

MUNICIPAL EMERGENCY OPERATIONS PLAN
REVIEW, MAINTENANCE AND CONCURRENCE

COPY

Responsibility for the Municipal Emergency Operations Plan has been assigned to the Emergency Management Coordinator by the elected officials of Warren Township. The EOP will be reviewed and updated as necessary, **but at least biennially**, by the Emergency Management Coordinator, who will coordinate with all parties, public or private, assigned responsibilities in this EOP.

Development, maintenance and implementation of this EOP will be in accordance with an under the auspices of the County Emergency Operations Plan, developed in consonance with the Commonwealth of Pennsylvania Emergency Operations Plan which is in conformance with Pennsylvania's Emergency Management Services Code, the Federal Civil Defense Act of 1950, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the Federal Superfund Amendments and Reauthorization Act of 1986 (SARA) and applicable regulations of the Federal Emergency Management Agency

A review of Warren Township Municipal Emergency Operations Plan was conducted on 2-1-01.
(Date)

This plan was originally promulgated and a resolution passed on October 5, 1991.
(Date)

In witness whereof, we the undersigned concur with and support the provisions of this Emergency Operations Plan, it has been reviewed, with the appropriate changes being made, and recorded on the "Record of Change Page", indicating that this review action has been accomplished.

Cyrus J. Ruff Sr 2-1-01
Signature Date
Chief Elected Official
Warren Township

Mark Bonbray 2/3/01
Signature Date
Emergency Management Coordinator
Warren township

Dennis W. Moom 2-5-01
Signature Date
Franklin County Emergency Management Coordinator

WARREN

TOWNSHIP/BOROUGH

FRANKLIN

COUNTY

EMERGENCY OPERATIONS PLAN (EOP)

October
(MONTH)

1991
(YEAR)

PROMULGATION

THIS PLAN SUPERCEDES PREVIOUS Warren TOWNSHIP/~~BOROUGH~~ PLANS DEVELOPED FOR RESPONSE TO A MAJOR EMERGENCY OR DISASTER. THIS PLAN WAS ADOPTED BY THE BOARD OF Supervisors/~~BOROUGH COUNCIL~~ UNDER RESOLUTION NO. 3-199 DATED Oct. 5, 1991

BOARD OF Supervisors /~~BOROUGH COUNCIL~~

C Eugene Kelly

(Chairman/President/Mayor)

Harry R. Kafer

(Vice Chairman/President)

Phil S. Zimmerman

(Secretary)

Nick Babawana
(NAME)

EMERGENCY MANAGEMENT COORDINATOR

Warren TOWNSHIP/~~BOROUGH~~

This plan was prepared by the Warren Township/Borough Emergency Management Agency in cooperation with the Franklin County Emergency Management Agency and the Pennsylvania Emergency Management Agency.

RESOLUTION NO. 3-1991

THIS RESOLUTION, approved and adopted by the Supervisors/Commissioners of Warren Township/ Borough Council, Franklin County, Pennsylvania, on the date hereinafter set forth.

WITNESSETH:

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S.A. Section 7101 et seq. mandates that Warren Township/ Borough 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 Township/Borough; and

WHEREAS, in response to the mandate stated above, this Township/Borough 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 Township/Borough 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 Township/Borough;

NOW, THEREFORE, we, the undersigned Commissioners/Supervisors of Warren Township/ Borough Council do hereby approve, adopt and place into immediate effect the Emergency Operations Plan of Warren Township/ Borough. This Plan shall be reviewed on an annual basis to make certain that it conforms with the requirements of the Franklin County Emergency Operations Plan.

Board of Commissioners/Supervisors
of Warren Township/
Borough Council

By Eugene Kepp
Harry R. Kepp
Gail J. Zimmerman

ATTEST

Date October 5, 1991



Warren TOWNSHIP/BOROUGH
EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

	<u>Page</u>
Promulgation	i
Resolution	ii
Record of Changes	iii
Table of Contents.....	iv
I. Purpose.....	1
II. Situations Covered by Plan.....	1
III. Direction and Coordination.....	1
IV. Concept of Operations.....	2
V. Emergency Responsibilities and Functions.....	3
A. Emergency Management Coordinator.....	3
B. Communications Services.....	3
C. Police Services.....	4
D. Fire and Rescue Services.....	4
E. Emergency Medical Services.....	4
F. Transportation Services.....	4
G. Radiological Protection Services.....	5
H. Public Works and Resource Services.....	5
I. Public Information Officer.....	5
VI. Emergency Management Organization.....	6
VII. Training and Exercises.....	7
VIII. References.....	7
IX. Plan Distribution.....	7

SAMPLE FORMAT

Warren Township/Borough

EMERGENCY OPERATIONS PLAN (EOP)

I. PURPOSE

- A. To provide for the protection of persons and property in Warren Township/Borough in the event of a natural or man-caused emergency or disaster, in accordance with the Pennsylvania Emergency Management Services Code, 35 Pa. C.S.A., Sections 7101-7707, also referenced as P.L. 1332.
- B. To establish procedures to alert the public and provide information and appropriate protective action instructions, if necessary. To provide for coordination and use of available municipal resources during an emergency.
- C. To define the role and responsibilities of municipal officials and the emergency management coordinator. To define emergency functions and make assignments to municipal and volunteer staff.
- D. To assure coordination and cooperation with county efforts in accordance with the Franklin County Emergency Operations Plan.

II. SITUATIONS COVERED BY PLAN

- A. The hazards that pose the potential threats to Warren Township/Borough are: flooding, hazardous materials accidents, storms, tornadoes, dam failure, droughts, nuclear power plant accidents, and nuclear attacks (see Franklin County Hazard Vulnerability Analysis).
- B. An emergency operations plan covers a wide range of possibilities from slowly developing emergencies to disaster without warning. It is intended to cover disasters resulting from any hazards whether of great magnitude or localized in their impact.

III. DIRECTION AND COORDINATION

- A. The Board of Supervisors /Borough Council is responsible for the protection and safety of the public in Warren Township/Borough and will exercise direction and control of its emergency management agency and response activities within the Township/Borough. For continuity of government, the lines of succession are:

1. The line of succession of the Borough council is from the Chairperson through the members as determined by the board.
 2. The line of succession to the emergency management coordinator is deputy coordinator followed by _____ staff officer.
 3. The line of succession to each department head is according to the operating procedures established by each department.
- B. When more than one township or borough is affected by an emergency, the County will be responsible for direction and control.
 - C. When more than one county is affected by an emergency, the Pennsylvania Emergency Management Agency (PEMA) will provide overall coordination, direction and control.
 - D. Township/Borough operational procedures and dispatch of emergency vehicles will be coordinated through the County Emergency Operations Center (EOC) (procedures may vary between municipalities).

IV. CONCEPT OF OPERATIONS

- A. In a disaster emergency, the municipal government will continue only those functions and services necessary to protect life and property.
- B. Emphasis will be to meet basic human needs such as food, shelter and medical care and to resume basic services such as water, electricity and sanitation, as soon as possible.
- C. The Emergency Management Coordinator will mobilize the Emergency Operations Center (EOC) at the (building), (address), (location) when an emergency situation requires it.
- D. The Emergency Management Organization Staff will follow prescribed standard operating procedures which describe in detail how their functions are carried out and utilize checklists as necessary.
- E. Any decision to implement protective actions will be made by municipal officials or, in their absence, the Emergency Management Coordinator, based upon advice from the county Emergency Management Coordinator.
- F. If required to evacuate, the Township/Borough Council and the EOC will relocate to a pre-selected alternate seat of government at _____. If possible, the EOC will be the last organization to leave the hazard area.
- G. During the recovery phase, the EMA will provide generally the same services as those provided by staff members and forces during the evacuation. Damage assessment will be expedited and a report forwarded through the county EMA.

V. EMERGENCY RESPONSIBILITIES AND FUNCTIONS

The emergency responsibilities and functions listed below require actions which are common to all types of major emergencies or disasters, (i.e., dangerous storms, hazardous materials accidents, nuclear incidents). The Emergency Operations Center (EOC) staff will prepare, maintain and be guided by Standard Operating Procedures (SOP) which prescribe implementing procedures and/or action-step checklists. Individuals assigned to these functions are required to coordinate their actions with the Emergency Management Coordinator who will coordinate the overall action with the County Emergency Management Agency and with other municipalities involved.

A. Emergency Management Coordinator

1. Prepare, maintain and keep current a disaster emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster, prompt and effective response to a major emergency or disaster and emergency relief and recovery in consonance with the Franklin County emergency operations plan.
2. Initiate and maintain coordination and cooperation with the County Emergency Management Agency (EMA), and provide prompt information as requested.
3. Identify hazards that may affect the municipality. In coordination with the County Emergency Management Agency (EMA) and based upon its Hazards Vulnerability Analysis, determine what hazards could potentially impact upon the township/borough.
4. Identify resources within the municipality that can be used to respond in a major emergency or disaster situation and report "unmet" needs. This should include both public and private resources and mass care facilities.
5. Develop and maintain an emergency management organization and a trained staff appropriate for the needs and resources of Warren Township/Borough. A functional organization chart is outlined in Part VI. The staff must be capable of maintaining 24 hour operations.
6. Mobilize, direct and coordinate the emergency management staff during an emergency.
7. Develop standard operating procedures (SOP) in coordination with the staff to carry out their responsibilities and functions and the functions of the Emergency Operations Center.

B. Communications Services

1. Maintain a 24-hour contact and notification capability so that the emergency management staff can be mobilized on short notice.

2. Assist the EMC by providing procedures for emergency notification of the EOC staff.
3. Ensure a communication capability between EOC, field operations and county.
4. Maintain communications with assigned RACES teams.

C. Police Services

1. Provide the usual security and law enforcement services.
2. Provide traffic and access control as necessary in and around the affected areas. Forward changes of Traffic and Access Control Points to the County EMA every six months.
3. Be prepared to assist the EMC in providing for public alerting if necessary.
4. Coordinate municipal police actions with other police agencies.

D. Fire and Rescue Services

1. Provide the usual Fire and Rescue Services to include a Haz Mat response team.
2. Assist the EMC in providing for public alerting so that the Township/Borough population, to include non-English speaking and hearing impaired, can be notified of an impending situation and/or instructed to take protection action, if necessary.
3. Coordinate municipal Fire and Rescue actions with other Fire/Rescue agencies.

E. Emergency Medical Services

1. Maintain a listing of the hearing-impaired, handicapped and residents with special medical needs. Update every six months and provide copy to the County EMA.
2. Provide emergency medical coverage as needed and in coordination with transportation, provide for evacuation of persons with special medical problems or who are physically or mentally impaired.
3. Coordinate municipal emergency medical actions with other medical agencies.

F. Transportation Services

1. Coordinate institutional needs for transportation in the event evacuation or relocation becomes necessary, i.e., hospitals, nursing homes, day care centers.

2. Arrange evacuation transportation for residents without transportation.
3. Establish pickup points and maintain list of individuals with transportation needs.
4. Maintain an inventory of municipal transportation resources.
5. Coordinate transportation actions with other transportation agencies.

G. Radiological Protection Services

1. Maintain a procedures guide for nuclear power plant incidents and nuclear attack.
2. Administer the county's radiological exposure control program within the municipality.
3. Conduct training for municipal personnel and emergency workers in use of dosimetry and knowledge of exposure limits and decontamination procedures.
4. Coordinate protective actions for the public, through the EMC, with the County EMA.

H. Public Works and Resource Services

1. Coordinate provision of equipment and supplies from public and private sources and maintain resource lists and contacts.
2. In coordination with the EMC, determine the "unmet" needs for the municipality.
3. Coordinate or direct the preventive measures and restoration of public utilities and municipal facilities.
4. Maintain records of expenditures and resources used during a disaster.
5. Make situation and damage reports to the EMC and assist in assessment by county or state.

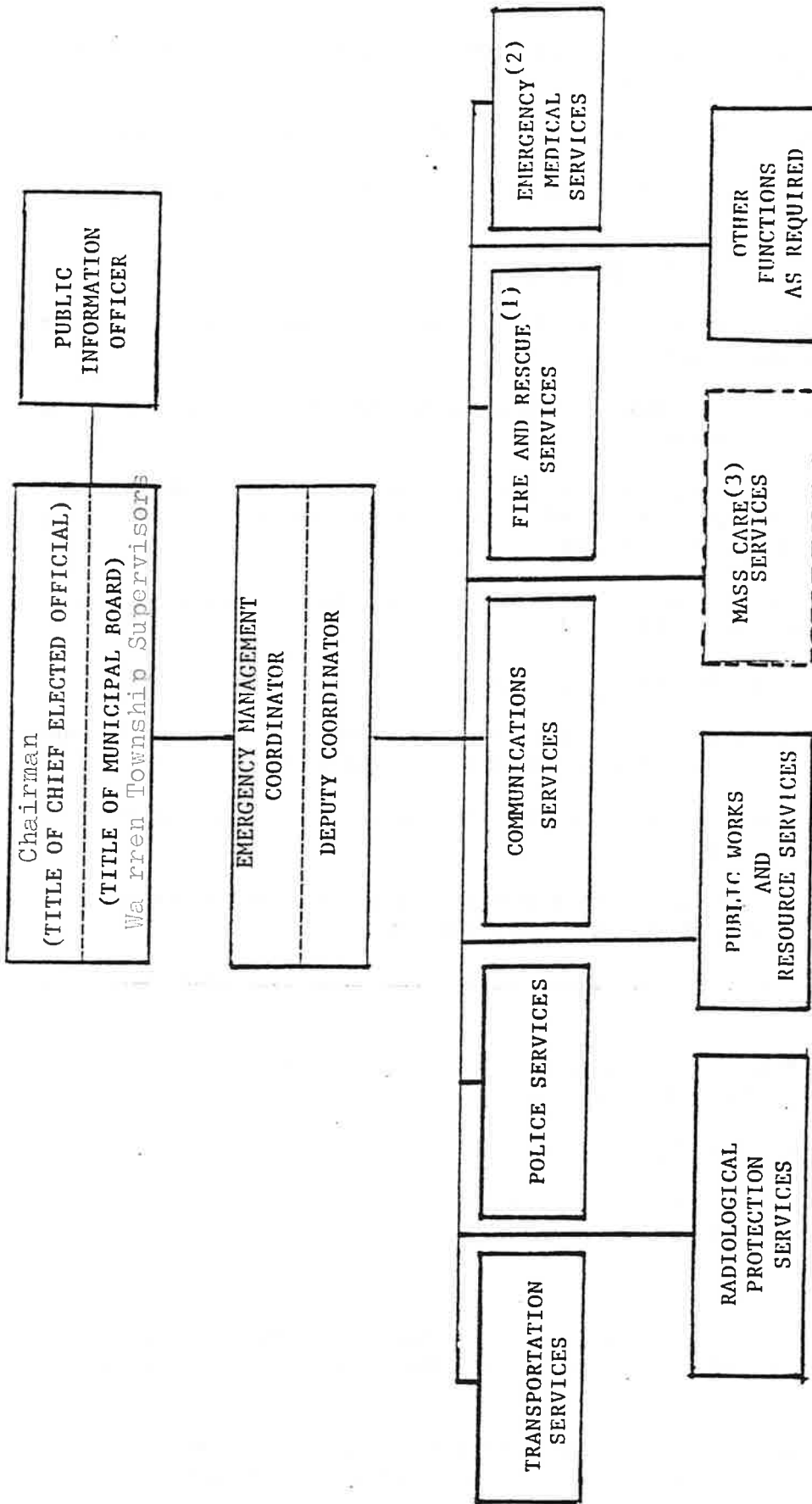
I. Public Information Officer

Assist council in coordinating public information with the County Public Information Officer.

NOTE: Depending on staff and resources, each of the above functions may be assigned to an individual, or two or more functions may be assigned to one individual.

It may be necessary to develop agreements with other municipalities or organizations if local resources are not available for some of these functions.

VI. EMERGENCY MANAGEMENT ORGANIZATION



NOTES: (Do not put name of person or telephone number on chart above).

ALTERNATIVES: (Denote by number () when a function is not provided by the municipality or when two or more of the functions are combined into one staff office).

FOR EXAMPLE: (1) Fire and Rescue Services are provided by MMP&W Fire Station, Franklin county.
 (2) Ambulance Services are combined with Fire and Rescue.
 (3) These functions are assigned to the Emergency Management Coordinator's Office.

VII. TRAINING AND EXERCISES

- A. The municipal EMC will participate in the Franklin County training program and/or request formal local training sessions to include the following: PEMA's Phase I and Phase II (duties and responsibilities of the EMC and the EMC's work environment), Planning Seminar, EOC Operation and Public Official Training (for municipal officials).
- B. The above training will be augmented by participating in county exercises including those for review of plans and procedures; exercises in which elected officials and key staff are presented situations as a learning experience; and full scale exercises to evaluate emergency management capability.

VIII. REFERENCES

- A. _____ County, Hazards/Vulnerability Analysis, 19__.
- B. _____ County Emergency Operations Plan, _____ 19__.

IX. PLAN DISTRIBUTION

Distribution of the Municipal Emergency Operations Plan is as follows:

- 1. Municipal Officials
- 2. Emergency Management Coordinator and Staff
- 3. Medical Facilities
- 4. Emergency Services - Police, Ambulance, Fire, Rescue
- 5. School Districts
- 6. Municipal Library
- 7. Municipal American Red Cross, if applicable
- 8. Utilities
- 9. Franklin County Emergency Management Agency
- 10. Pennsylvania Emergency Management Agency (PEMA) Area Office (through the county EMA)

NOTES:

- (1) Additional copies of the plan can be made available upon specific request and justification to the _____ Borough Emergency Management Coordinator.
- (2) The _____ Borough Emergency Management Coordinator is responsible for reviewing and updating this plan annually.

