

EMERGENCY OPERATIONS PLAN (EOP)

FOR

WESTTOWN TOWNSHIP



Chester County, PA

July 2005

TABLE OF CONTENTS

TABLE OF CONTENTS i

RECORD OF CHANGES/UPDATES ii

PROMULGATION iii

1. PURPOSE..... 1

2. SITUATION AND ASSUMPTIONS..... 1

3. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT 1

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES 3

A. COMMAND 4

Board of Supervisors:..... 4

Emergency Management Coordinator: 4

B. PUBLIC INFORMATION..... 4

Public Information Officer: 4

C. OPERATIONS..... 4

Fire and Rescue Officer: 4

Police Services Officer: 5

Health/Medical Officer:..... 5

School Interface Officer: 6

Damage Assessment Officer:..... 6

Other Operations Functions:..... 6

D. PLANNING (EMC or as delegated): 6

E. LOGISTICS (EMC or as delegated): 6

F. COMMUNICATIONS..... 6

5. REFERENCES 7

6. ACCOMPANYING DOCUMENTS..... 7

PROMULGATION

**THIS PLAN WAS ADOPTED BY THE BOARD OF SUPERVISORS OF WESTTOWN
TOWNSHIP UNDER RESOLUTION NO. 2005-13 DATED August 15, 2005. IT
SUPERCEDES ALL PREVIOUS PLANS.**

Dr. Kenton S. Stokes, Chairman, Westtown Township Board of Supervisors

Robert Layman, Secretary, Westtown Township

Don L. Verdiani

Municipal Emergency Management Coordinator

1. **PURPOSE**

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.

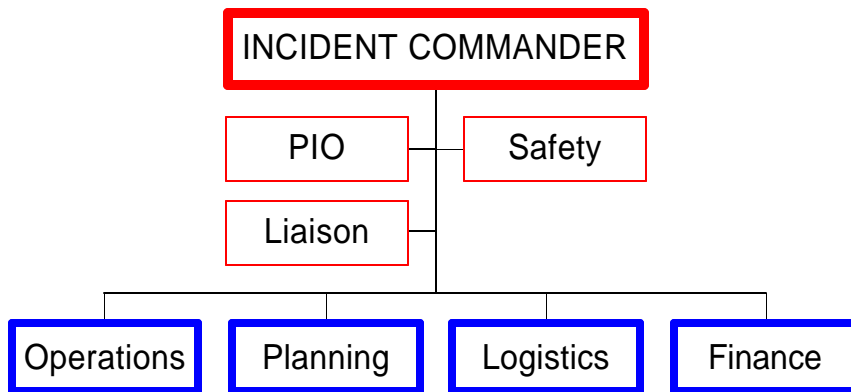
2. **SITUATION AND ASSUMPTIONS**

- A. The community is subject to a variety of hazards. According to the county Hazard Vulnerability Analysis, the most likely and damaging of these are: power failures, severe winter weather, tropical storms, flooding, tornado/windstorm events, and radiological transportation events (Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment Chester County – July 2000). Other risks include hazardous materials accidents, dam failure, droughts, and failure of public utilities.
- B. Historically, certain areas and populations are more vulnerable to the effects of these hazards. These are: those living along major highway corridors, township school students and staff, persons in assisted or group living facilities or those who may not easily leave their homes, and those living in or near floodplains or below dams.
- C. Training, response checklists and other accompanying documents are based on the statements in 2A. & B. of this plan.
- D. Adjacent municipalities and other governments will 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, 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 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.

3. **CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT**

- A. The Board of Supervisors is responsible for the protection of the lives and property of the citizens. It exercises primary supervision and control over the four phases of emergency management (mitigation, preparedness, response and recovery) and activities within the municipality.

- B. A municipal Emergency Management Coordinator (EMC) is appointed by the governor and 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.
- 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. Whenever possible, emergency response by the municipal government will follow the Incident Management System (IMS) delineated below.

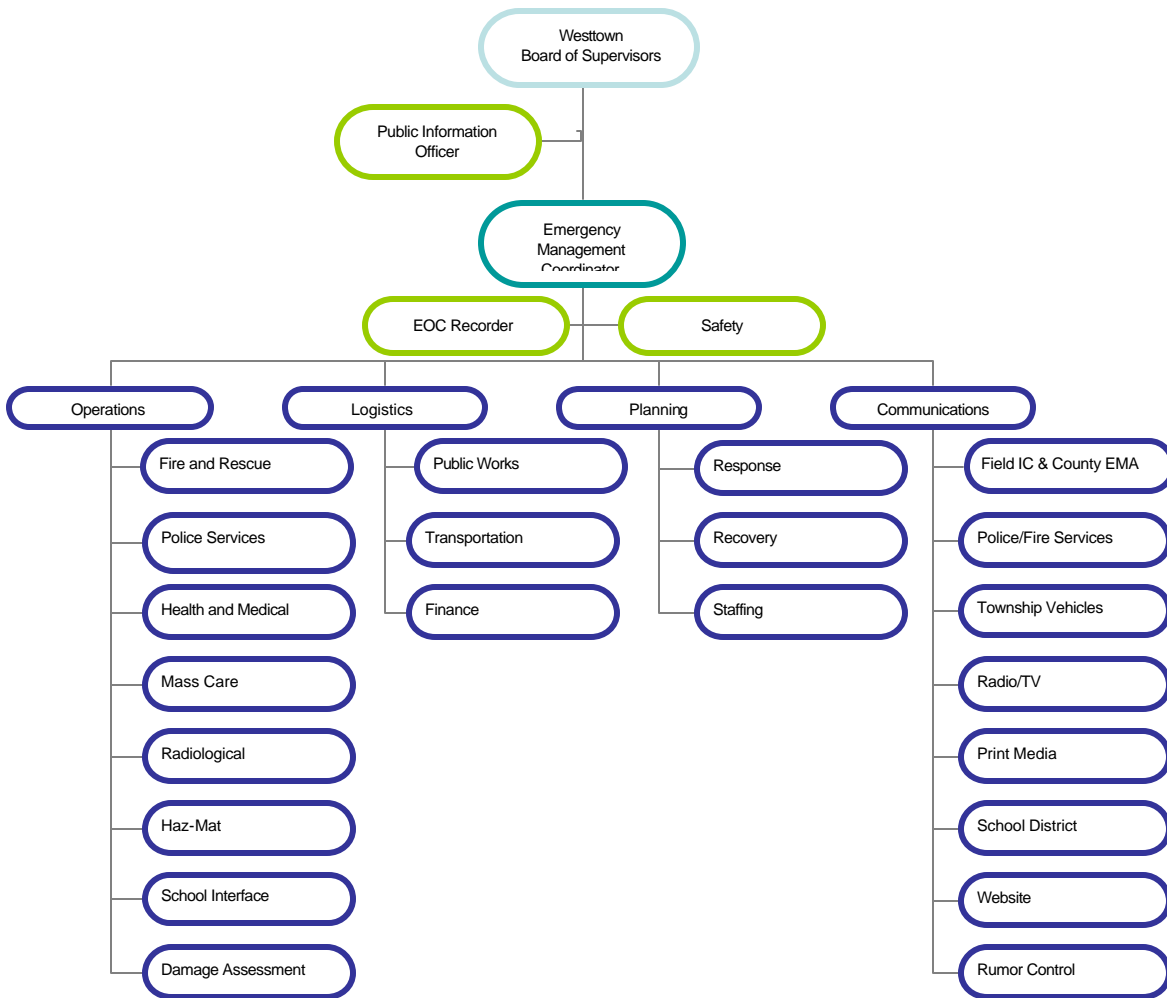


1. For events requiring coordination in the scene, an Incident Command will be established. The Incident Commander (IC) at the incident site will be from fire, police, or emergency medical services, dependent upon the nature of the incident. The IMS should have:
 - a) A manageable span of control (3 to 7 staff; optimum is 5);
 - b) Personal 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 IC).

If either an incident occurs which requires the creation of a field IMS or if a hazard not requiring a field IMS but potentially having an impact on the lives and property of the citizens is occurs or is anticipated, the Westtown EOC will be activated. When the municipal EOC is activated, the EMC or designee will coordinate between the IC and the county EMA. Whenever possible, and 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 Command and, initially, all of the remaining roles. As additional staff arrives at the EOC, the EMC may delegate activities to them.

The configuration of the Westtown EOC will be:



F. Continuity of government procedures are specified in the Elected Officials checklist.

G. 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.

4. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. COMMAND

Board of Supervisors:

1. Establish a municipal emergency management organization;
2. Provide for continuity of operations;
3. Establish lines of succession for key positions;
4. Designate departmental emergency operating centers and alternatives;
5. Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;
6. Establish, equip and staff an EOC;
7. Recommend an EMC for appointment by the governor who may act on their behalf, if necessary;
8. Issue declarations of disaster emergency if the situation warrants; and
9. Apply for federal post-disaster funds, as available.

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 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 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; and
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.

B. PUBLIC INFORMATION

Public Information Officer:

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 the release of information to the public and the media; and
5. Advises elected officials and the EMC about Public Information activities.

C. OPERATIONS

Fire and Rescue Officer:

1. Develops and maintains the checklist for the Fire & Rescue function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Coordinates fire and search and rescue services;
5. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
6. Assumes primary responsibility for route alerting of the public;
7. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
8. Provides for emergency shutdown of light and power;
9. Provides emergency lights and power generation;
10. Assists in salvage operations and debris clearance, and
11. Advises elected officials and the EMC about fire and rescue activities.

Police Services Officer:

1. Develops and maintains the checklist for the Police Services function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Coordinates security and law enforcement services;
5. Establishes security and protection of critical facilities, including the EOC;
6. Provides traffic and access control in and around affected areas;
7. Assists with route alerting and notification of threatened population;
8. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
9. Assists in the installation of emergency signs and other traffic movement devices;
10. Assists in search and rescue operations; and
11. Advises elected officials and the EMC about Police Services operations.

Health/Medical Officer:

1. Develops and maintains the checklist for the Health/Medical Services function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Maintains a listing of hearing impaired, handicapped and special needs residents, providing copies to municipal and county EMAs;
5. Coordinates emergency medical activities within the municipality;
6. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
7. Coordinates medical services as needed to support shelter operations;
8. Assists in support of search and rescue operations;
9. Assists in arrangements for mortuary services;
10. Assists in provisions of inoculations for the prevention of disease; and
11. Advises elected officials and the EMC about Health/Medical Services activities.

School Interface Officer:

1. Develops and maintains the checklist for the School Interface function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Maintains a listing of schools and contacts within Westtown;
5. Maintains and reviews all school EOPs;
6. Coordinates all planning and response activities with the schools in Westtown; and
7. Advises elected officials and the EMC about School Interface activities.

Damage Assessment Officer:

1. Develops and maintains the checklist for the Damage Assessment function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Conducts damage assessment surveys, and prepares summaries for the EMC and Planning group; and
5. Advises elected officials and the EMC about Damage Assessment activities.

Other Operations Functions:

1. Other Operations Functions will be established and tasked as necessary, for example Mass Care, Radiological and HazMat;
2. Responds to the EOC or the field, as needed;
3. and reviews all school EOPs; and
4. Advises elected officials and the EMC about other activities.

D. PLANNING (EMC or as delegated):

1. Collects, evaluates and provides information about the incident;
2. Determines status of resources;
3. Establishes information requirements and reporting schedules;
4. Supervises preparation of an Incident Management Plan; and
5. Assembles information on alternative strategies.

E. LOGISTICS (EMC or as delegated):

1. Provides materials, services and facilities in support of the emergency;
2. Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use; and
3. Participates in the preparation of the Incident Management Plan.
4. Maintains oversight of all financial and cost analysis activities associated with the emergency; and
5. Tracks costs and personnel time records.

F. COMMUNICATIONS

1. Develops and maintains the checklist for the Communications and Warning function;

2. Assists in the development, review and maintenance of the EOP;
3. Trains staff members on the operation of communications system;
4. Ensures ability to communicate between the EOC, field operations and the county EMA;
5. Assists with notification of citizens of the municipality;
6. Responds to the EOC or the field, as needed; and
7. Advises elected officials and the EMC about Communications activities.

5. 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
- D. Chester County Emergency Operations Plan
- E. Chester County, Hazard Vulnerability Analysis, August, 1993

6. ACCOMPANYING DOCUMENTS

- A. Emergency Response Checklists
- B. Notification and Resource Manual