

VI. ADMINISTRATION AND LOGISTICS

A. References

The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended

B. Administration

County and Municipal Reports and Records

Municipal governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.

County EMA Reports

The County Emergency Management Agency will forward reports and requests for assistance as soon as practical to the appropriate PEMA office.

Expenditures and Obligations

Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

Log-Type Records

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.

Other Organization Reports

The County EMA will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.

Reports to PEMA

The County EMA will make reports to PEMA by the most practical means in accordance with PEMA requirements. Written logs will be maintained by the County EMA to assure an accurate, factual basis for status reports to PEMA as well as other after action reports.

C. Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions. This policy applies equally to all public and private sectors.

D. Logistics

Coordination of Unmet Needs

Should a municipal government's resources prove to be inadequate during an emergency operation, requests will be made for assistance from other municipalities, county, and state levels of government, as well as other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

E. Intergovernmental Cooperation Agreements

1. Authority

Article 9, Section 5 of the Pennsylvania Constitution provides that any municipality may cooperate or agree in the exercise of any function, power or responsibility with other governmental units.

2. Intergovernmental Cooperation Agreements

a. General

Pursuant to the provisions of the Act of December 19, 1996, No. 177, P.L. 1158, 53 Pa. C.S.A. 2301-2315, relating to Intergovernmental Cooperation, municipalities may jointly cooperate in the exercise or performance of emergency management responsibilities listed in this plan.

b. Countywide Department of Emergency Services

1) The County Board of Commissioners and the elected officials of the municipalities within the county have entered into an intergovernmental cooperation agreement, pursuant to the provisions of the Act of December 19, 1996, No. 177, P.L. 1158, 53 Pa. C.S.A. 2301-2315, relating to Intergovernmental Cooperation.

2) The agreement provides for the creation of a countywide department of emergency services to represent a unified and coordinated approach to responding and recovering to actual or potential natural or man-caused disaster emergencies within the county.

3) The countywide organization shall assume responsibility for the functions of the separate emergency management agencies in each of the municipalities within the county pursuant to Title 35.

- 4) Through the ICA, certain municipalities of the county have adopted and declared the Emergency Operations Plan of the county to be the emergency operations plan of each of their municipalities for the purpose of fulfilling the requirement in Subsection 7503(1) of Title 35, to prepare, maintain and keep current a disaster emergency management plan for each of their municipalities.
- 5) Copies of the county and municipal intergovernmental cooperation agreements are maintained by the County EMA and are included in the Municipal Intergovernmental Cooperation Agreement Manual.

3. PEMA Assistance

PEMA will provide assistance to those municipalities desiring an example of an intergovernmental cooperation agreement and adopting ordinance to satisfy all or a portion of their emergency management responsibilities.