

# **East Buffalo Township Emergency Organization Structure and Operating Procedures**

## **1. Purpose**

The purpose of these procedures is to guide the execution of actions by the Township officials and employees in managing natural or man-caused disasters and emergency conditions.

## **2. Scope**

These procedures are not intended to mitigate or control any specific incident, but establish the basic organization and operational procedures for the limited Township personnel, equipment, and material. They may be modified to meet the conditions encountered during a disaster or emergency. These procedures shall be reviewed every two (2) years by the Township Supervisors and the Township Emergency Management Coordinator.

## **3. Situations and Assumptions**

- A. The township of East Buffalo is located in Union County, Pennsylvania. The population is 6,414 (2010 Census). Terrain features that affect emergency response include Limestone (Bull) Run, Miller's Run and Turtle Creek.**
- B. Identified special facilities, schools, healthcare facilities, childcare facilities, etc., are indicated in the Notification and Resource Manual of this plan.**
- C. The municipality is subject to a variety of hazards. The most likely and damaging of these are floods, deep snows, high winds, tornadoes and hazardous materials incidents.**
- D. Historically certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are low lying areas adjacent to the listed streams.**

## **4. Chain of Command and Continuity of Government**

The Board of Supervisors exercises primary supervision and control of emergency management activities within the Township.

- A. The Chairman of the Board shall convene and preside at meetings regarding the managing and funding of emergency operations.**

- B. The Vice Chairman of the Board shall assume the duties of the Chairman of the Board in the Chair's absence.**
- C. The Supervisor shall assume the duties of the Chairman of the Board in the event of the absence of the Chairman and Vice Chairman.**
- D. Township Manager shall assume the duties of the Chairman of the Board if all of the Supervisors are absent.**
- E. Secretary shall lead the Township response to emergencies and manage the emergency operations if all Supervisors and manager are absent.**
- F. Emergency Management Coordinator (EMC) shall act on behalf of the elected officials, to provide guidance to Township personnel for the establishment of the Emergency Operations Center (EOC) its operating procedures, and managing the emergency response and recover operations. The EMC also acts as the Manager of the EOC.**

## **5. Declaration of an Emergency**

- A. Upon notification by the EMC of the occurrence of an emergency incident or an assessment of forecasted conditions, a Declaration of Emergency will be executed by the Supervisors .**
- B. A copy of the Declaration of Emergency will be forwarded to the Union County Emergency Management Agency.**
- C. The purpose of the Declaration of emergency is to enable the Township to procure goods and services expeditiously without the need for competitive bids. Selection of suppliers and contractors will be guided by careful consideration of the costs, the needs, and timely delivery.**

## **6. Emergency Operations Center (EOC)**

- A. Facility – The Center will be located in the Township Building at 589 Fairground Road, Lewisburg, PA.**
- B. Alternate Facility – The Center will relocate to Linntown Elementary School, 1951 Washington Avenue, Lewisburg, PA., if the above location is not useable due to damage, inaccessibility, or loss of utility services. The Alternate EOC will be located in the school office to which entry is gained form the west entrance door. Immediately inside is a large hallway where persons could wait who have business with the EOC personnel and where a press conference could be held. The EOC would be in the office which has a waiting area in which EOC**

personnel could meet with those having business with them. The telephones and fax machine are located in the clerical area which is behind a counter. The small Conference Room would be the work area for the Section Chiefs. For certain business, the Principal's office would be used.

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- C. Electricity – The facility should have an alternate electric generating source capable of operating for an extended time and providing power to operate heating, cooling, lighting, and communications equipment in the facilities
- D. Telephone and fax service. The facility should have a minimum of 4 telephone lines – one with a listed number, one with an unlisted number, one for fax service, and one for Internet access.
- E. Radio – The facility should be provided with a two way radio for communications with Township field personnel. As an alternate system of communications, cellular telephone would be used.

## **7. Emergency Operations Center (EOC) Staff Organization**

Given the limited number of Township personnel, the Center's staff will be organized as closely as possible to the National Incident Management System as described below.

- A. The Emergency Management Coordinator shall be the EOC Manager in addition to taking actions and measures listed in Checklist No. 2 – EOC Manager/Emergency Management Coordinator and prepares to assist personnel staffing the combined Planning/Operations Section or the combined Logistics/Administration and Finance Section.
- B. The Chairman of the Board of Supervisors shall serve as a Section Chief of the Planning/Operations Section for one of the two twelve shifts of the EOC
- C. The Vice Chairman shall serve as the Chief of the Planning/Operations Section for one of the twelve (12) hour shifts of the EOC.
- D. The Supervisor shall serve as the Chief of the Logistics/Administration Section for one of the two twelve (12) hour shifts of the EOC.

**NOTE:** The three Township Supervisors are responsible for accomplishing the action listed in Checklist No. 1 – Elected Officials

- E. The Township Manager serves as the Chief of the Logistics/ Administration Section for one of the two twelve (12) hour shifts of the EOC.

- F. The Township Secretary will perform the duties of the Public Information Officer , Safety Officer, and Liaison Officer using Checklists 3 (External Affairs – ESF 15) , 4, and 5 as guidance.**

**NOTE: ESF is the acronym for Emergency Service Function**

- G. A combined Planning/ Operations Sections will be employed. Two 12 Hour shifts are possible to operate with the Township Vice Chairman and the Emergency Management Coordinator . The Section Chiefs will use the following Checklists to guide its work.**

**(1) PLANNING**

**Checklist 7 – Planning Section Chief Checklist**

**(2) OPERATIONS**

**(a) Checklist 6 – Operations Section Chief Checklist**

**(b) ESF – 2 – Communication Branch Director Checklist**

**(c) ESF – 4 –Firefighting Branch Director Checklist**

**(d) ESF – 8 – Public Health & Medical Services Branch Director Checklist**

**(e) ESF – 9 – Search & Rescue Branch Director Checklist**

**(f) ESF- 10 – Oil & Hazardous Materials Branch Director Checklist**

**(g) ESF – 13 – Public Safety & Security Branch Director Checklist**

- H. A combined Logistics/ Finance & Administration Section will be employed. Two 12 Hour shifts are possible to operate with the Township Treasurer and Township Manager. The Section will use the following Checklists to guide its work.**

**(1) LOGISTICS**

**(a) Checklist 8 – Logistics Section Chief Checklist**

**(b) ESF – 1 – Transportation Branch Director Checklist**

**(c) ESF – 3 – Public Works & Engineering Branch Director**

**(d) ESF - 6 – Mass Care Housing & Human Services Branch Director Checklist**

**(e) ESF - 7 – Resource Support Branch Director Checklist**

**(f) ESF – 11 – Agriculture & Natural Resources Branch Director Checklist**

**(g) ESF – 12 - Energy Branch Director Checklist**

**(8) FINANCE & ADMINISTRATION**

**Checklist 9 – Finance & Administration Section Chief Checklist which includes ESF-14 – Long Term Recovery & Mitigation Branch Director Checklist.**

- I. To manage a complex or long duration emergency, external assistance would be requested for an Incident Management Team to supplement the Township's personnel through the County EOC
- J. The Township does not have the resources to manage most of the Emergency Service Functions. Therefore, the primary action of the EOC will be identify needs for external support that may be obtained locally to assist the Township directly and to forward requests for assistance to the County EOC.
- K. The Township EOC anticipates providing the Emergency Service Functions as outlined below.

**(1) PLANNING/OPERATIONS**

- (a) **Communications** – Obtain radio and cellular telephone numbers of responding resources to develop a communications plan, request communications assets for command and control of the emergency operations, and coordinate with CATV and Windstream for the restoration of telephone, Internet, and television service.
- (b) **Firefighting** – Employ William Cameron Engine Company and its mutual aid support for initial operations, coordinate with the on-scene Fire Commander to meet the needs for additional resources, and request resources through the County EOC.
- (c) **Public Health and Medical Services** - Employ the William Cameron Engine Company and adjacent ambulance and Advanced Life Support services for initial operations and the Evangelical Community Hospital for initial treatment and/ or transfer of casualties to other hospitals and assess public health threats to request assistance from external sources.
- (d) **Search and Rescue** - Employ the William Cameron Engine Company and its mutual aid support for initial operations and coordinate with the on-scene commander to meet the needs for additional resources, and request resources through the County EOC.
- (e) **Oil and Hazardous Material** – Employ the Buffalo Valley Police Department for scene security and the William Cameron Engine Company to perform operational tasks and request external aid through the County EOC.
- (f) **Public Safety and Security** – Employ the Buffalo Valley Police Department for scene security, notification to the public of evacuation orders, traffic control, law enforcement initially and coordinate with the Police Chief or Acting Chief to determine the need for additional police and security personnel available locally and for the need to establish and enforce a curfew forward

requests for additional police and security personnel to the County EOC

**(2) LOGISTICS/FINANCE & ADMINISTRATION**

**(a) Transportation** – Obtain transportation from external sources such as ambulance services, Union-Snyder Transportation Alliances, nursing homes, and school bus companies through the

**(b) Public Works and Engineering** –

1. Employ the Public Works crew under the supervision of the Public Works Director and Deputy Director to assist in notifying the public of evacuation orders, to close and open roadways as needed, to make road and bridge inspections to identify damage locations, remove debris and snow from the roads, as needed, to perform emergency road and bridge repairs within the crew's capability as needed, and to recommend the types of additional assistance needed.
2. EOC obtains the assistance from available contractors with appropriate equipment and skills.
3. The EOC coordinates with the Pennsylvania American Water Company for the restoration of water service and any precautionary measures for water use and arranges for potable water supplies during service disruptions.
4. The EOC coordinates with the Lewisburg Joint Sewer Authority (524-7069) regarding restoration of services and restrictions on the use of customer sanitary facilities and arranges for alternate facilities.

*The EOC coordinates with UGI Central Penn Gas (1-800-652-0550) regarding restoration of service and safety measures to employ as service is restored.*

**(c) Mass Care Housing and Human Services** – Arrange the service with the SUN Chapter of the American Red Cross (524-0400) to establish a care center for incidents in the Township and request the establishment of a center through the County EOC for an incident affecting a larger area.

**(d) Resource Support** –

1. EOC personnel will be responsible to track the requests for external resources, to track their receipt, their employment, and their release from the incident.
2. EOC personnel will be responsible to provide the logistical support such as food, water, and quarters for responders.

**(e) Agriculture and Natural Resources** – EOC personnel will be responsible to assess the affect of the incident on crops and animals, on food supplies, and on natural resources such as

aggregates for road repairs and lumber and building supplies for structure repairs.

(f) Energy –

1. The EOC coordinates with energy suppliers regarding the availability of liquid and solid fuels for vehicular, business, and residential use including its transport from outside the area affected by the incident.
2. The EOC coordinates with Citizens Electric Company (524-2231) regarding the restoration of electric service within the area of the emergency.

L. The EOC operation procedures will be as listed below:

- (1) Access to the EOC will be limited to the EOC personnel and others admitted to coordinate assistance to the Township.
- (2) All personnel entering will sign an entry log and will sign out on leaving.
- (3) Logs will be maintained of radio and telephone calls received and messages sent.
- (4) Status charts will be maintained to record requests for assistance requested, assistance/resources received, assistance work completed, and resources released to its provider.
- (5) A township map will be posted on which will be shown the area affected by the incident and the locations to which resources are committed to restore normal conditions.

M. The organization and procedures may have to be modified due to personnel availability and the nature of the incident.

## 8. Cost Accounting

A. To assisting in maintaining control of expenditures, the following Township staff personnel are authorized to approve purchases of materials, supplies, and services, repair of Township equipment, and rental of equipment.

- (1) Secretary/Treasurer
- (2) Township Manager
- (3) Public Works Director

B. As the Township budget does not include funding for disaster control and recovery, accurate and concurrent recording of expenditures made to control and recover from a disaster is necessary to support applications to recover the funds spend from a responsible party and/or government agencies. The Logistics/Finance and Administration Section are responsible to obtain records of expenditures made. The collection of information begins with the initial deployment of Township personnel and first responders through the completion of recovery work. The Planning/Operations Section and the Public Works

**Director and Public Works Foreman are responsible to assist this effort by recording the deployment, the details of the hours worked, the equipment used, and the materials provided and the release of external resources and the same information for the Public Works crew.**

**C. Examples of the types of records to obtain and maintain include the following.**

- (1) Time sheets of the start and end of shifts for the Township Public Works crew.**
- (2) Time sheets for the start and End of the use of Township equipment.**
- (3) Invoices for labor and parts to repair Township equipment to continue emergency operations and recovery.**
- (4) Records of material and fuel used from Township inventories.**
- (5) Invoices and weigh slips for material purchased for the emergency operations and repairs.**
- (6) Logs listing the work done by Township employees**
- (7) Photographs and written descriptions of damages to Township facilities and the temporary and permanent repairs done by the Township crew and external sources.**
- (8) Logs of the time (hours, days, weeks, etc.) of rented equipment without operator used such as road barricades, warning devices, wood chippers, etc.**

**Note: Owner concurrence with the time used should be obtained.**

- (9) Logs of the use of rented equipment furnished with an operator and a mobilization and demobilization costs.**

**Note: Owners concurrence with the time used should be obtained.**

- (10)Records of the contractor personnel (supervisors, operators, and laborers), equipment used, and invoices and weigh slips for materials furnished by contractors performing emergency work or permanent repairs including mobilization and demobilization costs.**

**Note: The daily concurrence with the records information of personnel, equipment, and material furnished by the contractor's supervisor ensures the accuracy of the records.**

- (11)Records of bidding documents, bids, and award of work for restoration and repair of facilities.**

**D. Provide copies of the records of the personnel, equipment, and material costs they incurred rendering aid.**

## **9. Recovery**

- A. The EOC will be responsible for overseeing the restoration of safe and normal conditions in the affected area and authorizing the re-occupation of evacuated areas based on verification of conditions.**



- B. Verification will be accomplished by using the Public Works Crew or other assets under Township control to make area inspections and report observed conditions.**
- C. Verification of the condition and/or functioning of service facilities will be organizations listed below.**
- D. Conditions to be inspected and verified are as follows:**
  - (1) Clearance of roads for safe access into the affected area and reduction/elimination of hazards to occupation of the areas.**
  - (2) Remediation of contamination from hazardous material by coordination with the Hazardous Material Cleanup Contractor.**
  - (3) Functioning of the sanitary sewer system by coordination with the Lewisburg Area Joint Sewer Authority (524-7069) or at 697 River Road.**
  - (4) Functioning of the potable water supply for fire protection and domestic use by coordination with the Pennsylvania American Water Company (9742-4612) or at 702 South Front Street in Milton.**
  - (5) Status and/or functioning of the electric service by coordination with the Citizens Electric Company (524-2231) or at 1775 Industrial Boulevard.**
  - (6) Functioning of natural gas service and the restarting of gas appliances by coordinating with UGI Central Penn (1-800-652-0550).**
  - (7) Availability of land line telephone service in coordination with CATV (523-3875) or at the Creamery Building, 130 Buffalo Road and Windstream Repair (1-800 -782-6206) or at their service center on Buffalo Road.**
  - (8) Operation of food distribution and water supply points in or near the affected area in coordination with the Red Cross.**
- E. The recovery effort will include providing the residents information about disposal of debris or the waste and debris collection and disposal program established and directed using Township and external resources.**
- F. The EOC will provide assistance such as Internet access, reimbursement for private or rental vehicle use, and a work area to teams assessing property damage.**

## **10. Preparation for Emergency Operations**

- A. The Emergency Management Coordinator prepares the Township Emergency Operations Plan for approval by the Board of Supervisors.**
- B. The Emergency Management Coordinator provides copies of the Plan and the checklists for the Emergency Operations Center personnel.**

- C. The Township personnel will conduct exercises to test the Emergency Operations Plan, to identify any needs for modifications, to train personnel, and to make any needed revisions to the plan.**
  
- D. The Plan will be reviewed every two (2) years.**

**Effective Date: August 13, 2012**