EMERGENCY OPERATIONS PLAN (EOP)

FOR

Borough of Alburtis

in Lehigh County

August 2005

TABLE OF CONTENTS

RECORD OF CHANGES/UPDATES

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

PROMULGATION

THIS PLAN WAS ADOPTED BY BOROUGH OF ALBURTIS BOROUGH COUNCIL

UNDER RESOLUTION NO. 2005-5 DATED AUGUST 31, 2005. IT SUPERCEDES ALL

PREVIOUS PLANS.

_____
Borough Council President

_____
Executive Secretary

_____
Paul Siegfried, Municipal Emergency Management Coordinator

1.   PURPOSE

The purpose of this plan is to prescribe those activities to be taken by municipal government and other community officials to protect the lives and property of the citizens in the event of a natural, technological or 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.

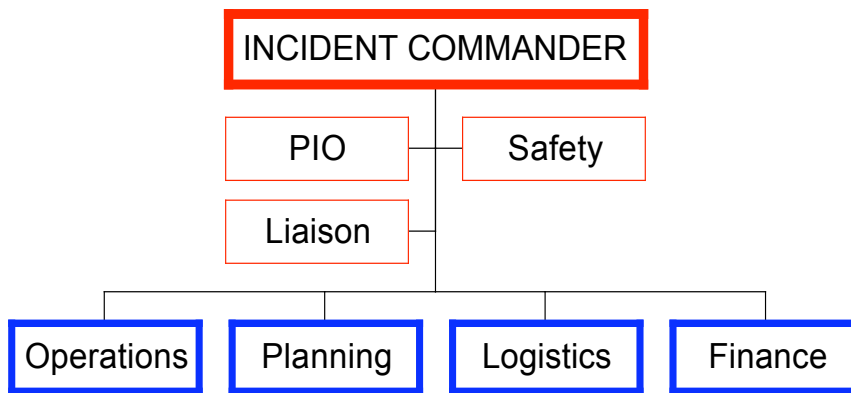2.   SITUATION AND ASSUMPTIONS

A. The community is subject to a variety of hazards. According to the county Hazard Vulnerability Analysis, the most likely and damaging of these are: flooding, hazardous material spills and severe winter storms.

B. Historically, certain areas and populations are more vulnerable to the effects of these hazards. These are:
107 S. Main Street, 108 S. Main Street and Ridgview Development.

C. Training, response checklists and other accompanying documents are based on the statements in 2A. & B. of this plan.

D. Adjacent municipalities and other governments will render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.

E. When municipal resources are overwhelmed, 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 on mutual aid from adjacent counties, its counter terrorism task force, or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.

3. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

A. The Borough Council is responsible for the protection of the lives and property of the citizens. It exercises primary supervision and control over the four phases of emergency management (mitigation, preparedness, response and recovery) and activities within the municipality.

B. A municipal Emergency Management Coordinator (EMC) is appointed by the Borough Council and shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality, and may be
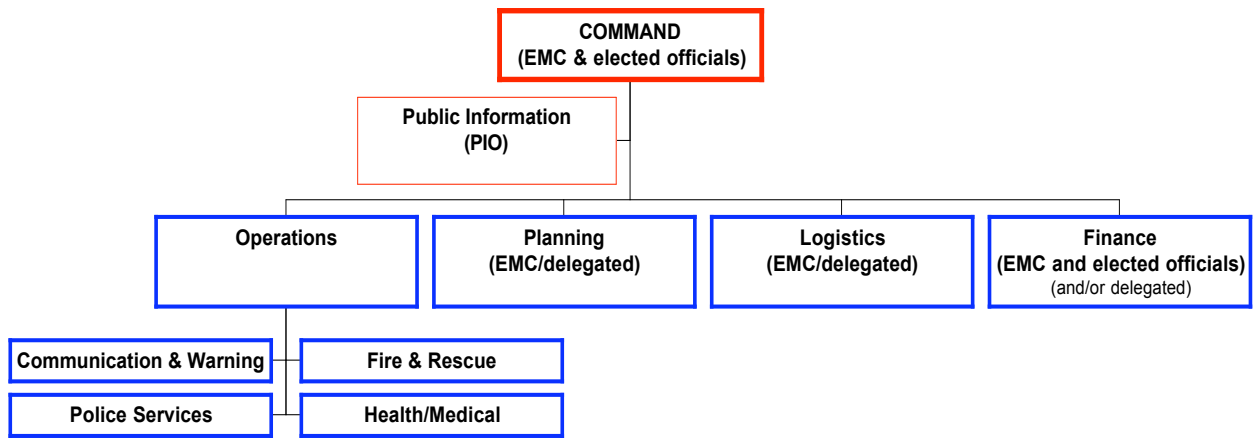
activated by the EMC or the elected officials during an emergency.

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. Whenever possible, emergency response by the municipal government will follow the Incident Management System (IMS) delineated below.

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                    ┌─────────────────────────┐
                    │   INCIDENT COMMANDER    │
                    └─────────────────────────┘
              ┌──────────┐         ┌──────────┐
              │   PIO    │─────────│  Safety  │
              └──────────┘         └──────────┘
              ┌──────────┐
              │ Liaison  │─────
              └──────────┘
    ┌────────────┐ ┌────────────┐ ┌────────────┐ ┌────────────┐
    │ Operations │ │  Planning  │ │  Logistics │ │  Finance   │
    └────────────┘ └────────────┘ └────────────┘ └────────────┘
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1. The Incident Commander (IC) at the incident site will be from fire, police, or emergency medical services, dependent upon the nature of the incident.
2. The ICS should have:
   a) a manageable span of control (3 to 7 staff; optimum is 5);
   b) personal 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 IC).

   When the municipal EOC is activated, the EMC or designee will coordinate between the IC and the county EMA. Whenever possible, and 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 Command and, initially, all of the remaining roles. As additional staff arrives at the EOC, the EMC may delegate activities to them. Suggested EOC configuration is:

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                    ┌──────────────────────────┐
                    │         COMMAND          │
                    │  (EMC & elected officials)│
                    └──────────────────────────┘
        ┌────────────────────┐
        │ Public Information │
        │       (PIO)        │
        └────────────────────┘
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Operations	Planning (EMC/delegated)	Logistics (EMC/delegated)	Finance (EMC and elected officials) (and/or delegated)

Communication & Warning	Fire & Rescue
Police Services	Health/Medical

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

G. When the EMC receives notice of a potential emergency from the federal Homeland Security Advisory System or from National Weather Service watches and warnings, partial activation of the EOC in preparation for the emergency will be considered.

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. COMMAND
    Elected Officials: Borough Council
    1. Are responsible for establishing a municipal emergency management organization;
    2. Provide for continuity of operations;
    3. Establish lines of succession for key positions;
    4. Designate departmental emergency operating centers and alternatives;
    5. Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;
    6. Establish, equip and staff an EOC;
    7. Recommend an EMC for appointment by the governor who may act on their behalf, if necessary;
    8. Issue declarations of disaster emergency if the situation warrants; and
    9. Apply for federal post-disaster funds, as available.

    Emergency Management Coordinator: Paul Siegfried
    1. Prepares and maintains an EOP for the municipality subject to the direction of the elected officials; reviews and updates as required;
    2. Maintains coordination with the county EMA, and provides prompt information in emergencies, as available;
    3. In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
    4. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from the county EMA;

5. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
6. Mobilizes the EOC and acts as the Command function within the EOC during an emergency;
7. Compiles cost figures for the conduct of emergency operations above normal operating costs; and
8. 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.

B. PUBLIC INFORMATION
Public Information Officer: Paul Siegfried
1. Develops and maintains the checklist for the Public Information function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Coordinates public information to the media; and
5. Advises elected officials and the EMC about Public Information activities.

C. OPERATIONS
Communication and Warning Officer: John Reinbold
1. Develops and maintains the checklist for the Communications and Warning function;
2. Assists in the development, review and maintenance of the EOP;
3. Trains staff members on the operation of communications system;
4. Ensures ability to communicate between the EOC, field operations and the county EMA;
5. Assists with notification of citizens of the municipality;
6. Responds to the EOC or the field, as needed; and
7. Advises elected officials and the EMC about Communications activities.

Fire and Rescue Officer: Robert Mader
1. Develops and maintains the checklist for the Fire & Rescue function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Coordinates fire and search and rescue services;
5. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
6. Assumes primary responsibility for route alerting of the public;
7. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
8. Provides for emergency shutdown of light and power;
9. Provides emergency lights and power generation;
10. Assists in salvage operations and debris clearance, and

11. Advises elected officials and the EMC about fire and rescue activities.

Police Services Officer: Robert Palmer
1. Develops and maintains the checklist for the Police Services function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Coordinates security and law enforcement services;
5. Establishes security and protection of critical facilities, including the EOC;
6. Provides traffic and access control in and around affected areas;
7. Assists with route alerting and notification of threatened population;
8. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
9. Assists in the installation of emergency signs and other traffic movement devices;
10. Assists in search and rescue operations; and
11. Advises elected officials and the EMC about Police Services operations.

Health/Medical Officer: Mike Eremus
1. Develops and maintains the checklist for the Health/Medical Services function;
2. Assists in the development, review and maintenance of the EOP;
3. Responds to the EOC or the field, as needed;
4. Maintains a listing of hearing impaired, handicapped and special needs residents, providing copies to municipal and county EMAs;
5. Coordinates emergency medical activities within the municipality;
6. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities;
7. Coordinates medical services as needed to support shelter operations;
8. Assists in search and rescue operations;
9. Assists in mortuary services;
10. Assists in provisions of inoculations for the prevention of disease; and
11. Advises elected officials and the EMC about Health/Medical Services activities**.**

D. PLANNING **(EMC or as delegated): Donald Smith Sr.**
    1. Collects, evaluates and provides information about the incident;
    2. Determines status of resources;
    3. Establishes information requirements and reporting schedules;
    4. Supervises preparation of an Incident Management Plan; and
    5. Assembles information on alternative strategies.

E. LOGISTICS **(EMC or as delegated): Mayor Russell Afflerbach**

1. Provides materials, services and facilities in support of the emergency;
2. Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use; and
3. Participates in the preparation of the Incident Management Plan.

F. FINANCE **(EMC, elected officials and/or as delegated): Borough Council**
   1. Maintains oversight of all financial and cost analysis activities associated with the emergency; and
   2. Tracks costs and personnel time records.

5. REFERENCES

A. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
B. Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment," July, 2000
C. Commonwealth of Pennsylvania, Emergency Operations Plan, as re-promulgated on October 12, 2001
D. Lehigh County Emergency Operations Plan, January 2003
E. Lehigh County, Hazard Vulnerability Analysis, November 2000

6. ACCOMPANYING DOCUMENTS

A. Emergency Response Checklists
B. Borough of Alburtis Notification and Resource Manual