

Resolution 2023-12

EMERGENCY OPERATIONS PLAN (EOP)

FOR

York Area Regional Emergency Management
(Manchester, Spring Garden, & Springettsbury Townships)

In York County

March 7, 2023

Basic Plan

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PROMULGATION

THIS PLAN WAS ADOPTED BY THE YORK AREA REGIONAL EMERGENCY MANAGEMENT COMMISSION,
UNDER THE AUTHORITY DELEGATED BY THE ELECTED OFFICALS OF THE TOWNSHIPS OF MANCHESTER,
SPRINGGETTSBURY, AND SPRING GARDEN, YORK COUNTY, UNDER RESOLUTION

NO. _____ DATED _____.

IT SUPERCEDES ALL PREVIOUS PLANS.

YORK AREA REGIONAL EMERGENCY MANAGEMENT COMMISSION

(Commission Member)

(Commission Member)

(Commission Member)

(Commission Member)

(Commission Member)

(Commission Member)

(Commission Member)

(Emergency Management Coordinator)

THIS PLAN WAS ADOPTED BY MANCHESTER TOWNSHIP, YORK COUNTY (elected officials)

UNDER RESOLUTION NO. _____ DATED _____.

IT SUPERCEDES ALL PREVIOUS PLANS.

MANCHESTER TOWNSHIP

(Chief Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Secretary)

(Emergency Management Coordinator)

THIS PLAN WAS ADOPTED BY SPRINGETTSBURY TOWNSHIP, YORK COUNTY (elected officials)

UNDER RESOLUTION NO. _____ DATED _____.

IT SUPERCEDES ALL PREVIOUS PLANS.

SPRINGETTSBURY TOWNSHIP

(Chief Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Secretary)

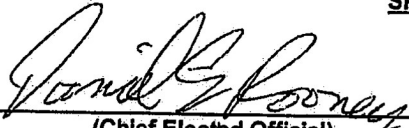
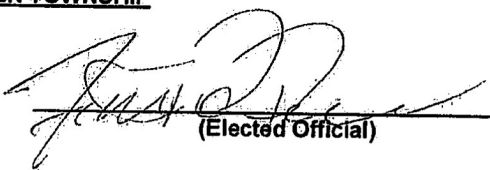
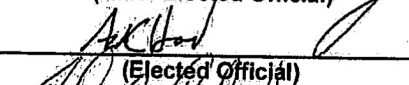
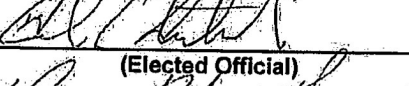
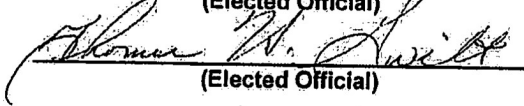
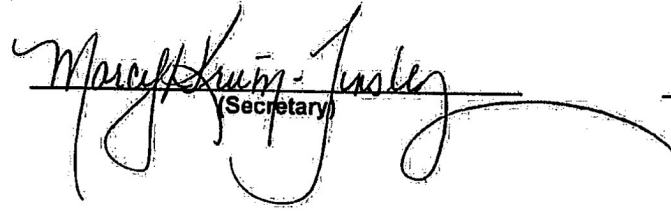

(Emergency Management Coordinator)

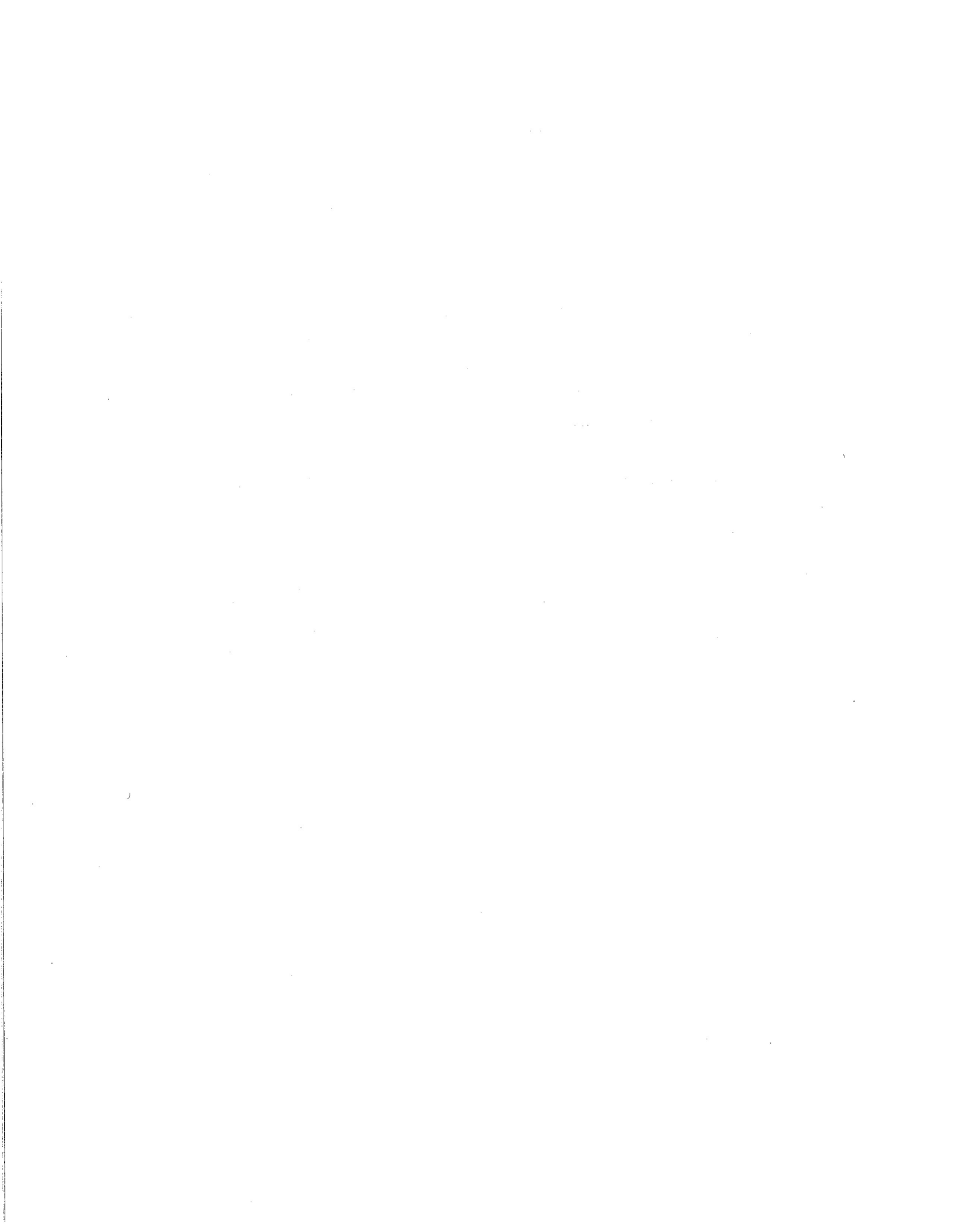
THIS PLAN WAS ADOPTED BY SPRING GARDEN TOWNSHIP, YORK COUNTY (elected officials)

UNDER RESOLUTION NO. 2023-12 DATED April 12, 2023

IT SUPERCEDES ALL PREVIOUS PLANS.

SPRING GARDEN TOWNSHIP

 _____ (Chief Elected Official)	 _____ (Elected Official)
 _____ (Elected Official)	_____ (Elected Official)
 _____ (Elected Official)	_____ (Elected Official)
 _____ (Elected Official)	
 _____ (Secretary)	 _____ (Emergency Management Coordinator)



DISTRIBUTION LIST

The Following have received Copies of this Plan

COPY #	ORGANIZATION	INDIVIDUAL RECEIVING COPY	DATE

I. PURPOSE AND SCOPE

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 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 the 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.

Scope

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 Manchester Township, Springettsbury Township, and Spring Garden Township in York County, Pennsylvania. "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

Situation

A. The Townships of Manchester, Springettsbury, and Spring Garden are located in York County, Pennsylvania. The total population is approximately 59,000. Terrain features that affect emergency response include :

- a) Streams/creeks
- b) Lakes
- c) Unpaved roads
- d) Cliffs
- e) Unmarked mine shafts/air holes
- f) Quarries
- g) Industrial areas
- h) Limited access roadways

B. Following special facilities are indicated in the Notification and Resource Manual (NARM) section of this plan :

- a) CRITICAL FACILITIES
 - i) EOC
 - ii) Alternate EOC
 - iii) Emergency Shelters/Warming Centers
 - iv) Logistics Commodities Point of Distribution (POD)s
 - v) Pharmaceutical (SNS) Point of Dispensing (SNS POD)
- b) SPECIAL FACILITIES NOTIFICATION LIST
 - i) Utilities/Public Works
 - ii) Hospitals
 - iii) Nursing Homes
 - iv) Personal Care Homes
 - v) Group Homes
 - vi) Child Care Centers/Homes
 - vii) Schools
 - viii) Prisons
 - ix) Camps
 - x) Businesses
 - xi) Other

C. The municipalities are subject to a variety of hazards. The most likely and damaging of these are :

- a) Civil Disturbance
- b) Dam Failure
- c) Drought
- d) Earthquake
- e) Environmental Hazards
- f) Extreme Temperature
- g) Flash Flood
- h) Flood
- i) Hailstorm
- j) Hurricane
- k) Invasive species
- l) Landslide
- m) Lightning Strike
- n) Nor'easter
- o) Pandemic
- p) Radon Exposure
- q) Subsidence, Sinkhole
- r) Terrorism
- s) Tornado & Wind Storm
- t) Transportation Accident

- u) Tropical Storm
- v) Urban Fire and Explosion
- w) Utility Interruption
- x) Winter Storm

- D. Historically, certain geographic areas of these municipalities are more vulnerable to the effects of these hazards. These are: Suburban in nature
- E. Training, response checklists and other accompanying documents are based on the statements in 2 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 municipalities, 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 these municipalities, 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 AND CONTINUITY OF GOVERNMENT

- A. The 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 municipalities 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).
 - a) ICS will be implemented immediately at the incident site, and responders providing support will cooperate under the direction of the IC and the IM.
 - b) Depending on the magnitude and severity of an incident, only certain ESFs may be needed. Accordingly, only those agencies responsible for that function need to report to the EOC. Figure 4 shows designated levels of activation based on the severity of the emergency. The agencies that are responsible for each ESF are shown in Figure 5.
 - i) a manageable span of control (3 to 7 staff; optimum is 5);
 - ii) personnel accountability (each person reports to only one person in the chain of command); and
 - iii) functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).
- 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 the remaining roles. As additional staff arrive 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 are 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 websites, 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 and children).

IV. ORGANIZATION AND RESPONSIBILITIES

A. COMMAND

1. Elected Officials

- a. 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

- k. Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
- l. Reports all safety concerns immediately to the EOC Manager.

- m. Is authorized to immediately halt any operations deemed unsafe.

5. Liaison Officer

- a. Serves as the primary contact for supporting agencies assisting with the incident.

B. OPERATIONS SECTION

Responsible for ensuring the accomplishment of responsibilities of all assigned branches. These Branches include:

- Communications (ESF-2)
- Firefighting (ESF-4)
- Health and Medical (ESF-8)
- Search and Rescue (ESF-9)
- Oil and Hazardous Materials Response (ESF-10)
- Public Safety and Security (ESF-13)

Provides input in the development of the Incident Action Plan (IAP). Operations Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Operations Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

Typically, the Operations Section Chief is the person with the greatest tactical expertise in dealing with the problem at hand. The Operations Section Chief:

- Develops and implements strategy and tactics to carry out the incident objectives.
- Organizes, assigns, and supervises the tactical response resources.

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 Operations 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.
- 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.
- 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 Operations Section Chief.

3. Health and 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 Operations 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 Operations 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 Operations 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 Operations Section Chief.

C. PLANNING SECTION (EMC or as delegated)

Responsible for ensuring the accomplishment of the Emergency Management (ESF-5) branch responsibilities. Planning Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Planning Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

Planning Section: Major Activities

The major activities of the Planning Section may include:

Collecting, evaluating, and displaying incident intelligence and information.
Preparing and documenting Incident Action Plans.
Tracking resources assigned to the incident.
Maintaining incident documentation.
Developing plans for demobilization.

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 Planning Section Chief.

D. LOGISTICS SECTION

Responsible for ensuring the accomplishment of responsibilities of all assigned branches.

The Logistic Section Chief helps make sure that there are adequate resources (personnel, supplies, and equipment) for meeting the incident objectives. The Logistics Section Chief maintains his or her span of control by adding Branch Directors and Unit Leaders. Logistics Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Logistics 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.

Logistics Section: Major Activities

The Logistics Section is responsible for all services and support needs, including:

Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.
Providing communication planning and resources.
Setting up food services for responders.
Setting up and maintaining incident facilities.
Providing support transportation.
Providing medical services to incident personnel.

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 Logistics 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.
- e. Coordinates the assignment of Public Works resources.
- f. Provides information on water, sewerage, road construction and repair, engineering, building inspection and maintenance.
- g. Advises elected officials and the EMC about Public Works and Engineering activities.
- h. Performs other responsibilities as assigned by the Logistics 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.
- h. Performs other responsibilities as assigned by the Logistics 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 Logistics 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.
- h. Performs other responsibilities as assigned by the Logistics 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.

- g. Performs other responsibilities as assigned by the Logistics Section Chief.

E. FINANCE and ADMIN SECTION

Responsible for ensuring the accomplishment of responsibilities of Long-Term Recovery and Mitigation Branch (ESF-14). The Finance 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. The Finance and Admin Section also maintains finance and personnel records of response activities.

Finance/Administration Section: Major Activities

The Finance/Administration Section is set up for any incident that requires incident-specific financial management. The Finance/Administration Section is responsible for:

Contract negotiation and monitoring.

Timekeeping.

Cost analysis.

Compensation for injury or damage to property.

Documentation for reimbursement (e.g., under mutual aid agreements and assistance agreements).

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

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 local 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.
7. 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

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

B. Exercise Requirements

- a. To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least once 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:

- a. 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:

- a. 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 Local 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. A receipt system will be used to verify the process.

APPENDICES

APPENDIX A - AUTHORITIES 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 automated 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

1. EMERGENCY ACTION PLAN: Surveillance, Warning and Evacuation Procedures for the Indian Rock Dam
2. York Suburban All Hazards School Safety Plan
3. Central York School District All Hazards Plan
4. Emergency plans developed by private businesses or other agencies, as coordinated and shared with local EMA

Notification and Resource Manual
for the
EMERGENCY OPERATIONS PLAN (EOP)

FOR

York Area Regional Emergency Management
(Manchester, Spring Garden, and Springettsbury Townships)

York County

Last Updated: March 2023

*The contents of this Notification and
Resource Manual are not subject to
Pennsylvania's Right to Know Law.*

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CERTIFICATION OF REVIEW

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

Date	Signature
October 5, 2016	Joseph P. Madzelan
November 24, 2017	Joseph P. Madzelan
December 16, 2018	Joseph P. Madzelan
December 31, 2020	Joseph P. Madzelan
February 24, 2023	Joseph P. Madzelan

CRITICAL FACILITIES

TYPE	Location	Point of Contact	Phone No.
EOC	50 Commons Dr, York, PA 17402	Joseph P. Madzellan	717-718-2383
Alternate EOC	3200 Farmtrail Rd, York, PA 17406	Joseph P. Madzellan	717-893-7225
Emergency Shelters/Warming Centers	3200 Farmtrail Rd, York, PA 17406	Timothy James	717-764-4646
Logistics Point of Distribution (POD)			
Pharmaceutical (SNS) Point of Distribution			

SPECIAL FACILITIES NOTIFICATION LIST

List Updated 3/7/2023

Facility Name	Facility Address	Phone Number
Utilities/Public Works		
Manchester Twp. Public Works	3200 Farmtrail Rd, York, PA 17406	717-764-4646
Spring Garden Twp Public Works	558 South Ogontz St, York, PA 17403	717-848-2858
Springettsbury Twp Public Works	1603 Mt. Zion Rd, York, PA 17402	717-757-3521
PennDOT York County Maintenance	1920 Susquehanna Trl N, York, PA 17404	717-848-6230
Springettsbury Twp Wastewater Treatment	3501 N. Sherman St, York, PA 17402	717-757-3521
York City Wastewater Treatment	1701 Blackbridge Rd, York, PA 17402	717-845-2794
Dover Wastewater Treatment	851 Graffius Rd, York, PA 17404	717-292-3634
York Water Company	1801 Mt. Rose Ave, York, PA 17403	717-848-2984
Met-Ed/First Energy	501 Parkway Blvd, York, PA 17404	717-848-1928
Columbia Gas	1600 Colony Rd, York, PA 17408	888-460-4332
Hospitals		
Memorial Hospital of York	1701 Innovation Dr, York, PA 17408	717-843-8623
York Hospital	1001 S. George St, York, PA 17403	717-851-2345
Nursing Homes		
Autumn House East	2618 E. Market St, York, PA 17402	717-755-5911
Colonial Manor	970 Colonial Ave, York, PA 17403	717-845-2661
Manor Care – Kingston Ct	2400 Kingston Ct, York, PA 17402	717-755-8811
Misericordia	998 S. Russell St, York, PA 17402	717-755-1964
Pleasant Acres	118 Pleasant Acres Rd, York, PA 17402	717-840-7100
Rest Haven	1050 S. George St, York, PA 17403	717-843-9866
SpiriTrust Lutheran – Sprengle Village	1801 Folkemer Cir, York, PA 17404	717-767-5404
Personal Care Homes		
Amoroso Wellness at York	2830 Carol Rd, York, PA 17402	717-755-7600
SpiriTrust Lutheran – Sprengle Drive	1802 Folkemer Cir, York, PA 17404	717-764-9994
Pine Manor Home	687 Greenbriar Rd, York, PA 17404	717-764-2989
Autumn House East	2618 E. Market St, York, PA 17402	717-755-5911
Brunswick at Longstown	2830 Carol Rd, York, PA 17402	717-755-7600
Family Care Inc.	115 Lyndhurst Rd, York, PA 17402	

Schools		
Central York High School	601 Mundis Mill Rd, York, PA 17402	717-846-6789
Central York Middle School	1950 North Hills Rd, York, PA 17402	717-846-6789
Sinking Springs Elementary School	2850 Susquehanna Trl N., York, PA 17404	717-846-6789
North Hills Elementary School	1330 North Hills Rd, York, PA 17402	717-846-6789
Hayshire Elementary School	2801 Hayshire Dr, York, PA 17406	717-846-6789
Roundtown Elementary School	570 Church Rd, York, PA 17404	717-846-6789
Stony Brook Elementary School	250 Silver Spur Dr, York, PA 17402	717-846-6789
York Suburban High School	1800 Hollywood Dr, York, PA 17403	717-885-1270
York Suburban Middle School	455 Sundale Dr, York, PA 17402	717-885-1260
Indian Rock Elementary School	1500 Indian Rock Dam Rd, York, PA 17403	717-885-1250
East York Elementary School	701 Erlen Dr, York, PA 17402	717-885-1240
Yorkshire Elementary School	295 Mills St, York, PA 17402	717-885-1230
Valley View Elementary School	850 Southern Rd, York, PA 17403	717-885-1220
Christian School of York	907 Greenbriar Rd, York, PA 17404	717-767-6842
Saint Joseph School	2945 Kingston Rd, York, PA 17402	717-755-1797
York Country Day School	1000 Indian Rock Dam Rd, York, PA 17403	717-843-9805
Keystone Christian Academy	705 S. Ogontz St, York, PA 17403	717-850-0943
York College	441 Country Club Rd, York, PA 17403	717-846-7788
Penn State University, York Campus	1031 Edgecomb Ave, York, PA 17403	717-771-4000
York Technical Institute	1405 Williams Road, York, PA 17402	717-757-1100
Prisons		
York County Prison	3400 Concord Rd, York, PA 17402	717-840-7580
Camps		
Businesses		
Harley Davidson York Assembly Plant	1425 Eden Rd, York, PA 17402	877-883-1450
Others		

NOTE: Criteria for selection of industries and businesses to be notified are based upon the number of employees or residents and the time required for evacuation or shutdown of facility.

CRITICAL PERSONNEL EMERGENCY NOTIFICATION LIST

Position	Name/Address	Certified for Position (Y/N)	Phone Numbers	
			Cell	Alternate
Elected Officials				
<u>Manchester Township</u>	Rodney Brandstedter			
	Craig Miller			
	John Inch, Jr.			
	Debra McCune			
	Beth Brennan			
<u>Spring Garden Township</u>	David Detwiler (Ward 1)			
	Dan Rooney (Ward 2)			
	Timothy Purcell (Ward 3)			
	Andrew Herrold (Ward 4)			
	Thomas Gwilt (Ward 5)			
<u>Springettsbury Township</u>	Mark Swomley			
	George Dvoryak			
	Don Bishop			
	Charles Wurster			
	Robert Cox			
<u>YAUFR Commission</u>	Andy Seebold			
	Deb McCune			
Craig Miller (alternate)	John Inch, Jr.			
	George Dvoryak			
Don Bishop (alternate)	Charles Wurster			
	Thomas Gwilt			
David Detwiler (alternate)	Dan Rooney			
EMC	Joseph Madzelan	Y	717-577-8714	717-718-2383
Deputy	Craig Wisherd	Y	717-578-9868	717-771-8139
Deputy	Daniel Hoff	Y	717-577-1807	717-718-2383
STAFF				
Safety Officer				
Deputy				
Other				
Liaison Officer				
Deputy				
Other				
Public Information Officer (ESF-15)				
Deputy				
Other				
Operations Section Chief	Michael Miller	Y	717-577-0549	717-418-5044
Deputy				
Other				

ESF-2 (Communications) Branch				
Deputy				
Other				
ESF-4 (Firefighting) Branch				
Deputy				
Other				
ESF-8 (Public Health & Medical) Branch				
Deputy				
Other				
ESF-9 (Search & Rescue) Branch				
Deputy				
Other				
ESF-10 (HAZMAT Response) Branch				
Deputy				
Other				
ESF-13 (Safety & Security) Branch				
Deputy				
Other				
Planning Section Chief				
Deputy				
Other				
ESF-5 (Emergency Mgmt) Branch				
Deputy				
Other				
Logistics Section Chief				
Deputy				
Other				
ESF-1 (Transportation) Branch				
Deputy				
Other				
ESF-3 (Public Works & Eng.) Branch				
Deputy				
Other				
ESF-6 (Mass Care, Housing, and Human Services) Branch				
Deputy				
Other				
ESF-7 (Resource Support) Branch				
Deputy				
Other				

ESF-11 Agriculture, Natural Resources Branch				
Deputy				
Other				
ESF-12 (Energy) Branch				
Deputy				
Other				
Finance/Admin Section Chief				
Deputy				
Other				
ESF-14 (Long Term Recovery and Mitigation) Branch				
Deputy				
Other				
County EMA				
York County EOC	120 Davies Dr, York 17402		717-840-2990	
Adjacent EMAs				
Northeastern Area EMA	5080 N. Sherman St, 17347			
York City EMA	43 S. Duke St, 17401		717-849-2441	
York Township EMA	196 Oak Rd, 17313		717-741-3861	Extension 189
West Manchester Twp EMA	380 East Berlin Rd, 17408		717-801-2122	
Eastern York County EMA			717-434-1307	
Windsor Twp EMA	1480 Windsor Rd, 17356		717-244-3512	
West York EMA	1700 W. Philadelphia, 17404		717-846-8880	

ROUTE ALERT TEAM PERSONNEL

Name	Address	Certified for Position (Y/N)	Phone Numbers		
			Home	Cell	Work

DAMAGE SURVEY TEAM PERSONNEL

Name	Address	Certified for Position (Y/N)	Phone Numbers		
			Home	Cell	Work
On-Duty Fire Crews					
Public Works Crews					

TRAFFIC CONTROL PERSONNEL

Name	Address	Certified for Position (Y/N)	Phone Numbers		
			Home	Cell	Work
Fire Police					

TRANSPORTATION – VOLUNTEER DRIVERS AND GUIDES

Name	Address	Certified for Position (Y/N)	Phone Numbers		
			Home	Cell	Work
Rabbit Transit	415 N. Zarfoss Dr 17404				800-632-9063
Reliance Student Svcs	160 Morgan Ln 17406				717-767-1467

**HEARING IMPAIRED RESIDENTS
REQUIRING SPECIAL ALERT NOTIFICATION**

HEARING IMPAIRED RESIDENTS REQUIRING SPECIAL ALERT NOTIFICATION		
See RMS System	As notification is voluntary, list will not be complete	

NON-ENGLISH-SPEAKING RESIDENTS

NON-ENGLISH-SPEAKING RESIDENTS					
Not Tracked					

RESIDENTS REQUIRING AMBULANCE ASSISTANCE

RESIDENTS REQUIRING AMBULANCE ASSISTANCE				
See RMS System	As notification is voluntary, list will not be complete			

OTHER DISABLED RESIDENTS

OTHER DISABLED RESIDENTS					
See RMS System	As notification is voluntary, list will not be complete				

AVAILABLE EQUIPMENT RESOURCE LISTING

Those resources listed with a "TYPE" are based on the definitions in the resource typing initiative of the federal NIMS Integration Center. TYPE generally refers to the capability or sustainability of the resource. Actual definitions can be found on the NIMS Integration Center website at: www.fema.gov/emergency/nims/rm/rt.shtm

Resource Name	Type	# Available	Contact	Phone Number
EMERGENCY MEDICAL SERVICES				
Air Ambulance, (Rotary Wing)	I			
Air Ambulance, (Rotary Wing)	II			
Ground Ambulance	I	7	York County 9-1-1	717-854-5571
Ground Ambulance	II			
Ground Ambulance	III			
Ground Ambulance	IV			
FIRE & PUBLIC SAFETY - FIRE/ENGINE				
Brush Patrol, Firefighting	I			
Engine, Fire (Pumper)	I	7		
Engine, Fire (Pumper)	II			
Engine, Fire (Pumper)	III			
Engine, Fire (Pumper)	IV			
Fire Truck (Ladder)	I	1		
Fire Truck (Ladder)	II			
Fire Truck (Platform)	I	1		
Foam Tender, Firefighting	I			
Foam Tender, Firefighting	II			
Hand Crew, Firefighting	I			
HAZMAT Entry Team	I			
HAZMAT Entry Team	II			
Mobile Communications Unit	I			
Water Tender, Firefighting (Tanker)	I			
Water Tender, Firefighting (Tanker)	II			
Water Tender, Firefighting (Tanker)	III			
Water Tender, Firefighting (Tanker)	IV			
Decontamination Strike Team		1	York County EMA	717-840-2990
LAW ENFORCEMENT				
Bomb Squad/Explosives Team			Contact York County 911 to request	717-840-2971
Mobile Field Force, Law Enforcement			Contact York County 911 to request	717-840-2971
SWAT Tactical Team (QRT)			Contact York County 911 to request	717-840-2971

AVAILABLE EQUIPMENT RESOURCE LISTING

Equipment	Type	# Available	Comment	Phone Number
CONCRETE WORKS				
All Terrain Crane				
Backhoe Loader		3		
Concrete Cutter				
Dump Truck, On-Road	I	12		
Dump Truck, On-Road	II	2		
Dump Truck, On-Road	III	12		
Dump Truck, On-Road	IV	12		
Generator, Portable		8		
Skid Steer Loader		1		
Hydraulic Excavator (LARGE)	I			
Hydraulic Excavator (Medium)	II			
Hydraulic Truck Crane	III			
Track Dozer	I			
Track Dozer	II			
Track Dozer	II			
Water Truck (Potable)	III			
Wheel Loader (Med)	III	2		
Wheel Loader (Small)	III			
Wheel Loader (Large)				
SEARCH AND RESCUE				
Canine Search and Rescue Team	III		York County EMA for all requests outside normal 911 resources	717-840-2990
Swift Water/Flood Search and Rescue Team	III		York County EMA for all requests outside normal 911 resources	717-840-2990
Wilderness Search and Rescue Team	III		York County EMA for all requests outside normal 911 resources	717-840-2990
VEHICLES				
All-Terrain Vehicles			PA Jeeps (c/o Ron Lunn)	443-844-1944
Buses				
Trucks (supply)				
Snow Plow		4	Traffic and Utility units	
Vehicles w/loudspeakers				
Tow Trucks				
Fuel Dispensing				
Water Dispensing (Potable)				
Water Pumping				
Boats(row/motor)				
Farm Tractors				
Snowmobiles				
COMMUNICATIONS				
Radio: fixed or mobile				
Radio: portable (handheld)				
Telephone Remote Unit				
Other				

AVAILABLE SUPPLIES RESOURCE LISTING

Item	Type	Available to Distribution	Quantity	Storage Location
Air Conditioning Units (Wheeled)				
Beds/Cots				
Bedding				
Barriers				
Body Bags				
Bull Horns				
Citizens Band Radio Sets				
Clerical				
Dry Ice				
Field Kitchen				
Flares				
Flashlights/Lantern				
Flashlight Batteries				
Flood Light Sets				
Freezer bags				
Fuel (gas/oil, propane)				
Heaters				
Ice				
Loud Speaker sets				
Lumber				
Medical				
Sand Bags				
Special clothing (wet/cold weather)				
Special Tools				
Tents				
Tools				
Portable Toilets				
Portable Telephones				
Water Coolers				
Water (bottled)				
Welding Equipment				

AVAILABLE SERVICES RESOURCE LISTING

Service	Organization/Address	Contact	Phone Number
Incident Management Team	South Central Task Force IMT	Gregory Noll, via EMA	717-840-2990
Amateur Radio Emergency Services	York ARES® RACES SKYWARN	Via York Co. EMA	717-890-2990
Citizen's Band Radio	York ARES® RACES SKYWARN	Via York Co. EMA	717-890-2990
Radio Amateur Civil Emergency Service	York ARES® RACES SKYWARN	Via York Co. EMA	717-840-2990
VOAD		Via York Co. EMA	717-840-2990
Fuel & Oil	Check annual municipal contracts		
Hazardous Materials Waste Clean-up	See current York Co. EMA list		
Maintenance	Fleet Maintenance		717-846-2876
Road Clearance	Public Works and/or PennDOT		
Septic Pumping & Disposal			
Towing Service	Mike's Towing @ Recovery	717-637-4380	717-848-2020
Transportation	Rabbit Transit	Direct or York County	800-632-9063
Water Services			

To request resources from the county EMA, or from outside the county, complete a Resource Request Form (see EMC checklist) and forward it to the EMC.

FUNCTIONAL CHECKLISTS FOR EOP

Checklists
for the
EMERGENCY OPERATIONS PLAN (EOP)

FOR

York Area Regional Emergency Management
(Manchester, Spring Garden, and Springettsbury Townships)

In York County

Last Updated: March 2023

*The contents of these Checklists are not subject
to Pennsylvania's Right to Know Law.*

ELECTED OFFICIALS

ELECTED OFFICIALS (Manchester Township)

Responsible for: Protection of the county government, its citizens and their property

Reports to: The voters

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Notification and Resource Manual
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Checklist reviewed
			Established communication with other elected officials
			Operations
			Community's response to the emergency monitored
			Needs evaluated and municipal resources committed as needed
			Assumed role of Incident Commander
			Delegated role of Incident Commander
			Disaster Declaration
			Determination made whether to declare a disaster emergency
			Declaration prepared and signed by majority of the board of elected officials (see attachment to this checklist)
			Protective Actions
			Recommendation made to the population to evacuate or to shelter, as needed
			Continuity of Government
			Chief Elected Official is the Board Chairperson
			Next in Line is the Board Vice Chair
			Next in Line is the Board Secretary
			In the absence of the above, responsibility for municipal government goes to one of the remaining elected Supervisors
			EOC staff and functions relocated to the alternate facility at:
			Important documents collected and transported to safe location at:
			Electronic documents "backed up" and the back-up transported to alternate location at:
			RECOVERY AND MITIGATION
			Federal Recovery Programs
			Appointed an "Applicant's Authorized Agent"
			Signed Notice of Intent to apply for federal aid
			Mitigation
			Modified land use/zoning plan
			Enacted/enforced more stringent building codes
			Constructed/maintained storm water management system
			Improved public information about hazards

ELECTED OFFICIALS (Spring Garden Township)

Responsible for: Protection of the county government, its citizens and their property
 Reports to: The voters

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Notification and Resource Manual
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Checklist reviewed
			Established communication with other elected officials
			Operations
			Community's response to the emergency monitored
			Needs evaluated and municipal resources committed as needed
			Assumed role of Incident Commander
			Delegated role of Incident Commander
			Disaster Declaration
			Determination made whether to declare a disaster emergency
			Declaration prepared and signed by majority of the board of elected officials (see attachment to this checklist)
			Protective Actions
			Recommendation made to the population to evacuate or to shelter, as needed
			Continuity of Government
			Chief Elected Official is the Board President
			Next in Line is the Board Vice President
			Next in Line is the Board Secretary
			In the absence of the above, responsibility for municipal government goes to one of the remaining elected Commissioners
			EOC staff and functions relocated to the alternate facility at:
			Important documents collected and transported to safe location at:
			Electronic documents "backed up" and the back-up transported to alternate location at:
			RECOVERY AND MITIGATION
			Federal Recovery Programs
			Appointed an "Applicant's Authorized Agent"
			Signed Notice of Intent to apply for federal aid
			Mitigation
			Modified land use/zoning plan
			Enacted/enforced more stringent building codes
			Constructed/maintained storm water management system
			Improved public information about hazards

ELECTED OFFICIALS (Springettsbury Township)

Responsible for: Protection of the county government, its citizens and their property
 Reports to: The voters

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Notification and Resource Manual
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Checklist reviewed
			Established communication with other elected officials
			Operations
			Community's response to the emergency monitored
			Needs evaluated and municipal resources committed as needed
			Assumed role of Incident Commander
			Delegated role of Incident Commander
			Disaster Declaration
			Determination made whether to declare a disaster emergency
			Declaration prepared and signed by majority of the board of elected officials (see attachment to this checklist)
			Protective Actions
			Recommendation made to the population to evacuate or to shelter, as needed
			Continuity of Government
			Chief Elected Official is the Board Chairperson
			Next in Line is the Vice Chair
			Next in Line is the Township Manager
			In the absence of the above, responsibility for municipal government goes to one of the remaining elected Supervisors
			EOC staff and functions relocated to the alternate facility at:
			Important documents collected and transported to safe location at:
			Electronic documents "backed up" and the back-up transported to alternate location at:
			RECOVERY AND MITIGATION
			Federal Recovery Programs
			Appointed an "Applicant's Authorized Agent"
			Signed Notice of Intent to apply for federal aid
			Mitigation
			Modified land use/zoning plan
			Enacted/enforced more stringent building codes
			Constructed/maintained storm water management system
			Improved public information about hazards

ATTACHMENT 1 TO ELECTED OFFICIALS CHECKLIST

DECLARATION OF DISASTER EMERGENCY – Manchester Township

WHEREAS, on or about _____ a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of Manchester Township; and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing in Manchester Township, and threatens to create problems greater in scope than Manchester Township may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in Manchester Township:

NOW, THEREFORE, we, the undersigned Supervisors of Manchester Township, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, do hereby proclaim the existence of a disaster emergency in Manchester Township.

FURTHER, we direct the Manchester Township Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of Manchester Township to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Proclamation shall take effect immediately.

SUPERVISORS

(Chairman/President)

(member)

(Vice Chairman/President)

(member)

(Secretary)

(member)

Attest: _____

Date: _____

DECLARATION OF DISASTER EMERGENCY – Spring Garden Township

WHEREAS, on or about _____ a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of Spring Garden Township; and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing in Spring Garden Township, and threatens to create problems greater in scope than Spring Garden Township may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in Spring Garden Township:

NOW, THEREFORE, we, the undersigned Commissioners of Spring Garden Township, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, do hereby proclaim the existence of a disaster emergency in Spring Garden Township.

FURTHER, we direct the Spring Garden Township Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of Spring Garden Township to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Proclamation shall take effect immediately.

COMMISSIONERS

(Chairman/President)

(member)

(Vice Chairman/President)

(member)

(Secretary)

(member)

Attest: _____

Date: _____

DECLARATION OF DISASTER EMERGENCY – Springettsbury Township

WHEREAS, on or about _____ a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of Springettsbury Township; and

WHEREAS, the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing in Springettsbury Township, and threatens to create problems greater in scope than Springettsbury Township may be able to resolve; and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in Springettsbury Township:

NOW, THEREFORE, we, the undersigned Supervisors of Springettsbury Township, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, do hereby proclaim the existence of a disaster emergency in Springettsbury Township.

FURTHER, we direct the Springettsbury Township Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of Springettsbury Township to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Proclamation shall take effect immediately.

SUPERVISORS

(Chairman/President)

(member)

(Vice Chairman/President)

(member)

(Secretary)

(member)

Attest: _____

Date: _____

EOC MANAGER AND EMERGENCY MANAGEMENT COORDINATOR (EMC)

EOC MANAGER/EMERGENCY MANAGEMENT COORDINATOR (EMC)

Responsible for: Overall emergency management program, activating and managing the

EOC Reports to: The Elected Officials

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Emergency Notification Method:
			Notification verified
			Action Log Initiated. (see Attachment 1 to this checklist)
			Elected officials notified
			Increased readiness
			Increased readiness received from National Terrorism Advisory System (NTAS)
			Watch/Warning received from National Weather Service (NWS)
			Notification received from County Emergency Management Agency (EMA)
			Consulted with elected officials
			Elected officials made aware of the activation of the Emergency Operations Center (EOC)
			Affected Emergency Support Functions notified
			Key staff put on stand-by
			Partial mobilization of EOC begun
			Critical facilities notified
			HSAS procedures implemented
			EOC Materials Inventory
			Copy of the County Emergency Operations Plan (EOP)
			Copy of the Municipal Emergency Operations Plan(EOP)
			Copy of EOC Checklists
			Notification and Resource Manual
			Action Log
			Sign-In/Out Log (see Attachment 2 to this checklist)
			Organization Chart
			EOC floor plan sketch
			Staff schedule for 24-hour operations (2 shifts)
			Action Status Board
			Municipal map
			Office supplies
			EOC ACTIVATED
			EMC present at EOC at YAUFRR Station 891,50 Commons Drive, York PA 17402
			Deputy EMC notified/present
			Elected official(s) notified/present (Name _____)
			Elected official(s) notified/present (Name _____)
			Elected official(s) notified/present (Name _____)
			Public Information Officer (PIO) notified
			Operations Section Chief notified
			Planning Section Chief notified
			Logistics Section Chief notified

		Admin-Finance Section Chief notified
		Liaison Officer notified
		Branch Director(s) notified for _____ and _____
		Security in place
		Status Board initiated
		Message Log initiated
		County notified that EOC is operational
		Communications
		Phone lines tested
		Radios tested
		_____ tested
		Amateur Radio operator on site
		Emergency Alert System (EAS) station monitored. (Station ID: _____)
		Operations
		EMC Initial Briefing on situation conducted
		Staff to maintain maps and status boards appointed
		Municipal map posted with important information (affected area, Traffic Control Points (TCPs), Access Control Points (ACPs), evacuation routes, etc)
		Contact established with neighboring municipalities
		EOC Relocation
		Alternate Site Open at YAUFRR Station 895,3200 Farmtrail Rd, York, PA 17406
		Equipment & logs packed
		County notified
		Other EOCs notified
		Responders notified
		EOC OPERATIONS
		Elected Officials and EOC staff informed when things change
		Verification complete that schools, businesses and other population concentrations are aware of the problem
		Available resources monitored
		Requirements reviewed and "unmet needs" reported to County
		Route alerting accomplished (Firefighting Branch)
		Periodic briefing of the county EOC conducted
		Established a "victim accountability system" to track missing citizens who are forced to leave their homes
		Worked with Mass Care/Housing to identify location of displaced victims
		EOC Manager
		Assumed responsibilities of IM/IC
		Deferred the role of EOC Manager to _____
		Delegated the role of Operations Section Chief to _____
		Delegated the role of Planning Section Chief to _____
		Delegated the role of Logistics Section Chief to _____
		Delegated the role of Finance Section Chief to _____
		Branch Director(s) appointed for: _____ Name and _____ Name
		PROTECTIVE ACTIONS
		Protective Action Decision made by elected officials (EMC in their absence)
		Shelter in Place Recommended
		Evacuation Recommended
		Shelter in Place
		PIO Notified
		Public announcement and instructions prepared

		Non-English speaking citizens addressed
		Announcement broadcast over EAS
		Route alerting conducted (if appropriate)
		Mass Care Shelter
		County ESF #6 contacted to set up mass care shelter
		County unable to provide mass care. designated local emergency shelter at
		Shelter Manager appointed
		PIO announced location of temporary shelter
		Evacuation
		Routes and other parameters (when, who, how many, to where) of the evacuation planned
		Sirens and EAS (if practical) sounded
		Non-English speaking citizens addressed
		Assistance provided for mobility impaired residents
		Reviewed Traffic Control Points (TCPs) and Access Control Points (ACPs) for police in emergencies (Public Safety and Security (ESF #13) Branch)
		Notified the Route/Sector Alert Team leaders and assigned personnel to route alert teams (Firefighting (ESF #4) Branch)
		Reviewed and updated list of hearing impaired residents requiring special notification to ensure it is current (Public Health & Medical Services (ESF #8) Branch)
		Verified list of non-ambulatory residents requiring ambulance assistance to ensure it is current (Public Health & Medical Services (ESF #8) Branch)
		Reviewed transportation planning. (Transportation (ESF #1) Branch)
		Reviewed "unmet needs" of the municipality and reported them to the County EMA
		Verified that emergency fuel supplies, towing and repair services are available for evacuees
		Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams (Communications Firefighting and Public Safety and Security Branches)
		Verified notification of major businesses and industries, camp sites, motels/hotels, and other transient sites once the siren alert sounded (Communications (ESF #2) Branch)
		Provided for sufficient buses and/or other transportation to pick up those residents without means of transportation (Transportation Branch)
		Establishment of TCPs and ACPs verified (1Public Safety and Security Branch)
		Evaluated selected TCPs and determined suitability and adequacy as evacuation routes (Public Safety and Security Branch)
		Monitored the process
		Notified County EMA when Route alerting finished
		After citizens have evacuated, relocated the EOC (if necessary)
		Notified County EMA when evacuation complete
		Damage Reporting
		Obtained sufficient copies of the Initial Damage Report (see Attachment 5 to this checklist) for distribution to teams
		Notified Damage Assessment Team leaders and placed them on alert
		Obtained vehicles to conduct damage survey
		Coordinated the need for radios to conduct damage reporting with the Communications Branch
		Assembled all damage reporting personnel and dispatched in teams
		Established a telephone number for call-in and established reporting time

			frames
			Reviewed damage reporting plan and listed the "unmet needs"
			Coordinated damage survey plan with Red Cross
			Assigned Damage Reporting Teams to conduct an initial damage survey (teams should consist of a minimum of two individuals and should be assigned to certain sectors)
			Instructed teams to keep the EMC informed of the damage survey status
			As information is obtained, compiled the Damage Reports and provided same to the county
			Provided liaison to the county for damage assessment
			Provided tax and insurance information on the private and public sector buildings to the Federal/State Damage Assessment Teams
			Assigned one member of the Damage Reporting Team, who is familiar with the location of the damage, to accompany each Federal/State Damage Assessment Team (as necessary)
			Maintained records of all expenditures related to damage reporting and assessment activities and submitted to the requesting authorities
			DISASTER PROCLAMATION
			Assisted Elected Officials in preparation of the disaster proclamation document (see Elected Officials Checklist)
			Obtained signature of a majority of the membership of the board of elected officials
			Sent copy of proclamation to county EMA
			DISASTER RECOVERY OPERATIONS
			Federal Recovery Programs
			Maintained records to document expenditures by the municipality
			Assisted county and state EMA in establishing a Disaster Recovery Center (DRC)
			Returning evacuees and recovery
			Adequate supplies of food arranged
			Adequate supplies of fuel arranged
			Assisted public utility with finding and repairing utility outages
			Notified evacuees of status of return
			Checked with county before closing the EOC Log, and the EOC
			Develop an After Action Report (AAR) for the Incident
			FEMA form 95-44 submitted (as an AAR)
			Local or county format utilized
			INCORPORATED LESSONS LEARNED DURING EMERGENCIES OR EXERCISES INTO THE EXISTING PLAN AND PROCEDURES

PUBLIC INFORMATION OFFICER (PIO) (External Affairs - ESF 15)

PUBLIC INFORMATION OFFICER (PIO) (External Affairs - ESF # 15)

Responsible for: Coordination with news media outlets, preparing press releases, public inquiry

Reports to: The EOC Manager (emergency management coordinator)

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Copy of this checklist
			Notification and Resource Manual
			Action Log
			Listing of area news media
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at YAUFR Station 891,50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Public Information Officer and placed him/her on standby
			Opened and maintained ESF #15 Action Log (see Attachment 1 of this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the County Public Information Officer (If not present)
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in External Affairs
			OPERATIONS
			Kept the EOC Manager and Incident Commander informed of External Affairs status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			If requested by EOC Manager, established & staffed public inquiry line – reported patterns & recurring rumors to the EMC
			Coordinated with all EOC staff sections for the latest information on the status of their operations
			Monitored media coverage of the emergency
			Responded to the Joint Information Center (w/other municipalities or the county) as needed
			News Media
			Established a media reporting area for the PIO and chief elected official to meet with news media

			News Releases
			Coordinated any public release of information with the County Public Information Officer prior to release.
			Used pre-formatted releases if practical. (See Attachment 2 to this checklist)
			EOC Manager informed of the public information status
			Prepared to relocate with the EOC, if necessary
			Recommended that victims contact their insurance carrier
			Returning evacuees and recovery
			Notified evacuees of status of return
			DISASTER RECOVERY OPERATIONS
			Notified evacuees of status of return
			Notified public of DRC (Disaster Recovery Center) and other recovery services (if available)

SAMPLE RADIO/TV MESSAGES

ROADS CLOSED

This is an emergency notification from the _____ Emergency Management Agency. The recent storm has caused severe flooding in many areas. As of 10:30 a.m. today, law enforcement officials closed the following roads/streets:

1. All of River Road within _____ Township.
2. Norman St. from corner of First Ave. to Fifth Ave.
3. Mott St. from corner of Second Ave. to Fourth Ave.

Please avoid these roads/streets. If you must travel, use alternate routes.

Again, those roads/streets that have been closed are:

1. _____
2. _____
3. _____

Please stay tuned to this station for additional road closure information.

EVACUATION RECOMMENDATION

The following announcement has been released by the _____ Emergency Management Agency:

The flooding continues and may worsen. For your safety, the (elected officials) recommend(s) that you leave the _____ area as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items--medicine, special foods, personal items, baby supplies, clothing, money and valuable papers--but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) located at _____.

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the _____ area (give boundaries), you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

LIAISON OFFICER CHECKLIST

Responsible for: Assisting and cooperating with agency representatives from outside agencies, including other governments, private organizations or voluntary organizations

Reports to: The EOC Manager

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of the Liaison Officer
			Developed list of all outside agencies involved in the response (those beyond normal municipal responders)
			Established contact with outside agencies and made self-available for liaison with each outside agency
			Coordinated intergovernmental cooperation
			Identified location for agency representatives from outside agencies to work in or near the EOC
			Identified and attempted to resolve problems or complaints arising between agencies involved in the response
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures

SAFETY OFFICER CHECKLIST

Responsible for: Identifying, monitoring and assessing hazardous and unsafe situations; developing measures to ensure personnel safety, correcting unsafe acts or conditions; stopping or preventing unsafe acts when immediate action is warranted

Reports to: The EOC Manager

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of the Safety Officer
			Compiled list of potentially hazardous situations for presentation at planning meetings
			Attend planning meetings to advise on safety matters
			Reviewed field reports to identify safety concerns
			Stopped unsafe operations – if warranted
			Investigated accidents and prepared accident report
			Recommended corrective action in case of unsafe situations
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures

OPERATIONS SECTION CHIEF CHECKLIST

Responsible for: Provision of emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: The EOC Manager

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of Operations Section Chief
			Delegated the role of Communications (ESF #2) Branch Director to _____
			Delegated the role of Firefighting (ESF #4) Branch Director to _____
			Delegated the role of Public Health and Medical Services (ESF #8) Branch Director to _____
			Delegated the role of Search and Rescue (ESF #9) Branch Director to _____
			Delegated the role of Oil and HAZMAT (ESF #10) Branch Director to _____
			Delegated the role of Public Safety and Security (ESF #13) Branch Director to _____
			Retained the responsibilities of ESF # _____
			Developed an after action report (AAR) for the incident
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures

COMMUNICATIONS BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of emergency communication services to aid in the protection of the municipal government, its citizens and their property

Reports to: The Operations Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at YAUFRR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Communications Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1)
			Developed shift schedule for possible 24-hour operations
			Established contact with the county Communication Branch Director
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in signal communications
			Operations
			Kept the Operations Section Chief informed of Communication status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Established radio and telephone communication with responders and county
			Checked with county for amateur radio operators
			Set-up battery operated AM/FM radio to monitor the EAS
			Portable or hand mobile radios available
			Supervised handling of message traffic via message forms (see Attachments 2 and 3 to this checklist)
			Notified schools, hospitals, nursing homes and other places where there may be a concentration of people who may be affected by the emergency (see Notification and Resource Manual) (NARM)
			Notified major businesses and industries, camp sites, motels/hotels and other transient sites before the siren alert has sounded, if possible (see Notification and Resource manual (NARM)
			Sounding of sirens to alert citizens

			Coordinated w/ Public Information Officer (PIO) if there was to be a message associated with the sounding
			Coordinated w/ Fire Services if there was to be route alerting in conjunction with the siren sounding
			<i>Sirens & EAS (if practical) sounded to announce Protective Action Recommendation</i>
			Confirmed siren activation
			Verified notification of major businesses and industries, camp sites, motels/hotels, and other transient sites once the siren alert sounded
			Non-English-speaking citizens addressed
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams

FIREFIGHTING (ESF 4) BRANCH DIRECTOR CHECKLIST

Responsible for: Provision/coordination of firefighting and related emergency services to aid in the protection of the municipal government, its citizens and their property

Reports to: The Operations Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Fire Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the county ESF #4
			Notified Operations Section Chief of "unmet needs" in fire area
			Operations
			Kept the Operations Section Chief informed of firefighting status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Monitored the status of firefighting and rescue organizations in the municipality
			Kept the Operations Section Chief informed of the fire/rescue status
			Assisted with/identified personnel to assist with emergency shut-off of electric and gas utilities
			Coordinated provision of emergency lights and power generation
			Assisted with emergency debris clearance
			Assisted with evacuation of affected citizens
			Directed emergency fire & rescue workers to decontamination stations, when appropriate

			<i>Route/sector alert</i>
			Notified, gathered and briefed route alert teams (2 persons per team)
			Prepared maps and messages for each team
			Provided each team with list of hearing impaired and special needs citizens along their route
			Dispatched Route/Sector Alert Teams on orders from the EMC
			Kept Operations Section Chief informed of the alert notification status
			Dispatched Route Sector Alert Teams a second time, if necessary
			Coordinated the establishment and operation of chemical or radiological decontamination site for emergency workers or the general public
			Assisted with rescue operations
			<i>Assisted public utility with finding and repairing utility outages</i>
			Assisted with rescue operations

PUBLIC HEALTH AND MEDICAL SERVICES BRANCH DIRECTOR CHECKLIST

Responsible for: Provision/coordination of emergency health and behavioral health services to aid in the protection of the municipal government, its citizens and their property
 Reports to: The Operations Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Name and location of hospital(s) and ambulance services in the area
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Public Health & Medical Svcs Branch Director and placed him/her on standby
			Opened and maintained Public Health & Medical Svcs Action Log (see Attachment 1)
			Developed shift schedule for possible 24-hour operations
			Established contact with the county Public Health & Medical Svcs Director
			Reviewed list of hearing impaired and special needs residents requiring special notification in the Notification and Resource Manual and verified that it is current
			Contacted non-ambulatory and special needs citizens to confirm the status of their medical needs, including requirements for special equipment
			Notified Operations Section Chief of "unmet needs" in Emergency Medical Services
			Operations
			Kept the Operations Section Chief informed of the Community Medical status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Monitored and coordinated emergency medical resources
			Notified hospitals and nursing homes by telephone of the emergency condition
			Determined available hospital bed space and put medical facilities on standby
			Coordinated the assignment of mass casualties to medical facilities

			Ensured hospitals are prepared to receive contaminated injured victims
			Directed emergency medical workers, when appropriate, to decontamination stations
			Monitored the location of victims evacuated for medical treatment and reported their location to Operations Section Chief for inclusion in "victim accountability system."
			Coordinated inoculation for the prevention of disease
			Assisted county coroner with deceased (as needed)
			Kept the Operations Section Chief informed on the numbers and status of dead and injured handled by medical facilities
			Evacuation
			Coordinated the pickup and evacuation of residents with special medical requirements
			Coordinated transportation for the evacuation of hospitals, nursing homes, mental health/mental retardation facilities, daycare and adult care facilities
			Verified the evacuation of hospitals, nursing homes, mental health/mental retardation facilities
			Evacuation assistance provided for mobility impaired residents
			Reviewed and updated list of hearing impaired residents requiring special notification to ensure it is current
			Verified list of non-ambulatory residents requiring ambulance assistance to ensure it is current
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams

SEARCH AND RESCUE BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of emergency search and rescue teams and resources to aid in the protection of the county, its citizens and their property

Reports to: The Operations Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Search and Rescue Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the adjoining county Search and Rescue Branch Directors
			Notified Operations Section Chief of "unmet needs" in Search and Rescue
			Operations
			Keep the Operations Section Chief informed of Search and Rescue status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Opened and maintained Operations Section Chief Action Log (see Attachment 1 to this checklist)

OIL AND HAZARDOUS MATERIALS BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of emergency HAZMAT services to aid in the protection of the municipal government, its citizens and their property
 Reports to: The Operations Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFRR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy HAZMAT Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Notified Operations Section Chief of "unmet needs" in HAZMAT response
			Operations
			Kept the Operations Section Chief informed of HAZMAT response status
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments
			Monitored the status of Hazardous Materials (HAZMAT) team and other specialized resources
			Identified need for HAZMAT and (recommended) dispatch/request for support
			Coordinated the establishment and operation of chemical or radiological decontamination site for emergency workers or the general public
			Prepared appropriate After Action Reports

PUBLIC SAFETY AND SECURITY BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of emergency law enforcement and protection services to aid in the protection of the county government, its citizens and their property

Reports to: The Operations Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Map and listing of Traffic Control Points (TCPs) & Access Control Points (ACPs)
			Map of municipal and county evacuation routes
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFRR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Public Safety and Security Director and placed him/her on standby
			Opened and maintained Public Safety and Security Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the county ESF #13
			Notified Operations Section Chief of "unmet needs" in Public Safety and Security
			Operations
			Kept the Operations Section Chief informed of the Public Safety and Security status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Provided a security guard(s) for the EOC upon its activation and initiated sign-in logs (see Attachment 2 to this checklist)
			If requested, verified notification of major businesses and industries, camp sites, motels and other transient sites before the siren alert had sounded, if possible
			Provided police security at critical locations
			Restricted access to hazardous areas as necessary

			Assisted ESF-4 in route alerting, if required
			Directed emergency Public Safety and Security workers to decontamination stations, when appropriate
			Posted police at designated TCPs and ACPs
			Requested/Coordinated towing services, as required
			Checked on traffic flow and determined potential bottlenecks
			Established mobile police (marked car) route patrols throughout the municipality to visibly show the public that police protection and assistance are available
			Evacuation
			Supervised evacuation through Traffic Control Points and assisted the EMC in determining when the area being evacuated is clear of personnel. (See Attachment 3 to this checklist)
			Reviewed Traffic Control Points (TCPs) and Access Control Points (ACPs) for police during emergencies
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams
			Evaluated selected TCPs and determined suitability and adequacy as evacuation routes
			Considered use of the PEMA Evacuation Guide

ATTACHMENT 1 TO OPERATIONS CHECKLIST

(Sample) MUNICIPALITY TRAFFIC AND ACCESS CONTROL POINTS

A. Traffic Control Points (TCP)

POST NUMBER	LOCATION	RESPONSIBLE POLICE ORGANIZATION	NUMBER OF OFFICERS
1			
2			
3			

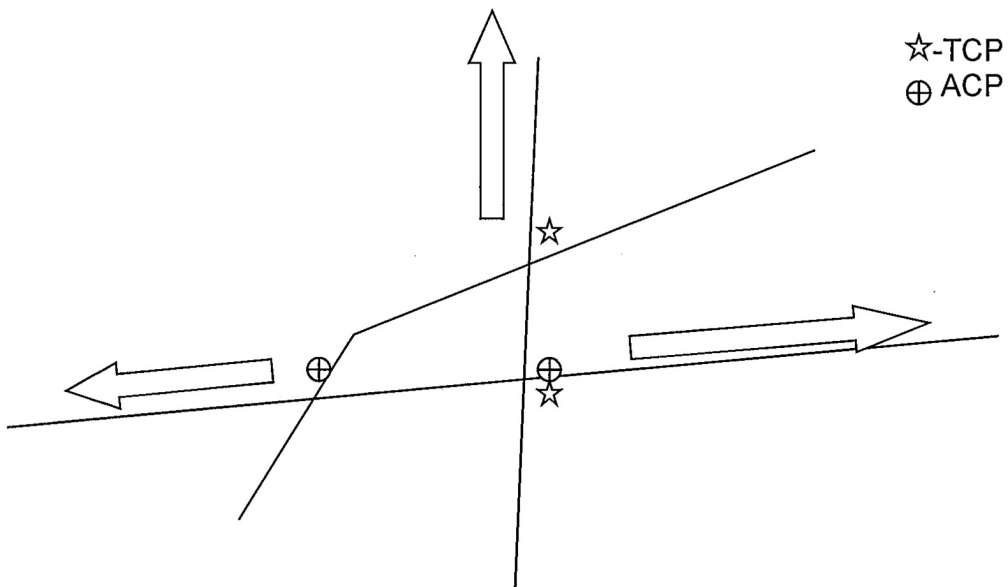
B. Access Control Points (ACP)

POST NUMBER	LOCATION	RESPONSIBLE POLICE ORGANIZATION	NUMBER OF OFFICERS
1			
2			
3			

C. Personnel staffing TCPs should have the following:

1. Reflective vests
2. Lighted traffic wands
3. Radio communications

SAMPLE EVACUATION MAP



PLANNING SECTION CHIEF CHECKLIST

Responsible for: Short term (operational) planning

Reports to: The EOC Manager

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			<i>Assumed responsibilities of planning Section Chief</i>
			<i>Delegated the role of Emergency Management (ESF # 5) Branch Director to _____</i>
			Emergency Management Organization Chart
			EOC floor plan sketch
			Staff schedule for 24-hour operations (2 shifts)
			Action Status Board
			Municipal map
			Staff to maintain maps and status boards appointed
			Develop an after action report (AAR) for the incident
			Local or county format utilized
			Incorporate lessons learned during emergencies or exercises into the existing plan and procedures

LOGISTIC SECTION CHIEF CHECKLISTS

Responsible for: Provision of resources, personnel and material to aid in the protection of the municipal government, its citizens and their property

Reports to: The EOC Manager

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	<i>Item</i>
			Assumed responsibilities of Logistics Section Chief
			Delegated the role of Transportation (ESF #1) Branch Director to _____
			Delegated the role of Public Works and Engineering (ESF #3) Branch Director to _____
			Delegated role of Mass Care, Shelter, & Human Services (ESF-6) Branch Director to _____
			Delegated the role of Resource Management (ESF #7) Branch Director to _____
			Delegated the role of Agriculture and Natural Resources (ESF #11) Branch Director to _____
			Delegated the role of Energy (ESF #12) Branch Director to _____
			Retained the responsibilities of ESF #(s) _____
			Developed an after-action report (AAR) for the incident
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures

TRANSPORTATION BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of emergency transportation and maintenance of transportation infrastructure to aid in the protection of the municipal government, its citizens and their property

Reports to: The Logistics Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Transportation Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the county Transportation Branch Director
			Operations
			Kept Logistics Section Chief informed of transportation status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Gathered and provided information on availability and serviceability of transportation infrastructure
			Assisted in planning (route designation and clearance) for evacuation
			Monitored status and availability of transportation assets (trucks, vans, buses, trains, vehicles for special needs victims)
			Coordinated the use and dispatch of transportation assets

PUBLIC WORKS AND ENGINEERING BRANCH DIRECTOR CHECKLIST

Responsible for: Coordination/monitoring of public infrastructure and public works resources to aid in the protection of the municipal government, its citizens and their property
 Reports to: The Logistics Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Public Works and Engineering Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the County Public Works and Engineering Branch Director
			Operations
			Kept the Logistics Section Chief informed of Public Works and Engineering status
			Be Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Coordinate & assist with debris removal
			Coordinate the procurement of large equipment for search & rescue or other needs

MASS CARE, HOUSING AND HUMAN SERVICES BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of emergency human services, including shelter to assist county government and its citizens in time of disaster
 Reports to: The Logistics Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Mass Care and Human Services Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the Adjoining County Mass Care and Human Services Branch Directors
			Operations
			Kept the Logistics Section Chief informed of Mass Care and Human Services status
			Be prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Mass Care Centers
			County ESF-6 contacted
			County unable to help – Designated local facility at _____ as temporary shelter
			Shelter Manager appointed

RESOURCE SUPPORT BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of supplies and equipment to aid in the protection of the municipal government, its citizens and their property

Reports to: The Logistics Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Adequate supply of Resource Request Forms (Attachment 2) on hand
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFRR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Mass Care and Human Services Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established Logistics with the County Resource Branch Director
			Operations
			Kept the Logistics Section Chief informed of Resource Management status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Resource Request Status Log established (see Attachment 3 to this checklist)
			Resource requests logged and acted on
			Resource requests followed through to completion
			Verified that emergency fuel supplies, towing and repair services are available for evacuees

AGRICULTURE AND NATURAL RESOURCES BRANCH DIRECTOR CHECKLIST

Responsible for: Provision of emergency food and agricultural supplies and services to aid in the protection of the municipal government, its citizens and their property
 Reports to: The Logistics Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Agriculture and Natural Resources Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the County Agriculture and Natural Resources Branch Director
			Operations
			Kept the Logistics Section Chief informed of agriculture and food supply status
			Kept the Logistics Section Chief informed of cultural and natural resource issues
			Be prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Returning evacuees and recovery
			Adequate supplies of food arranged

EMERGENCY MANAGEMENT (ESF 5) BRANCH DIRECTOR

Responsible for: Short term (operational) planning and overall coordination of incident management structure
 Reports to: The EOC Manager

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Copy of this checklist
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFRR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Emergency Management Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for 24-hour operations within ESF
			Notified EOC Manager/Emergency Management Coordinator (EMC) of "unmet needs" in ESF #5
			Operations
			Prepared Incident Action plan for next ICS Operational Period
			Assumed lead in developing an After-Action Report (AAR) for the incident
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures

ENERGY BRANCH DIRECTOR CHECKLIST

Responsible for: Monitoring and coordination of energy utilities and supplies to aid in the protection of the municipal government, its citizens and their property
 Reports to: The Logistics Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Energy Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the County Energy Branch Director
			Operations
			Kept Logistics Section Chief informed of energy supply status
			Be prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Adequate supplies of fuel arranged
			Assisted public utility with finding and repairing utility outages

FINANCE AND ADMINISTRATION SECTION CHIEF CHECKLIST

Responsible for: Maintaining records of personnel, resources and supplies used in the response to the emergency. This includes application for federal recovery funds and other similar programs.

Reports to: The EOC Manager

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	<i>Item</i>
			Assumed responsibilities of Finance and Administration Section Chief
			Delegated the role of Recovery and Mitigation (ESF #14) Branch Director to _____
			Develop an After Action Report (AAR) for the incident
			Incorporate lessons learned during emergencies or exercises into the existing plan and procedures
			Maintained records of all expenditures related to damage assessment activities and submitted to the requesting authorities

LONG TERM RECOVERY AND MITIGATION (ESF 14) BRANCH DIRECTOR

Responsible for: Guiding the recovery of the county from any damages that may have been caused by a disaster.
 Reports to: The Finance and Administration Section Chief

ESF Coordinating Agency _____

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Emergency Operations Center (EOC) at YAUFR Station 891, 50 Commons Drive, York PA 17402
			Reviewed the checklist
			Notified the Deputy Recovery and Mitigation Branch Director and placed him/her on standby
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist)
			Developed shift schedule for possible 24-hour operations
			Established contact with the County Recovery and Mitigation Branch Director
			Operations
			Kept the Finance and Administration Section Chief informed of recovery & mitigation status
			Prepared to relocate if necessary
			Assisted with collecting, completing and forwarding damage reports and assessments
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in Recovery and Mitigation
			Mitigation
			Modify land use/zoning plan
			Enact/enforce more stringent building codes
			Construct/maintain storm water management system
			Improve public information about hazards
			Damage reporting
			Obtained sufficient copies of the Initial Damage Report (see Attachment 2 to this checklist) for distribution to teams
			Notified Damage Survey Team leaders and placed them on alert
			Obtained vehicles to conduct damage survey
			Coordinated the need for radios to conduct damage survey with the Communications (ESF #2) Branch Director
			Assembled all damage survey personnel, dispatched in teams

		Established a telephone number for call-in and established reporting time frames
		Reviewed damage reporting plan and listed the "unmet needs"
		Assigned Damage Survey Teams to conduct an initial damage survey (teams should consist of a minimum of two individuals and should be assigned to certain sectors)
		<i>Coordinated damage survey plan with Red Cross</i>
		Instructed teams to keep the Finance and Administration Section Chief informed of the damage survey status
		As information is obtained, compiled the Damage Survey Reports and provided same to the county
		Provided liaison between the municipality and the county for damage assessment
		Provided available tax and insurance information on the private and public sector buildings to the County Damage Assessment Teams
		Assigned one member of the Damage Survey Team, who is familiar with the location of the damage, to accompany each Federal/State Damage Assessment Team (as necessary)
		Maintained records of all expenditures related to damage survey activities and submitted to the requesting authorities
		<i>Federal Recovery Programs</i>
		Maintained records to document expenditures by the municipality
		Assisted county and state EMA in establishing a Disaster Recovery Center (DRC)
		Appoint an "Applicant's Authorized Agent"
		Signed Notice of Intent to apply for federal aid

BLANK FORM

The forms provided here are to support and document the activities outlined in the checklists. Recognizing that the needs of each municipality differ, the use of these particular forms is not mandatory, but is strongly recommended.

As Pennsylvania moved toward totally integrating the Incident Command System (ICS) and the National Incident Management System (NIMS), a large part of the standardization that is a hallmark for these systems will be reflected in the use of standardized forms. As standardized forms are developed and implemented, they will be distributed for the use of all emergency responders.

A first step in this process is the Unit Log (ICS 214) that is included as a form of Action Log. This form is designed for each unit, branch, section or even individual, in that it leaves space for a list of those persons who contribute to the efforts it describes, and their position in the organization. It provides space to record major activities, and serves the role of an EOC log. For that reason, the second (and subsequent) page(s) are completely devoted to activity log. You will note that the ICS 214 has a place for the Operational Period, indicating that a new unit log should be started every shift.

EOC Incident Message Form

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:	POSITION:	
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

ICS 214

UNIT LOG		1. Incident Name	2. Date Prepared	3. Time
Unit Name/Designators		Unit Leader (Name and Position)	5. Operational Period Date	From
				To
7. Personnel Roster Assigned				
Name		ICS Position		
8. Activity Log				
Time		Activity		
Prepared by:				

ICS 214 (Page 2)

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time
8. Activity Log (Cont)			
Time			
Prepared by:			

SECURITY SIGN-IN AND OUT LOG

York Area Regional Emergency Operations Center

Visitors and Staff – Please sign in and out Incident: _____

Date	Time In	Name	Section/Agency	Time Out

RESOURCE REQUEST FORM

Part I Requesting Agency Contact Information (To be completed by Requesting Entity)		
Date:	Time:	Event:
Mission Priority: <input type="checkbox"/> Lifesaving <input type="checkbox"/> Life Sustaining <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Conservation		
Requestor's Name:		Title:
Requestor's Organization:		
Phone #:	Mobile #:	Fax #:
Email Address:		
Requesting Entity Signature:		
Part II Requested Resource(s) (To be completed by Requesting Entity)		
Date(s) and Time:		County:
Description of Requested Assistance/Resources Required (must include what is to be accomplished, for what purpose):		
Quantity:	Detailed Resource Requested (Include resource Type/Kind): <i>Provide details on setup/transport, fuel, meals, operator(s), water, maintenance, lodging, power, etc:</i>	
1)		
2)		
3)		
Address Where Resources will be located (include municipality, city, state and zip):		
Delivery Site POC (Point of Contact):		24-hour phone for POC:
Statement of Situation (include private, local, county, or state resources already in use and mutual aid):		
Part III Regional Review (To be completed by PEMA Regional Office)		
Received: Date and Time:	Status: (indicate approved or denied) APPROVED DENIED	Date and Time:
Augmenting Justification/Comments:		
PEMA Area Director Signature:		
Part IV SEOC Review (To be completed by PEMA SEOC)		
Received: Date and Time:	Status: (indicate approved or denied) APPROVED DENIED	Date and Time:
PEMA Operations Signature:		Mission Number:
Date and Time (Entered into PEIRS):		Assigned To:

cc: 1) Area Office 2) PEMA Bureau of Operations 3) PEMA Bureau of Administration 4) Bureau of Planning & Preparedness

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RESOURCE REQUEST STATUS LOG

Resource Request #	Resource Requested	Date/Time of Request	Date/Time sent to County EOC	Approved or Denied	Date/Time notified of (dis)approval	Comments	Date Delivered	Date Returned

RESOURCE REQUEST STATUS LOG - York Area Regional EMA

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INITIAL DAMAGE REPORT WORKSHEET

Name of Event: _____ Date: _____

County: York Municipality: _____ Time of Report: _____

Disaster Declared: Yes/No Date & Time: _____ EOC Activated: Full/Partial/None Time: _____

Person Completing This Report: _____ Phone No: _____

<u>Casualties</u>	<u>IA</u>	<u>Damages</u>				
		<u>Destroyed</u>	<u>Major</u>	<u>Minor</u>	<u>Affected</u>	<u>Inaccessible</u>
Fatalities _____	Single Family	_____	_____	_____	_____	_____
Major Injuries _____	Multi-Family	_____	_____	_____	_____	_____
Minor Injuries _____	Mobile Homes	_____	_____	_____	_____	_____
Missing _____	Businesses	_____	_____	_____	_____	_____

<u>Human Impact</u>	<u>PA</u>	<u>Destroyed</u>	<u>Major</u>	<u>Minor</u>
No. Hospitalized _____	Fire/EMS Facility	_____	_____	_____
Evacuated _____	Hospital	_____	_____	_____
No. Sheltered _____	Nursing Home	_____	_____	_____
<u>Comments:</u> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Park	_____	_____	_____
	Power Supply	_____	_____	_____
	Public Building	_____	_____	_____
	Road	_____	_____	_____
	Sanitary Sewer	_____	_____	_____
	School	_____	_____	_____
	Sewer Treatment Plant	_____	_____	_____
	Storm Sewer	_____	_____	_____
	Water Control Facility	_____	_____	_____
	Water Supply	_____	_____	_____
	Water Treatment	_____	_____	_____
	Bridges & Culverts	_____	_____	_____
Other	_____	_____	_____	
Debris Removal Yes / No	Emergency Protective Measures	Yes / No		

INCIDENT AREA MAP

Name of Event: _____ Date: _____

(Map attached – and/or Addresses and/or GPS Coordinates)

