

BOROUGH OF ASPINWALL

EST. 1892

**EMERGENCY OPERATIONS PLAN (EOP)
FOR**

The Borough of Aspinwall
in Allegheny County

January 2022

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EXECUTIVE SUMMARY

The Borough of Aspinwall Emergency Operations Plan (EOP) establishes the framework to ensure that Aspinwall will be adequately prepared to deal with multiple hazards threatening the lives and property of the Borough of Aspinwall. The EOP (Plan) outlines the responsibilities and coordination mechanisms of Borough, non-governmental, and private agencies in an emergency or disaster. The EOP also coordinates response and recovery activities with voluntary organizations active in disasters and the business community. The plan unifies the efforts of these groups for a comprehensive approach to reducing the effects of an emergency or disaster.

Multi-hazards emergency management acknowledges that most disasters and emergencies are best managed as a cycle consisting of five phases: prevention, preparedness, response, recovery, and mitigation. The Plan addresses these five phases and parallels state activities outlined in the Commonwealth of Pennsylvania EOP, federal activities set forth in the National Response Framework (NRF), and describes how county, state, and national resources will be coordinated to supplement local response and recovery capability. It follows the principles of the National Incident Management System (NIMS) as specified by the United States Department of Homeland Security (USDHS) and follows a format similar to the NRF.

The Borough of Aspinwall Emergency Operations Plan is organized as follows:

- **Emergency Operations Plan:** This plan sets forth the policies and guidelines for the Borough of Aspinwall, and identifies the responsibilities to prepare for, mitigate against, respond to, and recover from "All-Hazards", natural or man-made, that the Borough of Aspinwall would face. This Emergency Operations Plan (EOP) also identifies the Emergency Operations Center (EOC) and discusses the concept of operations, as well as, the command and control structure based on the National Incident Management System's Incident Command System (NIMS ICS) when the EOC is activated as part of a Multi-Agency Coordination System. The EOC supports and coordinates the field operations based on NIMS ICS and this EOP describes how the support functions fit into this system.
 - **Operations Section Branches (OSB) Annex:** Set forth concepts of operations, identify responsible agencies, and describe missions or responsibilities that apply to various areas of hazard response and recovery. The OSB Annex also identifies the role of various support agencies in support of the lead agency representative(s) staffing the EOC.
- **Functional Checklists:** The checklists outline the major responsibilities of each ICS and OSB position during an EOC activation.
- **Notification and Resource Manual:** The Notification and Resource Manual (NARM) lists the contact information for the resources and personnel critical to the Borough and operation of the EOC.
- **Hazard-Specific Annexes:** The annexes describe concepts of operation for specific threats and vulnerabilities. They identify strategies for detecting, assessing, and controlling the hazard; warning and protecting the public; and returning the area to a state of normalcy. Hazard-specific annexes identify mission considerations that will require coordination through the Emergency Operations Center (EOC), as well as the functional areas involved. They identify potential Local, County, State, and Federal resources that may be needed.

The guidance contained in the EOP is intentionally general in nature. Each department or agency mentioned in the plan shall develop implementing instructions (Standard Operating Procedures [SOP], checklists, etc.) to ensure accomplishment of those responsibilities assigned in the plan.

In those cases where the assigned responsibilities require a plan of their own, a separate, standalone plan will be developed. These plans will not be published herein but may be referred to in the body of this plan.

Some information in this EOP is considered sensitive and restricted. That information has been placed in the annexes, leaving the basic plan available for distribution to all audiences. The basic plan includes procedures to ensure that sensitive information contained in annexes is protected.

PROMULGATION

THIS PLAN WAS ADOPTED BY the Mayor and the Borough Council of Aspinwall Borough) UNDER RESOLUTION

NO. 2022-4 DATED 3/9/22. IT SUPERCEDES ALL PREVIOUS PLANS.

Timothy P. McLaughlin, Council President



David Borland, Council Vice-President



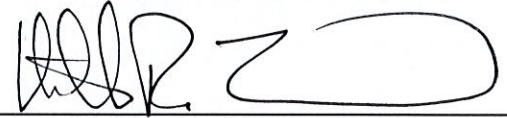
Jeff Harris, Councilperson



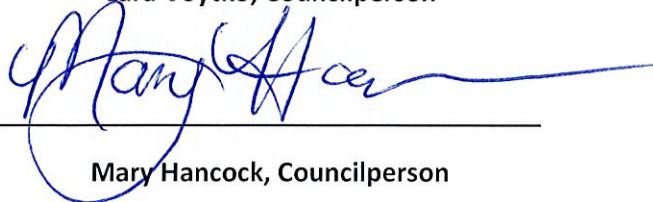
Marica Cooper, Councilperson



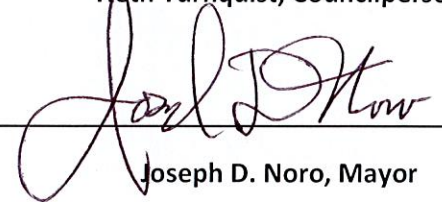
Lara Voytko, Councilperson



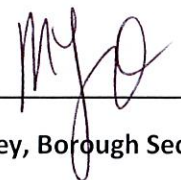
Heath Turnquist, Councilperson



Mary Hancock, Councilperson



Joseph D. Noro, Mayor



Melissa Lang O'Malley, Borough Secretary & Manager



Andy Marsh, Emergency Management Coordinator

OFFICIAL

**BOROUGH OF ASPINWALL
RESOLUTION NO. 2006-03**

A RESOLUTION OF THE BOROUGH OF ASPINWALL, ALLEGHENY COUNTY, PENNSYLVANIA ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS), WHICH PROVIDES A CONSISTENT NATIONWIDE APPROACH FOR FEDERAL, STATE AND LOCAL GOVERNMENTS TO RESPOND TO AND RECOVER FROM DOMESTIC INCIDENTS.

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local and tribal homeland security has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

WHEREAS, the Council of the Borough of Aspinwall desires and mandates that the NIMS be utilized for all incident management in the Borough.

NOW, THEREFORE, the Council of the Borough of Aspinwall hereby resolves as follows, incorporating the above recitals by reference:


SECTION 1. Pursuant to the authority vested in the Council of the Borough of Aspinwall by the Constitution and the provisions of the Emergency Management Services Code, 35 Pa.C.S. §7101 et seq., as amended, and Governor's Proclamation of December 20, 2004 implementing the National Incident Management System, we do hereby mandate the National Incident Management System be utilized for all incident management in the Borough of Aspinwall.

SECTION 2. Any and all prior Resolutions are hereby repealed in whole or in part to the extent inconsistent herewith.

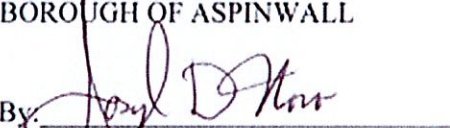
SECTION 3. This Resolution shall take effect in accordance with applicable law.

RESOLVED and ADOPTED this 12th day of July, 2006, by the Council of the Borough of Aspinwall in lawful session duly assembled.

ATTEST:


Edward J. Warchol
Borough Manager/Secretary

BOROUGH OF ASPINWALL

By: 
Joseph D. Noro
President, Borough Council

(Seal)

CERTIFICATION OF REVIEW

A regular (biennial 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

RECORD OF CHANGES/UPDATES

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

DISTRIBUTION LIST

The Following have received Copies of this Plan

Copy #	Organization	Person Receiving	Date
#1	Allegheny County EMA	Robert Gerlach	
#2	Aspinwall OEM	Deputy EMC Dave May	
#3	Aspinwall OEM	Deputy EMC Mark Lovey	
#4	Borough of Aspinwall	Mayor Joseph Noro	
#5	Borough of Aspinwall	Council President Tim McLaughlin	
#6	Borough of Aspinwall	Borough Manage Melissa Lang O'Malley	
#7	Aspinwall VFD	Chief Gene Marsico	
#8	Aspinwall Police Department	Chief Dave Nemic	
#9	Aspinwall DPW	Foreman Gene Marsico	
#10	Foxwall EMS	Chief Anthony Cuda	
#11	Blawnox EMC	Richard Lee	
#12	O'Hara Township EMC	Thomas Heilman	
#13	Sharpsburg EMC	Dennis Lane	
#14	Fox Chapel EMC	Michael Stevens	
#15	City of Pittsburgh EMA	Chief Darryl Jones	
#16	Pittsburgh Water and Sewer Authority	TBD	
#17	UPMC St. Margaret's Hospital EMC	TBD	
#18	VA Hospital Aspinwall EMC	TBD	



**BOROUGH OF ASPINWALL
ALLEGHENY COUNTY, PENNSYLVANIA**

EMERGENCY OPERATIONS PLAN

RECEIPT FORM

TO: Aspinwall Office of Emergency Management
217 Commercial Avenue
Aspinwall, PA 15215

SUBJECT: Borough of Aspinwall
Emergency Operations Plan
Dated:

Date Received _____

Received by: _____

Title: _____

Organization: _____

Number of Copies: _____

Copy Number(s): _____

E-mail PDF, Hard Copy, or Compact Disk (Circle one)

Printed

Signature

Borough of Aspinwall Emergency Operations Plan, Volume I, Basic Plan

I. PURPOSE AND SCOPE

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq., as amended), to have a disaster emergency management plan for the municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and a series of functional checklists which provide detail for the accomplishment of the specifics of the operation.

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

II. SITUATION AND ASSUMPTIONS

- A. The Borough of Aspinwall is located in Allegheny County, Pennsylvania. The population is approximately 3,000 people. Terrain features that affect emergency response include: Route 28, The Norfolk Southern Railroad tracks, the Allegheny River, Freeport Road and a portion of the Highland Park Bridge.
- B. Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated in the Notification and Resource Manual (NARM) section of this plan.
- C. The municipality is subject to a variety of hazards. The most likely and damaging of these are severe weather, including flash flooding, fires, other utility emergencies, hazardous materials incidents and motor vehicle crashes.
- D. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are: Route 28, Freeport Road and other streets in Lower Aspinwall.
- 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 municipality, or any part thereof, most of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation as appropriate.
- I. Special facilities will develop, coordinate and furnish emergency plans to the emergency management organization of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- J. Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, power plant, etc. posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- K. Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa CS, § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Route Alerting, or other technologies.
- L. In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- M. Emergency shelters will be activated by the county EMA using public schools or public colleges / universities (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter.
- N. Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources.

III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

A. GENERAL

1. 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.
2. 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.
3. All emergency response activities in the Township will utilize the principles of the National Incident Management System (NIMS) as defined by the Department of Homeland Security (DHS). This includes, but is not limited to:
 - a) The utilization of the Incident Command System (ICS) as defined in NIMS for command and control.
 - b) The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.
 - c) The Incident Command System (ICS) should have:
 - (1) a manageable span of control (3 to 7 staff; optimum is 5);
 - (2) personnel accountability (each person reports to only one person in the chain of command); and
 - (3) functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position.
4. Strict adherence to standards and resource typing as defined by the National Mutual Aid and Resource Management Initiative.
5. Compliance with Communication and Information Management protocols specified by NIMS.
6. A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality and may be activated by the EMC or the elected officials during an emergency. Deputy EMC and Alternate EOC's have been designated to function in case the primary EMC and/or EOC are not available.
 - a) In the event the EMC and Deputy EMCs are unavailable, the Borough Manager has been designated to function in the role.
 - b) In the event the Borough Manager is unavailable, the incident specific officer in command, shall appoint a senior level officer to the position, who shall be designated to function in the role.
 - c) The EMC and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.

7. Emergency response and recovery operations in the Borough are organized into and managed as four Operations Section Branches (OSBs). Each OSB represents a separate domain of operations and resource (See Page 7).

8. There is diagram in this plan which aligns OSBs with ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.

9. For each OSB, this plan designates a Borough department or agency as an "OSB Coordinator". It also designates "Primary" agencies and "Support" agencies (Published Separately).

10. The OSB Coordinator will determine how to accomplish the OSB mission using the resources of those agencies assigned. There may be multiple support agencies assigned to the OSB. It is up to the OSB Coordinator to ensure that the resources of each are utilize effectively and efficiently.

11. Primary agencies are those that have legal jurisdiction over, or a mandate to accomplish some facet of the OSB. They will accomplish these legal responsibilities during the emergency response within the OSB, possibly with assistance from the OSB Coordinator or supporting agency. If there is only one primary agency assigned to an OSB, that agency will also function as the OSB Coordinator. If there are multiple primary agencies, an OSB Coordinator is designated from among them.

12. Support agencies are those who may have resources or expertise that will help in the accomplishment of the OSB tasks during an emergency.

13. Under the direction of the EMC, the OSB Coordinator will coordinate how to provide the support using the resources of those agencies assigned.

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

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

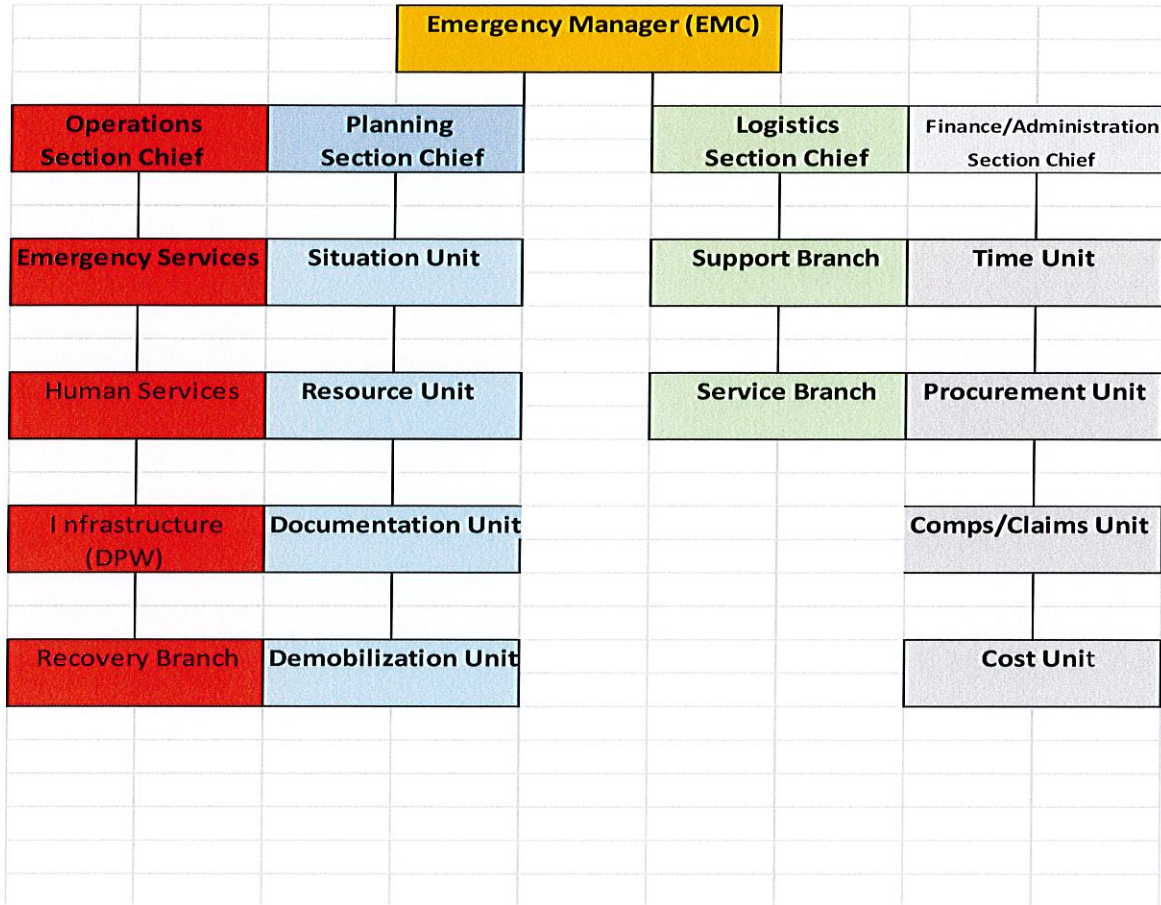
16. In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicles or be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.

17. 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.

18. Emergency workers should complete pre-emergency “family plans” addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).

OPERATIONS SECTION BRANCH	PRINCIPAL DUTIES
Emergency Services Branch	<ul style="list-style-type: none"> • Coordinate suppression of wildland urban and other fires and assist local firefighting efforts. • Coordinate medical care, public and crisis counseling and mortuary services. • Coordinate search and rescue missions including: urban, wilderness and underground. • Coordinate incidents involving release of petroleum or other hazardous materials that may harm humans or the environment. • Coordinate physical security for citizens and their property, suppress criminal activity.
Human Services Branch	<ul style="list-style-type: none"> • Coordinate shelter and mass care operations provide emergency assistance and other human services to victims. • Provide bulk food supplies; monitor animal feed and food production facilities and the health of livestock and food crops; coordinate animal safety/sheltering; protect natural, cultural, and historic resources.
Infrastructure Branch	<ul style="list-style-type: none"> • Coordinate transportation resources and infrastructure. • Coordinate telecommunications and Information Technology (IT) resources. • Coordinate engineering and heavy equipment support oversee debris removal and management. • Monitor, maintain and restore the supply of energy/utilities and energy/utilities distribution infrastructure.
Recovery Branch	<ul style="list-style-type: none"> • Protect and restore human services, infrastructure, and business environment in the disaster areas.

E.O.C. Organizational Structure



B. PREPAREDNESS

1. State and local officials will cooperate in efforts to keep the public informed regarding the nature of the emergency, relevant protective actions, and appropriate locations for seeking assistance.
2. All resources will be tracked by kind, category, and type, as specified by NIMS.

C. RESPONSE

1. General
 - a) ICS will be implemented immediately at the incident site, and Borough and mutual aid responders providing support will cooperate under the direction of the onsite IC and the EMC.
 - b) Depending on the magnitude and severity of an incident, only certain OSBs may be needed. Accordingly, only those state agencies responsible for that function need to report to the EOC. The previous page shows designated levels of activation based on the severity of the emergency. The state agencies that are responsible for each OSB are published separately.

- c) The EMC will determine which OSBs are needed in the EOC. He/she will contact the coordinating agency of the required OSBs. The OSB Coordinators will then determine which, if any, support agencies are needed, and ask that the EMC call in those support agency representatives. OSB Coordinators will report to the EOC as requested by the EMC
- d) When possible, an appropriate and helpful explanation of the incident and response activities will be made available to the community and interested media.
- e) The Emergency Alert System (EAS) may be requested to alert the public.
- f) Announcements and guidance regarding the emergency situation and appropriate protective actions will be disseminated to the public regularly through scheduled press releases and briefings.
- g) Crisis counseling and other similar programs will be implemented to assist surviving victims, families, and affected responders.
- h) Evacuation procedures will be initiated when necessary and shelters opened, as appropriate.
- i) Effective liaison will be established with the local business community in the affected area to facilitate re-entry into commercial districts and aid resumption of business activity as soon as possible.

2. Direction and Control

- a) An Onsite IC will direct rescue, fire suppression, hazardous material response and/or law enforcement operations at the incident site.

- b) The elected officials are responsible for protecting the lives and property of the citizens of the Borough.

D. RECOVERY

1. Throughout the incident, the planning section of the EOC will maintain records of critical information to describe the severity and scope of the emergency.
2. As the immediate emergency passes, Borough staff will survey the damage and submit Initial Damage Reports (IDRs) to the Allegheny County EOC.
3. As it becomes available, information on the scope and severity of the emergency, as well as instructions on safely re-entering damaged areas will be crafted and released to the public using whatever media are available.

E. ORGANIZATION

1. The EMC is appointed by the Governor, upon recommendation of the elected officials, he/she will assume command and control of official and voluntary emergency management services and operations in the Borough.
2. The EMC will establish an incident command structure with centralized management of response and recovery operations in accordance with the NIMS. The EMC will coordinate the response activity and ensure effective communication among various agencies and jurisdictions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. GENERAL

1. To avoid duplication of services and to most effectively use the services and functions of existing offices, departments, commissions, boards, bureaus, and other agencies of the Borough for emergency operations; selected departments and agencies in this plan have been assigned emergency management responsibilities. Response responsibilities are listed in this basic plan and the OSB annex. Responsibilities for prevention, mitigation and preparedness are listed in Volume II.

B. PRIMARY RESPONSIBILITIES OF THE ASPINWALL OFFICE OF EMERGENCY MANAGEMENT

1. Exercise coordination of Borough-wide emergency operations.
2. Prepare summary and special situation reports.
3. Maintain and continually improve the operations of the Borough EOC.
4. Direct Borough departments/agencies to take specific increased readiness actions.
5. Notify Borough departments/agencies when representatives are required at the Borough EOC.
6. Provide or facilitate training for designated Borough departments/agencies in ICS and other needed emergency management functions.
7. As needed, designate an Aspinwall Emergency Management Incident Command Post (ICP) Liaison Officer (LO) to be dispatched to the incident site when the situation requires.

C. COMMAND

1. Elected Officials

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

2. EOC Director (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)

- a) Develops and maintains the checklist for the Public Information function;
- b) Assists in the development, review and maintenance of the EOP;
- c) Responds to the EOC or the field, as needed;
- d) Coordinates all information released to the public or to the media with the County PIO/JIC (Joint Information Center);
- e) Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations;
- f) Advises elected officials and the EMC about Public Information activities;
- g) Develops pre-scripted emergency announcements for use in the time of an emergency;
- h) Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.;
- i) Interfaces with the PIO for the County and the State as applicable; and
- j) Operates as a part of the Joint Information Center (JIC) as established by the County, State or Federal officials.

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

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

D. OPERATIONS SECTION

1. General

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

2. Emergency Services Branch

a) Firefighting

1. Develops and maintains the checklists for firefighting function;
2. Assists in the development, review and maintenance of the Emergency Operations Plan;
3. Responds to the E.O.C. or the field as needed;
4. Coordinates fire and rescue services;
5. Assumes primary responsibility for route alerting of the public;
6. Assists with evacuations of affected citizens, especially those who are institutionalized, injured, or immobilized;
7. Provides for emergency shutdown of light and power;
8. Provides emergency lights and power generation;
9. Assists in salvage operations and debris clearance;
10. Advises elected officials and the EMC about fire and rescue activities; and
11. Performs other responsibilities as assigned by the Section Chief;

b) Public Health & Medical Services

1. Develops and maintains the checklist for the Health/Medical Services function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Coordinates emergency medical activities within the municipality;
5. 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;

6. Assists in search and rescue operations;
7. Assists in mortuary services;
8. Assists in provisions of inoculations for the prevention of disease;
9. Advises elected officials and the EMC about Public Health/Medical Services activities;
10. Coordinates the immunization of emergency workers;
11. Refers transportation needs (Health Care, Special Needs) to the Logistics Officer;
12. Performs other responsibilities as assigned by the Section Chief.

c) Search & Rescue

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

d) Oil & Hazardous Materials

1. Assists in the development, review and maintenance of the EOP;
2. Responds to the EOC or the field, as needed;
3. Coordinates with the Hazardous Materials Team as needed;
4. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
5. Advises elected officials and the EMC about HAZMAT activities; and
6. Performs other responsibilities as assigned by the Section Chief.

e) Public Safety & Security

1. Develops and maintains the checklist for the Public Safety and Security function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Coordinates security and law enforcement services;
5. Establishes security and protection of critical facilities, including the EOC;

6. Provides traffic and access control in and around affected areas;
7. Assists with route alerting and notification of threatened population;
8. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
9. Assists in the installation of emergency signs and other traffic movement devices;
10. Assists in search and rescue operations;
11. Advises elected officials and the EMC about Public Safety and Security operations;
12. Establishes and provides security services to any shelter locations operating in the municipality;
13. Assists shelter operators with the screening of clients with regard to criminal history background checks including sex offenders;
14. Establishes security patrols for any evacuated areas, conditions permitting;
15. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
16. Performs other responsibilities as assigned by the Section Chief.

3. Human Services Branch

a) Mass Care, Shelter, & Human Services

1. Assists in the development, review and maintenance of the EOP;
2. Responds to the EOC or the field, as needed;
3. Assists the County EMA ESF 12 Officer in maintaining a listing of Mass Care – Shelter facilities including capacities;
4. Coordinates with American Red Cross and other appropriate agencies;

5. Requests Mass Care – Shelter support from the County during an emergency;
6. Coordinates with Transportation and Resource Management regarding evacuation issues;
7. Advises elected officials and the EMC about Mass Care, Evacuation and Shelter activities; and
8. Performs other duties as assigned by the Section Chief.

b) Public Health & Medical Services

1. Develops and maintains the checklist for the Health/Medical Services function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Maintains a listing of special needs residents, providing copies to municipal and county EMAs;
5. Coordinates medical services as needed to support shelter operations;
6. Advises elected officials and the EMC about Public Health and Medical Services activities;
7. Refers transportation needs (Healthcare, Special Needs), to the Logistics Officer;
8. Coordinates and cooperates with appropriate entities and agencies regarding matters pertaining to Public Health, including the reporting of communicable diseases and establishment of quarantine areas and;
9. Performs other duties as assigned by the Section Chief.

c. Agricultural and Natural Resources

1. Assists in the development, review and maintenance of the EOP;
2. Responds to the E.O.C. or the field as necessary;
3. Maintains a listing of food and animal care and control assets;
4. Serves as a liaison between the EOC and the food community;
5. Coordinates the dissemination of information to the food and animal care and control community;
6. Advises elected officials and the EMC regarding agricultural and animal care and control issues;

7. Coordinates local animal shelter activities with County ESF 11 Officer and County Animal Response Team liaison; and

8. Performs other responsibilities as assigned by the Section Chief.

4. Infrastructure Branch

a) Transportation

1. Assists in the development, review and maintenance of the EOP;

2. Responds to the E.O.C. or the field as necessary;

3. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality;

4. Coordinates the supply of transportation resources during an emergency;

5. Advises elected officials and the EMC about Transportation activities; and

6. Performs other responsibilities as assigned by the Section Chief.

b) Communications

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

2. Assists in the development, review and maintenance of the EOP;

3. Trains staff members on the operation of communications system;

4. Ensures ability to communicate between the E.O.C., field operations and the County E.O.C.;

5. Assists with notification of citizens of the municipality;

6. Responds to the EOC or the field, as needed;

7. Advises elected officials and the EMC about Communications activities; and

8. Performs other responsibilities as assigned by the Section Chief.

c) Public Works & Engineering

1. Assists in the development, review and maintenance of the EOP;

2. Responds to the E.O.C. or the field as necessary;

3. Maintains a listing of Public Works assets and resources;

4. Serves as a liaison between municipal Public Works and the EOC;

5. Coordinates the assignment of Public Works resources;
6. Provides information on water, sewage, road construction and repair, engineering, building inspection and maintenance;
7. Advises elected officials and the EMC about Public Works and Engineering activities; and
8. Performs other responsibilities as assigned by the Section Chief.

d. Energy

1. Assists in the development, review and maintenance of the EOP;
2. Responds to the E.O.C. or the field as necessary;
3. Maintains a listing of energy and utility assets;
4. Serves as a liaison between the EOC and the energy / utilities;
5. Coordinates the dissemination of information to the energy/utilities;
6. Advises elected officials and the EMC regarding energy/utility activities; and
7. Performs other responsibilities as assigned by the Section Chief.

5. Recovery Branch

a) Long-Term Community Recovery & Mitigation

1. Coordinates the conduct of damage assessment and reporting to the county EMA;
2. Starts planning for recovery of vital community functions; and
3. Performs other responsibilities as assigned by the Section Chief.

E. PLANNING SECTION

1. General

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

b) Duties

- (1) Collects, evaluates, and provides information about the incident;
- (2) Determines status and tracking of resources;
- (3) Prepares and documents Incident Action Plans;
- (4) Establishes information requirements and reporting schedules;
- (5) Supervises preparation of an Incident Management Plan;
- (6) Assembles information on alternative strategies; and
- (7) Performs other responsibilities as assigned by the Section Chief.

F. LOGISTICS SECTION

1. General

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

2. Logistics Management & Resource Support

- a) Coordinates materials, services, and facilities in support of the emergency;
- b) Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
- c) Participates in the preparation of the Incident Management Plan;
- d) Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
- e) Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators;
- f) Obtains, tracks and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.);

- g) Establishes staging areas for supplies and transportation resources;
- h) Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities and evacuees as appropriate; and
- i) Performs other responsibilities as assigned by the Section Chief.

G. FINANCE & ADMINISTRATION SECTION

1. General

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

2. Duties

- a) Maintains oversight of all financial and cost analysis activities associated with the emergency;
- b) Tracks costs and personnel time records.

V. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

1. In accordance with the NIMS, personnel with emergency responsibilities will have photo identification cards (driver's license or government-issued ID).
2. Local governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
3. The County EMA will forward reports and requests for assistance to PEMA.
4. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
5. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the County and PEMA.
6. The local EMA will make reports to the County by the most practical means and in a timely manner.
7. All written records, reports and other documents will follow the principles of NIMS.

B. LOGISTICS - COORDINATION OF UNMET NEEDS:

1. 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, the 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.
2. Aspinwall OEM will provide a location and all logistical support for the operations of the Borough's EOC.
3. All emergency supplies and equipment will be tracked and recorded by type, category, and kind, as specified under NIMS.

C. MUTUAL AID AGREEMENTS

1. 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, the 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. EMERGENCY MOBILIZATION PLAN

A. PURPOSE

1. Describes the minimum staffing requirements for the Borough Emergency Operations Center for mobilized staffing when on-going or pending incidents require additional EOC staffing for an effective Borough response. Additionally, it outlines the initial call sequence for mobilizing operations.

B. GENERAL

1. The Emergency Management Coordinator, Deputy EMCs, or delegated representative monitors emergency conditions within the Borough on a 24-hour basis, keeping the Borough Administration and Borough Council informed of major emergencies. The EMC, Deputy EMC, or delegated representative determines when the Emergency Operations Center (EOC) should be mobilized or de-mobilized.

PHASE	EVENT	SCOPE	EXAMPLES*
NORMAL/ STEADY STATE (Level 4)	Routine events, Relatively small, localized events and minor damages	Normal Operations, no EOC staffing required	Minor Hazardous Materials incidents; flood watch.
ENHANCED STATE (Level 3)	Threats that require situational awareness and planning. Significant effects to a section of the Borough or a significant event requiring notifications or request of the City of Pittsburgh's or County Mobile Command Post	EMC and Deputies will communicate and may mobilize to the EOC to assess situation(s) and development of mobilization plan. Other EOC personnel may be requested.	Winter Storm Warning; Tornado Warning; flood warning; large fire, unusual event.
PARTIAL ACTIVATION (Level 2)	Significant effect across the Borough that may exceed normal resources. Certain Special Events	Partial mobilization of EOC staff as determined by EMC and Deputies.	Severe flash flooding and severe weather with damage.
FULL ACTIVATION (Level 1)	Catastrophic damage in the Township requiring heavy commitment of resources and possible requests for Mutual Aid	Full Mobilization of all EOC Staff and OSFs (as needed)	Severe winter storm, Category 2+ hurricane stalling over Region for days; General Emergency; September 11/Hurricane Katrina-like event.

The EOC Staffing Levels are as listed below:

NORMAL/STEADY STATE:	Unstaffed, regular daily operations.
ENHANCED STATE:	Event(s) monitored by EMC and Deputies and may mobilize to the EOC.
PARTIAL ACTIVATION:	Partial to full mobilization (EMC, Deputies, OSB's and additional personnel) as required.
FULL ACTIVATION:	Full mobilization of EMA Staff and OSB's.

VII. TRAINING AND EXERCISES

A. TRAINING AUTHORITY

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

B. EXERCISE REQUIREMENTS

1. To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.
2. All exercises of this plan, or its components, will be designed, administered, and evaluated in accordance with the Homeland Security Exercise Evaluation Program (HSEEP).

C. TRAINING POLICY

1. Aspinwall Office of Emergency Management

- a) Identify training and education needs to ensure that all participants meet standards and accreditation requirements for their position(s), as established under NIMS. Develop courses and seminars to meet those needs, conduct or facilitate the courses and seminars that have been developed and provide overall guidance and support for emergency management training and education in the Borough.
- b) Supply Borough agencies and departments with information regarding emergency preparedness, response, and recovery responsibilities.
- c) Conduct EOC training and education programs, to include computer orientation, for personnel assigned from other agencies and departments.
- d) Conduct emergency management training and education programs for Borough OEM staff.
- e) Provide for training and education programs for the general public and elected/appointed officials.
- f) Within 90 days after the conclusion of all training sessions and exercises, conduct a course/exercise evaluation to determine recommendations to improve plans and future operations. This will be accomplished in accordance with the HSEEP. In accordance with HSEEP, at the conclusion of any exercise or actual event in which this plan was utilized, develop and implement an improvement plan based off the lessons learned and best practices identified during the activation.

2. 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 OEM 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.

3. 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. OEM staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

4. Local, County, State, and Federal Training

a) OEM staff will participate in Local, County, State, and Federal training programs as available.

VIII. PLAN REQUIREMENTS, MAINTENANCE, AND DISTRIBUTION

A. Aspinwall Office of Emergency Management will:

1. Prepare and maintain this EOP and other required plans to provide for Aspinwall Borough disaster emergency management responsibilities.
2. Monitor the maintenance of plans developed by other Borough agencies and affiliated organizations.
3. Supply Borough departments and agencies with technical information, advice, and assistance essential to achieve effective discharge of their emergency responsibilities.

Borough of Aspinwall Emergency Operations Plan, Volume I, Basic Plan

B. EMC RESPONSIBILITIES

1. This Municipal EOP is the responsibility of the elected officials, but 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.

C. OSB VOLUME MAINTENANCE

1. The OSB Coordinating agency/department for each OSB is responsible for the development and maintenance of that OSB's annex to this plan. The OSB will be reviewed and updated as necessary, but at least biennially (every two years).

2. Whenever the OSF is implemented during an emergency response or for an exercise, a review will be conducted to determine what changes, if any, are necessary. Reviews and updates will be coordinated with all parties assigned responsibilities in the OSF.

3. Aspinwall OEM will assure that all tasked agencies/organizations receive copies of all revisions to the OSF within 60 days of approval of the revision.

D. ENFORCEABILITY

1. This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.

E. EXECUTION

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

F. DISTRIBUTION

1. This plan and its supporting materials are controlled documents.

2. While the "Basic Plan" portions of the EOP will be made available to the public, some portions of this plan are considered sensitive and restricted. As such, they will not be released without a need to know.

3. Distribution is based upon regulatory or functional "need to know". Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the "Record of Changes" page v. A receipt system will be used to verify the process.

4. Aspinwall OEM hereby reserves the right to reproduce and distribute all copies of this document.

5. Aspinwall OEM will maintain a current EOP distribution list showing the number of copies sent to each agency and organization. Copies of this plan may be distributed by electronic media in lieu of a hard copy.

6. Basic distribution of this plan:

- a) Borough Mayor
- b) Borough Manager
- c) Borough Council President
- d) Borough Fire Chief
- e) Borough Public Works Director
- f) Borough EMS Chief
- g) Borough Police Chief
- h) Contiguous municipalities

7. As revisions are made, properly identified change pages will be distributed to all identified holders of this plan.

APPENDICES

APPENDIX A: AUTHORITY AND REFERENCES

I. AUTHORITIES

- A. Constitution of the Commonwealth of Pennsylvania, as amended
- B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121 et seq., as amended
- C. Superfund Amendments and Reauthorization Act of 1986 (SARA), 42 U.S.C. Chapter 103, as amended
- D. Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund), 42 U.S.C. Chapter 103, as amended
- E. Emergency Management Services Code, 35 Pa. C.S.A. §§ 7107 – 7707, as amended
- F. Commonwealth of Pennsylvania, Emergency Operations Plan, May 2005, with amendments
- G. 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)
- H. Counter-Terrorism Planning, Preparedness and Response Act, 35 Pa. C.S.A. §§ 2140.101 – 2140.303 (Act 227 of 2002), as amended
- I. Public Safety Emergency Telephone Act, 35 Pa. C.S.A. §§ 7011-7023 (Act 78 of 1990), as amended
- J. Pennsylvania Intrastate Mutual Aid System, Act 93 of 2009, as amended
- K. Emergency Medical Services Act, 35 Pa. C.S.A. §§ 6921 – 6938 (Act 45 of 1985), as amended
- L. Hazardous Material Emergency Planning and Response Act, 35 Pa. C.S.A. §§ 6022.101 – 6022.307 (Act 165 of 1990), as amended
- M. Responsibilities of Departments and Agencies During Emergencies, 4 P.S. Chapter 3 §§ 3.21 - 3.25, as amended
- N. Emergency Seats of Local Government Act of 1959, (71 P.S. 777.1 et seq.), as amended
- O. State Fire Commissioner Act, 71 P.S. § 1199.21 et seq.
- P. Radiation Protection Act, 35 Pa. C.S.A. §§ 7100.101 – 7110.703 (Act 147 of 1984), as amended
- Q. Reductions of Major Water Use in a Commonwealth Basis Drought Emergency area – 4 Pa. Code Chapter 118, as amended
- R. Prohibition of nonessential uses in drought emergency area - 4 Pa. Code Chapter 119, as amended

- S. Local water rationing plans - 4 Pa. Code Chapter 120, as amended
- T. Volunteer Fire Company, Ambulance Service and Rescue Squad Assistance Act, 72 P.S. §§ 3843 – 3844, as amended
- U. Homeland Security Presidential Directives / HSPD-5 - February 28, 2003 and HSPD 8 – December 17, 2003, as amended
- V. Uniform Construction Code, 35 P.S. §§ 7210.301 – 7210.304, as amended W. State Disaster Assistance Program, Act 187 of 2014

II. REFERENCES

- A. PEMA Emergency Management Directive D2003-2, Pennsylvania Emergency Incident Reporting System (PEIRS), February 23, 2003
- B. National Warning Systems Operations Manual, FEMA Manual 1550.2, March 30, 2001
- C. National Mutual Aid and Resource Management Initiative: Resource Definition: NIMS Integration Center. September 2004
- D. DMAT, Organization Guide, National Disaster Medical System, - 86/1, 25 July 1986
- E. Emergency Response Guidebook for Selected Hazardous Materials - U.S. Department of Transportation, 2012
- F. Radiation in Medicine and Industry - Nuclear Radiation Facts and Figures, 80, Jacobson and G. P. Sakalosky
- G. National Response Team, Hazardous Materials Emergency Planning Guide, as amended (2001)
- H. National Board on Fire Service Professional Qualifications accreditation criteria
- I. NFPA Professional Qualification Standards – 1001, 1002, 1003, 1006, 1021, 1033, 1035, 1041, and 1600
- J. Pennsylvania National Guard All Hazards Homeland Security Plan, 2015-001 K. The National Incident Management System, August 2014
- K. The National Incident Management System, August 2014
- L. National Response Framework, July 21, 2014
- M. Pennsylvania Auxiliary Communications Services Strategic Plan, PEMA, July 19, 2010
- N. Pennsylvania Emergency Alert System, State EAS Plan, Effective: September 23, 2010, Revised: November 2, 2010
- O. EMS Catastrophic Casualty Disaster Plan

P. Emergency Responder Guidelines, Federal Office of Domestic Preparedness, August 1, 2002

Q. NIMS Implementation Plan, PEMA, January 7, 2015

R. Joint Publication 3-28 Defense Support of Civil Authorities, July 2013

S. The Commonwealth of Pennsylvania All-Hazard Mitigation Plan, October, 2013

T. Allegheny County, Emergency Operations Plan

U. Allegheny County, Hazard Mitigation Plan

V. Allegheny County, Hazard Vulnerability Analysis

W. Borough of Aspinwall, Hazard Vulnerability Analysis

APPENDIX B: DEFINITIONS

AAR – After Action Review - A review of activities after an exercise or actual event to determine lessons learned areas of success and areas needing improvement. This will result in a written After-Action Report with recommendations for improvement.

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.

Activate - To start or place into action an activity or system.

All-Hazard Emergency Planning - A system of planning for response to an emergency that is based on emergency support function(s), not the emergency itself thus allowing one plan to be applicable to all hazards.

AOEM – Aspinwall Office of Emergency Management

ARES - Amateur Radio Emergency Service - An American Radio Relay League sponsored emergency organization of amateur radio operators that provides communications resources outside the provisions of Radio Amateur Civil Emergency Service (RACES).

CERCLA - Comprehensive Environmental Response, Compensation and Liability Act – An act which regulates hazardous substances released into the environment and the cleanup of inactive hazardous waste disposal sites. Commonly referred to as Superfund.

CHEMTREC - The Chemical Transportation Emergency Center - A centralized toll-free telephone service (1-800-424-9300) which provides immediate advice on the nature of the product and steps to be taken in handling the early stages of emergencies when hazardous chemicals are involved. CHEMTREC promptly contacts the shipper of the material for more detailed information and appropriate follow-up action, including on-scene assistance when feasible.

CISM – Critical Incident Stress Management - A system of peer counselors who provide emergency counseling for emergency responders.

Combustible Liquid - Any liquid having a flash point at or above 100 degrees Fahrenheit and below 200 degrees Fahrenheit.

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.)

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.)

Declaration of Disaster Emergency

Local disaster emergency - The condition declared by the governing body of a political subdivision when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, on petition of the governing body of that political subdivision, when he deems the threat or actual occurrence of a disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby.

Governor's proclamation of disaster emergency - The Governor is empowered to declare a state of disaster emergency when finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation or declaration authorizes State agencies and political subdivisions to exercise vested powers without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements). Emergency powers include, but are not limited to, the employing of temporary workers, entering into various types of contracts, purchasing materials and supplies and the appropriation and expenditure of public funds.

Presidential declaration of emergency - Emergency means any occasion or instance when in the determination of the President, Federal assistance efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a severe disaster.

Presidential declaration of major disaster - Major disaster means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought) or, regardless of cause, any fire, flood or explosion in any part of the United States, that in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act 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.

Deploy - To move to the assigned location in order to start operations.

DHS – U.S. Department of Homeland Security - The department of the federal government that is responsible for protection against and response to threats to the citizens of the United States. The DHS is the parent agency for the Federal Emergency Management Agency (FEMA).

DHHS – U.S. Department of Health and Human Services - The department of the federal government responsible for operating federal health programs including Behavioral Health, National Disaster Medical System (NDMS) and Strategic National Stockpile (SNS).

Direction - Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.

Disaster - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy or property.

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.

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.

Disaster Emergency - Those conditions which upon investigation may be found, actually or likely to:

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.

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.

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.

Emergency Alert System (EAS) - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state or federal emergency management agencies or the national weather service.

Emergency Communications - The application of communications systems and technology to the delivery of emergency services.

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.

EMC – Emergency Management Coordinator - Official appointed to coordinate the entire spectrum of emergency activities in a political subdivision.

EMS - Emergency Medical Services - The services utilized in responding to the needs of an individual for immediate medical care to prevent loss of life or aggravation of physiological or psychological illness or injury.

Emergency Medical Services (EMS) System - The arrangement of personnel, facilities and equipment for the effective and coordinated delivery of emergency medical services required in the management of incidents, which occur either as a result of a medical emergency, accident, natural disaster or a similar situation.

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.

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 does not use the fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP. Rather, it is a function-based plan.

EOC Manager – The Aspinwall EMC or designee who assumes command and control over all Borough-wide emergency operations during an emergency disaster declaration. The EOC Manager reports directly to, speaks for, and in some situations, is a representative from the Borough Council.

Evacuation - Evacuation is a protective action--moving people from a place of danger to a place of relative safety. During an emergency, spontaneous evacuations involve a temporary mass movement of people that collectively emerges in coping with community threats, damages or disruptions.

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.

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.

Facility - All buildings, equipment, structures and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person. For purposes of SARA Sec. 304, this includes motor vehicles, rolling stock and aircraft.

Fire Defense - Preparations and operations by the fire/rescue services and other emergency management elements that are necessary to execute fire prevention, protection, suppression and rescue activities.

Fire/Rescue Service - Organized local fire departments, whether career, volunteer, or combination.

Fire Service Coordinator – Persons designated by the EMC to work with fire services and coordinate their response and resource needs during major emergencies and disasters.

Governing Body - The elected government of political subdivisions, i.e., county, city, borough, incorporated town or township government.

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.

Hazards Vulnerability Analysis (HVA) - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity and risk to population and property.

Homeland Security Exercise Evaluation Program (HSEEP) - A program to design, evaluate and follow-up on exercises of a variety of emergency services and functions. The program was developed by DHS.

Incident Commander (IC) - The person designated to manage on scene operations during a response effort.

Incident Command System (ICS) – An organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident or event. ICS is defined in NIMS.

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.

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.

Local Emergency Planning Committee - The LEPC is responsible for preparing hazardous material incident off-site response plans and reports in accordance with SARA Title III and Act 165.

Local Municipality – A municipality that is not a county. (See “Municipality”)

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.

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).

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. The criteria and principles are published by the National Integration Center of DHS.

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.

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.

NWS - National Weather Service - An agency within the National Oceanic and Atmospheric Administration (NOAA) that is responsible for the forecasting, observation and dissemination of weather information.

OEM – Office of Emergency Management

Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources.

OSB- Operations Section Branch

OSF – Operations Section Function

Political Subdivision - Any county, city, borough, township or incorporated town within the Commonwealth.

Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks. (The two major categories are evacuation or shelter.)

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. If no PIO is appointed, those responsibilities stay with the EOC manager.

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.

Public Safety Agency - A subdivision of Commonwealth government, public authority, or municipal authority located in whole or in part within the Commonwealth that provides or has the authority to provide firefighting, law enforcement, ambulance, emergency medical, or other emergency services.

RACES - Radio Amateur Civil Emergency Service - An organization of licensed amateur radio operators that provide radio communications for federal, state and municipal governments in time of emergency.

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.

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.

Release - Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment (to include the abandoning or discarding of barrels, containers and other closed receptacles) of any hazardous chemical, extremely hazardous substance or toxic chemical.

Resource Management - The means by which PEMA identifies and responds to situations of shortages of vital resources of personnel and material or interruptions of services that could affect the safety or well-being of the people of the Commonwealth. It includes the interface between government and the private sector in restoring pre-disaster emergency conditions.

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.

Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.

RTF – Regional Task Force

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.

Spill - An accident that allows material to flow or escape from a containment

Staging Area - A pre-selected location that provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to host jurisdictions, a rally point for mutual aid and a debarking area for returning evacuees.

Standby - To be ready to perform but waiting at home or other location for further instructions.

Support - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.

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.

Terrorism – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Title III - Part of SARA, this is also known as the Emergency Planning and Community Right-to-Know Act of 1986 specifies requirements for organizing the planning process at the state and municipal levels for specified EHS, minimum plan content, requirements for fixed facility owners and operators to inform officials about EHS present at the facilities and mechanisms for making information about EHS available to citizens.

Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.

Warning - The dissemination to government officials and the general public of a forecast of impending disaster or emergency. It includes the signal, or attention aspects, as well as the notification message describing the nature of the hazard and the actions to be taken. The warning signal means to turn on EAS to receive instructions.

Weather Warning - When issued by NWS, a warning means that the hazardous weather phenomenon has been sighted or has occurred in the specified area.

Weather Watch - When issued by the NWS, a watch means that the conditions are present for the occurrence of the hazardous weather phenomenon in the specified area.

APPENDIX C: MAPS OF THE BOROUGH OF ASPINWALL



Southbound



Northbound

APPENDIX D: LISTING OF RELATED AND INCIDENT SPECIFIC PLANS

· Aspinwall Borough Hazard Vulnerability Assessment

1. Human Related Events
 - a. Evacuation Plan
 - b. Mass Casualty and Fatality Plan
 - c. Pandemic Plan
 - d. Terrorism Plan
2. Naturally Occurring Events
 - a. Flood Plan
 - b. Severe Thunderstorm
 - c. Tornado Plan
 - d. Winter Storm Plan
3. Technological Events
 - a. Power Failure Plan
 - b. Telecommunications Failure Plan
4. Operational Plans
 - a. Debris Management Plan
 - b. Disaster Needs and Damage Assessment Plan
 - c. Mobile Command Post Plan
 - d. Volunteer and Donations Management Plan

The Incident Specific Plans are published separately and not subject to Pennsylvania's Right To Know Law due to their sensitive nature.

Published elsewhere

- Aspinwall Borough Disaster Recovery Plan
- Aspinwall Borough, Department of Public Works Snow Removal Plan
- Allegheny County Hazard Mitigation Plan

