

# Hatfield Township Emergency Management

## Emergency Operations Plan

### **Basic Emergency Operations Plan**

#### **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 operations plan (EOP) for the municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; functional and operational checklists, notification and resource information, which provides listings and means of contacting local and needed resources; and support information and documents relating to emergencies and disasters.

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 Hatfield Township, Montgomery County. Incident specific plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards.

#### **Situation and Assumptions**

Hatfield Township is located in Montgomery County, Pennsylvania and has a residential population of approximately 18,000. Terrain features that affect emergency response include low lying areas prone to flooding. The municipality is subject to a variety of hazards. The most likely and damaging of these are severe weather and flooding, fires, hazardous materials releases transportation incidents. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are: Eastern and Southeastern portions of the township are subject to flooding.

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. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Montgomery County Office of Emergency Management (OEM) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the Montgomery 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.

In the event of an evacuation of the municipality, 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.

Special facilities will develop, coordinate and furnish emergency plans to the emergency management agency of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements. 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.

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.

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. Emergency shelters will be activated by the Montgomery County OEM 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

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.

### **Concept of Operations / Continuity of Government**

The elected officials (*Board of Commissioners*) is responsible for the protection of the lives and property in Hatfield Township. The Board exercises primary supervision and control over the four phases of emergency management (mitigation, preparedness, response and recovery) and activities within the

The municipal Emergency Management Coordinator (EMC) is appointed by the governor and shall act on behalf of the elected officials. The EMC shall establish a municipal emergency management agency. An Emergency Operations Center (EOC) has been designated by the municipality and may be activated by the EMC or the elected officials as needed based on the specifics of the event.

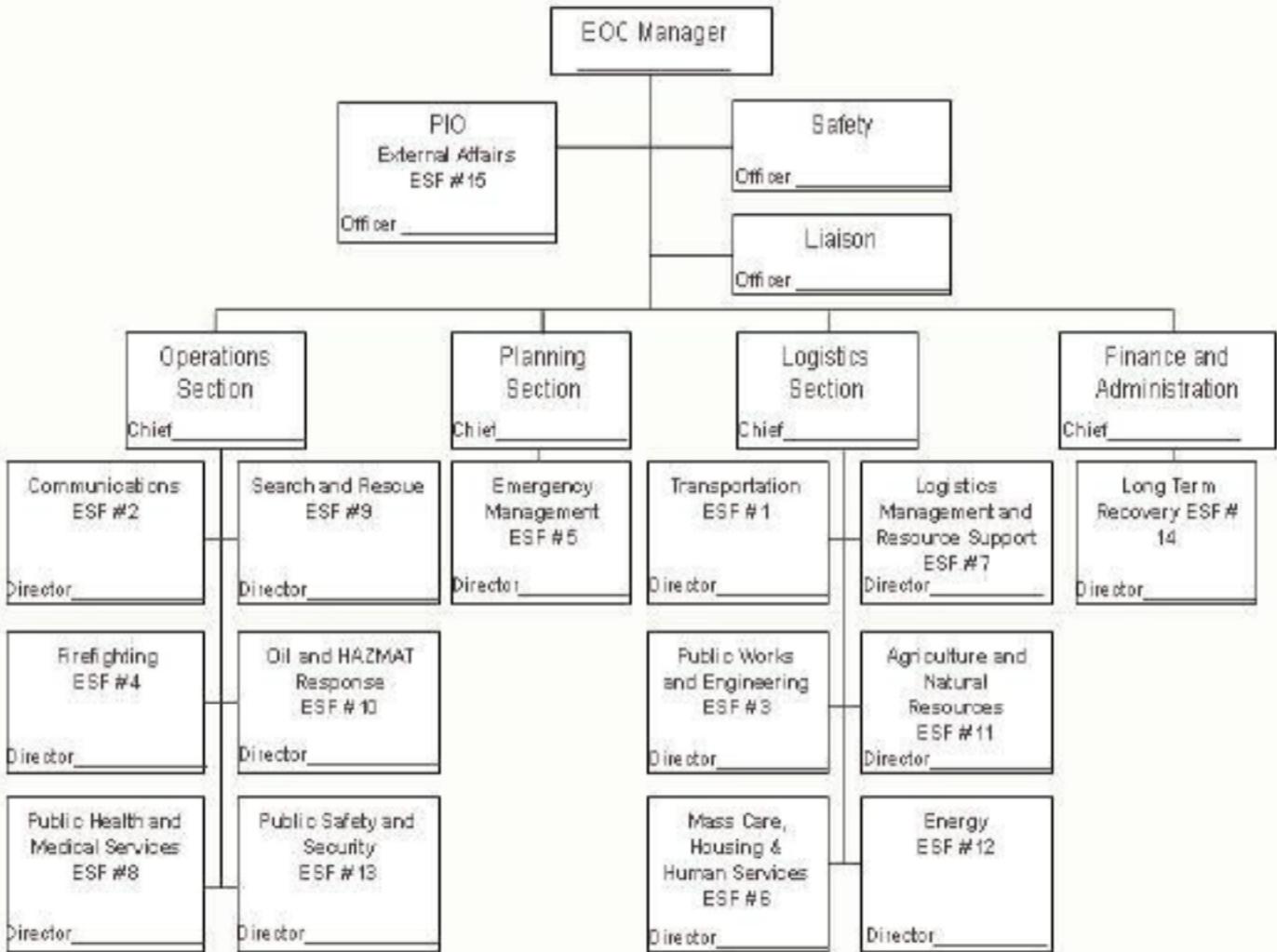
This Emergency Operations Plan (EOP) embraces an "all-hazards" principal in that most response functions are similar, regardless of the event. The EOP designed to apply to both planned events and spontaneously developing emergencies and disasters. The EMC will mobilize resources and personnel as required to effectively and efficiently manage the event through one or more phases of emergency

The EMC and elected official will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed. The EMC will development Memorandums of Understanding with private businesses, facilities, and agencies in order to secure services, materials, equipment, and personnel as needed for management of an event.

### **Incident Management**

The National Incident Management System (NIMS) as outlined in the National Response Plan (NRP) shall be the basis of all incident management operations within Hatfield Township.

When the municipal EOC is activated, the EMC or his designee will be coordinated between the Incident Command Post (ICP) and the Montgomery County OEM. The EMC will assume the role of Command and initially, all of the remaining emergency support functions (ESF). As additional staff arrives at the EOC, the EMC may delegate responsibilities and expand the command structure as dictated by the scope of the event. A suggested NIMS EOC organizational structure including (ESFs) is shown below:



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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.)

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.

Continuity of government procedures are specified in the Elected Officials checklist.
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.
Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be utilized as available.
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.
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. 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.
Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).
<b>Organization and Assignment of Responsibilities</b>
<b>COMMAND</b>
<b>Elected Officials</b>
Are responsible for establishing a municipal emergency management organization;
Provide for continuity of operations;
Establish lines of succession for key positions;
Designate departmental emergency operating centers and alternatives;
Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;
Establish, equip and staff an EOC;
Recommend an EMC for appointment by the governor who may act on their own behalf, if necessary;
Issue declarations of disaster emergency if the situation warrants;
Apply for federal post-disaster funds, as available.
<b>Emergency Management Coordinator / EOC Manager</b>
Prepares and maintains an EOP for the municipality subject to the direction of the elected officials; reviews and updates as required;
Maintains coordination with the county EMA and provides prompt information in emergencies, as available;
In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
Identifies recourses within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resource from the county EMA;

Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;

Mobilizes the EOC and acts as the Command function within the EOC during an emergency;

Compiles cost figures for the conduct of emergency operations above normal operating costs; and

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.

#### **External Affairs / Public Information Officer - ESF #15**

Develops and maintains the checklist for the public information function;

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

Responds to the EOC or the field, as needed;

Coordinates public information to the media; and

Advises elected officials and the EMC about public information activities.

#### **OPERATIONS SECTION (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 Manager on the progress and status of assigned missions.**

#### **Communications - ESF #2**

Develops and maintains the checklist and procedures for the communications and warning function;

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

Responds to the EOC or the field, as needed;

Trains staff members on the operation of communications system;

Ensures ability to communicate between the EOC, field operations and the county EMA;

Assists with notification of the citizens of the municipality;

Responds to the EOC or the field as needed; and

Advises elected officials and the EMC about communications activities.

#### **Firefighting / Search and Rescue / Oil and Haz-Mat - ESF #4, #9, and #10**

Develops and maintains the checklist and procedures for the fire, rescue and hazardous materials

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

Responds to the EOC or the field, as needed;

Coordinates fire, rescue, and hazardous materials services;

Coordinates decontamination and monitoring of affected citizens and emergency workers after the exposure to chemical or radiological hazards;

Assumes primary responsibility for route alerting of the public;

Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;

Provides for emergency shutdown of light and power;

Provides emergency lights and power generation;

Assists in salvage operations and debris clearance; and

Advises elected officials and the EMC about fire, rescue, and hazardous materials response activities.

#### **Public Safety and Security - ESF #13**

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

**Public Health and Medical Services - ESF #8**

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

**PLANNING SECTION (EMC or as delegated)**

**Responsible for ensuring the accomplishment of responsibilities 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 of the Branch Director(s) and reports to the EOC Manager on the progress and status of assigned missions.**

**Emergency Management - ESF #5**

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

**LOGISTICS SECTION (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 Manager on the progress and status of assigned missions. The Logistics Section also provides internal logistical support for the EOC itself.**

### **Transportation - ESF #1**

Develops and maintains the checklist and procedures for the transportation function;

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

Responds to EOC or field as needed;

Coordinates the supply of transportation resources during an emergency;

Coordinates needs for transportation in the event evacuation is necessary;

Arrange evacuation transportation for residents without transportation;

Establish pickup points and maintain list of individuals with transportation needs;

Maintain an inventory of municipal transportation resources;

Coordinate transportation actions with other transportation agencies;

Advises elected officials and the EMC about transportation activities.

### **Public Works and Engineering - ESF #3**

Develops and maintains checklists and procedures for the public works and engineering function;

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

Responds to EOC or field as needed;

Maintains a list of public works assets and resources;

Maintains open roadways for vehicular access;

Coordinates the assignment of public works resources;

Provides information on the status of municipal infrastructure;

Recover disabled emergency vehicles;

Coordinates debris management activities;

Coordinates use of heavy construction equipment

Coordinates use of fuel/lubrication trucks

Coordinates demolition activities;

Advises elected officials and the EMC about public works and engineering activities.

### **Mass Care, Housing, and Human Services - ESF #6**

Develops and maintains checklists and procedures for the mass care, housing and human services

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

Responds to EOC or field as needed;

Maintains a list of shelter facilities in the municipality;

Coordinates with the American Red Cross and other agencies;

Requests shelter support from Montgomery County;

Coordinates with other branch directors to facilitate transportation and shelter logistics;

Advises elected officials and the EMC about mass care, housing and human services activities.

### **Resource Support - ESF #7**

Develops and maintains checklists and procedures for the resource support function;

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

Responds to EOC or field as needed;  
Facilitates the acquisition, transportation and staging of all supplies, equipment and logistical support;  
Coordinates materials, services and facilities in support of the event;  
Develops procedures for ordering supplies and equipment and tracking their delivery and use;  
Established staging areas for materials and transportation resources;  
Advises elected officials and the EMC about resource support activities.

**Agriculture and Natural Resources - ESF #11**

Develops and maintains checklists and procedures for the agriculture and natural resource function;  
Assists in the development, review and maintenance of the EOP;  
Responds to EOC or field as needed;  
Maintains a listing of food and animal care and control issues;  
Coordinates local animal shelter activities;  
Advises elected officials and the EMC about agriculture and natural resource activities.

**Energy - ESF #12**

Develops and maintains checklists and procedures for the energy function;  
Assists in the development, review and maintenance of the EOP;  
Responds to EOC or field as needed;  
Maintains a listing of energy and utility assets;  
Serves as liaison between the EOC and utility providers;  
Advises elected officials and the EMC about energy activities.

**FINANCE SECTION**

**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 Manager on the progress and status of assigned missions.**

**Long Term Community Recovery and Mitigation - ESF #14**

Develops and maintains checklists and procedures for the long-term recovery and mitigation function;  
Assists in the development, review and maintenance of the EOP;  
Responds to EOC or field as needed;  
Provides materials, services and facilities in support of the emergency;  
Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use;  
Participates in the preparation of the Incident Management Plan.  
Maintains oversight of all financial and cost analysis activities associated with the emergency;  
Tracks costs and personnel time records.  
Advises elected officials and the EMC about recovery and mitigation activities.

**Administration and Logistics**

**ADMINISTRATION**

Local governments will submit situation reports, requests for assistance and damage assessment reports to the Montgomery County OEM. The Montgomery County OEM will forward reports and requests for assistance to PEMA.

Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

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 Montgomery County and PEMA.

The local EMA will make reports to the County by the most practical means and in a timely manner. All written records, reports and other documents will follow the principles of NIMS.

### **LOGISTICS**

When municipal resources are committed and mutual aid is exhausted, the Montgomery County OEM 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.

### **Training and Exercises**

#### **TRAINING AUTHORITY**

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

#### **EXERCISE REQUIREMENTS**

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.

#### **TRAINING POLICY (PUBLIC OFFICIALS)**

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 PEMA and coordinated by the County OEM.

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 PEMA and coordinated by the

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 PEMA and coordinated by the County OEM

#### **TRAINING POLICY (EMERGENCY SERVICES AND RESPONSE AGENCIES)**

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

The Municipal EMA staff will participate in State and Federal training programs as prescribed internally and by PEMA.

### **PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION**

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.

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

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

Distribution: This plan and its supporting materials are controlled documents. While distribution of the "Basic Plan" is allowable, the checklists, notification, resource and 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. Revisions or changes are documented by means of the "Record of Changes" page. A receipt system will be used to verify the process.

### **References**

**A. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended**

**B. Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment"**

**C. Commonwealth of Pennsylvania, Emergency Operations Plan**

**D. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5**

**E. Montgomery County Emergency Operations Plan**

**F. Montgomery County, Hazard Vulnerability Analysis**

**G. Montgomery County Hazard Mitigation Plan**