

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:

1. Urban and rural flooding
2. Severe Storms
3. Loss of public utility services
4. Civil unrest
5. Terrorism

B. Historically, certain areas and populations are more vulnerable to the effects of these hazards. These are:

1. areas along and downstream from streams and watershed collection and discharge areas;
2. the entire Township in the instance of ice storm, sleet storm, heavy snowfall, high winds, convergence of severe continental storms with severe Atlantic storms;
3. Areas with above ground utilities and rural areas;
4. The area effected by civil unrest is unknown as the only instance in the area was over 50 years ago at the Forest Park Amusement Park which is no longer in existence.
5. The area effected by terrorism is unknown

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 Bucks 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 **Board of Supervisors** is responsible for the protection of the lives and property of the citizens. It has ultimate responsibility 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 Governor and shall act on behalf of the Board of Supervisors. 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 have or 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.
  - 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. There is a dedicate EOC in the municipal building, and space for a back up EOC at the Public Works Facility.
- 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

1. **Board of Supervisors acting through its Chairman; Vice Chairman; members in order of tenure**
  - Are responsible for establishing a municipal emergency management organization;
  - Assure continuity of operations;
  - Assure lines of succession for key positions;
  - Designate emergency operating centers and alternatives;
  - Approve periodic updates and maintenance of this EOP in consonance with the Bucks County Emergency Operations Plan;
  - Assure that there is an established, equipped and staffed EOC;
  - Recommend an EMC for appointment by the governor who may act on their behalf, if necessary;
  - Issue declarations of disaster emergency if the situation warrants; and
  - Apply for federal post-disaster funds, as available.
  
2. **Emergency Management Coordinator (EMC); Deputy EMC; or designee:**
  - Prepares and maintains an EOP for the municipality subject to the direction of the elected officials; reviews and updates as required;
  - Maintains an established, equipped and staffed EOC;
  - Maintains coordination with the county EMA, and provides prompt information in emergencies, as available;
  - In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
  - Identifies 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;
    - Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
  - Mobilizes the EOC and acts as the Command function within the EOC during an emergency;
    - Issue declarations of disaster emergency if the situation warrants;
    - Compiles cost figures for the conduct of emergency operations above normal operating costs; and prepares applications for federal post-disaster funds, as available.
  - 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: Assistant Township Manager; or designee:**

- Develops and maintains the checklist for the Public Information function;
- Assists in the development, review and maintenance of the EOP;
- Responds to the EOC or the field, as needed;
- Coordinates public information to the media; and
- Advises elected officials and the EMC about Public Information activities.

## C. OPERATIONS

### **1. Communication and Warning Officer: Crime Prevention Officer: or designee:**

- Develops and maintains the checklist for the Communications and Warning function;
- Assists in the development, review and maintenance of the EOP;
- Trains staff members on the operation of communications system;
- Ensures ability to communicate between the EOC, field operations and the county EMA;
- Assists with notification of citizens of the municipality;
- Responds to the EOC or the field, as needed; and
- Advises elected officials and the EMC about Communications activities.

### **2. Fire and Rescue Officer: Chief of Chalfont Fire Co; or his designee for area wide emergency or incident.**

- Develops and maintains the checklist for the Fire & Rescue function;
- Assists in the development, review and maintenance of the EOP;
- Responds to the EOC or the field, as needed;
- Coordinates fire and search and rescue services;
- Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
- Assumes primary responsibility for route alerting of the public;
- Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- Provides for emergency shutdown of light and power;
- Provides emergency lights and power generation;
- Assists in salvage operations and debris clearance, and
- Advises elected officials and the EMC about fire and rescue activities.

### **3. Police Services Officer: Chief of Police; or designee:**

- Develops and maintains the checklist for the Police Services function;
- Assists in the development, review and maintenance of the EOP;
- Responds to the EOC or the field, as needed;
- Coordinates security and law enforcement services;
- Establishes security and protection of critical facilities, including the EOC;
- Provides traffic and access control in and around affected areas;

- Assists with route alerting and notification of threatened population;
- Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- Assists in the installation of emergency signs and other traffic movement devices;
- Assists in search and rescue operations; and
- Advises elected officials and the EMC about Police Services operations.

**4. Health/Medical Officer: Chalfont EMS; Bucks County Department of Health or designee:**

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

**5. Public Works and Logistics: Public Works Superintendent; or designee:**

- Provides materials, services and facilities in support of the emergency;
- Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use; and
  - Advises EMC regarding public works matters
  - Determines equipment needs, notifies EOC and expedites acquisition of necessary equipment, supplies, and materials.
  - Maintains Roadways, bridges, drainage systems, public buildings
  - Responds to Public Works problems and dispatches (or requests) appropriate materiel and workers to relieve the emergency.
  - Moves EOC to alternate site as directed
  - Participates in the preparation of the Incident Management Plan.
  - Keeps records and prepares for after action reporting.

**D. PLANNING EMC; or designee:**

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

- Assembles information on alternative strategies.

**F. FINANCE EMC; Township Treasurer; elected officials; or designee:**

- Maintains oversight of all financial and cost analysis activities associated with the emergency; and
- 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. Bucks County Emergency Operations Plan, April 2000
- E. Bucks County, Hazard Vulnerability Analysis, January 14, 2002

**6. ACCOMPANYING DOCUMENTS**

- A. Emergency Response Checklists
- B. Notification and Resource Manual