

Pennsylvania State Coroners Association

Secretary/Treasurer

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President

Jeremy R. Reese

Vice-President

Scott Lynn

Asst. Secretary/Treasurer

Paul J. Sharum, D-ABMDI

Solicitor

Timothy G. Uhrich, Esq.

Executive Director

Scott M. Grim, D-ABMDI

PSCA Emergency Operations / Continuity of Operations Plan

Background: This plan will serve as a guide for the Pennsylvania State Coroner's Association (PSCA) to respond to all hazards, or potential hazards that may impact the organization and the ability of the organization to function in its normal capacity. Hazards include those of the following nature: Natural, man-made, Technological, and Chemical / Biological. This plan will also guide the PSCA in ensuring the continuity of operations in the event of staffing/personnel issues, technological failures, facility damages etc.

Activation: The authority to activate this plan is delegated to one of the following:

- PSCA President
- PSCA Vice President
- PSCA Executive Director

If none of the above members of the organization are available, the PSCA Treasurer, and then any of the Regional Vice Presidents may activate the plan.

Triggers for activation: Loss or Shortage of personnel, loss of facilities, loss of communications, infrastructure failure including network loss, events requiring resources outside of the PSCA.

Response: The PSCA will follow its normal chain of command defined in its bylaws to respond to adverse events. If no officers are available or it is so delegated the PSCA Executive Director may be delegated as the "Incident Commander" for an event impacting the organization.

Once a threat or hazard is identified PSCA leadership will meet, assess the threat, and then develop objectives, strategies and tactics to respond to the threat. PSCA will follow the National Response Framework and NIMS while responding to events. This plan is separate from the PSCA Mass Fatality plan and the Mass Fatality plan would be referenced in events that are fatality response specific.

Essential Functions: Mass Fatality planning and response capability, Education, mental health support, financial stability.

Other Business Functions: Legislative relations, Legal Support

Key Personnel / Positions: The following are considered key personnel or positions in the operations of the Association:

- Executive Director
- President
- Vice President
- Treasurer / Secretary
- Asst. Treasurer / Secretary
- Regional Vice Presidents
- Solicitor
- Government Relations specialist.

Personnel Shortages: In the event personnel shortages exist with paid or contracted personnel, the President will lead the Executive Board in seeking a replacement in a timely manner. If one of the paid or contracted personnel is incapacitated temporarily due to illness or accident, the President or Executive Board will appoint a person qualified to perform the duties in the interim based upon the vacancy.

Instructor personnel: Given that PSCA hosts and provides educational offerings, instructor-type personnel who are slated to present at a course sponsored by the PSCA will be replaced by another qualified instructor on the topic. Options for virtual presentations may be considered.

PSCA Officers: The PSCA bylaws govern succession planning for the Elected officers of the organization.

Communications: Activation of this plan and updates pertaining to events causing plan activation will occur in the following redundant communication methods available to the PSCA:

- Email
- MS Teams
- Zoom
- Conference Call
- SMS Text Messaging
- PSCA Website
- PSCA Social Media

Redundant Communications will be tested and evaluated using the Mass Fatality response group at least twice per calendar year.

Facility Devolution: All employees and officers of the PSCA work from their homes or full-time office locations. For events impacting those facilities, personnel will follow the devolution plan for that facility including county Coroners who should reference their county's continuity of operations plan.

If PSCA is hosting an event at a rented venue etc. and a hazard or situation exists where the facility must be evacuated, the PSCA leadership will work with the facility to identify if a return will be possible. If return to the scheduled location is not possible alternate sites will be identified, or remote/virtual learning environments.

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Documentation: During plan activations, NIMS compliant document including Incident Action Plan documents, Incident Organizational Charts, and Incident activity logs will be done on NIMS forms or via the PSCA Juvare EICS platform. During formal plan activation, an After Action Review process will serve as a method to summarize the event along with associated best practices and opportunities for improvement.

Evaluation of Plan: This plan will be evaluated annually by the PSCA Executive Board at its November board meeting. Any activations of the plan in a training environment or during a real incident will also serve as an evaluation of the plan.

Initial Plan Training: PSCA will house the plan on their internal website, members requiring education and training on the plan will be provided a copy and referred to the website.

Approved 11/8/2023