

# THE COUNTY OF YORK

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**Department of Emergency Services  
Office of Emergency Management  
Michael L. Fetrow  
Deputy Director**

RE: ***Evacuating County Residents in Need*** computer package  
for Municipalities

Dear **Municipal Elected and Appointed Officials**

In December of 2006 the Commissioners hosted a presentation for Municipal Elected and Emergency Management staff, introducing the concept of **ECRIN [Evacuating County Residents in Need]**.

For those Municipalities that have not viewed a demonstration, **ECRIN** is a computer based 'tool' developed to assist Municipal officials in their planning for a disaster and their actual use during an emergency response to assist **persons in need** – residents who will need various levels of assistance from the Municipality for a prolonged 'shelter in place' or actual 'evacuation. ECRIN can also be used for cross-Municipal training and response.

Following the December meeting, ECRIN was demonstrated to Municipal officials at four different Emergency Management meetings during the months of March and April. The suggestions from participants were then incorporated into ECRIN. Six follow-up evening meetings were then held at various Municipal facilities throughout the County during the months of June and July, demonstrating the revised ECRIN and assessing interest in Municipal implementation of ECRIN. Due to the positive response, work continued to final the various components of ECRIN.

We are excited to inform you that the York County Commissioners invited us to present ECRIN at their September 19<sup>th</sup> public meeting, during which there was an announcement that the **ECRIN program is now officially available to any Borough, Township or City.**

Due to the very generous efforts of Community Volunteers and County staff, the Commissioners are pleased to announce that ECRIN will be made available to Municipalities at no cost. As you would expect, there will be a required signature from the highest Elected Official [Title 35] of each Municipality on a County form that acknowledges that the information and services provided through ECRIN by the County and volunteers are protected and liability issues are also addressed.

If you represent a Municipality that viewed a demonstration and are ready to implement ECRIN, you may obtain a copy of the two-sided ECRIN as follows:

York County Department of Emergency Services, 840-2990  
or on-line at [www.ycdes.org](http://www.ycdes.org)

York County Human Services Department, 771-9347  
or on-line at [www.ychsd.org](http://www.ychsd.org)

A description of the **ECRIN package** and the phase-in of ECRIN is enclosed with this correspondence. In that description you will note that Municipalities assume responsibility for the safe keeping of all electronic and paper forms that contain highly confidential information, and for those that enter and manage that information. For those that currently manage this type of information, those responsibilities are no different than what exists now. At some of the community presentations we stated that the information from each Municipality would only be viewable by that Municipality. We heard from our meetings that with 'mutual aid,' with some Municipalities providing coverage to multiple Municipalities and due to technical challenges, some of the data entered into ECRIN by a Municipality will be accessible to any authorized ECRIN user throughout the County. Selected data from the ECRIN form appears on the GIS map, and that is the information that is accessible.

In closing we want to acknowledge that the ECRIN tool was developed under the leadership of staff from the York County Human Services Department and from Emergency Management, with significant assistance and leadership from York County Planning Commission and community Emergency Response officials and other community volunteers.

If you have not viewed an ECRIN demonstration and would like to do so, or if you have questions, please contact the York County Department of Emergency Services.

## Implementation Plan

### PHASE I --- ECRIN Form: AVAILABLE SEPTEMBER 19, 2007

#### **MUNICIPALITIES BEGIN TALKING WITH RESIDENTS ABOUT THIS SERVICE AND USE THE ECRIN FORM.**

The **ECRIN FORM** in **electronic or paper version** for gathering standard information from your residents is available to all interested Municipalities.

- All Municipalities that want to be a part of ECRIN must use this form as it is, in order to have an effective County-wide system.
- All questions on the form that are preceded by a capital 'R' are required to be completed, as this is essential for creating the ECRIN GIS [Geographic Information System] map.
- Municipalities acknowledge that the information gathered from residents is protected CONFIDENTIAL INFORMATION, and that they accept responsibility for collecting and storing all information accordingly.
- Municipalities participate with the understanding that as a County-wide system, some of the information entered into ECRIN will be viewable by Officials from other Municipalities.
- Municipal Elected Officials may call or go on-line to obtain a copy of the form. The ECRIN Form is two-sided, if you do not have the capability for two sided printing, then request that a paper copy be mailed to you.

York County Department of Emergency Services, 840-2990  
or on-line at [www.ycdes.org](http://www.ycdes.org)

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### PHASE II --- ECRIN EXCEL FORM:

#### Available Late September / Early October

### **MUNICIPALITIES ENTER THE DATA FROM THE ECRIN FORM INTO THE ECRIN EXCEL FORM.**

**A CD with the FULL ECRIN PACKAGE** will be distributed to participating Municipalities, with no cost to the Municipality.

Meetings will be arranged throughout the County where elected officials of the Municipalities will be given an update on ECRIN, and will be asked to sign required forms [which only they can sign] prior to the CD's being distributed. The forms acknowledge receipt of the CD, and related information and release the County of York and its Departments or assignees from any liability.

- The CD will contain an 'ECRIN DATA ENTRY' EXCEL form.

The **Excel form is 'locked,'** meaning the column size and titles cannot be changed. The purpose is so that **all information collected will be consistent throughout the County.**

The Excel form is **ready for use – it matches exactly the data collected on the ECRIN Form.** The Excel Form needs to be **copied onto a secure computer.** Assistance to complete this step is available if there are any questions.\*

It is VITAL that the **Excel Form be protected with an ACCESS CODE** so that only individuals authorized by you [the elected official] can 'open' the document. Assistance to complete this step is available if there are any questions.\*

The person(s) you authorize to **enter data needs to be qualified to manage protected CONFIDENTIAL INFORMATION, including HIPAA information.**

To simplify the process of typing the information from the paper ECRIN Form into the Excel Form, we have included 'drop down menus' or lists. By clicking on a word in the

'menu or list,' that word will automatically appear on the Excel Form. Using the 'drop down or list' makes data entry both FASTER and MORE ACCURATE. Assistance to complete this step is available if there are any questions.\*

- The CD 'package' also consists of the following:
  - 1). Capability to print an ECRIN - CONFIDENTIAL INFORMATION form containing some basic, essential information from the ECRIN Excel Database that would be needed by an Emergency Responder (items on ECRIN form with an 'R')
  - 2). Capability to print an ECRIN – RESTRICTED CONFIDENTIAL INFORMATION form containing all the information on the ECRIN Excel Database that may be needed as a secure back-up copy. (all items on the ECRIN form)
  - 3). Geographic Information System software AND York County Data Layers
  - 4). ECRIN GIS which provides both Visual or Graphic information and Descriptive information:
    - ✓ each location can be identified via a color coded 'dot' on the map
    - ✓ view the map from the County level to parcel level or to street level, or any range in-between
    - ✓ view the ADC Map grid (if you use that location system)
    - ✓ access an individual's ECRIN – CONFIDENTIAL INFORMATION directly from the map
    - ✓ determine distance between individual's locations (bird path)
    - ✓ access Assessment data to identify home ownership
    - ✓ create buffers around sites where there is an incident, choose distance of buffer
    - ✓ identify the number of individuals within the 'buffered' area, and obtain their ECRIN information from the GIS map
- Assistance for any aspect of the above is available if there are any questions.\*

## Implementation Plan

### PHASE III--- ECRIN DATA & GIS FULLY OPERATIONAL

**MUNICIPALITIES WHO HAVE THEIR RESIDENTS REGISTERED WILL CONTACT US TO ARRANGE FOR THE DATA TO BE TRANSFERRED INTO GIS, PROVIDING THEM WITH A FULLY FUNCTIONING ECRIN PACKAGE.**

When a Municipality has entered data from Municipal residents and is ready to proceed, staff and Volunteers from the ECRIN Technology Group will do the actual merging of the EXCEL data into a functional GIS map, and return the completed package to you.

- The merging of the data into GIS will be completed by our ECRIN Technology Workgroup members as a service to Municipalities
- ECRIN likely will be able to arrange for computer training and ECRIN training for Municipalities that need this service
- Key Municipal staff will be able to print out the data to use as an emergency backup, or to hand copies to those responding to an emergency
- ECRIN Outreach Workgroup members are working with community organizations that serve individuals with special needs, we are working to develop those organizations as resources for Municipalities

More details later.