MUNICIPAL
EMERGENCY OPERATIONS PLAN (EOP)

FOR

BOROUGH OF MONTGOMERY

Lycoming County, Pennsylvania

February 2026

Basic Plan

Updated: November 2023

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TABLE OF CONTENTS

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 (name of local municipality), (name of 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 C.

II. SITUATION AND ASSUMPTIONS

A. The Borough of Montgomery is located in Lycoming County, Pennsylvania. The population is approximately 1,600. Terrain features that affect emergency response include: Deep river valley, high hills, and commercial highways.

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 Floods.

D. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are: Brook Street, Broad Street and South Main Street.

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

H. 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.

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.
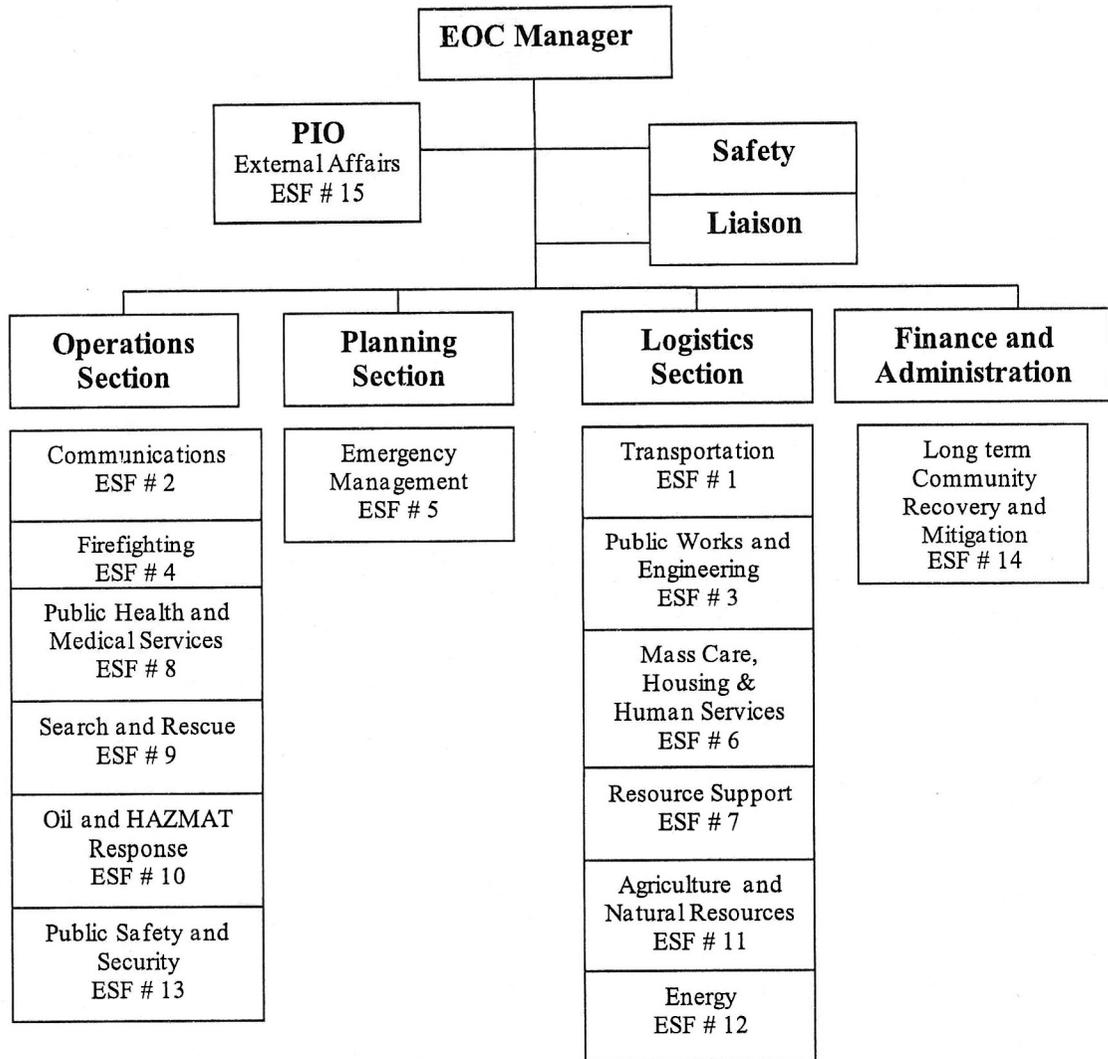
III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

A. The <u>elected officials</u> are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the municipality.

B. A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality, and may be activated by the EMC or the elected officials during an emergency. A Deputy EMC and Alternate EOC have been designated to function in case the primary EMC and/or EOC are not available.

C. This plan embraces an "all-hazards" principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.

D. The EMC and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.

E. The municipality will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).

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                        │   Command   │
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              ┌──────┐                ┌────────┐
              │ PIO  │                │ Safety │
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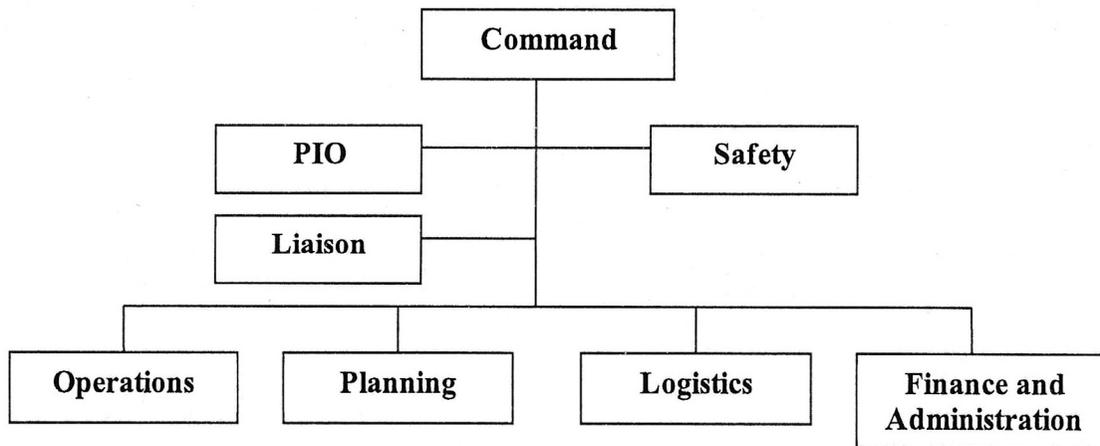
1. The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.

2. The Incident Command System (ICS) should have:

   a. a manageable span of control (3 to 7 staff; optimum is 5);
   b. personnel accountability (each person reports to only one person in the chain of command); and
   c. functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

Emergency Operations Center (EOC) Example

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                          │   EOC Manager   │
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        ┌──────────────────────────┼──────────────────────────┐
┌───────────────────┐                     ┌─────────────────────┐
│       PIO         │                     │       Safety        │
│ External Affairs  │─────────────────────├─────────────────────┤
│    ESF # 15       │                     │      Liaison        │
└───────────────────┘                     └─────────────────────┘
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Operations Section	Planning Section	Logistics Section	Finance and Administration
Communications ESF # 2	Emergency Management ESF # 5	Transportation ESF # 1	Long term Community Recovery and Mitigation ESF # 14
Firefighting ESF # 4		Public Works and Engineering ESF # 3	
Public Health and Medical Services ESF # 8		Mass Care, Housing & Human Services ESF # 6	
Search and Rescue ESF # 9		Resource Support ESF # 7	
Oil and HAZMAT Response ESF # 10		Agriculture and Natural Resources ESF # 11	
Public Safety and Security ESF # 13		Energy ESF # 12	

F. When the municipal EOC is activated, the EMC or designee will coordinate between the site IC and the county EMA. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrive at the EOC, the EMC may delegate activities to them.

G. Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position.)

H. The diagram above aligns Emergency Support Functions (ESFs) with ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.

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

J. When the EMC receives notice of a potential emergency from the federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or

from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.

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

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

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

N. Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. 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; and
i. Apply for federal post-disaster funds, as available.
j. Establish a hazard mitigation plan.

2. EOC Manager (EMC):

a. Prepares and maintains an EOP for the municipality subject to the promulgation of the elected officials; reviews and updates as required;
b. Maintains coordination with the county EMA, and provides prompt information on emergencies, as available;
c. In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
d. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners or the county EMA;
e. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
f. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency;
g. Compiles cost figures for the conduct of emergency operations; and
h. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.

3. Public Information Officer (PIO) (External Affairs – ESF # 15)

a. Develops and maintains the checklist for the Public Information function;
b. Assists in the development, review and maintenance of the EOP;
c. Responds to the EOC or the field, as needed;
d. Coordinates all information released to the public or to the media with the County PIO/JIC(Joint Information Center);
e. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations;
f. Advises elected officials and the EMC about Public Information activities;

g. Develops pre-scripted emergency announcements for use in the time of an emergency;

h. Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.;

i. Interfaces with the PIO for the County and the State as applicable; and

j. Operates as a part of the Joint Information Center (JIC) as established by the County, State or Federal officials.

4. **Safety Officer** - 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.

B. **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.

1. **Communications Branch (ESF # 2):**

   a. Develops and maintains the checklist for the Communications function;
   b. Assists in the development, review and maintenance of the EOP;
   c. Trains staff members on the operation of communications system;
   d. Ensures ability to communicate between the EOC, field operations and the county EMA;
   e. Assists with notification of citizens of the municipality;
   f. Responds to the EOC or the field, as needed;
   g. Advises elected officials and the EMC about Communications activities; and
   h. Performs other responsibilities as assigned by the Section Chief.

2. **Firefighting Branch (ESF # 4):**

   a. Develops and maintains the checklist for the firefighting function;
   b. Assists in the development, review and maintenance of the EOP;
   c. Responds to the EOC or the field, as needed;
   d. Coordinates fire and rescue services;
   e. Assumes primary responsibility for route alerting of the public;
   f. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
   g. Provides for emergency shutdown of light and power;
   h. Provides emergency lights and power generation;
   i. Assists in salvage operations and debris clearance;
   j. Advises elected officials and the EMC about fire and rescue activities; and
   k. Performs other responsibilities as assigned by the Section Chief.

3. **Health/Medical Branch (ESF # 8):**

a. Develops and maintains the checklist for the Health/Medical Services function;
b. Assists in the development, review and maintenance of the EOP;
c. Responds to the EOC or the field, as needed;
d. Maintains a listing of special needs residents, providing copies to municipal and county EMAs;
e. Coordinates emergency medical activities within the municipality;
f. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care, personal care homes or any custodial care facilities;
g. Coordinates medical services as needed to support shelter operations;
h. Assists in search and rescue operations;
i. Assists in mortuary services;
j. Assists in provisions of inoculations for the prevention of disease;
k. Advises elected officials and the EMC about Public Health/Medical Services activities;
l. Coordinates the immunization of emergency workers;
m. Refers transportation needs (Health Care, Special Needs) to the Logistics Officer;
n. Coordinates and cooperates with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
o. Performs other responsibilities as assigned by the Section Chief.

4. **Search and Rescue Branch (ESF # 9):**

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

5. **Oil and Hazardous Materials Response Branch (ESF # 10):**

a. Assists in the development, review and maintenance of the EOP;
b. Responds to the EOC or the field, as needed;
c. Coordinates with the Hazardous Materials Team as appropriate;
d. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
e. Advises elected officials and the EMC about HAZMAT activities; and
f. Performs other responsibilities as assigned by the Section Chief.

6. **Public Safety and Security Branch (ESF # 13):**

a. Develops and maintains the checklist for the Public Safety and Security function;
b. Assists in the development, review and maintenance of the EOP;
c. Responds to the EOC or the field, as needed;
d. Coordinates security and law enforcement services;
e. Establishes security and protection of critical facilities, including the EOC;
f. Provides traffic and access control in and around affected areas;
g. Assists with route alerting and notification of threatened population;

h. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
i. Assists in the installation of emergency signs and other traffic movement devices;
j. Assists in search and rescue operations;
k. Advises elected officials and the EMC about Public Safety and Security operations;
l. Establishes and provides security services to any shelter locations operating in the municipality;
m. Assists shelter operators with the screening of clients with regard to criminal history background checks including sex offenders;
n. Establishes security patrols for any evacuated areas, conditions permitting;
o. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
p. Performs other responsibilities as assigned by the Section Chief.

C. **PLANNING SECTION (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.

1. **Emergency Management Branch (ESF # 5):**

    a. Collects, evaluates and provides information about the incident;
    b. Determines status and tracking of resources;
    c. Prepares and documents Incident Action Plans;
    d. Establishes information requirements and reporting schedules;
    e. Supervises preparation of an Incident Management Plan;
    f. Assembles information on alternative strategies; and
    g. Performs other responsibilities as assigned by the Section Chief.

D. **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 to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Logistics Section also provides internal logistical support for the EOC itself.

1. **Transportation Branch (ESF # 1):**

    a. Assists in the development, review and maintenance of the EOP;
    b. Responds to the EOC or the field, as needed;
    c. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality;
    d. Coordinates the supply of transportation resources during an emergency;
    e. Advises elected officials and the EMC about Transportation activities; and
    f. Performs other responsibilities as assigned by the Section Chief.

2. **Public Works and Engineering Branch (ESF # 3):**

a. Assists in the development, review and maintenance of the EOP;
b. Responds to the EOC or the field, as needed;
c. Maintains a listing of Public Works assets and resources;
d. Serves as a liaison between municipal Public Works and the EOC;
e. Coordinates the assignment of Public Works resources;
f. Provides information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
g. Advises elected officials and the EMC about Public Works and Engineering activities; and
h. Performs other responsibilities as assigned by the Section Chief.

3. **Mass Care, Housing and Human Services Branch (ESF # 6):**

a. Assists in the development, review and maintenance of the EOP;
b. Responds to the EOC or the field, as needed;
c. Assists the County EMA (ESF # 6) in maintaining a listing of Mass Care – Shelter facilities including capacities;
d. Coordinates with American Red Cross and other appropriate agencies;
e. Requests Mass Care – Shelter support from the County during an emergency;
f. Coordinates with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues;
g. Advises elected officials and the EMC about Mass Care, Evacuation and Shelter activities; and
h. Performs other responsibilities as assigned by the Section Chief.

4. **Resource Support Branch (ESF # 7):**

a. Coordinates materials, services and facilities in support of the emergency;
b. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
c. Participates in the preparation of the Incident Management Plan;
d. Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
e. Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators;
f. Obtains, tracks and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.);
g. Establishes staging areas for supplies and transportation resources;
h. Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities and evacuees as appropriate; and
i. Performs other responsibilities as assigned by the Section Chief.

5. **Agriculture and Natural Resources Branch (ESF # 11):**

a. Assists in the development, review and maintenance of the EOP;
b. Responds to the EOC or the field, as needed;
c. Maintains a listing of food and animal care and control assets;
d. Serves as a liaison between the EOC and the food community;

e. Coordinates the dissemination of information to the food and animal care and control community;

f. Advises elected officials and the EMC regarding agricultural and animal care and control issues;

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

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

6. Energy Branch (ESF # 12):

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

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

c. Maintains a listing of energy and utility assets;

d. Serves as a liaison between the EOC and the energy / utilities;

e. Coordinates the dissemination of information to the energy / utilities;

f. Advises elected officials and the EMC regarding energy / utility issues; and

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

E. **FINANCE and ADMINISTRATION SECTION (EMC, elected officials 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 manager on the progress and status of assigned missions. Section also maintains finance and personnel records of response activities.

1. Long Term Community Recovery and Mitigation Branch (ESF # 14):

a. Maintains oversight of all financial and cost analysis activities associated with the emergency;

b. Tracks costs and personnel time records;

c. Coordinates the conduct of damage assessment and reporting to the county EMA;

d. Starts planning for recovery of vital community functions; and

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

V. ADMINISTRATION AND LOGISTICS

A. ADMINISTRATION

1. Local governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.

2. The County EMA will forward reports and requests for assistance to PEMA.

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

4. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the County and PEMA.

5. The local EMA will make reports to the County by the most practical means and in a timely manner.

6. All written records, reports and other documents will follow the principles of NIMS.

B. LOGISTICS - Coordination of unmet needs:

When municipal resources are committed and mutual aid is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

VI. TRAINING AND EXERCISES

A. TRAINING AUTHORITY

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

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.

C. TRAINING POLICY

1. **Public Officials:**

   a. Response and Recovery Training: Training programs will be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

   b. Professional Development: Training programs will be provided to the municipal EMA and staff in skills and techniques of writing plans, professional development

skills, and national security issues related to municipal emergency preparedness. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the county EMA.

    c. Damage Assessment and Reporting: Annual training will be offered in damage reporting procedures, and in damage assessment for those who will work with county damage assessment teams. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

2. Emergency Services and Other Responding Agencies

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

3. State and Federal Training

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

VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

A. EMC RESPONSIBILITIES: The municipal EOP is the responsibility of the elected officials, but normally the EMC will coordinate development and maintenance of the plan. The plan components will be reviewed and updated by the EMC every two years or as needed. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

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

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

D. DISTRIBUTION: This plan and its supporting materials are controlled documents. While distribution of the "Basic Plan" is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional "need to know". Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the "Record of Changes" page iii. A receipt system will be used to verify the process.

APPENDIX A: AUTHORITY AND REFERENCES

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

2. Pennsylvania Emergency Management Agency, "Pennsylvania Hazard Mitigation Plan Standard Operating Guide," as amended

3. Commonwealth of Pennsylvania, Emergency Operations Plan, September 2021, with amendments

4. Pennsylvania Emergency Management Agency, Emergency Management Directive 2018-01, (Requirements for the Preparation, Review and update of municipal Emergency Operations Plans (EOPs) and accompanying Documents)

5. County Emergency Operations Plan

6. County Hazard Vulnerability Analysis

7. County Hazard Mitigation Plan

APPENDIX B: DEFINITIONS AND GLOSSARY

1. **Access Control Points (ACP)**: Posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.

2. **Activate**: To start or place into action an activity or system.

3. **Control:** To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)

4. **Coordination**: Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

5. **Deploy**: To move to the assigned location in order to start operations.

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

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

   A. Human Caused Disaster: Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, terrorism acts of vandalism or sabotage and civil unrest which threaten or cause substantial damage to property, human suffering, hardship or loss of life.

   B. Natural Disaster: Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

8. **Disaster Emergency**: Those conditions which upon investigation may be found, actually or likely to:
   A. Seriously affect the safety, health or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.
   B. Be of such magnitude or severity as to render essential state supplementation of regional, county and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.
   C. Have been caused by forces beyond the control of humans, by reason of civil disorder, riot, natural occurrence, terrorism or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.

9. **Emergency Alert System (EAS)**: An 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.

10. **Emergency Management**: The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, preparedness, response and recovery for emergencies of all kinds.

11. **Emergency Services**: The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, search, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

12. **Emergency Support Function (ESF)**: A distinct function that may need to be performed during emergency response, but which is not necessarily dependent on the type of disaster or emergency that causes the need for the support function. ESFs define an organizational structure for the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. Use of ESFs allows for planning, training and organization to be made without consideration for the cause. This plan uses fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP.

13. **Explosive Ordnance Disposal (EOD)**: An active U.S. Army organization tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with explosive devices when civilian explosive technicians or bomb squads are not available.

14. **External Affairs**: Those emergency activities that deal with the general public and other entities outside the immediate disaster area. This includes public information and media relations activities.

15. **Governor's Proclamation of "Disaster Emergency"**: A formal declaration or proclamation by the Governor of Pennsylvania that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. As part of this proclamation, the Governor may waive or set aside time-consuming procedures and formalities prescribed by state law (excepting mandatory constitutional requirements.) The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.

16. **Hazardous Materials (HAZMAT)**: Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear or explosive.

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

18. **Joint Information Center (JIC)**: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.

19. **Local Emergency**: The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

20. **Mass Care Centers**: Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.

21. **Municipality**: As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township or similar unit of government..." (Article IX, Section 14, The Constitution of Pennsylvania).

22. **National Incident Management System (NIMS)**: A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. The NIMS includes a core set of concepts, principles and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking and Reporting of incident information.

23. **Notification**: To make known or inform, to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.

24. **Notification and Resource Manual (NARM)**: One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.

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

26. **Political Subdivision**: Any county, city, borough, township or incorporated town within the Commonwealth.

27. **Presidential Proclamation of "Emergency"**: Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is beyond the capabilities of the State and affected municipal

governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for proclamation of a major disaster by the President may be accepted, downgraded to emergency or denied.

28. **Presidential Proclamation of "Major Disaster"**: "Major Disaster" means any natural catastrophe, or any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

29. **Protective Action**: Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.

30. **Public Information Officer (PIO)**: That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities (ESF # 15.) If no PIO is appointed, those responsibilities stay with the EOC manager.

31. **Public Information Statements**: Public announcements made by PEMA, county or local official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.

32. **Reception Center**: A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.

33. **Re-entry**: The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.

34. **Resource Typing**: A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications and training will allow resources from other parts of the U.S. to work together. Resources are assigned "Type" number that indicates the size/capacity of the resource i.e. a Type 1 Team will have more people and capabilities than a Type 2 or a Type 3 team.

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

36. **Special Needs**: Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network.

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

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

39. **Traffic Control Points (TCP)**: Posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.

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

41. **Weather Warning**: Severe weather is occurring or is about to occur.

42. **Weather Watch**: Conditions and ingredients exist to trigger severe weather.

APPENDIX C: LISTING OF RELATED AND INCIDENT SPECIFIC PLANS
(Published Separately)

EXAMPLES

1. _____ Nuclear/Radiological Plan

2. EMERGENCY ACTION PLAN: Surveillance, Warning and Evacuation Procedures for the _____ DAM, DEP NUMBER D__-_____

3. Offsite Emergency Response Plan for _____
                                                    (SARA FACILITY)

4. _____Pandemic Influenza Plan

5. _____Plan to operate a Point of Dispensing _____.

Functional Checklists

for the

EMERGENCY OPERATIONS PLAN (EOP)

FOR

_____

(Name of Municipality)

in _____ County

Last Updated _____(Month) _____(Year)

DO NOT DISTRIBUTE

TABLE OF CONTENTS

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

ELECTED OFFICIALS

Responsible for: protection of the municipal government, its citizens and their property
Reports to: the voters

DATE OF ACTIVATION: _____   **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Notification and Resource Manual
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address)
			Checklist reviewed.
			Established communication with other elected officials.
			OPERATIONS
			Community's response to the emergency monitored.
			Needs evaluated and municipal resources committed as needed.
			Assumed role of Incident Commander
			Delegated role of Incident Commander
			Disaster Declaration
			Determination made whether to declare a disaster emergency.
			Declaration prepared and signed by majority of the board of elected officials (see attachment to this checklist).
			Protective Actions
			Recommendation made to the population to evacuate or to shelter the population, as needed.
			Continuity of Government
			Chief Elected Official is .
			Next in Line is .
			Next in Line is .
			In the absence of the above, responsibility for municipal government goes to .
			If the EOC cannot be used, the EOC staff and functions relocated to the alternate facility at: .
			In case of evacuation, important documents collected to be transported to safe location.
			In case of evacuation, electronic documents "backed up" and the back-up transported to alternate location.

Completed or N/A	By (initials)	Time	Item
			RECOVERY AND MITIGATION
			Federal Recovery Programs
			Appointed an "Applicant's Authorized Agent".
			Signed Notice of Intent to apply for federal aid.
			Mitigation
			Modified land use/zoning plan.
			Enacted/enforced more stringent building codes.
			Construct/maintain storm water management system.
			Improve public information about hazards.

EOC MANAGER/EMERGENCY MANAGEMENT COORDINATOR (EMC)

Responsible for: overall emergency management program, activating and managing the EOC
Reports to: the Elected Officials

DATE OF ACTIVATION: _____   REASON FOR ACTIVATION: _____

Completed or N/A	By (initials)	Time	Item
			EMERGENCY NOTIFICATION (METHOD _____)
			Notification verified.
			Action Log Initiated. (see Attachment 1 to this checklist)
			Elected officials notified.
			Increased readiness
			Increased readiness received from Homeland Security Alert System (HSAS).
			Watch/Warning received from National Weather Service (NWS).
			Notification received from County Emergency Management Agency (EMA).
			Consulted with elected officials.
			Recommendation re: Emergency Operations Center (EOC) Activation made to elected officials.
			Affected Emergency Support Functions notified.
			Key staff put on stand-by.
			Partial mobilization of EOC begun.
			Critical facilities notified.
			HSAS procedures implemented.
			EOC Materials Inventory
			Copy of the County Emergency Operations Plan (EOP)
			Copy of the Municipal Emergency Operations Plan (EOP)
			Copy of EOC Checklists
			Notification and Resource Manual
			Action Log
			Sign-In/Out Log (see Attachment 2 to this checklist)
			Organization Chart
			EOC floor plan sketch
			Staff schedule for 24-hour operations (2 shifts)
			Action Status Board
			Municipal map
			Office supplies
			EOC Activated
			EMC present at EOC at _____ (name of facility and street address)
			Deputy EMC notified/present.

(your municipality)   Checklist # 2 – EOC MANAGER/EMERGENCY MANAGEMENT COORDINATOR

Completed or N/A	By (initials)	Time	Item
			Elected official(s) notified/present (NAME).
			Elected official(s) notified/present (NAME).
			Elected official(s) notified/present (NAME).
			Public Information Officer (PIO) notified.
			Operations Section Chief notified.
			Planning Section Chief notified.
			Logistics Section Chief notified.
			Admin-Finance Section Chief notified.
			Liaison Officer notified.
			Branch Director(s) notified for and .
			Security in place.
			Status Board initiated.
			Message Log initiated.
			County notified that EOC is operational.
			Communications
			Phone lines tested.
			Radios tested.
			tested.
			Amateur Radio operator on site.
			Emergency Alert System (EAS) station monitored. (Station ID)
			Operations
			EMC Initial Briefing on situation conducted.
			Staff to maintain maps and status boards appointed.
			Municipal map posted with important information (affected area, Traffic Control Points (TCPs), Access Control Points (ACPs), evacuation routes, etc).
			Contact established with neighboring municipalities.
			EOC Relocation
			Alternate Site Open at _____. (name of facility and street address)
			Equipment & logs packed.
			County notified.
			Other EOCs notified.
			Responders notified.
			EOC OPERATIONS
			Elected Officials and EOC staff informed when things change.
			Verification complete that schools, businesses and other population concentrations are aware of the problem.
			Available resources monitored.
			Requirements reviewed and "unmet needs" reported to county.
			Route alerting accomplished (Firefighting Branch).
			Additional briefing of the county EOC conducted.

Completed or N/A	By (initials)	Time	Item
			Established a "victim accountability system" to track missing citizens who are forced to leave their homes.
			Worked with Mass Care/Housing to identify location of displaced victims.
			EOC Manager
			Assumed responsibilities of IM/IC
			Deferred the role of EOC Manager to .
			Delegated the role of Operations Section Chief to .
			Delegated the role of Planning Section Chief to .
			Delegated the role of Logistics Section Chief to .
			Delegated the role of Finance Section Chief to .
			Branch Director(s) appointed for: _____ name_____ and _____ name_____ .
			PROTECTIVE ACTIONS
			Protective Action Decision made by elected officials (EMC in their absence).
			Shelter in Place Recommended.
			Evacuation Recommended.
			Shelter in Place
			PIO Notified.
			Public announcement and instructions prepared.
			Non-English speaking citizens addressed.
			Announcement broadcast over EAS.
			Route alerting conducted (if appropriate).
			Mass Care Shelter
			County ESF # 6 contacted to set up mass care shelter.
			County unable to provide mass care. designated local emergency shelter at .
			Shelter Manager appointed.
			PIO announced location of temporary shelter.
			Evacuation
			Routes and other parameters (when, who, how many, to where) of the evacuation planned.
			Sirens and EAS (if practical) sounded.
			Non-English speaking citizens addressed.
			Assistance provided for mobility impaired residents
			Reviewed Traffic Control Points (TCPs) and Access Control Points (ACPs) for police in emergencies (Public Safety and Security (ESF #13) Branch).
			Notified the Route/Sector Alert Team leaders and assigned personnel to route alert teams (Firefighting (ESF #4) Branch).

(your municipality) Checklist # 2 – EOC MANAGER/EMERGENCY MANAGEMENT COORDINATOR

Completed or N/A	By (initials)	Time	Item
			Reviewed and updated list of hearing impaired residents requiring special notification to ensure it is current (Public Health & Medical Services (ESF #8) Branch).
			Verified list of non-ambulatory residents requiring ambulance assistance to ensure it is current (Public Health & Medical Services (ESF #8) Branch).
			Reviewed transportation planning. (Transportation (ESF #1) Branch)
			Reviewed "unmet needs" of the municipality and reported them to the County EMA.
			Verified that emergency fuel supplies, towing and repair services are available for evacuees.
			Reviewed communication capabilities to maintain contact with TCPs and ACPs, Transportation Pickup Points and buses and Route/Sector Alert Teams (Communications Firefighting and Public Safety and Security Branches).
			Verified notification of major businesses and industries, camp sites, motels/hotels, and other transient sites once the siren alert sounded (Communications (ESF #2) Branch).
			Provided for sufficient buses and/or other transportation to pick up those residents without means of transportation (Transportation Branch)
			Designated guides for buses being used to pick up persons who do not have transportation (Transportation Branch)
			Establishment of TCPs and ACPs verified (1Public Safety and Security Branch).
			Evaluated selected TCPs and determined suitability and adequacy as evacuation routes (Public Safety and Security Branch).
			Monitored the process.
			Notified County EMA when Route alerting finished.
			After citizens have evacuated, relocated the EOC (if necessary).
			Notified County EMA when evacuation complete.
			DAMAGE REPORTING
			Obtained sufficient copies of the Initial Damage Report (see Attachment 5 to this checklist) for distribution to teams.
			Notified Damage Reporting Team leaders and placed them on alert.
			Obtained vehicles to conduct damage survey.
			Coordinated the need for radios to conduct damage reporting with the Communications Branch.
			Assembled all damage reporting personnel and dispatched in teams.
			Established a telephone number for call-in and established reporting time frames.
			Reviewed damage reporting plan and listed the "unmet needs".
			Coordinated damage survey plan with Red Cross.

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

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

Responsible for: coordination with news media outlets, preparing press releases, rumor control
Reports to: the EOC Manager (emergency management coordinator)

DATE OF ACTIVATION: **REASON FOR ACTIVATION:**

Completed or N/A	By (initials)	Time	Item
			Materials and Information Inventory
			Copy of the Municipal Emergency Operations Plan (EOP)
			Copy of this checklist
			Notification and Resource Manual
			Action Log
			Listing of area news media
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) _____ (name of facility and street address)
			Reviewed the checklist.
			Notified the Deputy Public Information Officer and placed him/her on standby.
			Opened and maintained ESF # 15 Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Public Information Officer.
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in External Affairs.
			OPERATIONS
			Kept the EOC Manager informed of External Affairs status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			If requested by EOC Manager, established and staffed rumor control line – reported patterns and recurring rumors to the EMC.
			Coordinated with all EOC staff sections for the latest information on the status of their operations.
			Monitored media coverage of the emergency.
			Responded to the Joint Information Center (w/other municipalities or the county) as needed.
			News Media
			Established a media reporting area for the PIO and chief elected official to meet with news media.

Completed or N/A	By (initials)	Time	Item
			News Releases
			Coordinated any public release of information with the County Public Information Officer prior to release.
			Used pre-formatted releases if practical. (See Attachment 2 to this checklist)
			EOC Manager informed of the public information status.
			Prepared to relocate with the EOC, if necessary.
			Recommended that victims contact their insurance carrier.
			Returning evacuees and recovery
			Notified evacuees of status of return.
			DISASTER RECOVERY OPERATIONS
			Notified evacuees of status of return.

ATTACHMENT 2 TO PIO CHECKLIST

SAMPLE RADIO/TV MESSAGES

ROADS CLOSED

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

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

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

Again, those roads/streets that have been closed are:
1.   _____
2.   _____
3.   _____

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

EVACUATION RECOMMENDATION

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

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

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

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

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

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

LIAISON OFFICER CHECKLIST

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

Reports to: the **EOC Manager**

DATE OF ACTIVATION: _____   **REASON FOR ACTIVATION:** _____

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

SAFETY OFFICER CHECKLIST

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

*Reports to: the **EOC Manager***

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

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

OPERATIONS SECTION CHIEF CHECKLIST

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

Reports to: the **EOC Manager**

DATE OF ACTIVATION: _____ REASON FOR ACTIVATION: _____

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

COMMUNICATIONS BRANCH DIRECTOR CHECKLIST

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

Reports to: the Operations Section Chief

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

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

FIREFIGHTING (ESF #4) BRANCH DIRECTOR CHECKLIST

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

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			FIREFIGHTING (ESF # 4) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Fire Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county ESF #4.
			Notified Operations Section Chief of "unmet needs" in Fire area.
			Operations
			Kept the Operations Section Chief informed of firefighting status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Monitored the status of firefighting and rescue organizations in the municipality.
			Kept the Operations Section Chief informed of the fire/rescue status.
			Assisted with/Identified personnel to assist with emergency shut-off of electric and gas utilities.
			Coordinated provision of emergency lights and power generation.
			Assisted with emergency debris clearance.
			Assisted with evacuation of affected citizens.
			Directed emergency fire & rescue workers to decontamination stations, when appropriate.
			Route/sector alert
			Notified, gathered and briefed route alert teams (2 persons per team).
			Prepared maps and messages for each team.
			Provided each team with list of hearing impaired and special needs citizens along their route.

Completed or N/A	By (initials)	Time	Item
			Dispatched Route/Sector Alert Teams on orders from the EMC.
			Kept Operations Section Chief informed of the alert notification status.
			Dispatched Route Sector Alert Teams a second time, if necessary.
			Coordinated the establishment and operation of chemical or radiological decontamination site for emergency workers or the general public.
			Assisted with rescue operations.
			Assisted public utility with finding and repairing utility outages.
			Assisted with rescue operations.

PUBLIC HEALTH AND MEDICAL SERVICES BRANCH DIRECTOR CHECKLIST

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

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			PUBLIC HEALTH & MEDICAL SERVICES (ESF # 8) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Name and location of hospital(s) and ambulance services in the area
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Public Health & Medical Svcs Branch Director and placed him/her on standby.
			Opened and maintained Public Health & Medical Svcs Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county Public Health & Medical Svcs Director.
			Reviewed list of hearing impaired and special needs residents requiring special notification in the Notification and Resource Manual and verified that it is current.
			Contacted non-ambulatory and special needs citizens to confirm the status of their medical needs, including requirements for special equipment.
			Notified Operations Section Chief of "unmet needs" in Emergency Medical Services.
			Operations
			Kept the Operations Section Chief informed of the Community Medical status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Monitored and coordinated emergency medical resources.
			Notified hospitals and nursing homes by telephone of the emergency condition.
			Determined available hospital bed space and put medical facilities on standby.

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

SEARCH AND RESCUE BRANCH DIRECTOR CHECKLIST

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

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			SEARCH AND RESCUE (ESF # 9) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Search and Rescue Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county Search and Rescue Branch Director.
			Notified Operations Section Chief of "unmet needs" in Search and Rescue.
			Operations
			Kept the Operations Section Chief informed of Search and Rescue status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Opened and maintained Operations Section Chief Action Log (see Attachment 1 to this checklist).

OIL AND HAZARDOUS MATERIALS BRANCH DIRECTOR CHECKLIST

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

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			OIL & HAZMAT RESPONSE (ESF # 10) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy HAZMAT Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Notified Operations Section Chief of "unmet needs" in HAZMAT response.
			Operations
			Kept the Operations Section Chief informed of HAZMAT response status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Monitored the status of Hazardous Materials (HAZMAT) team and other specialized resources.
			Identified need for HAZMAT and (recommended) dispatch/request for support.
			Coordinated the establishment and operation of chemical or radiological decontamination site for emergency workers or the general public.
			Advised Operations Section Chief of the hazards posed by chemical or radiological HAZMAT.

PUBLIC SAFETY AND SECURITY BRANCH DIRECTOR CHECKLIST

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

Reports to: the Operations Section Chief

Completed or N/A	By (initials)	Time	Item
			PUBLIC SAFETY & SECURITY (ESF # 13)BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Map and listing of Traffic Control Points (TCPs) & Access Control Points (ACPs)
			Map of municipal and county evacuation routes
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Public Safety and Security Director and placed him/her on standby.
			Opened and maintained Public Safety and Security Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the county ESF #13.
			Notified Operations Section Chief of "unmet needs" in Public Safety and Security.
			Operations
			Kept the Operations Section Chief informed of the Public Safety and Security status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Provided a security guard(s) for the EOC upon its activation and initiated sign-in logs (see Attachment 2 to this checklist).
			If requested, verified notification of major businesses and industries, camp sites, motels and other transient sites before the siren alert had sounded, if possible.
			Provided police security at critical locations.
			Restricted access to hazardous areas as necessary.
			Assisted ESF#4 in route alerting, if required.

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

ATTACHMENT 1 TO OPERATIONS CHECKLIST

(Sample) MUNICIPALITY TRAFFIC AND ACCESS CONTROL POINTS

A.   Traffic Control Points (TCP)

POST NUMBER	LOCATION	RESPONSIBLE POLICE ORGANIZATION	NUMBER OF OFFICERS
1			
2			
3	(others)		

B.   Access Control Points (ACP)

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

C.   Police officers manning local TCPs should have the following:
   1.   Reflector vests;
   2.   Lighted batons; and
   3.   Radio communications with the EOC using a portable radio.

SAMPLE EVACUATION MAP

☆-TCP
⊕ ACP
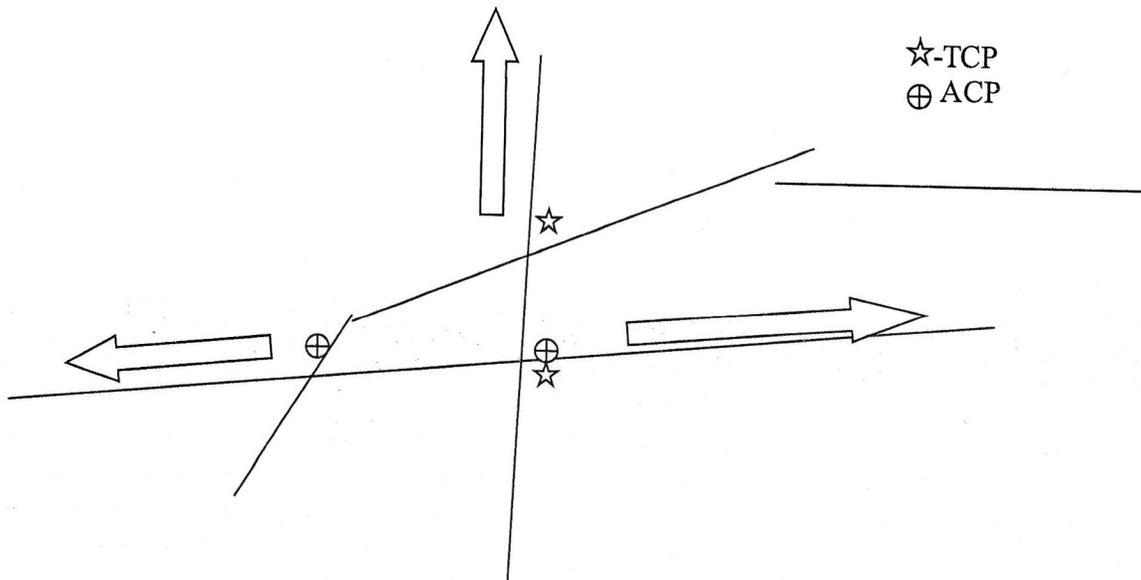
PLANNING SECTION CHIEF CHECKLIST

Responsible for short term (operational) planning
Reports to: the EOC Manager

DATE OF ACTIVATION: _____   **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of planning Section Chief
			Delegated the role of Emergency Management (ESF # 5) Branch Director to .
			Emergency Management Organization Chart
			EOC floor plan sketch
			Staff schedule for 24-hour operations (2 shifts)
			Action Status Board
			Municipal map
			Staff to maintain maps and status boards appointed.
			Develop an after action report (AAR) for the incident
			Local or county format utilized.
			Incorporate lessons learned during emergencies or exercises into the existing plan and procedures.
			EMERGENCY MANAGEMENT (ESF #5) BRANCH DIRECTOR
			Materials and Information Inventory
			Copy of this Plan (EOP)
			Copy of this checklist
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) _____ (name of facility and street address)
			Reviewed the checklist.
			Notified the Deputy Emergency Management Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations within ESF.
			Notified EOC Manager/Emergency Management Coordinator (EMC) of "unmet needs" in ESF # 5

Completed or N/A	By (initials)	Time	Item
			OPERATIONS
			Prepared Incident Action plan for next ICS Operational Period
			Assumed lead in developing an After Action Report (AAR) for the incident
			Incorporated lessons learned during emergencies or exercises into the existing plan and procedures.

LOGISTIC SECTION CHIEF CHECKLISTS

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

Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

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

TRANSPORTATION BRANCH DIRECTOR CHECKLIST

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

Reports to: the Logistics Section Chief

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

PUBLIC WORKS AND ENGINEERING BRANCH DIRECTOR CHECKLIST

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

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			PUBLIC WORKS AND ENGINEERING (ESF # 3) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Public Works and Engineering Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Public Works and Engineering Branch Director.
			Operations
			Kept the Logistics Section Chief informed of Public Works and Engineering status.
			Be Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Coordinate & assist with debris removal.
			Coordinate the procurement of large equipment for search & rescue or other needs

MASS CARE, HOUSING AND HUMAN SERVICES BRANCH DIRECTOR CHECKLIST

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

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			MASS CARE, HOUSING AND HUMAN SERVICES (ESF # 6) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Mass Care and Human Services Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Mass Care and Human Services Branch Director.
			Operations
			Kept the Logistics Section Chief informed of Mass Care and Human Services status.
			Be Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Mass Care Shelter
			County ESF #6 contacted.
			County unable to help – Designated local facility at _____ as temporary shelter.
			Shelter Manager appointed.

RESOURCE SUPPORT BRANCH DIRECTOR CHECKLIST

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

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			RESOURCE SUPPORT (ESF # 7) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Adequate supply of Resource Request Forms (Attachment 2 to this checklist) on hand
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Resource Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established Logistics with the County Resource Branch Director.
			Operations
			Kept the Logistics Section Chief informed of Resource Management status.
			Be prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Resource Request Status Log established (see Attachment 3 to this checklist).
			Resource requests logged and acted on
			Resource requests followed through to completion.
			Verified that emergency fuel supplies, towing and repair services are available for evacuees.

ARICULTURE AND NATURAL RESOURCES BRANCH DIRECTOR CHECKLIST

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

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			AGRICULTURE AND NATURAL RESOURCES (ESF # 11) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Agriculture and Natural Resources Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Agriculture and Natural Resources Branch Director.
			Operations
			Kept the Logistics Section Chief informed of agriculture and food supply status.
			Kept the Logistics Section Chief informed of cultural and natural resource issues.
			Be prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Returning evacuees and recovery
			Adequate supplies of food arranged.

ENERGY BRANCH DIRECTOR CHECKLIST

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

Reports to: the Logistics Section Chief

Completed or N/A	By (initials)	Time	Item
			ENERGY (ESF # 12) BRANCH
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Energy Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Energy Branch Director.
			Operations
			Kept the Logistics Section Chief informed of energy supply status.
			Be prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Adequate supplies of fuel arranged.
			Assisted public utility with finding and repairing utility outages.

FINANCE AND ADMINISTRATION SECTION CHIEF CHECKLIST

Responsible for: maintaining records of personnel, resources and supplies used in the response to the emergency. Includes application for federal recovery funds and other similar programs.
Reports to: the EOC Manager

DATE OF ACTIVATION: _____ **REASON FOR ACTIVATION:** _____

Completed or N/A	By (initials)	Time	Item
			Assumed responsibilities of Finance and Administration Section Chief
			Delegated the role of Recovery and Mitigation (ESF # 14) Branch Director to .
			Develop an After Action Report (AAR) for the incident
			Incorporate lessons learned during emergencies or exercises into the existing plan and procedures.
			Maintained records of all expenditures related to damage assessment activities and submitted to the requesting authorities.
			LONG TERM RECOVERY AND MITIGATION (ESF # 14) BRANCH DIRECTOR
			Materials and Information Inventory
			Copy of this EOP
			Notification and Resource Manual
			Action Log
			Notification
			Reported to the Municipal Emergency Operations Center (EOC) at _____ (name of facility and street address).
			Reviewed the checklist.
			Notified the Deputy Recovery and Mitigation Branch Director and placed him/her on standby.
			Opened and maintained ESF Action Log (see Attachment 1 to this checklist).
			Developed shift schedule for possible 24-hour operations.
			Established contact with the County Recovery and Mitigation Branch Director.
			Operations
			Kept the Finance and Administration Section Chief informed of recovery & mitigation status.
			Prepared to relocate if necessary.
			Assisted with collecting, completing and forwarding damage reports and assessments.
			Notified Emergency Management Coordinator (EMC) of "unmet needs" in Recovery and Mitigation.

Completed or N/A	By (initials)	Time	Item
			Mitigation
			Modify land use/zoning plan.
			Enact/enforce more stringent building codes.
			Construct/maintain storm water management system.
			Improve public information about hazards.
			Damage reporting
			Obtained sufficient copies of the Initial Damage Report (see Attachment 2 to this checklist) for distribution to teams.
			Notified Damage Survey Team leaders and placed them on alert.
			Obtained vehicles to conduct damage survey.
			Coordinated the need for radios to conduct damage survey with the Communications (ESF #2) Branch Director.
			Assembled all damage survey personnel and dispatched in teams.
			Established a telephone number for call-in and established reporting time frames.
			Reviewed damage reporting plan and listed the "unmet needs".
			Assigned Damage Survey Teams to conduct an initial damage survey (teams should consist of a minimum of two individuals and should be assigned to certain sectors).
			Coordinated damage survey plan with Red Cross.
			Instructed teams to keep the Finance and Administration Section Chief informed of the damage survey status
			As information is obtained, compiled the Damage Survey Reports and provided same to the county.
			Provided liaison between the municipality and the county for damage assessment.
			Provided available tax and insurance information on the private and public sector buildings to the County Damage Assessment Teams.
			Assigned one member of the Damage Survey Team, who is familiar with the location of the damage, to accompany each Federal/State Damage Assessment Team (as necessary).
			Maintained records of all expenditures related to damage survey activities and submitted to the requesting authorities.
			Federal Recovery Programs
			Maintained records to document expenditures by the municipality.
			Assisted county and state EMA in establishing a Disaster Recovery Center (DRC)
			Appoint an "Applicant's Authorized Agent"
			Signed Notice of Intent to apply for federal aid

BLANK FORMS

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

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

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

EOC Incident Message Form

| Incident No: _____ |
| Message No: _____ |
| Time: _____ |

FROM: Name _____ Address _____

Municipality _____ Telephone _____ Date _____

MESSAGE: _____

_____

_____

_____

_____

SECTION CHIEF AND ESF ROUTING INFORMATION:

☐ Action ☐ Info

COMMAND	
A	I	Elected Official
A	I	EMC
A	I	Public Information (15)
A	I	County Dept Head
A	I	Liaison Officer

☐ Action ☐ Info

OPERATIONS	
A	I	Communication/Warning (2)
A	I	Firefighting (4)___
A	I	Public Health and Medical Services (8)
A	I	Search & Rescue (9)
A	I	Hazardous Materials (10)
A	I	Public Safety and Security (13)

☐ Action ☐ Info

LOGISTICS	
A	I	Transportation (1)
A	I	Public Works & Engineering (3)
A	I	Mass Care, Evac & Human Services (6)
A	I	Resource Support (7
A	I	Agriculture and Natural Resources (11)
A	I	Energy (12)

☐ Action ☐ Info

PLANNING	
A	I	Emergency Management (5)

☐ Action ☐ Info

FINANCE/ADMINISTRATION	
A	I	Finance
A	I	Administration
A	I	Long Term Recovery & Mitigation (14)

ACTION TAKEN: _____

_____

_____

_____

_____

☐ **OPEN** ☐ **CLOSED** (Time: _____ Initials: _____)   A = Action I = Information

LOG Copy ___ **EOC Mgr Copy** ___ **Section Chief Copy** ___ **ESF Copy** ___ **Close Out Copy** ___

BLANK FORMS

MESSAGE LOG

Page ___
Of ___

Date	Time	In	Out	METHOD	SUBJECT	TO	FROM	DISTRIBUTION

BLANK FORMS

ICS 214

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time

Unit Name/Designators	Unit Leader (Name and Position)	5. Operational Period	
		Date	From
			To

7. Personnel Roster Assigned

Name	ICS Position

8. Activity Log

Time	Activity

Prepared By:

BLANK FORMS

ICS 214 (Page 2)

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time

8. Activity Log (Cont)

Time	

Prepared By:

BLANK FORMS

SECURITY SIGN-IN/OUT LOG

_____ Emergency Operations Center

Visitors and Staff – Please sign in and out

Date	Time In	Name	Section/Agency	Time Out

RESOURCE REQUEST FORM

RESOURCE REQUEST NUMBER_____

FROM: DATE:_____

    _____

AUTHORITY:_____   TIME: _____

DESCRIBE RESOURCE BEING REQUESTED: _____

_____

HOW MANY ARE NEEDED:_____

PURPOSE (How will resource be used?) _____

_____

LOCATION WHERE RESOURCES TO BE PICKED UP _____

RESOURCE USE LOCATION (if different from delivery location): _____

CONTACT PERSON: (Name) _____ (Phone) _____

HOW LONG WILL IT BE NEEDED? _____

Agency Tasked _____ Date & Time _____

AVAILABLE FROM _____

E.T.A. _____ TIME DELIVERED _____

_____

BLANK FORMS

RESOURCE REQUEST STATUS LOG (name of municipality)

Resource Request #	Resource	Date/Time of Request	Date/Time Forwarded to County	Approved/ Disapproved	Date/Time notified of (dis)approval	Comments	Date Delivered	Date Returned
						1		

ATTACHMENT 3 TO OPERATIONS CHECKLIST

Initial Damage Report Worksheet

Name of Event:	Date:

County: _____ Municipality: _____ Time of Report: _____

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

Person Completing This Report: _____ Phone No: _____

Casualties

Fatalities _____

Major Injuries _____

Minor Injuries _____

Missing _____

Human Impact

Hospitals _____

No. Evacuated _____

No. Sheltered _____

No. Hospitalized _____

Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Damages

IA	*Destroyed*	*Major*	*Minor*	*Affected*	*Inaccessible*
Single Family	___	___	___	___	___
Multi-Family	___	___	___	___	___
Mobile Homes	___	___	___	___	___
Businesses	___	___	___	___	___

PA	*Destroyed*	*Major*	*Minor*
Bridges & Culverts	___	___	___
Debris Removal	___	___	___
Emergency Protective Measures	___	___	___
Fire/EMS Facility	___	___	___
Hospital	___	___	___
Nursing Home	___	___	___
Other	___	___	___
Park	___	___	___
Power Supply	___	___	___
Public Building	___	___	___
Roads	___	___	___
Sanitary Sewer	___	___	___
School	___	___	___
Sewer treatment	___	___	___
Storm Sewer	___	___	___
Water Control Facility	___	___	___
Water Supply	___	___	___
Water Treatment	___	___	___

(Map attached – or Addresses or GIS Coordinates)

PROMULGATION
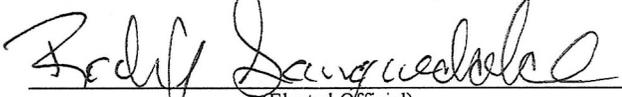
This Emergency Operations Plan was adopted by the Borough of Montgomery Elected Officials under Resolution No. 2023-11-14, Dated: _____11-14-2023_____. This plan supercedes all previous plans.

Kenneth G. Bennett
(Chief Elected Official)

[signature]
(Elected Official)

[signature]
(Elected Official)

M. Mathas
(Elected Official)

_Gary L. Y___
(Elected Official)

[signature]
(Elected Official)

[signature]
(Elected Official)

Donna J. Miller
(Secretary)

_Gregory R. ____
(Emergency Management Coordinator)