County subject to the direction of the elected officials; reviews and updates as required;
  - 2. Maintain coordination with the local municipal and Commonwealth EMA, and provides prompt information in emergencies, as available;
  - 3. Identify hazards and vulnerabilities that may affect the municipalities in coordination with the municipal EMAs;
  - 4. Identify resources within the County that can be used to respond to a major emergency or disaster situation and requests needed resources from the Commonwealth EMA;
  - 5. Develop and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
  - 6. Mobilize the EOC and acts as the Command function within the EOC during an emergency;
  - 7. Compile cost figures for the conduct of emergency operations above normal operating costs;
  - 8. Attend training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures;
  - 9. Develop and maintain the checklists for the Terrorism Incident Annex;
  - 10. Serve on the executive committee of the Regional Counter-Terrorism Task Force; and
  - 11. Coordinates activities for ESF 23, Dam Failure.
- c. Deputy Emergency Management Coordinator
  - 1) Assists the Emergency Management Coordinator
- d. Public Information
  - 1) Advise elected officials and the County EMC about Public Information activities;

- 2) Develop and maintains the checklist for the Public Information function;
  - 3) Assist in the development, review and maintenance of the EOP;
  - 4) Respond to the EOC, the field, or Joint Information Center as needed; and
  - 5) Coordinate and release public information to the media.
- e. County Department Heads
- 1) Provide staff support and resources;
  - 2) Provide guidance, direction and authority to agency / department personnel who support the EOC;
  - 3) Assist in the development and maintenance of the EOP;
  - 4) Develop, review and approve the EOC checklists specific to their agency / department;
  - 5) Develop and maintain Departmental Emergency Procedures Guide as provided for in the County Continuity of Government Plan (Emergency Operations Annexes, Incident Specific Annex);
  - 6) Respond to the EOC or field location as needed; and
  - 7) Advise elected officials and the County EMC about specific capabilities.
- f. Liaison Officer(s)
- 1) Respond to the EOC or the field, as needed;
  - 2) Serve as the liaison between their respective agency and the County EOC;
  - 3) Interface with their respective agency to request / coordinate resources; and
  - 4) Advise elected officials and the County EMC about issues related to their specific agency.
2. Planning
- a. Planning Section Chief

- 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) Develop and maintain the checklists for the Terrorism Incident Annex;
  - 5) Solicit periodic update briefings from the individual staff of the Planning function; and
  - 6) Provide periodic updates and briefings to the Command staff.
- b. Information and Planning Officer - ESF #5
- 1) Collect, evaluates and provides information about the incident;
  - 2) Determine status of resources;
  - 3) Establish information requirements and reporting schedules;
  - 4) Supervise preparation of an Incident Management Plan;
  - 5) Assemble information on alternative strategies; and
  - 6) Advise elected officials and the EMC about the incident and anticipated events or consequences.
3. Operations
- a. Operations Section Chief
- 1) Serve as the coordinator of all activities categorized under 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;

- 5) Develop and maintain the checklists for the Terrorism Incident Annex; and
  - 6) Provide periodic updates and briefings to Command.
- b. Communications and Warning Officer - ESF #2
- 1) Develop and maintains the checklist for the Communications and Warning function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Train staff members on the operation of communications system;
  - 4) Ensure ability to communicate between the County EOC, field operations, and municipal EMAs;
  - 5) Assist with notification of key municipal staff members;
  - 6) Respond to the EOC or the field, as needed; and
  - 7) Advise elected officials and the EMC about Communications activities.
- c. Firefighting Officer - ESF #4
- 1) Develop and maintain the checklist for the Fire Services function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Coordinate fire services activities;
  - 5) Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
  - 6) Coordinate route alerting of the public;
  - 7) Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
  - 8) Coordinate the emergency shutdown of light and power;

- 9) Coordinate the provision of emergency lights and power generation;
  - 10) Coordinate salvage operations and debris clearance, and
  - 11) Advise elected officials and the EMC about fire and rescue activities.
- d. Health and Medical Services Officer - ESF #8
- 1) Develop and maintains the checklist for the Health/Medical Services function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of hearing impaired, handicapped and special needs residents, based upon input received from the municipal EMAs;
  - 5) Coordinate emergency medical activities within the County;
  - 6) Coordinate institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
  - 7) Coordinate medical services as needed to support shelter operations;
  - 8) Assist as appropriate search and rescue operations;
  - 9) Coordinate mortuary services;
  - 10) Coordinate provision of inoculations for the prevention of disease;
  - 11) Assess the disaster mental health needs of the affected population and coordinate unmet needs; and
  - 12) Advise elected officials and the EMC about Health/Medical Services activities.
- e. Search and Rescue Officer - ESF #9
- 1) Develop and maintains the checklist for the Urban Search and Rescue function;

- 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a copy of the USAR procedures for reference;
  - 5) Coordinate search and rescue activities within the County;
  - 6) Interface with the State USAR representative;
  - 7) Serve as an information resource regarding SAR incidents;
  - 8) Assist as appropriate SAR / SAR components; and
  - 9) Advise elected officials and the EMC about SAR incidents and activities.
- f. Hazardous Materials Officer - ESF #10
- 1) Develop and maintain the checklist for the Hazardous Materials function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of SARA Sites within the County along with facility emergency plans based upon input received from the facilities and municipal EMAs;
  - 5) Coordinate hazardous materials activities within the County;
  - 6) Interface with the State Certified County Hazardous Materials team;
  - 7) Coordinate with and make notifications of the Pennsylvania Department of Environmental Protection (DEP) as required;
  - 8) Serve as an information resource regarding hazardous materials incidents;
  - 9) Assist as appropriate hazardous materials operations; and
  - 10) Advise elected officials and the EMC about Hazardous Materials incidents and activities.

- g. Law Enforcement Officer - ESF #13
  - 1) Develop and maintains the checklist for the Law Enforcement - Police Services function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Coordinate security and law enforcement services;
  - 5) Establish security and protection of critical facilities, including the EOC;
  - 6) Coordinate traffic and access control in and around affected areas;
  - 7) Assist as appropriate with route alerting and notification of threatened populations;
  - 8) Assist as appropriate with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
  - 9) Coordinate the installation of emergency signs and other traffic movement devices;
  - 10) Assist as appropriate in search and rescue operations; and
  - 11) Advise elected officials and the EMC about Law Enforcement - Police Services operations.
  
- h. Business and Industry Officer– ESF #21
  - 1) Develop and maintain the checklist for the Business and Industry function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Assist county businesses and industry in disaster recovery and assessment operations, including the provision of technical advice in completing and submitting IA/SBA Damage Assessment Forms; and
  - 5) Serve as a liaison between business and industry owners/organizations and the County.

- i. Education Services Officer – ESF #22
  - 1) Develop and maintains the checklist for the Education Services function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Provide information and advice on schools and other educational institutions;
  - 5) Coordinates with school districts and institutions of higher education;
  - 6) Provide technical assistance to schools in completing and submitting damage assessment reports.
- j. Dam Failure – ESF #23
  - 1) See Emergency Management Coordinator Responsibilities;
  - 2) See ESF #23, Dam Failure.
- 4. Logistics
  - a. Logistics Chief
    - 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) Develop and maintain the checklists for the Terrorism Incident Annex;
    - 5) Solicit periodic update briefings from the individual staff of the Logistics functions; and
    - 6) Provide periodic updates and briefings to Command.
  - b. Transportation Officer - ESF #1
    - 1) Develop and maintain the checklist for the Transportation Services function;

- 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of Transportation Resources and contact information including capacities in the County;
  - 5) Coordinate the supply of transportation resources within the County during an emergency; and
- c. Public Works and Engineering Officer - ESF #3:
- 1) Develop and maintain the checklist for the Public Works function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of Public Works assets and resources;
  - 5) Serve as a liaison between municipal public works and the County;
  - 6) Coordinate the assignment of Public Works resources;
  - 7) Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance; and
  - 8) Advise elected officials and the EMC about Public Works and Engineering activities.
- d. Mass Care and Evacuation Officer - ESF #6
- 1) Develop and maintain the checklist for the Mass Care / Shelter Services function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of Mass Care – Shelter facilities including capacities in the County;
  - 5) Coordinate with American Red Cross and other appropriate agencies;

- 6) Coordinate Mass Care – Shelter provision within the County during an emergency;
  - 7) Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues; and
  - 8) Advise elected officials and the EMC about Mass Care, Evacuation and Shelter activities.
- e. Resource Management Officer - ESF #7
- 1) Develop and maintain the checklist for the Resource function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of resources with contact information;
  - 5) Coordinate the provision of materials, services and facilities in support of the emergency;
  - 6) Develop procedures for rapidly ordering supplies and equipment and to track their delivery and use; and
  - 7) Advise the EMC and as appropriate, elected officials about Resource acquisition activities within the County.
- f. Food and Water Services Officer - ESF #11
- 1) Develop and maintain the checklist for the Food function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of food assets within the County;
  - 5) Serve as a liaison between the County and the food community;
  - 6) Serve as a liaison between the County and the Extension Office;
  - 7) Coordinate the dissemination of information and supplies to the food community within the County;

- 8) Coordinate the distribution of food to emergency workers and emergency / disaster victims;
  - 9) Advise elected officials and the EMC regarding food issues.
- g. Energy and Utilities Officer - ESF #12
- 1) Develop and maintains the checklist for the energy and utility function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of energy and utility assets within the County;
  - 5) Serve as a liaison between the County and the energy / utilities;
  - 6) Coordinate the dissemination of information to the energy / utilities within the County; and
  - 7) Advise elected officials and the EMC regarding energy / utility issues.
- h. Donations and Volunteer Management Officer – ESF #15
- 1) Develop and maintains the checklist for the Donations Management function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of donations management assets and resources;
  - 5) Serve as a liaison between the County and donations management agencies;
  - 6) Coordinate the assignment of donations management resources; and
  - 7) Advise elected officials and the EMC about donations management activities.

- i. Animal Care and Control Officer – ESF #16
  - 1) Develop and maintains the checklist for the animal care and control function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of animal care and control assets and resources;
  - 5) Serve as a liaison between the County and animal care and control agencies;
  - 6) Coordinate the assignment of animal care and control resources; and
  - 7) Advise elected officials and the EMC about animal care and control activities.
  
- j. Debris Management Officer – ESF #18
  - 1) Develop and maintains the checklist for the Debris Management function;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of assets and resources;
  - 5) Serves as a liaison between the County and debris management agencies;
  - 6) Coordinate the assignment of debris management resources; and
  - 7) Advise elected officials and the EMC about debris management activities.
  
- 5. Finance and Administration
  - a. Finance and Administration Section Chief
    - 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) Develop and maintain the checklists for the Terrorism Incident Annex;
- 4) Ensure that all personnel operating within the Finance and Administration Section receive up to date information regarding the situation and the event;
- 5) Solicit periodic update briefings from the individual staff of the Finance and Administration functions;
- 6) Provide periodic updates and briefings to Command;
- 7) Develop and maintain the checklist for the Finance and Administration functions;
- 8) Maintain oversight of all financial, cost and reimbursement activities associated with the emergency;
- 9) Maintain oversight of all administrative activities associated with the emergency;
- 10) Track costs and personnel time records;
- 11) Administer the financial aspects of the emergency/ disaster according to County policies and procedures;
- 12) Following the declaration of an emergency by the County Elected Officials, or the Governor, initiate emergency purchasing/acquisition procedures;
- 13) Serve as an interface with the Pennsylvania Emergency Management Agency (PEMA) and the Federal Emergency Management Agency (FEMA) regarding recovery operations;
- 14) Advise elected officials and the EMC regarding the financial and administrative aspects and implications of the event;
- 15) Ensure that all functional areas receive administrative support as appropriate; and
- 16) Provide support to the financial element with regard to documentation, verification and related matters.

- b. Disaster Recovery and Assessment Officer – ESF #19
  - 1) Develop and maintain the checklist for the Disaster Recovery and Assessment functions;
  - 2) Assist in the development, review and maintenance of the EOP;
  - 3) Respond to the EOC or the field, as needed;
  - 4) Maintain a listing of assets and resources;
  - 5) Maintain trained damage assessment teams;
  - 6) Serve as a liaison between the County and the outside damage recovery and assessment agencies; and
  - 7) Coordinate all disaster recovery and assessment activities of the county in accordance with county and state procedures.