

Emergency Operations Procedure East Buffalo Township, Pa

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B. RECORD OF CHANGES/UPDATES

CHANGE

NUMBER DATE OF

CHANGE DATE

ENTERED CHANGE MADE BY

(Signature or initials)

PROMULGATION

1) PURPOSE

a) The purpose of this plan is to prescribe those activities to be taken by municipal government and other community officials to protect the lives and property of the citizens in the event of a natural, technological or 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

2) DEFINITIONS

a) To make the document understandable the following abbreviations are defined.

- i) EMC (Emergency Management Coordinator)**
- ii) IC (Incident Commander)**
- iii) PIO (Public Information Officer)**
- iv) MPD (Municipal Police Department)**
- v) EOC (Emergency Operations Center)**
- vi) EOP (Emergency Operating Plan)**
- vii) UCCC (Union County Communications Center 911)**
- viii) UCEMA (Union County Emergency Management Agency)**
- ix) PEMA (Pennsylvania Emergency Management Agency)**
- x) FEMA (Federal Emergency Management Agency)**
- xi) OP (Operating Procedures)**
- xii) PSP (Pennsylvania State Police)**
- xiii) UICS (Unified Incident Command)**
- xiv) FD (Responsible Fire Department)**
- xv) EMS (Responsible Emergency Medical Organization)**
- xvi) CERT (Community Emergency Response Teams)**

3) SITUATION AND ASSUMPTIONS

a) The community is subject to a variety of hazards. According to the Union County Hazard Vulnerability Analysis, the most likely and damaging of these are, weather related emergencies.

b) Historically, certain areas and populations are more vulnerable to the effects of these hazards. These are: low lying housing groups and individual houses. The municipal government realizes however, that there many different type of hazards facing it and its citizens today. Both natural and manmade disasters may occur. And that no one plan can be devised to accommodate them.

c) Response checklists and other accompanying documents are based on the statements in 3a.& b.of this plan. These documents are placed in the operating procedures of the municipality.

d) Adjacent municipalities and other governments shall render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.

e) When municipal resources are overwhelmed, (UCEMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call on mutual aid from adjacent counties, its counter terrorism task force, or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.

4) CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

a) The elected officials are responsible for the protection of the lives and property of the citizens of the municipality. It exercises primary supervision and control over the four phases of emergency management (mitigation, preparedness, response and recovery) and activities within the municipality

b) Elected officials and the (EMC) are responsible to provide training for municipal employees and staff with regard to this (EOP) and municipal operating procedures. Also provide for and support the development of Community Emergency Response Teams (CERT) as per The Homeland Security Guidelines.

c) A municipal (EMC) is appointed by the governor and shall act on behalf of the elected officials. An (EOC) has been designated by the municipality, and may be activated by the (EMC) or the elected officials during an emergency.

d) 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.

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

f) Whenever possible, emergency response by the municipal government will follow a (UICS) sampled on the next page.

g) Continuity of government procedures are specified in the operating procedures for the municipality and the elected officials checklist.

h) When the (EMC) receives notice of a potential emergency from the Federal Homeland Security Advisory System or from National Weather Service watches and warnings, partial activation of the (EOC) in preparation for the emergency will be considered

5) UNIFIED INCIDENT COMAND STRUCTURE (SAMPLE)

a) The (IC) for the municipality may be either an elected official or (EMC). Dependent upon the changing scope of the incident this (IC) may become an operations officer.

b) The (UICS) should have:

i) A manageable span of control (3 to 7 staff; optimum is 5);

ii) Personal accountability (each person reports to only one person in the chain of command).

iii) Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the IC).

c) When the municipal (EOC) is activated, the (EMC) or designee will coordinate between the (IC) and the (UCEMA). Whenever possible, and to ensure consistency with operations at the incident site, the (EOC) will also follow an (UICS) structure. The (EMC) will assume the role of (IC) and, initially, all of the remaining roles. As additional staff arrives at the (EOC), the (EMC) may delegate activities to them.

d) (EOC) operations are defined in the (OP's) for the municipality.

6) ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a) COMMAND

i) Elected Officials:

- (1) Are responsible for establishing a municipal emergency management organization;**
- (2) Provide for continuity of operations;**
- (3) Establish lines of succession for key positions.**
- (4) Provide opportunities for training of ALL staff personnel. (This training may be coordinated through (UCEMA) offices.)**
- (5) Designate departmental emergency operating centers and alternatives;**
- (6) Prepare and maintain this (EOP) in conjunction with the Union County (EOP);**
- (7) Establish, equip and staff an (EOC);**
- (8) Recommend an (EMC) for appointment by the governor who may act on their behalf, if necessary;**
- (9) Issue declarations of disaster emergency if the situation warrants; and**
- (10) Apply for federal post-disaster funds, as available.**

ii) Emergency Management Coordinator:

- (1) Prepares and maintains an (EOP) for the municipality subject to the direction of the elected officials; reviews and updates as required;**
- (2) Maintains coordination with the county (EMA), and provides prompt information in emergencies, as available;**
- (3) In coordination with the Union County (EMA), identifies hazards and vulnerabilities that may affect the municipality;**
- (4) Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from the Union County (EMA);**
- (5) Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;**
- (6) Mobilizes the (EOC) and acts as the command function within the (EOC) during an emergency;**
- (7) Compiles cost figures for the conduct of emergency operations above normal operating costs (in conjunction with the finance sector of the UICS).**
- (8) 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.**
- (9) Establish training for (CERT) teams**

(10) Aid in the organization of (CERT) teams within the municipalpality.

b) PUBLIC INFORMATION OFFICER

i) Public Information: (may be municipally Secretary)

- (1) Develops and maintains the checklist for the Public Information function;**
- (2) Assists in the development, review and maintenance of the(EOP);**
- (3) Responds to the (EOC) or the field, as needed;**
- (4) Coordinates public information to the media; and**
- (5) Advises elected officials and the (EMC) about public information activities.**

c) OPERATIONS

i) Communication and Warning

- (1) All dispatch and coordination of public warning will be conducted by (UCCC) per the Union County (EOP).**
- (2) In the need of evacuation all alerting systems shall be activated, this may also include emergency vehicles not committed to life safety emergencies responding to do street by street evacuation notification..**

ii) Fire and Rescue

- (1) All fire and rescue operations will be dispatched from (UCCC) as per established box alarms.**
- (2) Dispatch procedures shall follow (UCCC) operating procedures and protocols.**
- (3) The dispatched units will fall under direction of their established chain of command reporting to the (IC) as necessary.**
- (4) First available ranking officer shall report to (IC) situation size up.**

iii) Police Services

- (1) Municipal police services shall be dispatched through the (UCCC).**
- (2) Dispatch procedures shall follow (UCCC) operating procedures and protocols**
- (3) Municipal police officers operations will be directed by their established chain of command reporting to the (IC).**
- (4) They shall maintain order and limit access to the effected areas as directed by the (IC).**
- (5) Will provide security as need to the (EOC).**

iv) Health/Medical Services

- (1) Medical emergencies shall be dispatched by (UCCC).**
- (2) Dispatch procedures shall follow (UCCC) operating procedures and protocols**

(3) In case of evacuation of care facility (UCCC) shall be notified and appropriate agencies and resources shall be notified..

(4) In most cases Red Cross shall be activated by (UCCC).

d) PLANNING (EMC or as delegated):(mostly pre-incident)

- i) Collects, evaluates and provides information about the incident;**
- ii) Determines status of resources;**
- iii) Establishes information requirements and reporting schedules;**
- iv) Supervises preparation of an Incident Management Plan; and**
- v) Assembles information on alternative strategies.**

e) LOGISTICS (EMC or as delegated):

- i) Provides materials, services and facilities in support of the emergency;**
- ii) Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use; and**
- iii) Participates in the preparation of the Incident Management Plan.**

f) FINANCE (EMC, elected officials and/or as delegated):

- i) Tracks costs and personnel time records**
- ii) Keeps accurate ledgers and receipts.**
- iii) Aids in the preparation of post incident reports for Union County,(PEMA) and (FEMA) for disaster assistance and aid.**

7) REFERENCES

- a) The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended**
- b) Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment," July, 2000**
- c) Commonwealth of Pennsylvania, Emergency Operations Plan, as re-promulgated on October 12, 2001**
- d) Union County Emergency Operations Plan, current revision.**
- e) Union County, Hazard Vulnerability Analysis, current revision.**

8) ACCOMPANYING DOCUMENTS

- a) Emergency Response Checklists**
- b) Municipal Notification and Resource Manual**
- c) Operational Procedures for the municipality.**

9) DISTRIBUTION LIST

- a) East Buffalo Township Supervisors (3)**
- b) East Buffalo Township secretary/clerk**
- c) East Buffalo Township Police Chief**
- d) East Buffalo Township Solicitor**
- e) East Buffalo Township EMC**
- f) Union County Emergency Management Agency**
- g) Bucknell Security**
- h) Bucknell Safety Manager**
- i) William Cameron Engine Company**
- j) Kelly Township**
- k) Buffalo Township**
- l) Union Township**