

# Part 1

## DOYLESTOWN TOWNSHIP EMERGENCY OPERATIONS PLAN

**Last Updated: January 2017**

EMERGENCY OPERATIONS PLAN  
(Full EOP including Annex located on Township Network Admin Drive/Emergency Management Plan 2017)

**PART 1** is the description of the guidelines the members of the Doylestown Township Emergency Management Team would follow in the event of a major emergency. This part of the plan contains no personal information and is available on the Township website for public review. Please forward any comments, suggestions for revision or corrections to the Emergency Management Coordinator at:

Doylestown Township Administration Office  
425 Wells Road, Doylestown, PA 18901  
[www.doylestownpa.org](http://www.doylestownpa.org)

**PART 2** is the Notification and Resource Manual which contains the names, addresses and personal contact information of people who must be notified in the event of a potential or actual emergency. Part 2 also contains a detailed collection of notification lists including personal contact information of people and businesses with special skills, equipment and facilities to assist the Municipality. Part 2 is not subject to Pennsylvania Right To Know Law but is distributed to Emergency Response personnel.

**PART 3** is a collection of Functional Checklists and Forms which are for use by Emergency Response personnel. Within these checklists are confidential phone, computer and TV network information which is not subject to Pennsylvania Right To Know Law.

The **ANNEX** is a collection of Emergency Response Plans from Township businesses and institutions. These plans contain sensitive contact information, which is for the use of Emergency Response personnel only. The Annex is not subject to Pennsylvania Right To Know Law.

# Part 1

DOYLESTOWN TOWNSHIP

BUCKS COUNTY

## EMERGENCY OPERATIONS PLAN

February 2017

PROMULGATION

THIS PLAN SUPERSEDES PREVIOUS DOYLESTOWN TOWNSHIP PLANS DEVELOPED FOR RESPONSE TO A MAJOR EMERGENCY OR DISASTER. THIS PLAN WAS ADOPTED BY THE BOARD OF SUPERVISORS, UNDER RESOLUTION NO. 1907 DATED **21 FEB 2017**.

### BOARD OF SUPERVISORS

**Barbara N. Lyons**  
Chairman, Board of Supervisors  
Director of Public Safety

**Richard Colello**  
Vice Chairman

**Ryan Manion**  
Supervisor

**Ken Snyder**  
Supervisor

**Jennifer Herring**  
Supervisor

### TOWNSHIP MANAGER

**Stephanie J. Mason**

### EMERGENCY MANAGEMENT COORDINATOR

**Sinclair G. Salisbury**

This plan was prepared by the Doylestown Township Emergency Management Coordinator with assistance from Emily Rehmet and Michael Mastrangelo (Interns) in cooperation with the Bucks County Emergency Management Agency and the Pennsylvania Emergency Management Agency.

**RESOLUTION # 1907**

**A RESOLUTION OF THE DOYLESTOWN TOWNSHIP BOARD OF SUPERVISORS, BUCKS COUNTY, PENNSYLVANIA, ADOPTING THE BIENNIAL UPDATE OF THE EMERGENCY OPERATIONS PLAN FOR DOYLESTOWN TOWNSHIP.**

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

**WHEREAS**, in response to the mandate stated above, this Township has prepared an emergency operations plan to provide prompt and effective emergency response guidelines to be followed in the event of a major emergency or disaster;

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

**WHEREAS**, emergency response to critical incidents, whether natural or manmade, requires integrated management;

**WHEREAS**, unified command of such incidents is recognized as the management **model** to maximize the public safety response;

**WHEREAS**, the National Incident Management System, herein referred to as NIMS, has **been** identified by the Federal Government as being the requisite emergency management system for **all** political subdivisions; and

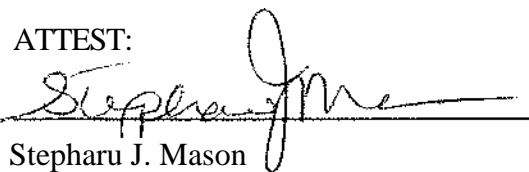
**WHEREAS** Doylestown Township will adopt the NIMS concept of emergency planning and unified command for use as its system of preparing for and responding to emergencies.

**NOW, THEREFORE**, we, the undersigned Supervisors of Doylestown Township do hereby adopt the NIMS and approve, adopt and place into immediate effect, the Emergency Operations Plan of Doylestown Township. This plan shall be reviewed on an annual basis to make certain that it conforms to the requirements of the Bucks County Emergency Operations Plan.

**ADOPTED** this 21<sup>st</sup> day of February, 2017 at the meeting of the Doylestown Township Board of Supervisors.

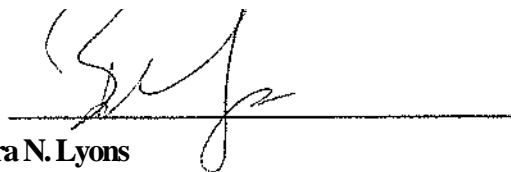
**RECORD OF CHANGES**

ATTEST:

  
Stepharu J. Mason  
Secretary

**DOYLESTOWN TOWNSHIP  
BOARD OF SUPERVISORS**

BY:

  
Barbara N. Lyons  
Chairman

<b><u>CHANGE NUMBER</u></b>	<b><u>DATE OF CHANGE</u></b>	<b><u>DATE ENTERED</u></b>	<b><u>CHANGE MADE BY</u></b>
1	January 22, 1992	January 22, 1992	Chief Stephen J. White
2	February 26, 1993	February 23, 1993	Chief Stephen J. White
3	April 29, 1994	April 29, 1994	Chief Stephen J. White
4	June 26, 1995	June 26, 1995	Chief Stephen J. White
5	September 24, 1996	September 24, 1996	Chief Stephen J. White
6	November 19, 1996	November 19, 1996	Chief Stephen J. White
7	October 21, 1997	October 21, 1997	Chief Stephen J. White
8	August 18, 1998	August 18, 1998	Chief Stephen J. White
9	April 12, 1999	April 12, 1999	Chief Stephen J. White
10	August 15, 2000	August 15, 2000	Chief Stephen J. White
11	August 20, 2002	August 20, 2002	Chief Stephen J. White
12	September 20, 2005	September 20, 2005	Chief Stephen J. White
13	January 31, 2007	January 31, 2007	Chief Stephen J. White
14	March 12, 2009	March 12, 2009	Chief Stephen J. White
15	April 5, 2011	April 5, 2011	Chief Stephen J. White
16	January 15, 2013	January 15, 2013	Sinclair G. Salisbury
17	December 16, 2014	December 16, 2014	Sinclair G. Salisbury
18	February 21, 2017	February 21, 2017	Sinclair G. Salisbury

DOYLESTOWN TOWNSHIP  
EMERGENCY OPERATIONS PLAN

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
I. Purpose	1
II. Situations Covered by Plan	1
III. Direction and Coordination	1
IV. Concept of Operations	2
V. Emergency Responsibilities and Functions	2
A.    Emergency Management Coordinator	2
B.    Communications Services	3
C.    Police Services	3
D.    Fire and Rescue Services	4
E.    Public Works and Resource Services	4
F.    Public Information Officer	4
VI. Training and Exercises	4
VII. References	4
VIII. Plan Distribution	5
IX. Maps	5
X. Part 2 reference	5
XI. Part 3 reference	5
XII. Annex	5
<b>Standard Operating Guidelines (Forms and attachments included)</b>	<b>7-47</b>
SOG-A    Doylestown Township Emergency Operations Center	7
SOG-B    Emergency Management Coordinator (including disease control pg. 21)	15
SOG-C    Communications Services Officer	22
SOG-D    Police Services Officer	27
SOG-E    Public Works and Resource Services Officer	32
SOG-F    Public Information Officer	41

## EMERGENCY OPERATIONS PLAN (EOP)

### **I. PURPOSE**

- A. To provide for the protection of persons and property in Doylestown Township in the event of a natural or man-caused emergency or disaster, in accordance with the Pennsylvania Emergency Management Services Code, 35 Pa. C.S.A., Sections 7101-7707, also referenced as P.L. 1332.
- B. To establish guidelines to alert the public and provide information and appropriate protective action instructions, if necessary. Provide for coordination and use of available municipal resources during an emergency.
- C. To define the role and responsibilities of municipal officials and the emergency management coordinator. Define emergency functions and make assignments to municipal and volunteer staff.
- D. To assure coordination and cooperation with county efforts in accordance with the Bucks County Emergency Operations Plan.

### **II. SITUATIONS COVERED BY PLAN**

- A. The hazards that pose potential threats to Doylestown Township are: floods, hazardous materials accidents, storms, tornadoes, dam failure, droughts, pandemics, nuclear power plant accidents, and nuclear attacks (see Bucks County Hazard Mitigation Plan 2016 Located at: [www.buckscounty.org/communityservices/planningcommission](http://www.buckscounty.org/communityservices/planningcommission)).
- B. An emergency operations plan covers a wide range of possibilities from slowly developing emergencies to disaster without warning. It is intended to cover disasters resulting from any hazards whether of great magnitude or localized in their impact.

### **III. DIRECTION AND COORDINATION**

- A. The Doylestown Township Board of Supervisors will delegate responsibility to the Emergency Management Coordinator for the protection and safety of the public in Doylestown Township in the event of a declared emergency. For continuity of government, the lines of succession are:
  - 1. The line of succession of the Board of Supervisors is from the Chairperson through the members as determined by the board.
  - 2. The line of succession from the emergency management coordinator is to the Deputy Emergency Management Coordinator, Township Manager and Director of Operations.
  - 3. The line of succession to each department head follows guidelines established by each department.
- B. When more than one township or borough is affected by an emergency, the County

will be responsible for direction and control. The ICS unified command structure will be implemented.

- C. When more than one county is affected by an emergency, the Pennsylvania Emergency Management Agency (PEMA) will provide overall coordination, direction and control.
- D. Township operational guidelines and dispatch of emergency vehicles will be coordinated through the County Emergency Operations Center (EOC).

#### **IV. CONCEPT OF OPERATIONS**

- A. In a disaster emergency, the municipal government will continue only those functions and services necessary to protect life and property.
- B. Emphasis will be to meet basic human needs such as food, shelter and medical care and to resume basic services such as water, electricity and sanitation, as soon as possible.
- C. The Emergency Management Coordinator will mobilize the Emergency Operations Center (EOC) at the Doylestown Township Municipal Building, 425 Wells Rd., Doylestown, PA 18901, when an emergency situation requires it.
- D. The Emergency Management Organization (EMO) Staff will follow prescribed standard operating guidelines which describe in detail how their functions are carried out and utilize checklists as necessary.
- E. Any decision to implement protective actions will be made by municipal officials or, in their absence, the Emergency Management Coordinator, based upon advice from the Bucks County Emergency Management Coordinator.
- F. If required to evacuate, the Board of Supervisors and the EOC will relocate to an alternate seat of government. If possible, the EOC will be the last organization to leave the hazard area.
- G. During the recovery phase, the EMO will provide generally the same services as those provided by staff members and forces during the evacuation. Damage assessment will be expedited and a report forwarded through the county EMA.

#### **V. EMERGENCY RESPONSIBILITIES AND FUNCTIONS**

The emergency responsibilities and functions listed below require actions which are common to all types of major emergencies or disasters, (i.e., dangerous storms, hazardous materials accidents, nuclear incidents). The Emergency Operations Center (EOC) staff will prepare, maintain and be guided by Standard Operating Guidelines (SOG) which prescribe implementing guidelines and/or action-step checklists. Individuals assigned to these functions are required to coordinate their actions with the Emergency Management Coordinator who will coordinate the overall action with the County Emergency Management Agency and with other municipalities involved.

- A. Emergency Management Coordinator

1. Prepare, maintain and keep current a disaster emergency operations plan to prevent and minimize of injury and damage caused by a major emergency or disaster, prompt and effective response to a major emergency or disaster and emergency relief and recovery in consonance with the Bucks County Emergency Operations Plan.
2. Initiate and maintain coordination and cooperation with the County Emergency Management Agency (EMA), and provide prompt information as requested.
3. Identify hazards that may affect the municipality. In coordination with the County Emergency Management Agency (EMA) and based upon its Hazards Vulnerability Analysis, determine what hazards could potentially impact upon the Township.
4. Identify resources within the municipality that can be used to respond in a major emergency or disaster situation. This should include both public and private resources and mass care facilities.
5. Develop and maintain an emergency management organization and a trained staff appropriate for the needs and resources of Doylestown Township. The staff must be capable of maintaining 24 hour operations.
6. Mobilize, direct and coordinate the emergency management staff during an emergency.
7. Develop standard operating guidelines (SOG) in coordination with the staff to carry out their responsibilities and functions and the functions of the Emergency Operations Center.
8. Develop in cooperation with the Public Information Officer, means to effectively communicate with the residents of and the visitors to Doylestown Township. This may include phone, TV, email and social media.

B. Communications Services

1. Maintain a 24-hour contact and notification capability so that the emergency management staff can be mobilized on short notice.
2. Assist the EMC by providing guidelines for emergency notification of the EOC staff.
3. Ensure a communication capability between EOC, field operations and county.
4. Maintain communications with assigned RACES teams.

C. Police Services

1. Provide the usual security and law enforcement services.
2. Provide traffic and access control as necessary in and around the affected areas.



3. Be prepared to assist the EMC in providing for alerting the public if necessary.
  4. Coordinate municipal police actions with other police agencies.
- D. Fire and Rescue Services
1. Provide the usual Fire and Rescue Services to include assisting the County Haz/Mat response team.
  2. Assist the EMC in providing for alerting the public so that the Township population can be notified of an impending situation and/or instructed to take protective action, if necessary.
  3. Coordinate municipal Fire and Rescue actions with other Fire/Rescue agencies.
- E. Public Works and Resource Services
1. Coordinate provision of equipment and supplies from public and private sources.
  2. Coordinate or direct the preventive measures and restoration of public utilities and municipal facilities.
  3. Maintain records of expenditures and resources used during a disaster.
  4. Make situation and damage reports to the EMC and assist in assessment by county or state.
- F. Public Information Officer - Assist Board in coordinating public information with the County Public Information Officer.

## **VI. TRAINING AND EXERCISES**

- A. The municipal EMC and Deputy EMC will comply with the training requirement of the PEMA Emergency Management Certification Program. Township Supervisors are to comply with the PEMA National Incident Management System (NIMS) training requirements for local elected officials: IS-100.b, an introduction to the incident command system; and IS-700.a, an introduction to NIMS. For Townships to be eligible for FEMA funds, at least one Supervisor must successfully complete the online courses (go to <http://training.fema.gov/IS/NIMS.aspx>).
- B. The above training will be augmented by participating in required county exercises including those for review of plans and guidelines; exercises in which elected officials and key staff are presented situations as a learning experience; and full scale exercises to evaluate emergency management capability.

## **VII. REFERENCES**

- A. Website: BucksCounty.org/Government/Emergency Services
- B. Bucks County Hazard Mitigation Plan, March 2<sup>nd</sup>, 2016.

**VIII. PLAN DISTRIBUTION** - Distribution of the Municipal Emergency Operations Plan Part 1 (Part 2, Part 3, and annex which contain personal information, are not subject to Pennsylvania Right to Know Law and are available to EOC staff only) is as follows:

- A. Doylestown Twp. Website (Part 1)
- B. Municipal Officials
- C. Emergency Management Coordinator and Staff
- D. Emergency Services - Police
- E. Bucks County Emergency Management Agency
- F. Pennsylvania Emergency Management Agency (PEMA - through the county EMA)

**IX. MAPS**

Map of Doylestown Township (Located on Township Administration Shared Drive-I:\TOWNSHIP MAPS\Streetmap\_01-11-2016.pdf)  
See ANNEX P P2 P3 and P4 below for .pdf of additional maps.

**X. PART 2** Notification and Resource Manual. A standalone document.

**XI. PART 3** Functional Checklists and Forms. A standalone document.

**XII. ANNEX**

- A. Doylestown Township Municipal Authority Hazardous Material Incident Plan
- B. Chalfont-New Britain Joint Sewer Authority Emergency Response Plan
- C. Bucks County Water and Sewer Department
  - 1. Bucks County Water & Sewer Authority Hazardous Materials Incident Plan
  - 2. Bucks County Water & Sewer Authority Updated Facility Info
- D. Doylestown Hospital Emergency Operations Plan
- E. Delaware Valley College
- F. Pine Run
  - 1. Pine Run Community
  - 2. Pine Run Health Center
  - 3. Lakeview at Pine Run
  - 4. The Garden at Pine Run Health Center
- G. Brinker's Fuels Emergency Management Plan
- H. Bucks County Dam Plan
  - 1. Pine Run Dam
  - 2. Railroad Creek Dam
  - 3. Peace Valley Dam
- I. Bucks County Correctional Facility
- J. Central Bucks School District
  - 1. Emergency Plan
  - 2. Contact Phone List
- K. Kinderworks
- L. PECO Brochure
- M. Thompson Emergency Call List
- N. Bucks County Intermediate Unit Update
- O. PECO Reference Guide for Public Officials

- P. Township Street Map
  - 1. Map of Southeast Pennsylvania
  - 2. Map of Adjacent Municipal Governments
  - 3. Map of Fire Department Jurisdictions
  - 4. Map of Ambulance Corps Jurisdictions
- Q. Approved Locations for Red Cross Shelters in Bucks County
- R. The Learning Experience Child Care Basic Emergency Plan
- S. Useful Websites (Flood forecasting, alerts, mapping, flood maps, flood preparedness and response.)
- T. PECO Emergency Responders Guide
- U. Children’s Village Doylestown Hospital Child Care Center
- V. Solana at Doylestown
- W. Snow Plowing Contractors List
- X. BARC Developmental Services Residential Services On-Call Policy & Procedures
- Y. Biohazard/Infectious Disease Response & Cleanup
- Z. Doylestown Fire Company No. 1 Officers
  - 1. Dangerous Goods, Hazardous Materials 2016 Emergency Response Guidebook
  - 2. Accessing the Doylestown Township Emergency Management Plan through Previstar
  - 3. How to Post Videos to TV-Access Second Internet and Email-Change phone message
  - 4. PEMA Intrastate Mutual Aid

**NOTES:**

- (1) Additional copies of the plan can be made available upon specific request and justification to the Doylestown Township EMC.
- (2) The Doylestown Township EMC is responsible for reviewing and updating this plan biannually.

# **STANDARD OPERATING GUIDELINES**

## **SOG-A DOYLESTOWN TOWNSHIP EMERGENCY OPERATIONS CENTER (EOC)**

A.1. REQUIRED MATERIALS AND INFORMATION - The following materials and information should be on hand in the EOC: Sample Documents at end of this EOP.

- a. Copy of the municipal Emergency Operations Plan (EOP).
- b. Copy of EOC/staff officers SOGs.
- c. Notification and Resource Manual.
- d. Event Action Log (Attachment A-1).
- e. Sign-in/out Log (Attachment A-2).
- f. EOC Organization Chart (Attachment A-3)
- g. Staff schedule for 24-hour operations (Attachment A-4).
- h. Action Status Board (Attachment A-5) & Municipal map.
- i. Dual band FM Transceiver, TV, weather station & Emergency FM radio.
- j. ID badge printer, camera, cords, battery charger, and supplies
- k. EOC Inventory List

A.2. GENERAL

- a. The Doylestown Township EOC is a facility staffed through the rapid mobilization of key personnel. It is selected and equipped to permit the coordination and implementation of actions at Township level to save life, preserve property and alleviate human suffering during periods of natural or man-caused emergencies or disasters. The EOC is located in the Doylestown Township Municipal Building, 425 Wells Rd., Doylestown Township, PA 18901.
- b. The Doylestown Township Emergency Management Coordinator (EMC) monitors emergency conditions and recommends to the Township Chairman of the Supervisors whether he deems partial or total mobilization of the EOC is required. The EOC is mobilized under authority of the Chairman.
- c. The Emergency Management Coordinator functions for the Supervisors as the Chief Officer in control of operations and supervising the EOC staff.

A.3. MOBILIZATION AND OPERATION OF THE EOC

A.3.1. Conditions for Mobilization of the EOC:

- a. "Limited Emergency Condition." -A situation wherein a potential hazard has reached a dangerous level and could affect the safety of Doylestown Township with very little warning. The EMC (with key members of the staff) would mobilize the EOC for a limited period. This condition recognizes a potentially serious situation and provides a posture of advanced readiness in place until the serious situation has escalated to full emergency or the danger has passed.

- b. "Full Emergency Condition." - A situation where the potential emergency activity has increased to exceed the public safety level and a total mobilization of all resources of the Emergency Management Organization is required on a 24-hour basis to cope with the major emergency or disaster.

#### A.3.2. EOC Operations:

- a. The EOC organization chart is shown at Attachment A-3. The EOC will be manned normally on two 12-hour shifts. A shift roster will be established (Attachment A-4) and posted in the EOC based on the notification listing of staff in the Notification and Resource Manual, pages 4-6.
- b. Communications will become operational and tested with county and local agencies. RACES back-up will be established (SOG- C, Attachment C-2).
- c. All members of the EOC will be briefed by the EMC at the start of each shift on the emergency situation. Any problems on guidelines or responsibilities will be resolved at this time.
- d. An Event Action Log will be opened and maintained (Attachment A-1).
- e. Information folders containing staff responsibilities, functions and SOGs with implementing guidelines and action checklists will be reviewed by staff members.
- f. A municipal map will be located in the EOC.
- g. The Action Status Board will be maintained with current EOC status (Attachment A-5).
- h. Contact will be made with supporting or coordinating agencies to ensure their availability.

#### A.4. TEMPORARY EOC LOCATIONS:

- A.4.1. On-the-Scene Location - There may be an occasion where circumstances in a specific emergency incident would temporarily require on-the-scene location for actions by key members of the EOC staff. In this instance, the EOC may operate from a temporary field location utilizing a vehicle with communications capabilities.
- A.4.2. Relocation of the EOC - If required to evacuate the primary EOC location, the EOC will relocate to the Police Dept. at 425 Wells Rd., Doylestown. If possible the EOC will be the last organization to leave the hazard area.

#### A.5. PROTECTIVE ACTIONS

- A.5.1. Responsibility: The Pennsylvania Emergency Management Agency will issue protective action recommendations through emergency management channels, when necessary. The protective actions outlined below are intended to provide the necessary hazard exposure control for the general public. Any decision to implement the two protective actions described below will be made by municipal officials or, in their

absence, the Emergency Management Coordinator, based upon advice from the county Emergency Management Coordinator, in conjunction with a Disaster Proclamation declared by the Governor.

A.5.2. Types of Protective Actions:

a. In-Place Sheltering: Action by the public to take advantage of protection against violent winds and/or radiation exposure afforded by remaining indoors away from the doors and windows, in basements, or in reinforced protective shelters during the danger period.

b. Evacuation:

- (1) Selective - by specific category, i.e., pregnant women, pre-school age children and individuals unduly susceptible to hazards.
- (2) General - By land area, i.e., evacuation may involve movement of the entire population from a specifically designated area of the municipality or a general evacuation of the total population from the entire municipal area to a safe area.

A.5.3. Reception Centers: Reception Centers have been designated by the county. Persons evacuating Doylestown Township who need a place to stay should follow the evacuation route to the Reception Center as recommended by County EMC. From this point, evacuees will be directed to a mass care center where emergency lodging and food will be provided.

A.5.4 Documentation of All Actions: Starting with a Limited Emergency Condition to the conclusion of the event; whether declared a full emergency or not, all actions taken will be fully documented by:

- (1) Photography “Before and After”
- (2) Documentation of all Expenses/Supplies Used
- (3) Retention of Timecards
- (4) Document each Individual item of equipment used and name of operator and their hours on each separate piece of equipment and at which location used
- (5) GPS/GIS Location of each Action

A.5.5 Claims for Reimbursement will be made if funds are available due to a declared disaster.

**ATTACHMENT A-1**

**EOC EVENT-ACTION LOG DOYLESTOWN TOWNSHIP**

EMC \_\_\_\_\_ DATE: \_\_\_\_\_ (Staff Agency)

EVENT NO.	TIME	NAME	EVENT	ACTION





### ATTACHMENT A-3

#### EOC ORGANIZATIONAL CHART (checklists for EOC personnel activated located in section 3)

	<i>Contact Information</i>
<b>CHAIRMAN, BOARD OF SUPERVISORS</b>	Contact information is located within pages 4-6 of Part 2, the Notification and Resource Manual
Barbara N. Lyons	
<b>DIRECTOR OF PUBLIC SAFETY</b>	
Barbara N. Lyons	
<b>MEMBERS, BOARD OF SUPERVISORS</b>	
Richard F. Colello	
Jennifer Herring	
Ryan Manion	
Ken Snyder	
<b>TOWNSHIP MANAGER/PUBLIC INFORMATION OFFICER</b>	
Stephanie J. Mason	
<b>EMERGENCY MANAGEMENT COORDINATOR (EMC)</b>	
Sinclair Salisbury	
<b>RACES/COMMUNICATIONS OPERATORS</b>	
Irwin Darack	
Bernie Paratore	
<b>PUBLIC WORKS RESOURCE SERVICES</b>	
Dave Tomko	
<b>POLICE SERVICES OFFICER/PUBLIC SAFETY AND SECURITY DIR</b>	
Chief Dean Logan	
<b>PUBLIC INFORMATION OFFICER(S)</b>	
Stephanie J. Mason & Chairman of the Board of Supervisors	
<b>FINANCE AND ADMINISTRATION SECTION CHIEF</b>	
Ken Wallace	
<b>FIRE MARSHAL, DEPUTY EMC</b>	
Rick Schea	

- Note-
- 1: Responsibility for policy decision making rests with the Elected Township Officials.
  - 2: Responsibility for operational control and coordination of Emergency Operations Center rests with the Emergency Management Coordinator.
  - 3: Number of Emergency Operations Center Personnel activated may vary from the above dependent upon the type of emergency



**ATTACHMENT A-5**

**EOC ACTION STATUS BOARD**

DATE	TIME	EMERGENCY CONDITION	ACTION	STATUS	RESPONSIBILITY

**SYMBOLS:**

MEMO (Municipal Emergency Management Organization)

MEMC (Municipal Emergency Management Coordinator)

MEO (Municipal Elected Officials)

COMM (Communications Services)

PIO (Public Information Office)

FIRE (Fire and Rescue Services)

RACES (Radio Amateur Civil Emergency Services)

MED (Emergency Medical Services)

TRAN (Transportation Services)

PWKS (Public Works/Resource Services)

POL (Police Services)

CEMA (County Emergency Management Agency)

# **STANDARD OPERATION GUIDELINES**

## **SOG-B**

## **EMERGENCY MANAGEMENT COORDINATOR**

B.1. REQUIRED MATERIALS AND INFORMATION - The Emergency Management Coordinator should have the following materials and information on hand:

- a. Copy of the municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officers' SOGs.
- c. Notification and Resource Manual.
- d. Event Action Log (Attachment B-1).
- e. Emergency Response Guidebook for Haz/Mat Transportation Incidents 2012 (DOT P.5800.5.)
- f. EOC Inventory List

B.2. LIMITED EMERGENCY CONDITION: A situation wherein a potential hazard has reached a dangerous level and could affect the safety of Doylestown Township with very little warning. This condition recognizes a potentially serious situation and provides a posture of advanced readiness in place until the serious situation has escalated to full emergency or the danger has passed. Key EOC staff members would be mobilized.

B.2.1. LIMITED EMERGENCY RESPONSE ACTIONS:

- a. Authenticate the incoming emergency notification and log the message to include date, time, source and details on the Event-Action Log (Attachment B-1).
- b. Notify elected officials, and based on the severity of the incident, make recommendations on mobilization of the EOC.
- c. If the emergency is a Haz/Mat incident, review the emergency response guidebook for hazardous materials incidents.
- d. If the decision requires limited or full mobilization of the EOC, notify selected or all EOC members (see list in Notification and Resource Manual) and report to and bring the EOC to operational status (log starting time). The Communications Staff Officer will assist in the staff emergency notification. If only selected key emergency staff personnel are mobilized initially, instruct the Communications Officer to notify the other emergency staff officers and put them on standby status.
- e. Notify the County Emergency Management Agency that the EOC is operational.
- f. Review EOC SOG-A and EMC Responsibilities and Functions in the basic EOP.
- g. Check communications systems for operability (see Communication Officer SOG-C). Instruct Communications Officer to open communication nets to include Radio Amateur Civil Emergency Services RACES.
- h. Ensure a radio is set up in the EOC and constantly monitor the Emergency Alert System (EAS) Station; WHY? 90.9 FM.
- i. Brief the EOC staff on the situation and status of events and resolve any

responsibilities or operational procedure problems. Ensure all EOC staff members have current SOG Checklists and a Notification and Resource Manual.

- j. Check to ensure municipal maps and action status board reflect current data.
- k. Ensure a recorder is assigned to maintain the Action Status Board.
- l. Review requirements v. available resources listing and update any "Unmet Needs".
- m. Verify through the Communications or Police that all business and industries; transient locations; hospitals, nursing homes, day care centers and schools, have been notified of the emergency conditions (list in Notification and Resource Manual).
- n. Monitor the emergency situation and keep elected officials and EOC staff informed when conditions change.

**B.3. FULL EMERGENCY CONDITION:** - A situation where the potential emergency activity has increased to exceed the public safety level and a total mobilization of all resources of the Emergency Management Agency is required on a 24-hour basis to cope with the major emergency or disaster.

**B.3.1. FULL EMERGENCY RESPONSE ACTIONS:**

- a. When notified by the County EMA that the emergency condition has escalated to the level where public safety could be endangered, commence route alerting, if necessary.
- b. Ensure that elected officials and all EOC staff officers are aware of the full emergency classification. Assemble full EOC staff and all emergency workers and establish a 24-hour operation.
- c. If necessary, ensure route alert teams have been dispatched.
- d. Verify through the Communications and Police that all business and industries; transient locations; hospitals, nursing homes, day care centers and schools, have been notified of the emergency conditions (list in Notification and Resource Manual).
- e. Ensure that police are establishing Traffic Control Points and Access Control Points (Police Officer SOG--D), if required, around the affected area.
- f. Verify resource availability. Ensure appropriate EOC staff officers have reviewed their respective resource inventories and have reported deficiencies.
- g. Check with the County EMA to ascertain status of requested "unmet" needs.
- h. Check message and event-action logs to ensure that items requiring action are in the process of being completed. Check the updating of data on status display boards/charts. Resolve any staff coordination or procedure problems.
- i. Notify the county EMA once route alerting has been completed.
- j. Provide current status of the Doylestown Township to the municipal elected officials

and the County Emergency Management Agency.

- k. If the emergency escalates to a disaster condition and the limited emergency resources of the municipality have been effectively utilized, request assistance from the County EMA.
- l. Assemble and update the EOC staff on the change in the emergency conditions and status of events. Resolve any operational (staff) problems. Ensure staff action-event logs are detailed enough to provide adequate background knowledge for each staff officer replacement.
- m. Ensure route alert teams are on standby in case the County EMA directs protective actions.
- n. If notification is received from the County EMC to implement protective actions, (authenticate the message and log time) notify municipal officials; then:
- o. Brief the EOC staff on the situation and status of events.
- p. Upon direction of the County EMA, commence route alerting, if necessary.
- q. Check the information being provided over the EBS station to insure correct instructions are being given to the general population. Review EOC SOG--A for Protective Actions.
- r. If in-place sheltering is directed, verify through the police officers that all business and industries; transient location; hospital, nursing homes, day care centers and schools have been notified of the emergency conditions and protective actions required.
- s. Maintain emergency status in the EOC until reduction in the emergency condition; termination of emergency; or required to relocate the municipal government and the EOC staff outside of the prescribed evacuation area. If the County EMA advises that a disaster proclamation has been declared by the Governor, and if evacuation is directed, (complete those same actions required in-place sheltering above plus) review evacuation routes and road conditions with the EOC staff and determine if there is construction or blockage that would hinder movement from the evacuation area to the reception or mass care centers; assign sufficient emergency workers to provide for adequate and expedient dispatch of vehicles; ensure ambulance and bus drivers are knowledgeable of the evacuation routes; ensure police have established traffic control points and access control points; ensure ambulances have been dispatched to homes requiring medical assistance; ensure that vehicles for servicing pickup points, buses to pick up residents without transportation, have been dispatched.
- t. Notify the County EMA once route alerting has been completed.
- u. Monitor the evacuation process and report initial damage assessment and unfilled "Unmet Needs" to the municipal elected officials and the county EMA.
- v. Ensure preparation is underway to relocate the municipal government, police, fire, ambulance and the EOC staff if located in the prescribed evacuation area.

- w. Governor which includes the Township the municipal elected officials may make a declaration (Public Information SOG- F).
- x. Notify the EMA once evacuation has been completed.
- y. Verify with county EMA, as to when you can release your ACPs.
- z. If the EOC is required to relocate, if possible, wait until the municipality has been confirmed as cleared of personnel before evacuating the area. Notify the County EMA upon departure from the primary EOC location and upon arrival at the alternate EOC location (log times).
- aa. Assemble the EOC staff and brief on the situation and status of the emergency situation. Resolve any coordination or procedure problems. As the emergency subsides and operations move into early recovery, ensure the EOC staff is prepared to provide generally the same services as those provided by staff members and forces during the emergency conditions and/or evacuation.

**B.4. RE-ENTRY/RECOVERY:** (When the municipal area is considered safe for the public to return).

**B.4.1. RE-ENTRY ACTIONS:**

- a. Upon notification from the County EMC that re-entry is permitted into the evacuated area, coordinate with Doylestown Township Board of Supervisors and attempt to relocate the EOC and seat of government back into the area prior to return of the general public. Notify County EMA when departing and upon re-establishment of the EOC.
- b. Monitor EBS station and public news releases to ensure the general public is notified that orderly re-entry into the evacuated area is authorized.
- c. Ensure police re-establish TCPs and ACPs as needed.
- d. Ensure provisions are made for the visibility of available police and fire units, as well as for their response to emergencies.

**B.4.2. RECOVERY ACTIONS:**

- a. Ensure the Public Works and Resources Officer has determined availability and adequacy of fuel and food distribution facilities and is prepared to direct the public to the available sources.
- b. Provide assistance, as necessary, to public utilities servicing the area in order to attain normalcy as rapidly as possible.
- c. Assign sufficient emergency workers to support the Damage Assessment and to expedite collection and assessments of damage sustained, to include the effects on population, roads and highways, vital installations, public utilities, human care service facilities, resources, shelter systems, etc. Ensure a damage assessment report is compiled and submitted to the County Emergency Management Agency to include

inventories of remaining, damaged and needed resources.

- d. Ensure all operational activity and messages, event-action logs plus records of transactions regarding the evacuation and re-entry are maintained and retained for future reference.
- e. Maintain communications with County EOC and municipal emergency forces until County advises or concurs in a closeout to emergency operations (log time).
- f. Review operational experiences gained and upgrade emergency plans and guidelines accordingly.
- g. Assist elected officials in obtaining damage assessment data and documentation as it affects both private and public property. Provide results in format prescribed by PEMA through the County EMA.
- h. Facilitate Disaster Recovery by coordinating with services provided by the PA Department of Community and Economic Development (DCED) which houses the Commonwealth Recovery Resources Team (RRT); which can be contacted at [www.newpa.com/community/disaster-recovery](http://www.newpa.com/community/disaster-recovery).
- i. If a Federal Disaster declaration has been made, coordinate Disaster Aid Claim through Federal Emergency Management Agency (FEMA).



**ATTACHMENT B-1**

**EMC EVENT-ACTION LOG DOYLESTOWN TOWNSHIP**

DATE:

EVENT NO.	TIME	NAME	EVENT	ACTION

## ATTACHMENT B-2

### MASS CARE SERVICES

B.2.1. The County Emergency Management Agency is responsible for the emergency activation and operation of mass care centers. Factors of concern to the municipality are:

- a. In times of emergency, it is quite possible that a pre-designated county Mass Care Center/Shelter, or even a facility not so designated, might be opened spontaneously within the municipality.
- b. The Red Cross will provide support in mass care operations.
- c. Citizens of the municipality may be asked to provide emergency assistance in staffing the Mass Care Center/Shelter for 24 hour operations.
- d. The Public Information officer will notify the Public of opened shelters via notification methods outlined in Part 1 Section VA8.
- e. The municipality may be requested to provide support for required health, police, transportation, equipment, and supplies needs.

B.2.2. In the event a major emergency or disaster results in a Mass Care Center being established within the municipality, the municipal EMC may desire to add a Mass Care Services Officer to the municipal EMA staff to assist him in coordination and liaison of mass care matters and to act on requests for assistance from the county EMA or adjoining municipalities. This staff officer may be a local Red Cross person or designated alternate.

B.2.3 In the event of an outbreak of disease the Bucks County Health Department (BCHD) has first jurisdiction. In the specific case of a notifiable disease, BCHD will contact the Centers for Disease Control (CDC) who will respond with phone instructions or send staff to Bucks County.

Chapter 27 of the PA Code gives the Director of BCHD the authority to isolate and/or quarantine people or animals that may be infectious, and to implement any disease control measures necessary to protect public health from the spread of infectious agents. Doylestown Township Police Department will assist in these measures requested.

B.2.4 Biohazard Cleanup. For a Biohazard cleanup the EMC will contact the County EMA who will coordinate a response through one of several DEP approved Biohazard clean-up contractors in Bucks County. See "Biohazard" section Y of the Appendix.

**\*\*More information is available at the Centers for Disease Control website\*\***

# **STANDARD OPERATING GUIDELINES (SOG)**

## **SOG-C**

## **COMMUNICATIONS SERVICES OFFICER**

C.1 REQUIRED MATERIALS AND INFORMATION - The Communications Services Officer should have the following materials and information on hand:

- a. Copy of Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOGs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment C-1).
- e. Copy of communications procedures (Attachment C-2).
- f. Twp. dual band FM Transceiver & portable or hand mobile radios, if available.
- g. Battery operated AM/FM radio for EBS monitoring.

C.2 LIMITED EMERGENCY CONDITION: (A situation wherein a potential hazard has reached a dangerous level and could affect the safety of Doylestown Township with very little warning. This condition recognizes a potentially serious situation and provides a posture of advanced readiness in place until the serious situation has escalated to full emergency or the danger has passed. Key EOC staff members would be mobilized).

C.2.1. LIMITED EMERGENCY RESPONSE ACTIONS:

- a. Report to the Emergency Operations Center (EOC).
- b. Establish radio and telephone communications network (Attachment C-2).
- c. Open official Event-Action Log (Attachment C-1).
- d. Notify other EOC staff as directed by the EMC (Notification and Resource Manual).
- e. Set-up radio to monitor Emergency Alert System (EAS).
- f. Review EOC SOG--A and Communications Responsibilities and Functions in the basic EOP.
- g. Confirm with County the availability of Radio Amateur Civil Emergency Service (RACES).
- h. Review "unmet needs" of signal communications.
- i. Supervise handling of message traffic (Attachment C-3).
- j. Notify major business and industries, and other transient sites (Notification and Resource Manual).
- k. Keep Emergency Management Coordinator informed of communications status.
- l. Prepare for a more severe emergency condition.

C.3. FULL EMERGENCY CONDITION: (A situation where the potential emergency activity has increased to exceed the public safety level and a total mobilization of all resources of the Emergency Management Organization is required on a 24-hour basis to cope with the major emergency or disaster).

C.3.1. FULL EMERGENCY RESPONSE ACTIONS:

- a. Review communication capabilities to maintain contact with Traffic Control Points (TCPs) and Access Control Points (ACPs)
- b. Continue to assess requirements v. resources available.
- c. Review communications means and ensure proper utilization.
- d. Notify major business and industries, and other transient sites. (Notification and Resource Manual).
- e. Prepare to relocate with the EOC, if necessary.
- f. Be prepared to provide a radio and telephone communications network upon relocation into the municipal area.

C.4. RE-ENTRY/RECOVERY: (When the municipal area is considered safe for the public to return).

C.4.1. RE-ENTRY ACTIONS:

- a. Relocate to the municipal area with the EOC.
- b. Re-establish communication with the county EOC and municipal police and fire/rescue.

C.4.2. RECOVERY ACTIONS:

- a. Provide a radio and telephone communications network during the recovery using the same guidelines as prescribed in Attachment C-2.
- b. Assist elected officials in obtaining damage assessment data by communications means.
- c. Ensure all operational activity and messages, event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- d. Maintain communications with the county EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- e. Review operational experience gained and upgrade SOG-C accordingly.

**ATTACHMENT C-1**  
**COMMUNICATIONS SERVICES \_\_\_\_ EVENT-ACTION LOG \_\_\_\_ DOYLESTOWN TOWNSHIP DATE:**

EVENT NO.	TIME	NAME	EVENT	ACTION

## ATTACHMENT C-2

### COMMUNICATIONS

- C.2.1. The primary mode of communications between the Municipal and County EOC is by e-mail. The telephone will be used as a backup for e-mail and as the primary mode of communications between municipal residents and the municipal EOC. Usual fire/police radio nets will also be operational. In addition to these types of communications, the county will provide for backup communication a Radio Amateur Civil Emergency Service (RACES) operator and radio. RACES communications will be established upon notification by county of a major emergency or disaster. The municipal communications officer will coordinate with the county to verify RACES assignments have been made.
- C.2.2. A rumor control center will be established whenever the municipal EOC is mobilized. The rumor control number for Doylestown Township is 215/348-4201. The Public Information Officer is responsible for manning the rumor control center.
- C.2.3. The communications officer will set up a radio in the EOC so that personnel in the EOC can monitor the Emergency Alert System station at all times during the emergency. The Emergency Alert System station for the County is:
- FM - WHYY 90.9  
TV WHYY 12
- C.2.4. Each EOC staff member will keep a record of important messages or events during his/her tour of duty to provide information for a replacement and for use in after action reports. A sample format is shown in Attachment C-1.
- C.2.5. The Communications Officer will maintain a record of all incoming and outgoing messages.

ATTACHMENT C-3

SOG-C Communications Services MESSAGE TRAFFIC LOG

<b>MESSAGE LOG</b>							Page __ Of __
Time	In	Out	METHOD	SUBJECT	TO	FROM	DISTRIBUTION

# **STANDARD OPERATING GUIDELINES (SOG)**

## **SOG-D**

## **POLICE SERVICES OFFICER**

D.1. **REQUIRED MATERIALS AND INFORMATION** - The Police Services Officer should have the following material and information on hand:

- a. Copy of the Municipal Emergency Operations Plan.
- b. Copy of the EOC/Staff Officer's SOGs.
- c. Notification and Resource Manual.
- d. Copy of Event Action Log (Attachment D-1).
- e. Copy of the municipal TCPs and ACPs (Attachment D-2).

D.2. **LIMITED EMERGENCY CONDITION:** A situation wherein a potential hazard has reached a dangerous level and could affect the safety of Doylestown Township with very little warning. This condition recognizes a potentially serious situation and provides a posture of advanced readiness in place until the serious situation has escalated to full emergency or the danger has passed. Key EOC staff members would be mobilized.

D.2.1. **LIMITED EMERGENCY RESPONSE ACTIONS:**

- a. Report to Emergency Operations Center (EOC).
- b. Alert members of the police force and place on standby (Notification and Resource Manual).
- c. Review EOC SOG--A and Police Responsibilities and Functions in the basic EOP.
- d. Open official Event-Action Log (Attachment D-1).
- e. Review shift schedule for police forces to ensure 24 hour capability
- f. Review "unmet needs" of Police Department (Notification and Resource Manual).
- g. Review Traffic Control Points (TCPs) for Police in emergencies (Attachment D-2).
- h. Keep EMC informed of the police status.
- i. Prepare for a more severe emergency condition.

D.3. **FULL EMERGENCY CONDITION:** (A situation where the potential emergency activity has increased to exceed the public safety level and a total mobilization of all resources of the Emergency Management Organization is required on a 24-hour basis to cope with the major emergency or disaster).

D.3.1. **FULL EMERGENCY RESPONSE ACTIONS:**

- a. Assemble all police personnel and implement 24-hour operations schedule.



- b. Verify notification of major business and industries, and other transient sites.
- c. Assist fire and rescue services in route alerting.
- d. Post police at designated TCPs.
- e. Dispatch towing services, as required.
- f. Check on traffic flow and determine potential bottlenecks.
- g. Verify that emergency fuel suppliers are available (coordinate with Road Crew).
- h. Evaluate selected Traffic Control Points (TCPs) and determine adequacy as evacuation routes.
- i. Continue to assess requirements v. resources.
- j. Prepare for escalation to a more severe emergency.
- k. If protective actions are ordered, supervise evacuation through Traffic Control Points and assist the EMC in determining when the area being evacuated is clear of personnel.
- l. Review Police Department relocation site and prepare to relocate with the EOC, if necessary.
- m. Post police at municipal Access Control Points during evacuation until relieved by EMC.
- n. Provide essentially the same police services upon re-entry back into the municipal area.

D.4. RE-ENTRY/RECOVERY: When the municipal area is considered safe for the public to return.

D.4.1. RE-ENTRY ACTIONS:

- a. Relocate to the municipal area with the EOC.
- b. Reestablish appropriate TCPs and ACPs as needed.
- c. Establish marked police patrols throughout the municipality to visibly show the public that police protection is available.

D.4.2. RECOVERY ACTIONS:

- a. Provide essentially the same services as before and during the emergency.
- b. Assist EOC in obtaining damage assessment data and documentation as it affects both private and public property.

- c. Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are retained for reference.
- d. Maintain police services support to the municipal EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- e. Review operational experience gained and upgrade SOG--D accordingly.

**ATTACHMENT D-1**

**POLICE SERVICES**

**EVENT-ACTION LOG DOYLESTOWN TOWNSHIP**

**DATE:**

EVENT NO.	TIME	NAME	EVENT	ACTION

## ATTACHMENT D-2

### TOWNSHIP TRAFFIC AND ACCESS CONTROL POINTS

- D.2.1. The primary municipal police responsibility during major emergencies or disasters is traffic control. Otherwise, the same law enforcement and security assignments and responsibilities prevail as under normal operating conditions. In some cases, the municipality may have access control responsibilities.
- D.2.2. The Pennsylvania State Police have designated, and will man, traffic control points (TCPs) along main evacuation routes. (For details see the County EOP). Traffic control points along the secondary routes leading to main evacuation routes are the responsibility of the municipality.
- D.2.3. Municipal police or and fire police will man TCPs and ACPs which are their responsibility in accordance with local traffic conditions, informing the EOC of all actions taken.
- D.2.4. In Doylestown Township, removal of stalled vehicles from evacuation routes will be accomplished by use of towing equipment shown in the Notification and Resource Manual. Emergency supplies of gasoline and diesel fuel will be provided by gas and oil companies shown in the Notification and Resource Manual.
- D.2.5. The following special equipment is desirable for Police Officers manning Local Traffic Control Points:
  - a. Reflector Vest
  - b. Flashlight
  - c. Radio communications with EOC using phone, CB Radio, Portable Radio, or e-mail

# **STANDARD OPERATING GUIDELINES**

## **SOG-E**

## **PUBLIC WORKS AND RESOURCE SERVICES OFFICER**

E.1. **REQUIRED MATERIALS AND INFORMATION** - The Public Works and Resource Services Officer should have the following materials and information on hand:

- a. Copy of Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOGs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment E-1).
- e. Copy of Resource Management Procedures (Attachment E-2).
- f. Copy of Initial Damage Assessment Report (Attachment E-3).

E.2. **LIMITED EMERGENCY CONDITION:** (A situation wherein a potential hazard has reached a dangerous level and could affect the safety of Doylestown Township with very little warning. This condition recognizes a potentially serious situation and provides a posture of advanced readiness in place until the serious situation has escalated to full emergency or the danger has passed. Key EOC staff members would be mobilized).

E.2.1. **LIMITED EMERGENCY RESPONSE ACTIONS:**

- a. Upon notification of an emergency or disaster, notify the Assistant/Deputy Public Works/Resource Officer and place him/her on standby.
- b. Report to Emergency Operations Center (EOC).
- c. Notify Public Works and Resource personnel and place in standby status (Notification and Resource Manual).
- d. Open official Event-Action Log (Attachment E-1).
- e. Review EOC SOG-A and Public Works/Resource Services Responsibilities and Functions in the basic EOP.
- f. Review shift schedule for Public Works/Resources personnel to ensure a 24-hour capability.
- g. Review "unmet needs" of the municipality and report them to the EMC.
- h. Review resource listing, Part 2 of the EOP, of services or supply sources available locally for emergency use.
- i. Keep Emergency Management Coordinator informed of resource status.
- j. Prepare for a more severe emergency condition.

E.3. **FULL EMERGENCY CONDITION:** (A situation where the potential emergency activity has increased to exceed the public safety level and a total mobilization of all resources of the

Emergency Management Organization is required on a 24-hour basis to cope with the major emergency or disaster).

#### E.3.1. FULL EMERGENCY RESPONSE ACTIONS:

- a. Assemble Public Works/Resources personnel and implement 24-hour operations schedule (Notification and Resource Manual).
- b. Report "unmet" needs to the EMC using the format in the Notification and Resource Manual.
- c. Establish and operate a central resource receiving point at the Township Building for equipment and supplies required from sources outside the municipality.
- d. Be prepared to inspect incoming source equipment for existing damage, mileage, fuel levels, hours of operation, and log hours of operators.
- e. Coordinate with the EMC and submit an initial damage assessment report to the county EMA (Attachment E-3).
- f. Maintain records of all supplies issued and received.
- g. Maintain liaison with servicing utilities, i.e., gas, electric and water agencies.
- h. Place towing services and fuel supply agencies on standby.
- i. Assist Police Services in obtaining material for road access control purposes.
- j. Maintain sanitation standards as it affects water supplies and sewage disposal.
- k. Coordinate the pick-up or delivery of equipment and supplies in support of emergency operations.
- l. Coordinate municipal efforts with the County Public Works Chief.
- m. Keep Emergency Management Coordinator informed of the situation.
- n. Prepare for escalation to a more severe emergency condition. If protective actions are ordered (see EOC SOG - A).
- o. Continue to assess requirements v. resources available.
- p. Review Public Works/Resources relocation site and prepare to relocate with the EOC, if necessary.
- q. Be prepared to provide essentially the same Public Works and Resource services upon relocation back into the municipal area.

E.4. RE-ENTRY/RECOVERY: (When the municipal area is considered safe for the public to return).

E.4.1. RE-ENTRY ACTIONS:

- a. Relocate back to the municipal area with the EOC.
- b. Restoration of public utilities, if possible, prior to return of citizens to the area.
- c. Coordinate road clearance and debris removal with police so as to expedite reentry into the evacuated area.
- d. Coordinate emergency fuel supplies for reentry.
- e. Coordinate reentry with business and industry to solve start-up problems quickly.
- f. As sourced equipment is demobilized, inspect for damage, record final mileage, fuel level, hours of operation, and operator hours.

E.4.2. RECOVERY ACTIONS:

- a. Provide essentially the same Public Works/Resources services as before and during the emergency.
- b. Notify citizens of the location of food and water supplies.
- c. Inventory critical supplies (food, medical, etc.) left in the evacuation area which are still usable and submitting an emergency request to county EMA for critical shortages.
- d. Assist EMC in obtaining damage assessment data and documentation as it affects both private and public property.
- e. Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- f. Maintain Public Works and Resource support to the municipal EOC and municipal emergency forces until county advised or concurs in a closeout to emergency operations (log time).
- g. Review operational experiences gained and upgrade SOG- E accordingly.

**ATTACHMENT E-1**

**P. WORKS SERVICES      EVENT-ACTION LOG DOYLESTOWN TOWNSHIP      DATE:**

EVENT NO.	TIME	NAME	EVENT	ACTION



## ATTACHMENT E-2

### RESOURCE MANAGEMENT

#### E.2.1. Guidelines for the coordination and allocation of local resources is as follows:

- a. The municipal EMC will allocate resources and maintain a current consolidated listing of all required resources to support the EOP.
- b. Each primary staff officer will keep his/her resource list up-to-day and provide changes to the EMC as they occur.
- c. The Public Works/Resources Officer will assist the EMC by maintaining list of locally available resources which are anticipated to be in demand in event of a major emergency or disaster (Notification and Resource Manual). He/She will procure, store and issue supplies and equipment for emergency use.
- d. Needs not met will be forwarded to the County EMA. The Public Works/Resources Officer will establish and operate a central resources receiving point for resources received from outside of the municipality.
- e. Local resources will be exhausted before requesting assistance from county. Request format is shown in the Notification and Resource Manual.
- f. The Public Works/Resource Management Officer will maintain records of all receipts and issues.
- g. Pre-approved support agreements can be implemented on approval of the EMC (Notification and Resource Manual).
- h. Commitment for other local resources must have elected officials' approval.

#### E.2.2. To request municipal resource assistance:

- a. Request what resource is needed.
- b. Request quantity of resource required.
- c. Give reason for needed assistance.
- d. Give location resource is needed.
- e. Submit request to the EMC for approval and action.

#### E.2.3 Additional Manpower/Volunteer Management

- a. Every non-Township employee to be issued an ID badge (from the ID printer located in the EOC) and appropriate safety equipment issued and logged out.
- b. Each additional non-Township employee to sign volunteer registration form. (Attachment E-4)

- c. On release from emergency deployment, all additional manpower and volunteers to be signed out and to return issued safety equipment.

ATTACHMENT E-3

INITIAL DAMAGE ASSESSMENT REPORT

(To be submitted via e-mail/fax as soon as possible during a disaster)

General Information

A. Description

1. Name of reporting political subdivision (Doylestown Township)
2. Time and date(s) of disaster \_\_\_\_\_
3. Nature of the disaster (tornado, hurricane, etc.) \_\_\_\_\_
4. General narrative description of damage (damage to homes, public facilities, industry, agriculture, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

B. Population \_\_\_\_\_

1. Casualties

Number Dead	_____	Number Injured	_____
Number Missing	_____	Number Hospitalized	_____

2. Evacuees

Number \_\_\_\_\_ Location \_\_\_\_\_

3. Mass Care Shelters

Location	_____	
Occupants	_____	for Feeding _____

C. Status

What is the general situation at this time? Are there unmet needs? What assistance is required by local government?

# Appendix E-4, Disaster Volunteer Registration Form

(Please print clearly. Submit at Volunteer Reception Center or email/fax (see second page))

Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Day Phone \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Emergency Phone \_\_\_\_\_  
 Your Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
 Business Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 Are you a year-round resident? \_\_\_ Yes \_\_\_ No Months you are available \_\_\_\_\_  
 If you have any health limitations, please explain \_\_\_\_\_  
 I am willing to volunteer in Doylestown Township  
 Are you currently affiliated with a disaster relief agency? If yes, name of agency: \_\_\_\_\_  
 Special skills and/or vocational/disaster training: \_\_\_\_\_

**SKILLS: Please check all that apply.**

**MEDICAL**

\_\_\_ Doctor – Specialty: \_\_\_\_\_  
 \_\_\_ Nurse – Specialty: \_\_\_\_\_  
 \_\_\_ Emergency medical cert.  
 \_\_\_ Mental health counseling  
 \_\_\_ Veterinarian  
 \_\_\_ Veterinary technician

**COMMUNICATIONS**

\_\_\_ CB / ham operator  
 \_\_\_ Hotline operator  
 \_\_\_ Cell phone  
 # \_\_\_\_\_  
 \_\_\_ Satellite phone  
 # \_\_\_\_\_  
 \_\_\_ Public relations  
 \_\_\_ Web page design  
 \_\_\_ Public speaker

Language other than English:

\_\_\_ French  
 \_\_\_ German  
 \_\_\_ Italian  
 \_\_\_ Spanish  
 \_\_\_ Russian  
 \_\_\_ Creole  
 \_\_\_ \_\_\_\_\_  
 \_\_\_ \_\_\_\_\_

**OFFICE SUPPORT**

\_\_\_ Clerical – filing, copying  
 \_\_\_ Data entry – Software: \_\_\_\_\_  
 \_\_\_ Phone receptionist

**SERVICES**

\_\_\_ Food  
 \_\_\_ Assistance to elderly  
 \_\_\_ Child care  
 \_\_\_ Spiritual counseling  
 \_\_\_ Social work  
 \_\_\_ Search and rescue  
 \_\_\_ Auto repair/towing  
 \_\_\_ Traffic control  
 \_\_\_ Crime watch  
 \_\_\_ Animal rescue  
 \_\_\_ Animal care  
 \_\_\_ Runner  
 \_\_\_ Functional needs  
 support \_\_\_\_\_

**STRUCTURAL**

\_\_\_ Damage assessment  
 \_\_\_ Metal construction  
 \_\_\_ Wood construction  
 \_\_\_ Block construction  
 Cert. # \_\_\_\_\_  
 \_\_\_ Plumbing  
 Cert. # \_\_\_\_\_  
 \_\_\_ Electrical  
 Cert. # \_\_\_\_\_  
 \_\_\_ Roofing  
 Cert. # \_\_\_\_\_

**TRANSPORTATION**

\_\_\_ Car  
 \_\_\_ Mini van  
 \_\_\_ Maxi-van, capacity \_\_\_\_\_  
 \_\_\_ ATV  
 \_\_\_ Own off-road veh/4wd  
 \_\_\_ Own truck, description: \_\_\_\_\_  
 \_\_\_ Own boat, capacity \_\_\_\_\_  
 Type: \_\_\_\_\_  
 \_\_\_ Commercial driver  
 Class & license #: \_\_\_\_\_  
 \_\_\_ Camper/RV, capacity  
 & type: \_\_\_\_\_  
 \_\_\_ Wheelchair transport

**LABOR**

\_\_\_ Loading/shipping  
 \_\_\_ Sorting/packing  
 \_\_\_ Clean-up  
 \_\_\_ Operate equipment –  
 Types: \_\_\_\_\_  
 \_\_\_ Have experience  
 supervising others

**EQUIPMENT**

\_\_\_ Chainsaw  
 \_\_\_ Backhoe  
 \_\_\_ Generator  
 \_\_\_ Other: \_\_\_\_\_

# Appendix E-4, Disaster Volunteer Registration Form (Side two)

## Release of Liability Statement

I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify and hold harmless Doylestown Township, Bucks County, State of Pennsylvania, the organizers, sponsors and supervisors of all disaster preparedness, response and recovery activities from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I likewise hold harmless from liability any person transporting me to or from any disaster relief activity. In addition, disaster relief officials have permission to utilize any photographs or videos taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me during disaster relief efforts.

Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Pennsylvania, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Guardian, if under 18 \_\_\_\_\_ Date \_\_\_\_\_

**Volunteer's credentials were recorded as presented. Verification of credentials and any background check required are the responsibility of the receiving agency. ID badge issued and safety equipment issued. Volunteer's Initials and Date Below**

This volunteer was referred to the following agencies:

Date	Need #	Agency	Contact Name	Contact's phone #

Return this completed form to:

**Doylestown Township, 425 Wells Road, Doylestown, PA 18901-2717, T: 215 348 9915, Fax: 215 348 8729, [doylestownpa.org](http://doylestownpa.org)**

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **STANDARD OPERATING GUIDELINES (SOG)**

## **SOG-F**

## **PUBLIC INFORMATION OFFICER**

- F.1. **REQUIRED MATERIALS AND INFORMATION** - The Public Information Officer should have the following materials and information on hand:
- a. Copy of Municipal Emergency Operations Plan (EOP).
  - b. Copy of the EOC/Staff Officer's SOGs.
  - c. Notification and Resource Manual.
  - d. Copy of Event-Action Log (Attachment F-1).
  - e. Copy of Public Information procedures (Attachment F-2).
  - f. Listing of news media (See Notification and Resource Manual).
- F.2. **LIMITED EMERGENCY CONDITION:** (A situation wherein a potential hazard has reached a dangerous level and could affect the safety of the Doylestown Township with very little warning. This condition recognizes a potentially serious situation and provides a posture of advanced readiness in place until the serious situation has escalated to full emergency or the danger has passed. Key EOC staff members would be mobilized).
- F.2.1. **LIMITED EMERGENCY RESPONSE ACTIONS:**
- a. Report to the Emergency Operations Center (EOC).
  - b. Open official Event-Action Log (Attachment F-1).
  - c. Review EOC SOP--A and Public Information Responsibilities and Functions in the basic EOP.
  - d. Develop shift schedule for possible 24 hour operations
  - e. Review "unmet needs" of public information.
  - f. Establish contact with the County Public Information Officer.
  - g. Set up radio to monitor Emergency Alert System (EAS) or utilize the radio in the EOC.
  - h. Coordinate with all EOC staff officers for the latest information on the status of their operations.
  - i. Keep Emergency Management Coordinator and the chief elected official informed.
  - j. Prepare for a more severe emergency condition.
- F.3. **FULL EMERGENCY CONDITION:** (A situation where the potential emergency activity has increased to exceed the public safety level and a total mobilization of all resources of the Emergency Management Organization is required on a 24-hour basis to cope with the major emergency or disaster).

### F.3.1. FULL EMERGENCY RESPONSE ACTIONS:

- a. Be prepared to receive news media. If news media are not escorted or directed to the Township by the County EMA, notify the County Public Information Officer.
- b. Monitor media coverage of the emergency.
- c. Establish a central media reporting point within the municipality and an area for the chief elected official to meet with media personnel.
- d. Coordinate any public release of information via methods established in Part 1 Section VA8 with the County Public Information Officer prior to release.
- e. Keep the EMC informed of Public Information status.
- f. Prepare for escalation to a more severe emergency condition. If protective actions are ordered (see SOG--A).
- g. Check EBS on the radio/TV/email & social media to ensure emergency messages are being broadcast.
- h. Review Public Information relocation site and prepare to relocate with the EOC, if necessary.

### F.4. RE-ENTRY/RECOVERY: (When the municipal area is considered safe for the public to return).

#### F.4.1. RE-ENTRY ACTIONS:

- a. Relocate back to the municipal area with the EOC.
- b. Re-establish communication with the county EOC and provide information to local media from the Board of Supervisors on the status of the municipality and assistance available to the public.

#### F.4.2. RECOVERY ACTIONS:

- a. Assist the elected officials in discussions with news media on the status of the municipality.
- b. Assist elected officials in obtaining damage assessment data and documentation.
- c. Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- d. Maintain public information support to the municipal EOC and elected officials until county advises or concurs in a closeout to emergency operations.
- e. Review operational experiences gained and upgrade SOG - F accordingly.

**ATTACHMENT F-1**

**PUBLIC INFORMATION      EVENT-ACTION LOG DOYLESTOWN TOWNSHIP      DATE:**

EVENT NO.	TIME	NAME	EVENT	ACTION



## ATTACHMENT F-2

### PUBLIC INFORMATION

- F.2.1. In the event of a local emergency, the Public Information Officer will release information to the public (residents and visitors) of Doylestown Township via the means established in Part 1 Section VA8, which may involve all or some of the following: TV, Radio, Email, Phone, social media, and the Roam Security Alert Network (RSAN) via the Bucks County Emergency Management Agency.
- F.2.2. The release of emergency information and instructions to the news media and the public in event of a major emergency or disaster is the responsibility of the County Emergency Management Agency (EMA).
- F.2.3. The municipal public information officer will assist the elected officials/Township Board of Supervisors in keeping the County EMA informed of the status of activities and associated detailed information requested. The Chairman of the Doylestown Township Board of Supervisors is normally the official spokesperson and the public information officer acts as their liaison.
- F.2.4. The County Emergency Operations Plan (CEOP) provides details on the Guidelines for notification, and actions to be taken by persons living, working or traveling in the risk municipalities. The major activities are:
- a. Pre-Emergency Public Information - Instructs the public how to prepare and respond to an emergency through use of telephone book emergency information, individual home brochures by mail and public bulletin board notices, email, Township newsletter, DTV and Social Media.
  - b. Public Notice over the Emergency Alert System (EAS) -- Prepared statements over designated local radio and TV stations and other notification paths as developed by the Township giving public notification and instructions. See County EOP for examples of EAS announcements. (Sample announcements are shown at Attachments F-3, 4, and 5).
  - c. County Rumor Control Center -- Telephones manned by the county Public Information staff as a primary means for responding to questions from the general public in a major emergency or disaster. The rumor control telephone number for Bucks County EMA is 215-348-7518.

**ATTACHMENT F-3**

**SAMPLE**

**This same sample message is also found in checklist #3 in Part 3 of the Emergency Operations Plan.**

**RADIO/TV MESSAGE\***

**ROADS CLOSED**

This is an emergency notification from the Doylestown Township EMA. The recent storm has caused severe flooding in many areas of the county. As of 10:30 today, the following roads/streets have been closed by law enforcement officials:

1. All of the Lower State Road within Doylestown Township.
2. Almshouse Road from corner of Lower State Road to Turk Road, Doylestown Township.
3. Almshouse Road from corner of Lower State Road to Upper State Road, Doylestown Township.

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

Again, those roads/streets which have been closed are:

- 1.
- 2.
- 3.

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

\* Message will be transmitted to municipalities by the local radio and TV stations. Activation of EAS for broadcasting messages is under County control.

**SAMPLE**

**A similar sample message is found in Checklist #3 in Part 3 of this Emergency Operations Plan.**

**RADIO/TV MESSAGE\***

**EVACUATION RECOMMENDATION**

The following announcement has been released by the Doylestown Township Emergency Management Agency.

The flooding situation continues in parts of Doylestown Township, Bucks County and may worsen. For your safety, the Governor recommends that you leave the Doylestown Township 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, go to (one of) the Red Cross shelter(s) at

\_\_\_\_\_.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).

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 Doylestown Township area (give boundaries), you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

\*Message will be transmitted to municipality by the local radio and TV stations. Activation of EAS for broadcasting messages is under County control or designated in the EAS Plan.

ATTACHMENT F-5

**SAMPLE**

**RADIO/TV MESSAGE\***

**EVACUATION RECOMMENDATION/ORDER**

(To be announced by the county EMA).

This is \_\_\_\_\_. The incident at Nuclear Power Station has deteriorated and release of some radiation is expected in parts of \_\_\_\_\_ county/city and may worsen. For your safety, the Governor has recommended/ ordered that you leave the Doylestown Township 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. A three day supply is recommended. 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 mass care center(s) at \_\_\_\_\_.

Pets will not be allowed in mass care centers. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).

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 Doylestown Township area (give boundaries), you are requested/required to evacuate for your own safety.

Stay tuned to this station for more information and instructions.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

\*Message will be transmitted to municipality by the local radio and TV stations. Activation of EAS for broadcasting messages is under County control or designated in the EAS Plan.

