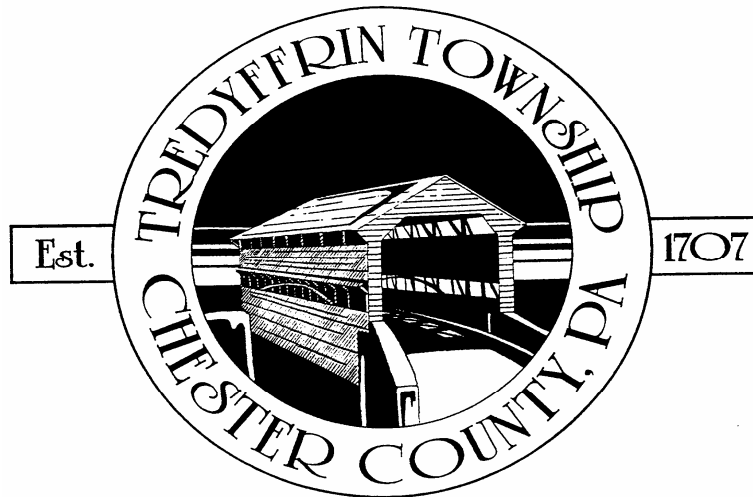


# EMERGENCY OPERATIONS PLAN TREDYFFRIN TOWNSHIP



PREPARED BY THE EMERGENCY OPERATION STAFF  
AND APPROVED BY THE BOARD OF SUPERVISORS  
March 3, 2008

Tredyffrin Township  
Chester County  
1100 DuPortail Road  
Berwyn, PA 19312

(610) 644-1400

[eoc@tredyffrin.org](mailto:eoc@tredyffrin.org)

[www.tredyffrin.org](http://www.tredyffrin.org)

## TABLE OF CONTENTS

SECTION	PAGE
I. Purpose of Plan	1
II. Emergency Management Operations	1
III. Emergency Organization and Responsibilities	2
IV. Emergency Response and Management	7
V. Administration and Reports	8
VI. Emergency Operations Preparedness	9
VII. References	10
VIII. Accompanying Documents	10
Distribution List	11

## RECORD OF CHANGES

<u>SECTION</u>	<u>DATE</u>	<u>NATURE</u>	<u>SIGNATURES</u>
N&RM	3/18/08	Contact Info Update	JLF

**RESOLUTION**

**TREDYFFRIN TOWNSHIP  
Chester County, Pennsylvania**

This Resolution, approved and adopted by the Board of Supervisors of Tredyffrin Township, Chester County, Pennsylvania, on the date hereinafter set forth.

WITNESSETH:

**WHEREAS**, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. CS. section 7101 et seq. mandates that Tredyffrin Township prepare, maintain and keep current an emergency operations plan for the minimization of injury and damage caused by a major emergency or disaster within this Township; and


**WHEREAS**, this Township has prepared an emergency operations plan with procedures to be followed to provide prompt and effective emergency response and resource management in the event of a major emergency or disaster; and

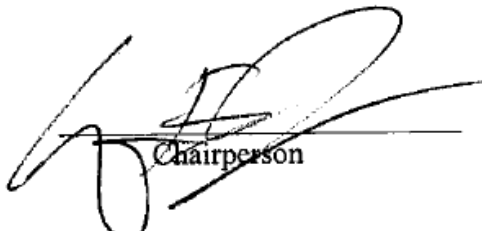
**WHEREAS**, Tredyffrin Township has also prepared an emergency operations plan in order to reduce the potential affects of a major emergency or disaster and to protect the health, safety and welfare of the residents of this Township.

**NOW THEREFORE**, we, the Board of Supervisors of Tredyffrin Township this day do hereby approve, adopt and place into effect the Emergency Operations Plan for Tredyffrin Township dated March 3, 2008. This plan supersedes previously adopted Emergency Operations Plans. It shall be reviewed on an annual basis to make certain that it conforms with the requirements of the Chester County Department of Emergency Services and the current needs and resources of the Township.

ATTEST:

**BOARD OF SUPERVISORS  
TREDYFFRIN TOWNSHIP**

  
\_\_\_\_\_  
Manager

  
\_\_\_\_\_  
Chairperson

## I. PURPOSE OF PLAN

The purpose of this plan is to prescribe those activities to be taken by the Township 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.

## II. EMERGENCY MANAGEMENT OPERATIONS

### A. General

1. This plan embraces an “all-hazards” principle: most emergency response functions are similar, regardless of the hazard. The Township Manager will mobilize resources and personnel as required by the emergency situation.
2. When any emergency exceeds Tredyffrin Township’s capabilities to respond effectively, assistance will be requested from other political entities as appropriate, e.g. other local municipalities, the Chester County Department of Emergency Services, the Pennsylvania Emergency Management Agency (PEMA), or the Federal Emergency Management Agency (FEMA) in accordance with the National Incident Management System (NIMS).
3. During an emergency, emergency services personnel such as Fire, Police, Ambulance and Public Works will continue to perform their normal duties until they are adjusted or reassigned. Day-to-day functions that do not involve emergency operations may be suspended to increase the availability of personnel to perform special emergency tasks.

### B. Classifications and Structure

1. Two classifications of emergencies are recognized by this plan:
  - a. Critical Incident - Any natural or manmade event, civil disturbance, or any other occurrence of unusual or severe nature that threatens to cause or causes the loss of life or injury to citizens and/or severe damage to property and requires extraordinary measures to protect lives, meet human needs, and achieve recovery. A Critical Incident has occurred if a command post is established, even in its most basic form.
  - b. Local Disaster Emergency (LDE) – Those conditions which may by investigation made, be found, actually or likely to: affect

seriously the safety, health or welfare of a substantial number of citizens of this Commonwealth or preclude the operation or use of essential public facilities; be of such magnitude or severity as to render essential State supplementation of county and local efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced; or have been caused by forces beyond the control of man, by reason of civil disorder, riot or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted. These events may include but are not limited to major fires, bombs, biological hazards, chemical hazards, hazardous material spills, major snow storms, train wrecks, bridge collapses, pipeline chemical emissions, natural gas line explosions, aircraft crashes, civil disorder, local terrorist acts, nuclear hazards, floods, hurricanes, and tornados. The Tredyffrin Township Emergency Operations Center may be activated for such situations.

2. In response to a Critical Incident, some components of this Plan may be activated or employed. A partial opening of the Emergency Operations Center may be made without the declaration of an LDE. A typical hierarchy of response is as follows:
  - a. Critical Incident - command post only – situation managed at the site of the emergency.
  - b. Critical Incident - command post and a partial opening of the EOC
  - c. Local Disaster Emergency - command post established, complete activation of EOC and declaration of a Local Disaster Emergency

### **III. EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES**

#### **A. General**

1. The Board of Supervisors is responsible for the protection of the lives and property of Tredyffrin's citizens. They exercise supervision and control over the four phases of emergency management (mitigation, preparedness, response and recovery) and activities within the Township. They provide oversight to the Township's emergency planning through the appointment of an Emergency Management Coordinator (EMC), and ensure that the Township's Emergency Operations Plan (EOP) is sufficient to meet the needs of the Township and its citizens. They must ratify any declaration of a local disaster emergency.

2. Township department heads are generally responsible for ensuring the functioning of their areas of responsibility as they apply in emergency situations, including the maintenance of sufficient levels of emergency supplies. Staff members may be called to perform duties outside of their normal scope of work in certain cases.

B. Functions of the Emergency Operations Center

1. Determining the nature and extent of disaster.
2. Receiving, requesting, and evaluating information.
3. Determining priorities for emergency response operations.
4. Coordinating response activities of local emergency services.
5. Notifying County, State and Federal government agencies as appropriate.
6. Organizing and implementing actions to reduce the impact of an emergency to other areas.
7. Informing and updating the media regarding the disaster and the response.
8. Warning the public as appropriate.
9. Determining the need for and coordinating evacuation of residents.
10. Initiating request for operation of Mass Care Centers.
11. Expediting expenditure and resource requests during the emergency.
12. Determining the outside services to be requested, as well as processing and forwarding requests from the incident commander.
13. Coordinating the response of outside services.
14. Recording details of Local Disaster Emergency.
15. Coordinating communications.
16. Issuing appropriate reports.

C. Emergency Operations Center (EOC) Staff

The Township Manager will modify the EOC staff to meet the needs for each emergency response. Staff may include:

Township Manager  
Emergency Management Coordinator  
Deputy Emergency Management Coordinator  
Assistant to the Township Manager  
Superintendent of Police (or Command Staff Representative)  
Fire Department Representative  
Medical Health Representative  
Red Cross Representative  
Public Works Director

Township Engineer  
Director of Management Information Services  
Public Information Officer  
Building and Zoning Representative  
Police Communications Representative  
Other personnel as identified by the Township Manager

D. Emergency Operations Staff Responsibilities

1. Township Manager

- Responsible for the overall direction and control of emergency response.
- Declares Local Disaster Emergencies, if necessary, subject to ratification of the Board of Supervisors.
- Modifies the Emergency Operations Staff to meet response needs.
- Reassigns or adjust responsibilities for continuing normal operations.
- Supports Incident Commander as specified in Section IV.D.1.a.
- Provides liaison with all local groups.
- Serves as the Public Information Officer.

2. Emergency Management Coordinator

- Organizes and configures the EOC.
- Advises the Township Manager on matters that require coordination with other emergency response groups.
- Coordinates the analysis and display of all emergency information.
- Maintains stocks of resource materials needed in the EOC.
- Coordinates the notification of appropriate organizations and officials regarding the emergency.
- Ensures that all systems in the EOC are operational.
- Organizes training exercises for the EOC staff.

3. Deputy Emergency Management Coordinator / Assistant to the Township Manager

- Assumes EMC's responsibilities in the absence of the EMC.
- Carries out special assignments defined by the Emergency Management Coordinator or the Township Manager.
- Coordinate activities of EOC facilities.
- Serves as the staff lead for training, preparedness planning, and exercises, and coordinates these efforts with the EMC.

4. Superintendent of Police (or Command Staff Representative)

- Provides information and advice on law enforcement matters.

- Provides liaison to other police organizations and Police Communications Representative.
  - Coordinates operations with other law enforcement agencies.
  - Maintains security of and access to the EOC and other emergency operations sites.
5. Fire Department Representative
- Provides information and advice on fire and rescue matters.
  - Provides liaison to other fire and rescue groups.
  - Coordinates operations with all outside fire and rescue groups in accordance with Chester County Incident Command Structure Plan.
6. Medical Health Representative
- Provides professional information and advice on medical and health matters.
  - Provides liaison with all local medical and health groups (including facilities).
  - Coordinates evacuation and transportation of affected persons with local hospitals.
  - Coordinates operations with other medical and health groups.
  - Advises on public health and medical equipment needs and coordinates procurement.
7. Red Cross Representative
- Provide information and advice regarding Mass Care Centers.
  - Provide liaison with all Red Cross groups.
  - Collect, coordinate and evaluate reports and requests regarding Red Cross activities.
8. Public Works Director
- Assumes the position of Township Manager in his/her absence.
  - Provides information, status and advice regarding Public Works and Municipal Authority matters.
  - Provides direction to all Public Works personnel.
  - Provides transportation of rescue workers and materials under extreme conditions.
  - Coordinates the use of public works equipment.
  - Obtains additional required public works equipment and materials from outside sources.
  - Provides liaison with other Township departments and other public works organizations.

- Provides estimates of time, material and equipment needed to do public works tasks.

9. Director of Management Information Services

- Supports the establishment of communication resources during an emergency situation, to include liaising with utility providers.
- Directs the installation of computer and other pertinent equipment in the command room.
- Directs the installation of telephone equipment.
- Provides professional guidance for personnel using equipment.
- Remains on-call to trouble shoot computers/telephone equipment.
- Provides continued support to the Emergency Staff as needed.

10. Public Information Officer

- Notifies media of emergency.
- Coordinates messages on the Emergency Broadcast System and Public Access Channels.
- Coordinates use of Public Access Channels, website, and all possible media or other resources to keep public informed as necessary.
- Interfaces with media at EOC.
- Provide rumor damage control.

11. Building and Zoning Representative

- Determines if buildings are habitable or if they should be abandoned.

12. Police Communications Representative

- Handles message traffic in the EOC Communications Center.
- Establishes communications link with field units.

13. Township Engineer

- Coordinates with the Township Manager, EMC, and Public Works Director on specific engineering concerns.

13. Finance Representative

- Documents all spending done by the EOC.
- Has primary responsibility for compiling information and completing forms necessary for reimbursement after emergency.

## **IV. EMERGENCY RESPONSE AND MANAGEMENT**

### **A. Situation and Response**

When emergencies occur, one or several of the area's Fire, Police, EMS, and/or Public Works emergency services organizations may respond. Information on the emergency is distributed throughout the Township via its communication networks.

### **B. Notification of Tredyffrin Officials in Cases of Major Emergencies**

In the event of a Critical Incident, the department head most affected, or their designated representative, will notify the Township Manager. The Township Manager or Superintendent of Police will notify the Chairperson of the Board of Supervisors.

### **C. Declaration of a Local Disaster Emergency**

The Township Manager may declare a Local Disaster Emergency when a disaster has occurred or is imminent, subject to ratification by the Board of Supervisors. The declaration of a Local Disaster Emergency grants special powers to the Township as specified in Title 35.

### **D. Activation of Emergency Operations Center**

1. The Township Manager will typically decide if the Emergency Operations Center is to be activated and is in charge of managing the EOC. If the Township Manager is not available, the decision will be made by the Township EMC or other designated emergency personnel. Although the Township Manager is in charge of the EOC and its operation, the Incident Commander will exercise command and control of all operations at the site of the emergency.
2. General support, direction and management of the response to the Local Disaster Emergency will be coordinated from the Emergency Operations Center located at the Tredyffrin Township Building, 1100 DuPortail Road, in Berwyn, PA. The EOC will be organized, equipped, and staffed to maintain 24 hour operations for an extended period of time. The EOC is not the command post.
3. If the EOC cannot be established in the Township building, a secondary EOC will be established at an alternate, announced location to be determined.
4. The EOC Staff, as specified in Section III of this Plan, will be notified by the Township Manager to report to the EOC. If an EOC staff person is unable to obtain transportation to the EOC, it may be arranged by the

Tredyffrin Township Police.

E. Evacuation

The Township Manager may order evacuation of buildings and dangerous areas in order to assure the health or well being of persons in the Township.

F. Opening Shelters or Resource Centers

EOC staff will coordinate with the Red Cross and other community organizations to establish shelters or resource centers to provide temporary housing, food, basic medical care, and other necessities as needed. Public Access Channels, the Township's website, local media such as KYW 1060 AM, and/or other available resources will be used to direct affected residents to these facilities.

**V. ADMINISTRATION AND REPORTS**

A. Administrative Procedures

1. Any Township personnel who normally have no identified Emergency Services duties or who are completing work days or shifts may be held on duty and assigned emergency response duties.
2. Companies within the Township may be advised of a LDE. It may be suggested that they release non-essential personnel to minimize traffic congestion or other interference with the LDE response. This communication may be accomplished with the Reverse 911 System.

B. Emergency Operations Reports

1. Reports and forms to be utilized during an emergency are provided in the Tredyffrin Township Emergency Operations Standard Operating Procedures.
2. Telephone reports of all types of emergencies will continue to be handled by the Chester County Department of Emergency Services E911 Telecommunications System during a Local Disaster Emergency in Tredyffrin Township.

## **VI. EMERGENCY OPERATIONS PREPAREDNESS**

### **A. Maintenance of the EOP**

1. The Township Manager is responsible for the Tredyffrin Township Emergency Operations Plan and the integration of all Township departmental emergency operations plans and procedures.
2. The EOP shall be reviewed annually by the Township Emergency Management Coordinator to make sure all information and procedures are current. All major changes will be approved by the Township Manager.
3. Department Heads are responsible to develop and maintain emergency management procedures for their Departments. Individual department standard operating procedures will be maintained in the EOC files along with this plan.

### **B. Emergency Training**

1. Title 35 stipulates an in-service training requirement for the Township's EMC. The Pennsylvania Emergency Management Agency sponsors a career development program specifically for municipal coordinators that must be completed within three years of appointment. To maintain this certification, the EMC must also attend various conferences throughout their tenure.
2. The Township EMC will train all Township personnel in the execution of this EOP. Periodic review sessions will be held by the Emergency Management Coordinator to inform Township personnel regarding any major changes in this Plan.

### **C. Exercises**

1. Periodic exercises will be held to prepare emergency personnel for disasters. These exercises will include, but not be limited to, operation of the EOC during an emergency.
2. Exercises may be in the form of "table-top" seminars or field "mock-up disasters." The Township Emergency Management Coordinator is responsible for scheduling and coordinating these exercises on a regular basis.

### **D. Mass Care Liaison**

The Township EMC will meet periodically with Red Cross, church, and school officials to review updated plans and facility capabilities to

properly prepare for the care of evacuated persons.

E. Public Information

The Township EMC and Deputy EMC will develop a regular plan for topics and information to be disseminated to the public via the Township's newsletter, website, and other informational outlets. The information will educate and remind the public of steps to take to prepare for emergencies, where to go for information and assistance, and what to expect from government officials in the event of an emergency.

**VII. 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
- D. Chester County Emergency Operations Plan
- E. Chester County, Hazard Vulnerability Analysis, August, 1993

**VIII. ACCOMPANYING DOCUMENTS**

- A. Emergency Response Checklists
- B. Notification and Resource Manual
- C. Emergency Operations Standard Operating Procedures

## DISTRIBUTION LIST

1. Berwyn Fire Company
2. Paoli Fire Company
3. Radnor Fire Company
4. Superintendent of Police (4)
5. Director of MIS (2)
6. EOC File
7. Township Manager
8. Assistant to the Township Manager / Deputy Emergency Management Coordinator
9. Emergency Management Coordinator
10. Finance Director
11. Director of Public Works / Director of Authority Operations (2)
12. Public Works and Sewer/Utility Foremen (6)
13. Township Engineer
14. Director of Building and Zoning
15. Tredyffrin Public Library
16. Paoli Public Library
17. Paoli Hospital Emergency Service
18. Chairperson & Vice Chairperson - Tredyffrin Township Board of Supervisors (2)
20. Tredyffrin Township Website [www.tredyffrin.org](http://www.tredyffrin.org)
21. Public Reference Copy (Township front office)