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**Office of  
Emergency  
Management**

# **Elected Official Task Book**

## Purpose

This task book provides Centre Region elected officials with the National Incident Management System (NIMS) and Incident Command System (ICS) training requirements and general information necessary to act during times of emergency or disaster in the Centre Region.

## General Information

The Pennsylvania Emergency Management Code (Title 35) requires each municipality to appoint an Emergency Management Coordinator, adopt an Emergency Operations Plan and maintain an Emergency Operations Center. In 1990, the Centre Region municipalities created a regional Emergency Management Program with a single emergency management coordinator, emergency operations plan and emergency operations center.



## NIMS & ICS Training

### Required Training

- NIMS 700: Introduction to NIMS; IS-700.a
- ICS 100: Introduction to ICS; IS-100.b

### Completed

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### Recommended Training (not required)

- ICS 200: ICS Initial Action Incidents; IS-200.b
- NIMS 800: National Response Framework; IS-800.b

### Completed

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### Advanced Training (classroom only-not required)

- ICS 300: ICS for Expanding Incidents (24 hours)
- ICS 400: Advanced ICS (16 hours)



## Training

In Homeland Security Presidential Directive-5 (HSPD-5), the President called on the Secretary of Homeland Security to develop a national incident management system to provide a consistent nationwide approach for federal, state, tribal and local governments to work together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size or complexity.

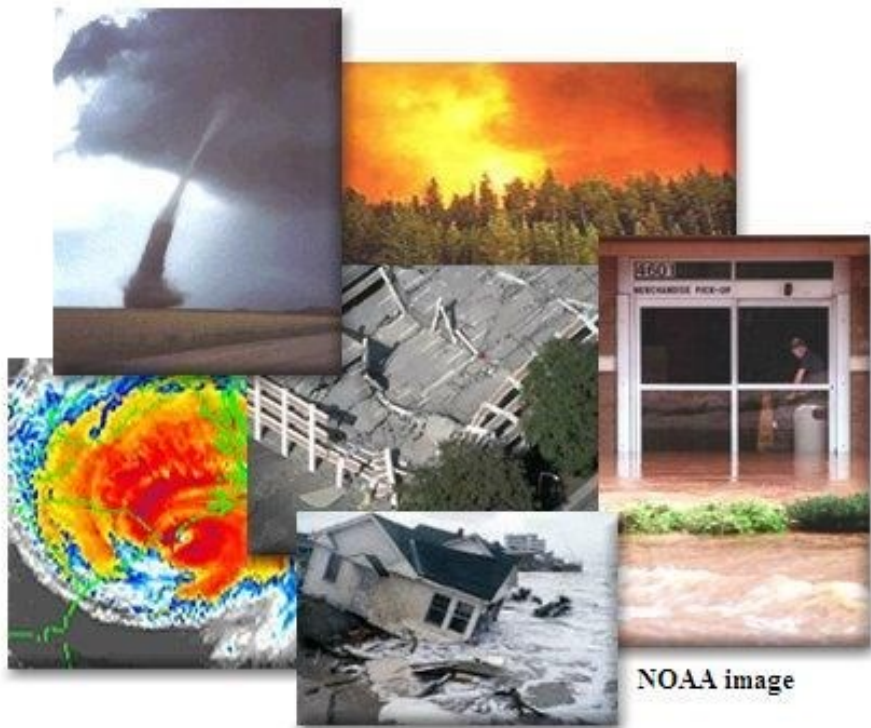
The above mentioned directive requires all Centre Region elected officials to complete NIMS and ICS training. This task book contains information on the required elected official training as well as some recommended courses which are not required but provide additional emergency management training. These required and recommended courses are available in the classroom or online at: <https://training.fema.gov/is/crslist.aspx>

For more information about the NIMS or ICS courses contact Emergency Management Coordinator Jonathan Risley at 814-235-7838 or by email [jrisley@centreregionema.com](mailto:jrisley@centreregionema.com).

Additional advanced ICS training is available to any elected official with added interest in the Incident Command System. These courses are not required for elected officials.



The Centre Region Emergency Management Program employs a full time Emergency Management Coordinator whom is supervised by the Centre Region Fire Director. Oversight of the program is from the Emergency Management Council. The Emergency Management Council is made up of six municipal managers, the COG Executive Director, the COG Vice Chair and a representative from Penn State University.



NOAA image

During time of emergency or disaster, the Centre Region COG may declare a disaster emergency. This Declaration of Disaster Emergency is made by the Centre Region COG Chair after recommendation from the Emergency Management Coordinator and the Emergency Management Council. In the absence of the COG Chair, the declaration is made by the COG Vice Chair. Following any Declaration of Disaster Emergency, the COG General Forum is required to ratify the declaration.

## Elected Official Checklist

During times of emergency or disaster in the Centre Region, elected officials are responsible for the items listed below:

### Family First:

- Assure the safety of your family.
- Activate your Family Emergency Plan.

### Completed

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### Municipal Government (all elected officials):

- Establish communications with your Manager
- Provide Manager with a basic assessment of situation in your area. (road closures due to snow, ice or debris, power and/or communication outages)
- Monitor the situation and provide Manager with updates as needed.
- Participate in scheduled briefings and disseminate official information. (as needed)
- Meet and ratify Centre Region Disaster Declaration within seven days of initial declaration. (as needed)

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### Centre Region COG (COG Chair or Vice Chair):

- Establish communications with Emergency Management Coordinator or Emergency Operations Center (EOC) Manager
- Report to the EOC (as requested)
- Sign disaster emergency declaration (as needed)
- Provide situation reports from the EM Coordinator or EOC Manager back to the elected officials

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