

**JOINT EMERGENCY
OPERATIONS PLAN
(EOP)**

for

**CENTRE REGION
COUNCIL OF GOVERNMENTS**

and

**THE PENNSYLVANIA STATE UNIVERSITY,
UNIVERSITY PARK CAMPUS**

in Centre County, Pennsylvania

October 26, 2015

Basic Plan

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PROMULGATION

PROMULGATION

THIS PLAN WAS ADOPTED BY THE CENTRE REGION COUNCIL OF GOVERNMENTS IN PARTNERSHIP WITH THE PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK CAMPUS UNDER RESOLUTION NO. 2015-3 DATED OCTOBER 26, 2015. IT SUPERCEDES ALL PREVIOUS PLANS.

Centre Region COG Chair

Centre Region COG Vice Chair

Centre Region COG Executive Director

CR Emergency Management Coordinator

Senior VP Finance and Business
Pennsylvania State University

Pennsylvania State University Director
of Emergency Management

CERTIFICATION OF REVIEW

CERTIFICATION OF REVIEW

A regular (biennial or sooner) review of this Emergency Operations Plan has been done by the Emergency Management Agency and the review is hereby certified by the Centre Region Emergency Management Coordinator and Penn State Emergency Management Director.

Date	Signature

RECORD OF CHANGES/UPDATES

Change Number	Date of Change	Date Entered	Change Made By (Signature or initials)

I. PURPOSE AND SCOPE

Introduction

The Centre Region Council of Governments (CRCOG) and Penn State's University Park Campus (U Park) are inextricably intertwined in many ways. Therefore, the CRCOG and U Park have elected to create an emergency operations plan that reflects this intertwined existence. At the foundation of this collaboration is an agreement for joint Emergency Operations Center activity. Building on this foundation is the agreement for joint planning and training, as well as resource management through mutual aid agreements.

To address potential hazards the U Park and CRCOG adopted a joint All-Hazards Emergency Operations Plan (EOP). Both the CRCOG and U Park emergency management entities realize that there are some aspects of the plan that must be specific to the entity to satisfy regulatory and statutory requirements. These differences will be clearly noted in the appropriate sections of the EOP. This EOP follows the Comprehensive Preparedness Guide (CPG) 101 Version 2, November 2010, when feasible.

Implementation of this EOP requires extensive cooperation, collaboration, and information sharing across all CRCOG and U Park entities and with county, state, and federal entities. Use of this plan enables the CRCOG and U Park to operate seamlessly in disaster conditions and to provide a safe and secure environment for the CRCOG and U Park community.

Purpose

The purpose of this plan is to guide those activities to be undertaken to protect the lives and property of the whole community and ensure continuity of operations in the event of a natural or human-caused emergency or disaster and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq., as amended,) to have a disaster emergency management plan for the CRCOG and U Park. The Emergency Operations Plan is comprised of multiple documents. This Basic Plan is the public component. U Park has an additional public component on its website describing the Comprehensive Emergency Management Program for the University.

The All-Hazard Emergency Operations Plan may be implemented in whole or in part to best manage the complexity of the emergency or disaster. Activation of the Emergency Operations Plan by CRCOG and/or U Park

reduces the vulnerability of the community to the emergency or disaster and establishes a means to respond and recover effectively.

Scope

The Centre Region Council of Governments entities, consisting of College, Ferguson, Halfmoon, Harris, and Patton Townships and the Borough of State College, along with the University Park Campus entities of the Pennsylvania State University may implement all or part of the EOP as necessary to address emergency or disaster situations within their geographic areas. These entities are located in Centre County Pennsylvania.

II. SITUATION AND ASSUMPTIONS

Situational Overview

- A. Many hazards threaten the Centre Region Council of Governments (COG) and the University Park Campus (U Park) which may cause emergencies and disasters in all or part of the geographic area. The probability and impact of the various hazards have been identified using the Threat Hazard Identification and Risk Assessment process.
- B. The Borough of State College, the Townships of College, Ferguson, Halfmoon, Harris and Patton, and U Park all have specific characteristics, such as population distribution, land development, and topography that influence the specific impact of a hazard on each geographic area.
- C. The COG and U Park have identified vulnerable and critical facilities such as schools, large public venues, research facilities, public utilities, hospital, and key private and public sector partners that could be impacted within the geographic area.
- D. U Park and the COG have a diverse population from more urban near the campus to rural in other areas.
 - very diverse international community
 - age (large 18 to 25 year old and large senior population)
- E. The COG and U Park typically provide the resources to the surrounding entities in a disaster.
- F. During a major disaster impacting the COG and U Park, resources would come from larger communities that are located 2 to 3 hours travel time from the area.
- G. The COG and U Park assess capabilities using multiple processes which include, but are not limited to, the Threat Hazard Identification and Risk Assessment, accreditation, certification, and various codes and standards.
- H. The COG and U Park participate in the Centre County Mitigation planning process to identify the short and long-term strategies to minimize hazard impacts.

Planning Assumptions

- A. During a major emergency or declared disaster, COG and U Park resources will be available to implement a response to the Centre Region and U Park.
- B. Mutual Aid Resources from surrounding municipalities and counties will be available within the assumed timeframes. Fulfillment of additional resource requests from the South Central Regional Taskforce and State will be coordinated with Centre County EMA.
- C. Trained and experienced COG and U Park personnel will be available to staff key positions within the ICS and MAC structures.
- D. Both COG and U Park leadership will be intact and available to provide necessary policy decisions and disaster declarations as needed.
- E. Communications systems, including cell phones, landlines and radios, may be overwhelmed during a major emergency or declared disaster. Some communications infrastructure may be destroyed or in need of major repair.
- F. The emergency or disaster will reduce the number of emergency personnel available during response and recovery.
- G. The power distribution network may be destroyed or damaged during an emergency or disaster causing widespread power outages.
- H. Continuity plans will be implemented, potentially freeing resources for essential functions.
- I. Competing demands for resources may require prioritization of resources. Utilization of area command may be implemented as command staff becomes available.
- J. The emergency or disaster may impact vulnerable populations requiring additional resources to the Centre Region or U Park.
- K. Special events have a significant impact on the population size and characteristics throughout the year. An emergency, or disaster during a planned special event will require additional coordination and resources.

III. CONCEPT OF OPERATIONS AND CONTINUITY OF GOVERNMENT

A. General

1. In the event of a significant emergency or disaster the leadership of Centre Region Council of Governments (COG) and University Park Campus (U Park) priorities focus on protecting the health and safety of the whole community, protecting critical infrastructure and key resources, and facilitating the recovery of individuals and entities within the community.
2. In accordance with the COG and U Park Emergency Management Agreement the entities will operate jointly during activation of the EOC by either party.
3. The leadership of the COG and U Park differ in organization and authority as described.
 - a. The Centre Region municipalities established an Emergency Management Council. Each member municipality assigns its municipal manager to the council. In addition, the Centre Region COG Executive Director and a representative from The Pennsylvania State University are members of the Centre Region Emergency Management (EM) Council. The EM Council is responsible for the development and maintenance of the comprehensive all-hazards risk based emergency management program. The EM Council provides program oversight and direction in accordance with the policies established by the COG General Forum. The EM Council ensures municipal readiness and support to emergency operations. The EM Council authorizes use of municipal resources and emergency expenditures within guidelines approved by the General Forum. The EM Council recommends to the COG General Forum an individual to serve as the Centre Region Emergency Management Coordinator.
 - i. In accordance with the Articles of Agreement of the Joint Emergency Management program, the Centre Region Emergency Management Coordinator (EMC) shall act on behalf of the COG General Forum. An Emergency Operations Center (EOC) has been designated by the Centre Region, and may be activated by the EMC during an emergency. A

Deputy EMC and Alternate EOC have been designated to function in case the primary EMC and/or EOC are not available.

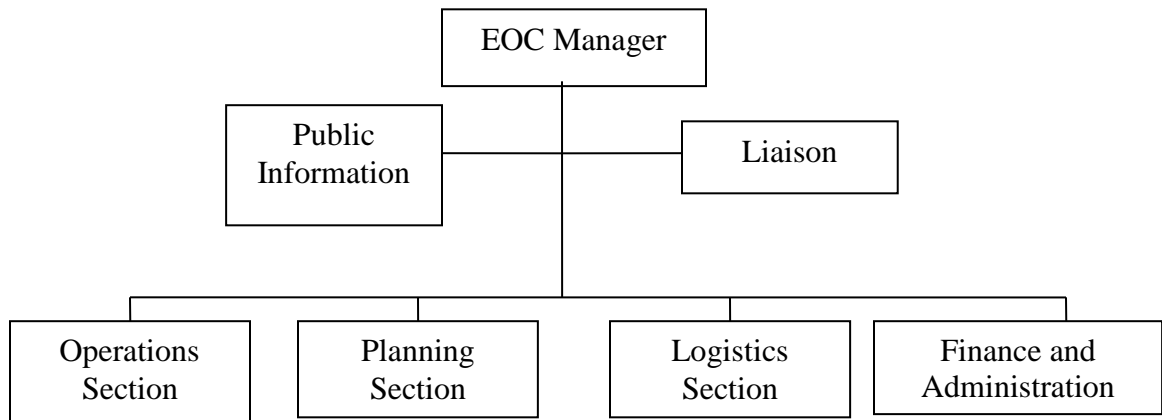
- b. At Penn State, three groups are involved in the overall management of a disaster or catastrophe at University Park. The following paragraphs describe the three groups and the composition of those groups.
 - i. The Executive Policy Group consists of the President, Provost, Vice President for Administration, and Senior Vice President of Finance and Business. Ultimate authority for decisions rests with this group. As a practical matter, this group's time will be very limited during a disaster. Therefore, they have appointed an Agency Administrator that will represent them to the multiagency coordinating group and the incident commander. The Agency Administrator is the Assistant Vice President for Police and Public Safety.

It is the responsibility of the Executive Policy Group to communicate with the chair of the Board of Trustees as appropriate.
 - ii. The Agency Administrator serves as the representative of the Executive Policy Group and is the Point of Contact for the Multi-agency Coordinating Group, the Director of Emergency Management, and the Incident Commander.
 - iii. The Emergency Management Group (EMG) or multi-agency coordinating group is comprised of primary and support agencies for the Emergency Support Functions as well as personnel that may be needed in the EOC to support the on-scene response and develop recovery strategies. This group will be led by the Director of Emergency Management or his/her designee.
4. The EOP serves primarily as a "response and recovery" plan. Mitigation and preparedness are captured in the Mitigation and Preparedness Appendix of this plan and in the Centre County Hazard Mitigation Plan.
5. This plan embraces an "all-hazards" principle: that major emergency and disaster functions are similar, regardless of the

hazard. Emergency Management staff will mobilize specific resources and personnel as required by the emergency situation.

6. The Entities will develop mutual aid agreements with adjacent municipalities, private entities, and others for reciprocal emergency assistance as needed.
7. The Entities will strive to incorporate emergency management best practices while utilizing the National Incident Management System.

Emergency Operations Center (EOC) Example



8. When the EOC is activated, the EOC Manager will coordinate between the site Incident Commander and Centre County Emergency Management.
9. Additional personnel may be requested by the EOC Manager to support activities within the EOC. Incident complexity determines the staffing support needed in the EOC. These individuals comprise the Essential Support Functions.
10. Upon receipt of a specific warning, in anticipation of an escalating incident, or as part of the management of a planned event the Emergency Manager may activate or recommend activation of the EOC.
11. The EM Council and the Executive Policy Group are notified of all EOC activations. Personnel to staff the EOC are notified using Entity specific procedures.

12. Emergency Response and recovery operations are organized into and managed as fifteen Emergency Support Functions (ESFs) and several standing Subject Matter Expert (SME) groups. Each ESF and SME group represents a separate domain of operations and resources (see Table 1).

ESF Number	Name	Primary Purpose
1	Transportation	The principal duty of the transportation essential support function is to provide/coordinate transportation resources and infrastructure.
2	Communications	The principal duty of the communications essential support function is to provide/maintain telecommunications and Information Technology (IT) resources.
3	Public Works and Engineering	The principal duty of the public works and engineering essential support function is to provide engineering and heavy equipment support, oversee debris removal and management, and coordination facilities/infrastructure systems repair.
4	Fire Fighting	The principal duty of firefighting essential support function is to support local firefighting efforts.
5	Information and Planning (Encompasses the entire structure/organization)	Collect/share/analyze/disseminate information; track resources; arrange for the reception and distribution of goods. Coordinate assistance from subject matter experts in planning/response efforts.
6	Mass Care, Health, and Human Services	The principal duty of the mass care, health, and human services essential support function is to coordinate shelter and mass care operations, provide emergency assistance, and other human services to those affected by the disaster, including shelter.

7	Logistics Management and Resource Support (Logistics Section)	Responsible for providing supplies and support to the emergency operations. Support may include, but is not limited to, transportation, food and housing, and field communications.
8	Public Health and Medical Services	The principal duty of the public health and medical services essential support function is to coordinate medical care, public and crisis counseling, and mortuary services.
9	Search and Rescue	The principal duty of the search and rescue essential support function is to coordinate search and rescue missions including: urban, wilderness, and underground.
10	Oil and Hazardous Materials Response	The principal duty of the hazardous materials response essential support function is to respond/assist in incidents involving release of petroleum or other hazardous materials that may harm humans or the environment.
11	Agriculture and Natural Resources	The principal duty of the agricultural and natural resources essential support function is to coordinate animal safety/sheltering and protect natural resources.
12	Energy	The principal duty of the energy essential support function is to coordinate/monitor, maintain, and restore the supply of energy and energy distribution infrastructure.
13	Public Safety and Security	The principal duty of the public safety and security essential support function is to provide physical security for residents and their property, as well as visitors and to suppress criminal activity.
14	Long Term Recovery and Mitigation	The principal duty of long term recovery and mitigation essential function is to protect and restore human services, infrastructure, and business environment in the impacted area.

15	External Affairs (PIO) (Command Staff)	Emergency public information and protective action guidance as well as media and community relations.
	Volunteer and Donations (Operations Section)	The principal duty of the volunteers and donations group is to coordinate information and activities of volunteers and voluntary agencies responding in times of disaster and to ensure the effective utilization of donated cash, goods, and services for the entities.
	Academics (Planning Section Subject Matter Expert)	The principal duty of the academics group is to coordinate the response and implementation of academic business continuity for the academic units (colleges, schools, and campuses) as well as major academic support units, such as University Libraries, Educational Equity, etc.
	Intercollegiate Athletics (ICA) (Planning Section Subject Matter Expert)	The principal duty of the intercollegiate athletics group is to coordinate restoration of intercollegiate athletics and maintain communications with athletic teams and support groups concerning the continuity and restoration of athletics.
	Research (Planning Section Subject Matter Expert)	The principal duty of the research group is to ensure continuity and recovery of research efforts across the campus.
	Student Affairs (Planning Section Subject Matter Expert)	The principal duty of the student affairs group is to provide for the mental and physical wellbeing of the students during an emergency.

13. For Each ESF or SME, this plan designates an entity as ESF or SME coordinator. It also designates "Primary" entities and "Support" entities as noted in the ESF/SME Appendices.
14. If required, a "departmental" emergency operations center (DOC) may be activated at a separate location. When a DOC is activated at a separate location, the DOC manager will ensure the ESF representative and the EOC manager is aware of and can effectively coordinate activities with other ESFs.

B. Preparedness

1. Departments and agencies will cooperate with local emergency management to develop and update comprehensive emergency management plans, programs, and capabilities.
2. Departments and agencies active in emergency response operations will maintain Standard Operating Procedures (SOPs) or Guidelines (SOGs) for response functions and update their procedures based on evaluations of exercises and response activities.
3. Each Entity will establish and maintain a Business Continuity Plan (BCP) or Continuity of Operations Plan (COOP).
 - a. The departments and agencies of each entity will establish and maintain plans to support the Entity BCP or COOP.
4. Succession of Government/Leadership is critical to the continued functioning of the Entities. Each entity maintains a Succession Plan.

C. Response

1. The Incident Command System (ICS) will be implemented immediately at the incident site.
2. Depending on the magnitude and severity of the incident, only certain ESFs or SMEs may be needed.
3. The EOC Manager will determine which ESFs or SMEs are needed in the EOC. He/she will notify the ESF or SME coordinating department/agency of the need for the ESF or SME.
4. Announcements and guidance regarding the emergency situation and appropriate protective actions will be disseminated to the public regularly through scheduled press releases and briefings (See ESF 15).
5. ESF 15 may recommend activation of a Joint Information Center.

6. Incidents will be assigned a level by the EOC manager.
(See Table 2).

Table 2			
PHASE	EVENT	SCOPE	EXAMPLES
LEVEL 4	Routine events, relatively small localized events and minor damage	No EOC Staffing. Awareness by Office of Emergency Management (OEM) Staff.	Moderate to heavy snow fall, house fire, localized power outage, increased level of national security.
LEVEL 3	Events that require situational awareness and planning. Threats that require situational awareness and planning.	OEM staff actively involved in planning. May call upon subject matter experts for assistance or input. May develop an Event Action Plan.	Heavy snowfall requiring outside assistance, large hazardous materials spill with threat of environmental damage; planned special event involving large numbers, sensitive or controversial material, or persons.
LEVEL 2	Threats that may require planning for 2 to 3 days. Significant impacts to the Entities.	OEM staffs the EOC along with required ESFs or SMEs	Evacuation of a significant number of people; bomb threat with device found; terrorist incident in the area or threat of an incident; civil disruption with large crowds

LEVEL 1	Catastrophic impact to either Entity requiring outside assistance.	Staffing of EOC and activation of all ESFs and SMEs	Large explosion; riot; severe disease outbreak; terrorist type attack; any incident requiring large scale evacuation.
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D. Recovery

Throughout the incident, the planning section of the EOC will maintain records of critical information to describe the severity and scope of the emergency.

As the immediate emergency passes, the Entities will survey the damage and submit initial reports to the Centre County Emergency Operations Center.

As the immediate emergency passes, the continuity plans of the various units, departments, and agencies of each Entity will be implemented, as appropriate.

As it becomes available, information on the scope and severity of the emergency and safety related information will be crafted and released to the public (See ESF 15).

Based on the damage and other information the Entities will determine the need to issue/request a declaration.

IV. ORGANIZATION AND RESPONSIBILITIES

A. COMMAND

1. EXECUTIVE POLICY GROUP

a. Elected Officials and EM Council

1. General Forum (Elected Officials):
 - a. Are responsible for establishing a regional emergency management organization
 - b. Providing for continuity of operations
 - c. Establishing lines of succession for key positions
 - d. Designating an Emergency Operations Center and alternatives
 - e. Adopting this Emergency Operations Plan in consonance with the county Emergency Operations Plan
 - f. Approving an Emergency Management Coordinator for appointment in accordance with the Emergency Management Services Code
 - g. Issuing proclamation of disaster emergency (General Forum Chair) and ratifying such proclamations
 - h. Applying for federal post-disaster funds

2. Emergency Management Council:
 - a. Is responsible for the development and maintenance of a comprehensive all-hazards risk based emergency management program
 - b. Recommending to the General Forum an Emergency Management Coordinator for appointment in accordance with the Emergency Management Services Code
 - c. Providing program oversight and direction in accordance with the policies established by the General Forum
 - d. Reviewing and proposing the Centre Region Emergency Operations Plan and supporting documents for adoption by the General Forum
 - e. Establishing accounting procedures for the expenditure of the Emergency Management program funds

b. Penn State Executive Policy Group and EM Group

1. Executive Policy Group

This group serves the same purpose for the University as the General Forum (Elected Officials) does for the Centre Region Council of Governments.

This group is responsible for:

- a. Establishing an emergency management organization
- b. Establishing lines of succession for key positions
- c. Designating an Emergency Operations Center and alternatives
- d. Adopting this Emergency Operations Plan in consonance with the County Emergency Operations Plan
- e. Ensuring employment of a qualified Emergency Management Coordinator
- f. Requesting proclamation of a disaster emergency from the General Forum
- g. Applying for federal post-disaster funds, as available
- h. Notifying the Board of Trustees, as appropriate

2. Emergency Management Group

This group serves the same purpose for the University as the Emergency Management Council does for the Centre Region Council of Governments.

This group is responsible for:

- a. Providing staffing for the Essential Support Functions; during an activation
- b. Recommending approval of the EOP to the Emergency Management Policy Group
- c. Supporting activities of emergency management across the University.

2. EOC Manager (EMC)

Both Entities have Emergency Management personnel that may fill the role of EOC Manager. In general the EOC Manager is responsible for the overall management of the emergency or disaster. They ensure the coordination and collaboration of efforts to respond to and recover from the emergency or disaster. To ensure appropriate coverage in the EOC for emergencies or disasters that cover multiple operational periods and during recovery,

emergency management staff from either Entity may manage the personnel in the EOC and the overall incident.

- a. Prepares and maintains an EOP for the Entities subject to the promulgation of the General Forum; approval by the EMG; and reviews and updates as required
- b. Maintains coordination with Centre County EMA, and provides prompt information on emergencies, as available
- c. In coordination with Centre County EMA, identifies hazards and vulnerabilities that may affect the municipality
- d. Identifies resources within the Entities that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners or Centre County EMA
- e. May assign tasks or missions to specific ESFs, as warranted
- f. Develops and maintains a trained staff and current emergency procedures appropriate for the emergency needs and resources of the Entity Communities
- g. Mobilizes the EOC and acts as or delegates the Management/Command function within the EOC during an emergency
- h. Compiles cost figures for the conduct of emergency operations
- i. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in all phases and missions of emergency management

3. Public Information Officer (PIO) (External Affairs - ESF 15)

- a. Develops and maintains the checklist for the Public Information function
- b. Assists in the development, review and maintenance of the EOP
- c. Responds to the EOC or the field, as needed
- d. Coordinates all information released to the public or to the media with the County PIO/JIC (Joint Information Center), if established
- e. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations
- f. Advises entities about Public Information activities
- g. Develops pre-scripted emergency announcements for use in the time of an emergency

- h. Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.
- i. Interfaces with the PIO for the County and the State as applicable
- j. Operates as a part of the Joint Information System as established by the County, State or Federal officials
 - i. Joint Information System. The Joint Information System provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector.
 - ii. Social Media. Social Media is an important means of communicating with the public, multiple jurisdictions, and disciplines before, during, and after an emergency. This plan makes full use of available social media platforms. Monitoring social media is also a part of the process and is managed by Penn State.

4. Liaison Officer

- Identifies agencies and other organizations that may support the Emergency Operations Center during disaster response
- Serves as the primary contact for supporting agencies assisting with the incident
- Assists the Public Information Officer with information to Executive Policy Group and the Emergency Operations Center Manager

B. OPERATIONS SECTION

When activated, the chief of the operations section in the EOC directs essential support activities to support disaster response and recovery. When activated these essential support functions are located within the operations section: Transportation ESF1, Communications ESF2, Public Works and Engineering ESF3, Firefighting ESF4, Mass Care/Housing ESF6, Health and Medical ESF8, Search & Rescue ESF9, HazMat ESF10, Ag & Natural Resources ESF11, Energy ESF12, Public Safety & Security ESF13, Long-term Recovery ESF14, volunteer & donations, and air operations. Operations ESFs and other Support Functions are listed in Table 3.

ESF Number	Name	Primary Purpose
1	Transportation	The principal duty of the transportation essential support function is to provide/coordinate transportation resources and infrastructure.
2	Communications	The principal duty of the communications essential support function is to provide/maintain telecommunications and Information Technology (IT) resources.
3	Public Works and Engineering	The principal duty of the public works and engineering essential support function is to provide engineering and heavy equipment support, oversee debris removal and management, and coordination facilities/infrastructure systems repair.
4	Fire Fighting	The principal duty of firefighting essential support function is to support local firefighting efforts.
6	Mass Care, Health, and Human Services	The principal duty of the mass care, shelter, and human services essential support function is to coordinate shelter and mass care operations, provide emergency assistance, and other human services to victims.

8	Public Health and Medical Services	The principal duty of the public health and medical services essential support function is to coordinate medical care, public and crisis counseling, and mortuary services.
9	Search and Rescue	The principal duty of the search and rescue essential support function is to coordinate search and rescue missions including: urban, wilderness, and underground.
10	Oil and Hazardous Materials Response	The principal duty of the hazardous materials response essential support function is to respond/assist in incidents involving release of petroleum or other hazardous materials that may harm humans or the environment.
11	Agriculture and Natural Resources	The principal duty of the agricultural and natural resources essential support function is to coordinate animal safety/sheltering and protect natural resources.
12	Energy	The principal duty of the energy essential support function is to coordinate/monitor, maintain, and restore the supply of energy and energy distribution infrastructure.
13	Public Safety and Security	The principal duty of the public safety and security essential support function is to provide physical security for residents and their property, as well as visitors and to suppress criminal activity.
14	Long Term Recovery and Mitigation	The principal duty of long term recovery and mitigation essential function is to protect and restore human services, infrastructure, and business environment in the impacted area.
Support Function	Volunteer and Donations	The principal duty of the volunteers and donations group is to coordinate information and activities of volunteers and voluntary agencies responding in times of disaster and to ensure the effective utilization of donated cash, goods, and services for the entities.

C. PLANNING SECTION (EMC or as delegated)

When activated, the chief of the planning section in the EOC is responsible for the collection, evaluation, dissemination, and use of information regarding the incident(s) and the status of resources. Planning is also responsible for contingency and long-term plans. Within the planning section additional units may include situation, documentation, GIS, demobilization, and other units as needed. The EOC Manager will designate the Planning Section Chief, in most instances this will be an experienced emergency management professional.

1. Subject Matter Experts (U Park Campus)

As an institution of higher learning, the University Park Campus has Subject Matter Experts (SMEs) that are a permanent part of the multi-agency coordinating group. Table 4 contains a description of these SMEs.

Subject Matter Expert Group (SME)	Primary Purpose
Academics (Planning Section Subject Matter Expert)	The principal duty of the academics group is to coordinate the response and implementation of academic business continuity for the academic units (colleges, schools, and campuses) as well as major academic support units, such as University Libraries, Educational Equity, etc.
Intercollegiate Athletics (ICA) (Planning Section Subject Matter Expert)	The principal duty of the intercollegiate athletics group is to coordinate restoration of intercollegiate athletics and maintain communications with athletic teams and support groups concerning the continuity and restoration of athletics.
Research (Planning Section Subject Matter Expert)	The principal duty of the research group is to ensure continuity and

Expert)	recovery of research efforts across the campus.
Student Affairs (Planning Section Subject Matter Expert)	The principal duty of the student affairs group is to provide for the mental and physical wellbeing of the students during an emergency.

D. LOGISTICS SECTION

When activated, the Chief of the Logistics Section, in the EOC, is responsible for providing supplies and support to the emergency operations. Support may include, but is not limited to, transportation of equipment and responders, food and housing, and field communications. The Logistics Section Chief manages ESF 7 which is typically comprised of a Support Branch and Supply Branch.

1. Support Branch. The principal duty of the Support Branch is to provide the physical infrastructure necessary for transportation of emergency equipment and personnel, information systems, and the food, shelter, lodging, safety and security of emergency personnel and equipment.
2. Supply Branch. The principal duty of the Supply Branch is to provide the materials necessary to manage and respond to the incident.

E. FINANCE and ADMIN SECTION

When activated, the Finance and Administration Section chief monitors and processes funding requests and incident costs throughout the response and recovery phases. The Section Chief may also establish time, procurement, and compensation/claims units, as needed.

V. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Centre Region/Penn State EOC Managers will submit situation reports, requests for assistance and damage assessment reports to Centre County EMA, which should be forwarded to PEMA.
2. Entities will utilize pre-established financial and procurement methods to track and maintain records of expenditures and obligations.
3. All written records, reports and other documents will be kept by the respective entities with copies provided to the Centre Region or Penn State EOC Managers.

B. Logistics

1. Penn State and the Centre Region have a joint EOC located on the University Park Campus.
2. Resources requested above and beyond those already established in the agreement will be tracked using current practices.

C. Mutual Aid Agreements

1. Centre Region/Penn State have pre-established resources and mutual aid agreements.
2. The Center County EMA is available to coordinate assistance and satisfy unmet needs.
3. Additional assistance may be available from Regional Task Forces (RTF) or from the Pennsylvania Emergency Management Agency (PEMA).
4. Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

VI. TRAINING AND EXERCISES

A. Responsibilities

1. All exercises of this plan, or its components, will be designed, administered, and evaluated in accordance with the Homeland Security Exercise Evaluation Program (HSEEP).
2. Personnel with an assigned role in the EOC will attend training and exercises pertinent to their role as identified in the Centre Region/Penn State Training and Exercise Plan.

B. Emergency Management will:

1. Identify training and education needs to ensure that all participants meet standards and accreditation requirements for their position(s), as established under the National Incident Management System (NIMS).
2. Create and publish a Centre Region/Penn State Training and Exercise Plan. Update the TEP annually.
3. Conduct EOC training and education programs, to include orientation to equipment used within the EOC.
4. Provide training to Entity Executives.

VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

- A. Centre Region/Penn State Emergency Managers will prepare and maintain this EOP and other required contingency plans to provide for emergency responsibilities during local disasters.
- B. Centre Region/Penn State Emergency Managers will ensure the plan is updated every two years or sooner if required.
- C. Centre Region/Penn State Emergency Managers will assist other entities in the coordination and development of plans that impact the EOP.
 - 1. Departments and agencies will develop supporting plans for the accomplishment of assigned emergency management responsibilities. The plans will use terminology consistent with NIMS.
 - 2. The ESF or SME Coordinator for each ESF or SME is responsible for the development and maintenance of that ESF or SME annex to this plan. These plans shall be reviewed annually and updated as necessary.
- D. Centre Region/Penn State will determine the most appropriate distribution methods for their personnel.

APPENDICES

APPENDIX A - AUTHORITIES AND REFERENCES

AUTHORITY AND REFERENCES

1. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
2. The Centre Region Joint Articles of Agreement for the Regional Emergency Management Program, November 27, 2006
3. Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment," as amended
4. Commonwealth of Pennsylvania, Emergency Operations Plan, May 2005, with amendments
5. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5, (Requirements for the Preparation, Review and update of municipal Emergency Operations Plans (EOPs) and accompanying Documents)
6. County Emergency Operations Plan
7. County Hazard Vulnerability Analysis
8. County Hazard Mitigation Plan
9. PSU AD 70
10. PSU Threat Hazard Identification and Risk Assessment

APPENDIX B - DEFINITIONS AND GLOSSARY

DEFINITIONS AND GLOSSARY

1. Access Control Points (ACP) - Posts established primarily by emergency responders, State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.
2. Activate - To start or place into action an activity or system.
3. Control - To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)
4. Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with 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.)
5. Deploy - To move to the assigned location in order to start operations.
6. Direction - Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.
7. Disaster - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy or property.
 - A. Human Caused Disaster - Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, terrorism acts of vandalism or sabotage and civil unrest which threaten or cause substantial damage to property, human suffering, hardship or loss of life.
 - B. 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.
8. Disaster Emergency - Those conditions which upon investigation may be found, actually or likely to:
 - A. Seriously affect the safety, health or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.
 - B. Be of such magnitude or severity as to render essential state supplementation of regional, county and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.

- C. Have been caused by forces beyond the control of humans, by reason of civil disorder, riot, natural occurrence, terrorism or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.
9. Emergency Alert System (EAS) - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state or federal emergency management agencies or the national weather service.
 10. Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, preparedness, response and recovery for emergencies of all kinds.
 11. 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, search, 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.
 12. Emergency Support Function (ESF) – A distinct function that may need to be performed during emergency response, but which is not necessarily dependent on the type of disaster or emergency that causes the need for the support function. ESFs define an organizational structure for the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. Use of ESFs allows for planning, training and organization to be made without consideration for the cause. This plan uses fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP.
 13. Explosive Ordnance Disposal (EOD) - An active U.S. Army organization tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with explosive devices when civilian explosive technicians or bomb squads are not available.
 14. External Affairs – Those emergency activities that deal with the general public and other entities outside the immediate disaster area. This includes public information and media relations activities.
 15. Governor's Proclamation of "Disaster Emergency" – A formal declaration or proclamation by the Governor of Pennsylvania that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. As part of this proclamation, the Governor may waive or set aside time-consuming procedures and formalities prescribed by state law (excepting mandatory constitutional requirements.) The state of disaster emergency continues until the Governor finds that the danger has

passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.

16. Hazardous Materials (HAZMAT) - Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear or explosive.
17. Hazards Vulnerability Analysis (HVA) - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity and risk to population and property.
18. Joint Information Center (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.
19. Local Emergency - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused 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.
20. Mass Care Centers - Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.
21. 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).
22. National Incident Management System (NIMS) - A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. The NIMS includes a core set of concepts, principles and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking and Reporting of incident information.
23. Notification - To make known or inform, to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.
24. Notification and Resource Manual (NARM) - One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.
25. Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources.

26. Political Subdivision - Any county, city, borough, township or incorporated town within the Commonwealth.
27. Presidential Proclamation of "Emergency" - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect 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 beyond the capabilities of the State and affected municipal governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for proclamation of a major disaster by the President may be accepted, downgraded to emergency or denied.

28. Presidential Proclamation of "Major Disaster" – "Major Disaster" means any natural catastrophe, or 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.
29. Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
30. Public Information Officer (PIO) - That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities (ESF # 15.) If no PIO is appointed, those responsibilities stay with the EOC manager.
31. Public Information Statements - Public announcements made by PEMA, county or local official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.
32. Reception Center - A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.
33. Re-entry - 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.
34. Resource Typing – A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications and training will allow resources from other parts of the U.S. to work together. Resources are assigned "Type" number that indicates the size/capacity of the resource i.e. a Type 1 Team will have more people and capabilities than a Type 2 or a Type 3 team.

35. Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
36. Special Needs – Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network.
37. Standby - To be ready to perform but waiting at home or other location for further instructions.
38. Support - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
39. Traffic Control Points (TCP) - Posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.
40. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
41. Weather Warning - Severe weather is occurring or is about to occur.
42. Weather Watch - Conditions and ingredients exist to trigger severe weather.

APPENDIX C - LISTING OF RELATED AND INCIDENT SPECIFIC PLANS

ACTION AND INCIDENT SPECIFIC PLANS (Published Separately)

- 1) Notification and Resource Manual (NARM)
- 2) Functional Checklists and Job Aids
- 3) Notification and Alerting Plan
- 4) Hazard Specific Plans
- 5) Sheltering Plan
- 6) Hazard Mitigation Plan (County)