

ORDINANCE NO. 91-2

AN ORDINANCE OF THE TOWNSHIP OF UNION, UNION COUNTY, PENNSYLVANIA, ESTABLISHING AND ADOPTING AN EMERGENCY OPERATIONS PLAN FOR UNION TOWNSHIP IN ACCORDANCE WITH THE PENNSYLVANIA EMERGENCY MANAGEMENT SERVICES CODE.

WITNESSETH:

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code [35 Pa.C.S.A. §7101, et seq.] mandates that Union 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 the Township; and

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

WHEREAS, Union 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 of the Township.

NOW, THEREFORE, be it enacted and ordained by the Board of Supervisors of the Township of Union, Union County, Pennsylvania, and it is hereby enacted and ordained by the authority of the same as follows:

Section 1. There is hereby approved, adopted and placed into effect the Emergency Operations Plan of Union Township, the original of which is attached hereto and made a part hereof. This Plan shall be reviewed on an annual basis to make certain that it conforms with the requirements of the Union County Emergency Operations Plan.

Section 2. All ordinances or parts of ordinances inconsistent herewith be and the same are hereby repealed.

Section 3. This Ordinance shall become effective five (5) days after enactment.

ENACTED AND ORDAINED as an Ordinance of the Township of Union, Union  
County, Pennsylvania, this 5th day of March, 1991.

ATTEST:

TOWNSHIP OF UNION  
BOARD OF SUPERVISORS

Shirley L. Doyle  
Shirley L. Doyle, Secretary

R. Nelson Poe  
R. Nelson Poe, Chairman

(SEAL)

Thomas S. Reitz  
Thomas S. Reitz, Supervisor

K. Palmer Felmer  
K. Palmer Felmer, Supervisor

UNION TOWNSHIP EMERGENCY OPERATIONS PLAN

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## UNION TOWNSHIP EMERGENCY OPERATIONS PLAN

### 1. PURPOSE

#### A. Protection of Persons and Property

To provide for the protection of persons and property in Union Township in the event of a natural or man-caused emergency or disaster, in accordance with the Pennsylvania Emergency Management Code [35 Pa.C.S.A. §§7101-7707], also referenced as P.L. 1332.

#### B. Procedures to Alert Public and Provide Information

To establish procedures to alert the public and provide information and appropriate protective action instructions, if necessary. To provide for coordination and use of available municipal resources during an emergency.

#### C. Role and Responsibilities of Municipal Officials

To define the role and responsibilities of municipal officials and the Emergency Management Coordinator. To define emergency functions and make assignments to municipal and volunteer staff.

#### D. Cooperation with County Efforts

To assure coordination and cooperation with county efforts in accordance with the Union County Emergency Operations Plan.

### 2. SITUATIONS COVERED BY PLAN

#### A. Hazards that Pose the Potential Threats

The hazards that pose the potential threats to Union Township are: winter storms, flooding, hazardous materials, transportation accidents, severe storms, tornadoes, dam failure, droughts, nuclear power plant accidents, civil disorders, and nuclear attacks (see Union County Hazard Vulnerability Analysis).

#### B. Plan Covers a Wide Range of Possibilities

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.

### 3. DIRECTION AND COORDINATION

#### A. Board Responsible for Public Protection and Safety

The Union Township Board of Supervisors is responsible for the protection and safety of the public in Union Township and will exercise direction and control of its emergency management agency and response activities within the Township. For continuity of government, the lines of succession are:

##### 1. Succession of the Board of Supervisors

The line of succession of the Township Supervisors is from the Chairperson through the members as determined by the Board.

2. Succession of Emergency Management Coordinator

The line of succession of the Emergency Management Coordinator is the deputy coordinator followed by the fire services staff officer.

3. Succession of Department Heads

The line of succession of each department head is according to the operating procedures established by each department.

B. County Responsible for Direction and Control

When more than one township or borough is affected by an emergency, the County will be responsible for direction and control.

C. PEMA Responsible for More than One County

When more than one county is affected by an emergency, the Pennsylvania Emergency Management Agency (PEMA) will provide overall coordination, direction and control.

D. Operational Procedures

Township operational procedures and dispatch of emergency vehicles will be coordinated through the Union County Emergency Operations Center (EOC).

4. CONCEPT OF OPERATIONS

A. Municipal Government Functions Life and Property

In a disaster emergency, the municipal government will continue only those functions and services necessary to protect life and property.

B. Emphasis on Human Needs

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.

C. Coordinator will Mobilize the EOC

The Emergency Management Coordinator will mobilize the Emergency Operations Center (EOC) at the municipal offices of Union Township or if no such offices exist, then at the Winfield Fire Hall when an emergency situation requires it.

D. Emergency Management Organization Staff

The emergency management organization staff will follow prescribed standard operating procedures which describe in detail how their functions are carried out and utilize checklists as necessary.

E. Implement Protective Actions by Municipal Officials

Any decision to implement protective actions will be made by Township municipal officials or, in their absence, the Emergency Management Coordinator, based upon advice from the Union County Emergency Management Coordinator.

F. Relocating of the Board of Supervisors

If required to evacuate, the Township Supervisors and the EOC will relocate to a pre-selected alternate seat of government at the Evangelical Community Hospital. If possible, the EOC will be the last organization to leave the hazard area.

G. Recovery Phase

During the recovery phase, the EMA 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 Union County EMA.

5. 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 procedures (SOP) which prescribe implementing procedures 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. Current Disaster Emergency Operations Plan

Prepare, maintain and keep current a disaster emergency operations plan for the prevention and minimization 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 Union County Emergency Operations Plan.

2. Initiate and Maintain Coordination and Cooperation

Initiate and maintain coordination and cooperation with the Union County Emergency Agency (EMA), and provide prompt information as requested.

3. Identify Hazards that Affect the Municipality

Identify hazards that may affect Union Township. In coordination with the Union County Emergency Management Agency (EMA) and based upon its Hazards Vulnerability Analysis, determine what hazards could potentially impact upon the Township.

4. Identify Resources

Identify resources within Union Township that can be used to respond in a major emergency or disaster situation and report "unmet" needs. This should include both public and private resources and mass care facilities.

5. Develop and Maintain Emergency Management Organization

Develop and maintain an emergency management organization and a trained staff appropriate for the needs and resources of Union Township. A functional organization chart is outlined in Part 10 hereof. The staff must be capable of maintaining twenty-four (24) hour continuous operations.

6. Mobilize and Direct Emergency Management Staff

Mobilize, direct and coordinate the emergency management staff during an emergency.

7. Develop Standard Operating Procedures

Develop standard operating procedures (SOP) in coordination with the staff to carry out their responsibilities and functions and the functions of the Emergency Operations Center.

B. Communications Services

1. 24-Hour Contact with Emergency Staff

Maintain a 24-hour contact and notification capability so that the emergency management staff can be mobilized on short notice.

2. Assist Emergency Management Coordinator (EMC)

Assist the EMC by providing procedures for emergency notification of the EOC staff.

3. Ensure Communications Capability

Ensure a communications capability between field operations, the EOC and Union County.

4. RACES Teams

Maintain communications with assigned RACES teams.

C. Police Services

1. Security and Law Enforcement Services

Provide the usual security and law enforcement services.

2. Traffic and Access Control

Provide traffic and access control as necessary in and around the affected areas. Forward changes of traffic and access control points to the County EMA every six (6) months.

3. Public Alerting

Be prepared to assist the EMC in providing for public alerting if necessary.

4. Coordinate Municipal Police Actions

Coordinate municipal police actions with other police agencies.

D. Fire and Rescue Services

1. Provide Fire and Rescue Services

Provide the usual fire and rescue services to include a Haz Mat response team.

2. Assist the EMC in Public Alerting

Assist the EMC in providing for public alerting so that the Township population, to include non-English speaking and hearing impaired, can be notified of an impending situation and/or instructed to take protective action, if necessary.

3. Fire and Rescue Actions

Coordinate Township fire and rescue actions with other fire/rescue agencies.

E. Emergency Medical Services

1. List of People with Special Needs

Maintain a list of the hearing-impaired, handicapped and residents with special medical needs. Update such list every six (6) months and provide a copy thereof to the County EMA.

2. Emergency Medical Coverage

Provide emergency medical coverage as needed and in coordination with transportation, and provide for evacuation of persons with special medical problems or who are physically or mentally impaired.

3. Emergency Medical Actions

Coordinate Township emergency medical actions with other medical agencies.

F. Transportation Services

1. Institutional Needs for Transportation

Coordinate institutional needs for transportation in the event evacuation or relocation becomes necessary, i.e. hospitals, nursing homes and day care centers.

2. Evacuation Transportation

Arrange evacuation transportation for residents without transportation.

3. Establish Pickup Points

Establish pickup points and maintain a list of individuals with transportation needs.

4. Inventory



Maintain an inventory of Township and/or other municipal transportation resources.

5. Coordinate Transportation Actions

Coordinate transportation actions with other transportation agencies.

G. Radiological Protection Services

1. Procedures Guide

Maintain a procedures guide for radiological emergency incidents.

2. Exposure Control Program

Administer the County's radiological exposure control program within the Township.

3. Train Municipal Personnel and Emergency Workers

Conduct training for Township municipal personnel and emergency workers in the use of dosimetry and knowledge of exposure limits and decontamination procedures.

4. Coordinate Protective Actions

Coordinate protective actions for the public, through the EMC, with the Union County EMA.

H. Public Works and Resource Services

1. Provision of Equipment and Supplies

Coordinate provision of equipment and supplies from public and private sources and maintain resource lists and contacts.

2. Unmet Needs

In coordination with the EMC, determine the "unmet" needs for the Township.

3. Public Utilities

Coordinate or direct the preventive measures and restoration of public utilities and municipal facilities.

4. Expenditures

Maintain records of expenditures and resources used during a disaster.

5. Situation and Damage Reports

Make situation and damage reports to the EMC and assist in situation and damage assessment by the county or the state.

I. Public Information Officer

Assist the Township Supervisors in coordinating public information

with the Union County Public Information Officer.

NOTE: Depending on staff and resources, each of the above functions may be assigned to an individual, or two (2) or more functions may be assigned to one (1) individual.

It may be necessary to develop agreements with other municipalities or organizations if local resources are not available for some of these functions.

6. TRAINING AND EXERCISES

A. Training Program

The Township EMC will participate in the Union County training program and/or request a formal local training session to include the following: PEMA's Phase I and Phase II (duties and responsibilities of the EMC and the EMC's work environment), Planning Seminar, EOC Operation and Public Official Training (for municipal officials).

B. Training will be Augmented in County Exercises

The above training will be augmented by participating in the County exercises including those for review of plans and procedures; exercises in which elected officials and key staff are presented situations as a learning experience; and full scale exercises to evaluate emergency management capability.

7. REFERENCES

A. Hazard/Vulnerability Analysis

Union County, Hazard/Vulnerability Analysis, 1987.

B. Emergency Operations Plan

Union County Emergency Operations Plan. September 11, 1987.

8. PLAN DISTRIBUTION

Distribution of the Union Township Emergency Operations Plan shall be made to the following:

- A. Municipal Officials;
- B. Emergency Management Coordinator and staff;
- C. Medical Facilities;
- D. Emergency Services - Police, Ambulance, Fire and Rescue;
- E. School Districts;
- F. Municipal Library;
- G. Local Chapter of the American Red Cross;
- H. Utilities;
- I. Union County Emergency Management Agency; and
- K. Pennsylvania Emergency Management Agency (PEMA) Area Office (through the County EMA)

9. MISCELLANEOUS

A. Additional copies of this Plan will be made available upon specific request and justification to the Union Township Emergency Management Coordinator.

B. The Union Township Emergency Management Coordinator is responsible for reviewing and updating this Plan annually.

10. ENCLOSURE 1 - EMERGENCY MANAGEMENT ORGANIZATION

(TITLE OF CHIEF ELECTED OFFICIAL)	PUBLIC INFORMATION OFFICER
(TITLE OF MUNICIPAL BOARD)	
EMERGENCY MANAGEMENT COORDINATOR	
DEPUTY COORDINATOR	

TRANSPORTATION SERVICES	POLICE SERVICES (1)	FIRE AND RESCUE SERVICES (2)	EMERGENCY MEDICAL SERVICES (3)
RADIOLOGICAL PROTECTION SERVICES (4)	PUBLIC WORKS & RESOURCES	MASS CARE SERVICES (5)	COMMUNICATIONS SERVICES (4)

- NOTES:
- (1) Police Services are provided by the Pennsylvania State Police, Milton.
  - (2) Fire Services are provided by the Union Township Volunteer Fire Company, Winfield. Rescue Services are provided by the William Cameron Engine Company, Lewisburg, and the New Berlin Fire Company Number 1, New Berlin.
  - (3) Ambulance Services are provided by the William Cameron Engine Company, Lewisburg, and the New Berlin Fire Company Number 1, New Berlin.
  - (4) These services are provided by the Union County Emergency Services.
  - (5) These functions are assigned to the Union County Chapter of the American Red Cross.