EMERGENCY OPERATIONS PLAN (EOP)
2014 BASIC PLAN

West Pikeland Township
Chester County, Pennsylvania

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PROMULGATION

This plan was adopted by the West Pikeland Township Board of Supervisors under Resolution No.

_____ dated _____.

This plan supersedes all previous plans.

_____
Ernie Holling, Chairman

_____
Dr. Richard Bright, Vice Chairman

_____
Pamela Conti, Member

_____
Harold Hallman, III, Member

_____
Tom Tucker, Member

_____
Joan Matthew, Township Secretary

_____
Date

RESOLUTION

No. _____

THIS RESOLUTION, approved and adopted by the elected officials of West Pikeland Township, Chester County, Pennsylvania, on the date hereinafter set forth.

WITNESS TO:

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Section 7101 et seq. mandates that municipalities prepare, maintain, and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this municipality; and

WHEREAS, in response to the mandate stated above, this municipality has prepared an emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, this municipality has also prepared an emergency operations plan in order to reduce the potential affects of a major emergency or disaster and to protect the health, safety, and welfare of the residents of this municipality;

NOW, THEREFORE, we, the undersigned elected officials of West Pikeland Township do hereby approve, adopt, and place into immediate effect the Emergency Operations Plan of West Pikeland Township. This plan shall be reviewed every two years to make certain that it conforms with the requirements of the Chester County Emergency Operations Guideline.

West Pikeland Township
Board of Supervisors

_____	_____
Ernie Holling, Chairman	Dr. Richard Bright, Vice Chairman
_____	_____
Pamela Conti, Member	Harold Hallman, III, Member
_____	
Tom Tucker, Member	
_____	_____
Joan Matthew, Township Secretary	Date

CERTIFICATION OF REVIEW

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

Date	Signature

RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)

DISTRIBUTION LIST

The Following have received Copies of this Plan

COPY #	ORGANIZATION	INDIVIDUAL RECEIVING COPY	DATE
1	Chester County EMA	Rob Linnenbaugh, Planning Coordinator	

I. PURPOSE AND SCOPE

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, 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 municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and a series of functional checklists which provide detail for the accomplishment of the specifics of the operation.

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, response, and recovery phases. This plan is applicable to all response organizations acting for or on behalf of the government or citizens of West Pikeland Township, Chester County. Incident specific Plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards. Such plans are listed in Appendix C.

II. SITUATION AND ASSUMPTIONS

A. The Township of West Pikeland is located in Chester County, Pennsylvania. The population is approximately 4,300. Terrain features that affect emergency response include: hills, waterways and forests.

B. Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated in the Notification and Resource Manual (NARM).

C. The municipality is subject to a variety of hazards. The most likely and damaging of these are hazardous materials accidents, flooding, weather, dam failures, droughts and nuclear power plant incidents.

D. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are area within a ten mile radius of Limerick Generating Station, close proximity to underground utility and gas transmission lines, close proximity to Route 113, Route 401, and the Pennsylvania Turnpike, roadway flooding and low lying areas.

E. Training, response checklists and other accompanying documents are based on the statements in II A., B., C. and D. of this plan.

F. Adjacent municipalities and other governments will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.

G. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.

H. In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation as appropriate.

I. Special facilities will develop, coordinate and furnish emergency plans to the emergency management organization of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

J. Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, power plant, etc. posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

K. Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa CS, § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Route Alerting, or other technologies.

L. In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.

M. Emergency shelters will be activated by the county EMA using public schools or public colleges / universities (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter.

N. Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources

III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

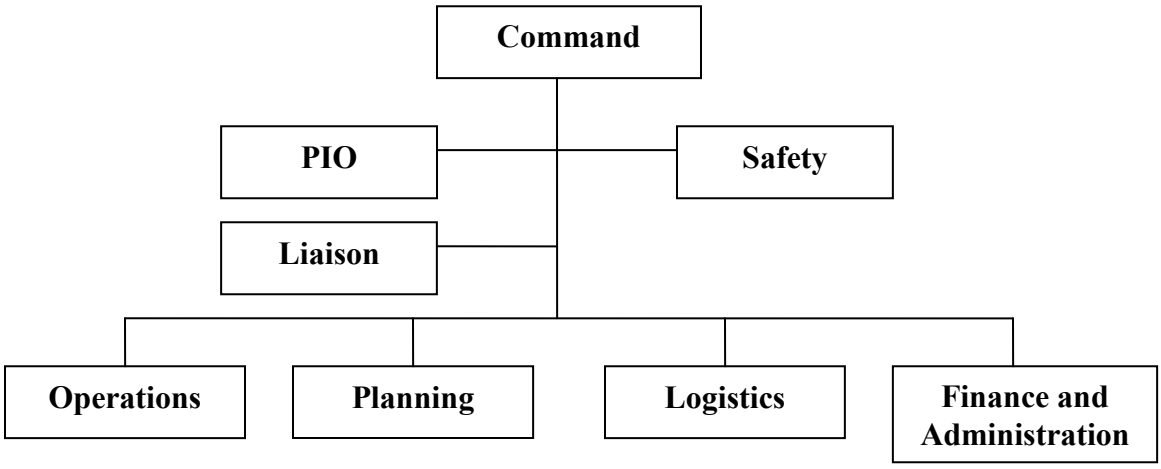
A. West Pikeland Township Elected Officials are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the municipality.

B. A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality, and may be activated by the EMC or the elected officials 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.

C. This plan embraces an "all-hazards" principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.

D. The EMC and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.

E. The municipality will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).



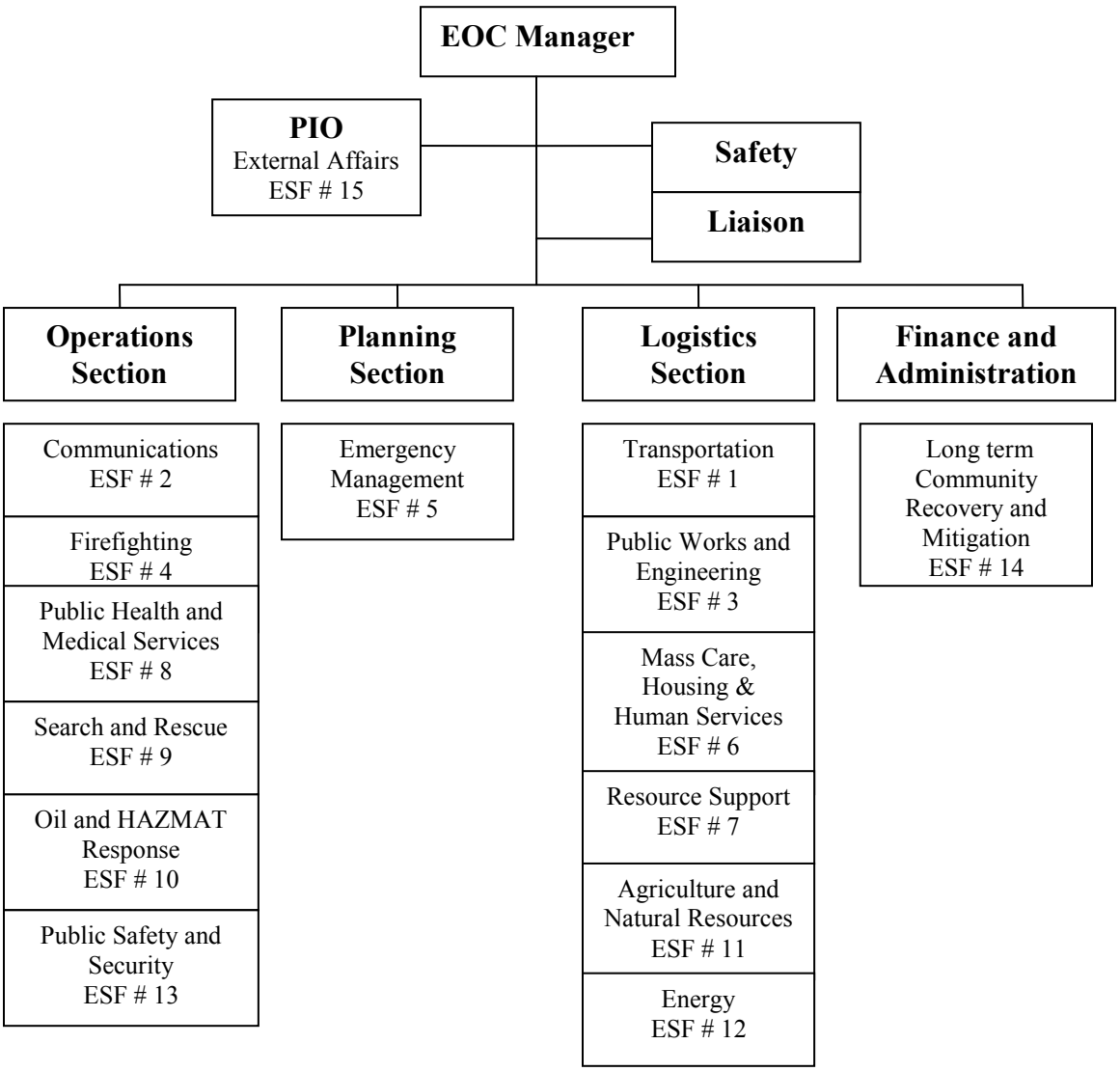
1. The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.

2. The Incident Command System (ICS) should have:

   a. A manageable span of control (3 to 7 staff; optimum is 5);
   b. Personnel accountability (each person reports to only one person in the chain of command); and

c. Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

Emergency Operations Center (EOC) Example



F. When the municipal EOC is activated, the EMC or designee will coordinate between the site IC and the county EMA. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrives at the EOC, the EMC may delegate activities to them.

G. Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position.)

H. The diagram above aligns Emergency Support Functions (ESFs) with ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.

I. Continuity of government procedures is specified in the Elected Officials checklist.

J. When the EMC receives notice of a potential emergency from the federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.

K. Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be utilized as available.

L. During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, etc.

M. In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicles, or be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.

N. Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.

O. Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse, children, parents etc.).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. COMMAND

1. Elected Officials:

a. Are responsible for establishing a municipal emergency management organization;
b. Provide for continuity of operations;
c. Establish lines of succession for key positions;
d. Designate departmental emergency operating centers and alternatives;
e. Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;
f. Establish, equip and staff an EOC;
g. Recommend an EMC for appointment in accordance with the Emergency Management Services Code;
h. Issue proclamations of disaster emergency and recommend protective actions (evacuation or shelter in-place) if the situation warrants; and
i. Apply for federal post-disaster funds, as available.
j. Establish a hazard mitigation plan.

2. EOC Manager (EMC):

a. Prepares and maintains an EOP for the municipality subject to the promulgation of the elected officials; reviews and updates as required;
b. Maintains coordination with the county EMA, and provides prompt information on emergencies, as available;
c. In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
d. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners or the county EMA;
e. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
f. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency;
g. Compiles cost figures for the conduct of emergency operations; and
h. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.

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);
   e. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations;
   f. Advises elected officials and the EMC 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; and
   j. Operates as a part of the Joint Information Center (JIC) as established by the County, State or Federal officials.

4. **Safety Officer**
   Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

5. **Liaison Officer**
   Serves as the primary contact for supporting agencies assisting with the incident.

B. OPERATIONS SECTION (EMC or as delegated):

Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

1. **Communications Branch (ESF # 2):**

   a. Develops and maintains the checklist for the Communications function;
   b. Assists in the development, review and maintenance of the EOP;
   c. Trains staff members on the operation of communications system;
   d. Ensures ability to communicate between the EOC, field operations and the county EMA;
   e. Assists with notification of citizens of the municipality;
   f. Responds to the EOC or the field, as needed;

g. Advises elected officials and the EMC about Communications activities; and
h. Performs other responsibilities as assigned by the Section Chief.

2. Firefighting Branch (ESF # 4):

a. Develops and maintains the checklist for the firefighting function;
b. Assists in the development, review and maintenance of the EOP;
c. Responds to the EOC or the field, as needed;
d. Coordinates fire and rescue services;
e. Assumes primary responsibility for route alerting of the public in nuclear incidents;
f. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
g. Provides for emergency shutdown of light and power;
h. Provides emergency lights and power generation at incident scenes;
i. Assists in salvage operations and debris clearance;
j. Advises elected officials and the EMC about fire and rescue activities; and
k. Performs other responsibilities as assigned by the Section Chief.

3. Health/Medical Branch (ESF # 8):

a. Develops and maintains the checklist for the Health/Medical Services function;
b. Assists in the development, review and maintenance of the EOP;
c. Responds to the EOC or the field, as needed;
d. Maintains a listing of special needs residents, providing copies to municipal and county EMAs;
e. Coordinates emergency medical activities within the municipality;
f. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care, personal care homes or any custodial care facilities;
g. Coordinates medical services as needed to support shelter operations;
h. Assists in search and rescue operations;
i. Assists in mortuary services;
j. Assists in provisions of inoculations for the prevention of disease;
k. Advises elected officials and the EMC about Public Health/Medical Services activities;
l. Coordinates the immunization of emergency workers;
m. Refers transportation needs (Health Care, Special Needs) to the Logistics Officer;
n. Coordinates and cooperates with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
o. Performs other responsibilities as assigned by the Section Chief.

4. **Search and Rescue Branch (ESF # 9):**

   a. Assists in the development, review and maintenance of the EOP;
   b. Responds to the EOC or the field, as needed;
   c. Coordinates search and rescue services;
   d. Advises elected officials and the EMC about search and rescue (S&R); and
   e. Performs other responsibilities as assigned by the Section Chief.

5. **Oil and Hazardous Materials Response Branch (ESF # 10):**

   a. Assists in the development, review and maintenance of the EOP;
   b. Responds to the EOC or the field, as needed;
   c. Coordinates with the Hazardous Materials Team as appropriate;
   d. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
   e. Advises elected officials and the EMC about HAZMAT activities; and
   f. Performs other responsibilities as assigned by the Section Chief.

6. **Public Safety and Security Branch (ESF # 13):**

   a. Develops and maintains the checklist for the Public Safety and Security function;
   b. Assists in the development, review and maintenance of the EOP;
   c. Responds to the EOC or the field, as needed;
   d. Coordinates security and law enforcement services;
   e. Establishes security and protection of critical facilities, including the EOC;
   f. Provides traffic and access control in and around affected areas;
   g. Assists with route alerting and notification of threatened population;
   h. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
   i. Assists in the installation of emergency signs and other traffic movement devices;
   j. Assists in search and rescue operations;
   k. Advises elected officials and the EMC about Public Safety and Security operations;
   l. Establishes and provides security services to any shelter locations operating in the municipality;
   m. Assists shelter operators with the screening of clients with regard to criminal history background checks including sex offenders;
   n. Establishes security patrols for any evacuated areas, conditions permitting;
   o. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
   p. Performs other responsibilities as assigned by the Section Chief.

C. PLANNING SECTION (EMC or as delegated):

Responsible for ensuring the accomplishment of the Emergency Management branch responsibilities. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

1. Emergency Management Branch (ESF # 5):

a. Collects, evaluates and provides information about the incident;
b. Determines status and tracking of resources;
c. Prepares and documents Incident Action Plans;
d. Establishes information requirements and reporting schedules;
e. Supervises preparation of an Incident Management Plan;
f. Assembles information on alternative strategies; and
g. Performs other responsibilities as assigned by the Section Chief.

D. LOGISTICS SECTION (EMC or as delegated):

Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Logistics Section also provides internal logistical support for the EOC itself.

1. Transportation Branch (ESF # 1):

a. Assists in the development, review and maintenance of the EOP;
b. Responds to the EOC or the field, as needed;
c. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality;
d. Coordinates the supply of transportation resources during an emergency;
e. Advises elected officials and the EMC about Transportation activities; and
f. Performs other responsibilities as assigned by the Section Chief.

2. **Public Works and Engineering Branch (ESF # 3):**

   a. Assists in the development, review and maintenance of the EOP;
   b. Responds to the EOC or the field, as needed;
   c. Maintains a listing of Public Works assets and resources;
   d. Serves as a liaison between municipal Public Works and the EOC; Coordinates the assignment of Public Works resources;
   e. Provides information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
   f. Advises elected officials and the EMC about Public Works and Engineering activities; and
   g. Assists with emergency lighting and placement of generators as needed.
   h. Performs other responsibilities as assigned by the Section Chief.

3. **Mass Care, Housing and Human Services Branch (ESF # 6):**

   a. Assists in the development, review and maintenance of the EOP;
   b. Responds to the EOC or the field, as needed;
   c. Assists the County EMA (ESF # 6) in maintaining a listing of Mass Care – Shelter facilities including capacities;
   d. Coordinates with American Red Cross and other appropriate agencies;
   e. Requests Mass Care – Shelter support from the County during an emergency;
   f. Coordinates with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues;
   g. Advises elected officials and the EMC about Mass Care, Evacuation and Shelter activities; and
   h. Performs other responsibilities as assigned by the Section Chief.

4. **Resource Support Branch (ESF # 7):**

   a. Coordinates materials, services and facilities in support of the emergency;
   b. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
   c. Participates in the preparation of the Incident Management Plan;
   d. Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
   e. Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators;
   f. Obtains, tracks and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.);
   g. Establishes staging areas for supplies and transportation resources;
   h. Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities and evacuees as appropriate; and
   i. Performs other responsibilities as assigned by the Section Chief.

5. **Agriculture and Natural Resources Branch (ESF # 11):**

   a. Assists in the development, review and maintenance of the EOP;
   b. Responds to the EOC or the field, as needed;
   c. Maintains a listing of food and animal care and control assets;
   d. Serves as a liaison between the EOC and the food community;
   e. Coordinates the dissemination of information to the food and animal care and control community;
   f. Advises elected officials and the EMC regarding agricultural and animal care and control issues;
   g. Coordinates local animal shelter activities with county ESF 11 Officer and County Animal Response Team liaison; and
   h. Performs other responsibilities as assigned by the Section Chief.

6. **Energy Branch (ESF # 12):**

   a. Assists in the development, review and maintenance of the EOP;
   b. Responds to the EOC or the field, as needed;
   c. Maintains a listing of energy and utility assets;
   d. Serves as a liaison between the EOC and the energy / utilities;
   e. Coordinates the dissemination of information to the energy / utilities;
   f. Advises elected officials and the EMC regarding energy / utility issues; and
   g. Performs other responsibilities as assigned by the Section Chief.

E. FINANCE and ADMINISTRATION SECTION (EMC, elected officials and/or as delegated):

Responsible for ensuring the accomplishment of responsibilities of Long Term Recovery and Mitigation Branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Section also maintains finance and personnel records of response activities.

1. **Long Term Community Recovery and Mitigation Branch (ESF # 14):**

   a. Maintains oversight of all financial and cost analysis activities associated with the emergency;
   b. Tracks costs and personnel time records;
   c. Coordinates the conduct of damage assessment and reporting to the county EMA;
   d. Starts planning for recovery of vital community functions; and
   e. Performs other responsibilities as assigned by the Section Chief.

V. ADMINISTRATION AND LOGISTICS

A. Administration

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

2. The County EMA will forward reports and requests for assistance to PEMA.

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

4. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the County and PEMA.

5. The local EMA will make reports to the County by the most practical means and in a timely manner.

6. All written records, reports and other documents will follow the principles of NIMS.

B. Logistics - Coordination of unmet needs:

When municipal resources are committed and mutual aid is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA). 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. Training Authority

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of the municipality.

B. Exercise Requirements

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.

C. Training Policy

1. Public Officials:

   a. Response and Recovery Training: Training programs will be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

   b. Professional Development: Training programs will be provided to the municipal EMA and staff in skills and techniques of writing plans, professional development skills, and national security issues related to municipal emergency preparedness. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the county EMA.

   c. Damage Assessment and Reporting: Annual training will be offered in damage reporting procedures, and in damage assessment for those who will work with county damage assessment teams. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

2. Emergency Services and Other Responding Agencies

   Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

3. State and Federal Training

   EMA staff will participate in State and Federal training programs as prescribed internally and by PEMA.

VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

A. EMC Responsibilities: The municipal EOP is the responsibility of the elected officials, but normally the EMC will coordinate development and maintenance of the plan. The plan components will be reviewed and updated by the EMC every two years or as needed. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

B. Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.

C. Execution: This plan will be executed upon order of the Municipal Elected Officials or their authorized representative, the Municipal Emergency Management Coordinator.

D. Distribution: This plan and its supporting materials are controlled documents. While distribution of the "Basic Plan" is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional "need to know". Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the "Record of Changes" page iii. A receipt system will be used to verify the process.

APPENDIX A: AUTHORITY AND REFERENCES

1. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
2. Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment," as amended
3. Commonwealth of Pennsylvania, Emergency Operations Plan, May 2005, with amendments
4. 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)
5. County Emergency Operations Plan
6. County Hazard Vulnerability Analysis
7. County Hazard Mitigation Plan

APPENDIX B: DEFINITIONS AND GLOSSARY

1. Access Control Points (ACP) - Posts established primarily by 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 (Published Separately)

1. West Pikeland Township Radiological Emergency Plan for Incidents at the Limerick Generation Station.

APPENDIX D: FUNCTIONAL CHECKLISTS (Published Separately)

APPENDIX E: NOTIFICATION AND RESOURCE MANUAL (NARM) (Published Separately)