

# Lower Allen Township Emergency Operations Plan

**August 5, 2020**

## Section I: Basic Plan

**Copy Number** \_\_\_\_\_

This EOP, and its supporting material, are controlled documents. While the basic plan is open to the public, other portions of this plan are not considered to be subject to the Right-to-Know Law under Act 3 of 2008, Chapter 7, Section 708, b, 2 and are unavailable to the general public.

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#### ELECTED OFFICIALS

##### COMMAND

- EOC Director
- Deputy EOC Director
- Intelligence/Investigations Function
- Section Coordinators
- Liaison Officers
- Safety Officer
- Public Information Officer (PIO)/External Affairs

##### OPERATIONS

- Operations Section Coordinator
- Communications Branch
- Firefighting Branch
- Public Health and Medical Services Branch
- Search and Rescue Branch
- Oil and Hazardous Materials Branch
- Public Safety and Security Branch

##### PLANNING

- Planning Section Coordinator
- Emergency Management Branch

##### LOGISTICS

- Logistics Section Coordinator
- Transportation Branch
- Public Works and Engineering
- Mass Care, Shelter, and Human Services Branch

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- Logistics Management and Resource Support Branch
- Agriculture and Natural Resources Branch
- Energy Branch

**FINANCE AND ADMINISTRATION**

- Long Term Community Recovery and Mitigation Branch

**BLANK FORMS**

**SECTION IV – NOTIFICATION AND RESOURCE MANUAL (NARM)**

**Notification and Resource Manual**

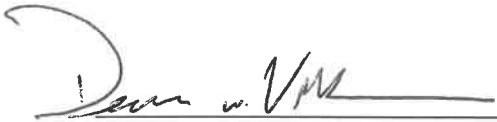
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# PROMULGATION

THIS PLAN WAS ADOPTED BY Lower Allen Twp. Board of Commissioners (elected officials)

UNDER RESOLUTION NO. 2020-R-29 DATED 9/28/20.

IT SUPERCEDES ALL PREVIOUS PLANS.

  
\_\_\_\_\_  
(President)

  
\_\_\_\_\_  
(Vice President)

  
\_\_\_\_\_  
(Commissioner)

  
\_\_\_\_\_  
(Commissioner)

  
\_\_\_\_\_  
(Commissioner)

  
\_\_\_\_\_  
(Township Manager)

  
\_\_\_\_\_  
(Emergency Management Coordinator)

# CERTIFICATION OF REVIEW

Lower Allen Township Department of Public Safety has reviewed this Emergency Operations Plan (EOP). The review is hereby certified by Lower Allen Township's Emergency Management Coordinator (EMC). The review cycle is a two (2) year, or sooner, period commencing with the date of EOP promulgation.

Date:	Signature:
9-29-2020	





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## **I. PURPOSE AND SCOPE**

### **A. Purpose**

This Emergency Operations Plan (EOP) outlines the roles and responsibilities of Lower Allen Township government and officials to coordinate emergency response activities, establishes procedures to alert the public, protect the lives and property of the citizens in Lower Allen Township in the event of a natural or human-caused, including terrorism, emergency or disaster, in accordance with the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Section 7101 et seq., as amended, and the Cumberland County Emergency Operations Plan (EOP).

### **B. Scope**

This EOP is considered as “All-Hazards” and its organization into Emergency Support Functions (ESFs) allows it to be used for incidents and emergencies of varying magnitudes. The plan includes all activities in the entire emergency management cycle, including prevention, protection, preparedness, response, and recovery phases. The plan is applicable to all response organizations acting for or on behalf of the government or citizens of Lower Allen Township, Cumberland County. Incident specific plans may augment this plan if necessary, to more efficiently manage requirements presented by specific hazards.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Township Location and Description: (*Township Map*)
  - a. Lower Allen Township is a Township of the First Class and is located in the southeastern portion of Cumberland County, Pennsylvania. The township covers a land area of approximately 10.3 square miles.
  - b. Lower Allen Township is bordered by New Cumberland, Lemoyne, Mechanicsburg, Shiremanstown, and Camp Hill Boroughs, and Hampden, Upper Allen, East Pennsboro, and Fairview Townships.
  - c. According to the 2018 Census of the United States, the population of Lower Allen Township is estimated to be approximately 18,923.
2. Township Capabilities and Resources:

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- a. This EOP references a Notification and Resource Manual (NARM) that lists resources and assets available from the township based on National Incident Management System (NIMS) identification and typing of resources.
  - b. Automatic/Mutual Aid and Support: The township supports mutual aid agreements with all of its surrounding municipalities as defined in any mutually executed agreements or as such covered under Pennsylvania Emergency Management Services Code, 35 Pa. C.S. 7504.
3. Lower Allen Township Hazard Vulnerability:

According to Cumberland County's Hazard Vulnerability Analysis (HVA) and historical data contained in Cumberland County's Hazard Mitigation Plan, the most likely hazards are:

- a. *Natural Hazards.* Lower Allen Township is subject to the following natural hazards: floods, winter storms, drought, hurricanes/tropical storms, tornadoes, windstorms, landslides, and ground subsidence. Flooding and winter storms happen every year in Pennsylvania. While the remaining natural hazards are unpredictable and occur less often, they do present a problem for township emergency responders.
- b. *Human-made Disasters.* Human-made disasters occurring within the township: fires, civil unrest, transportation accidents, hazardous materials accidents, water supply deficiencies, energy emergencies, and dam failures.
- c. *Three Mile Island Nuclear Generating Station (TMI).* Lower Allen Township's location within TMI's Emergency Planning Zone (EPZ) requires special planning and preparation. Should a serious problem arise, a portion of the township may be evacuated. Township residents may be evacuated to relocation centers within the township or Cumberland County. Due to the complex nature of TMI events, requirements, and actions, a separate plan is devoted to this particular hazard.
- d. *Terrorism.* A terrorist act is a deliberate attack upon the United States by a foreign or domestic individual or organization which could expose Lower Allen Township to the effects from nuclear or conventional weapons. Terrorist attacks, both domestic and foreign, could expose the township to weapons of mass destruction (WMD), which includes chemical and biological agents, radiological dispersal devices, improvised explosive devices, and possible paramilitary action, including sabotage.

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- e. *Biological or Etiological Threat.* A disease outbreak (or epidemic) occurs when the number of cases of disease exceeds what is normally expected in a community, geographical area, or season. The disease is highly contagious causing a widespread health event that has the potential to become catastrophic. An outbreak can occur in a restricted geographical area, or it may spread over several countries and may last a few days, weeks, or several years. When a disease outbreak spreads on a global scale, it is considered a pandemic.

### B. Capability Assessment

Lower Allen Township's emergency management program is constrained by the use of its existing capabilities, both organic to the township and available through mutual aid assistance. Based upon the incident types established by the U.S. Fire Administration and FEMA in the diagram below, municipality emergency management programs are capable of managing incidents up to the Type 3 classification. Management of a Type 1 and/or Type 2 incident requires additional capabilities beyond those of Lower Allen Township.

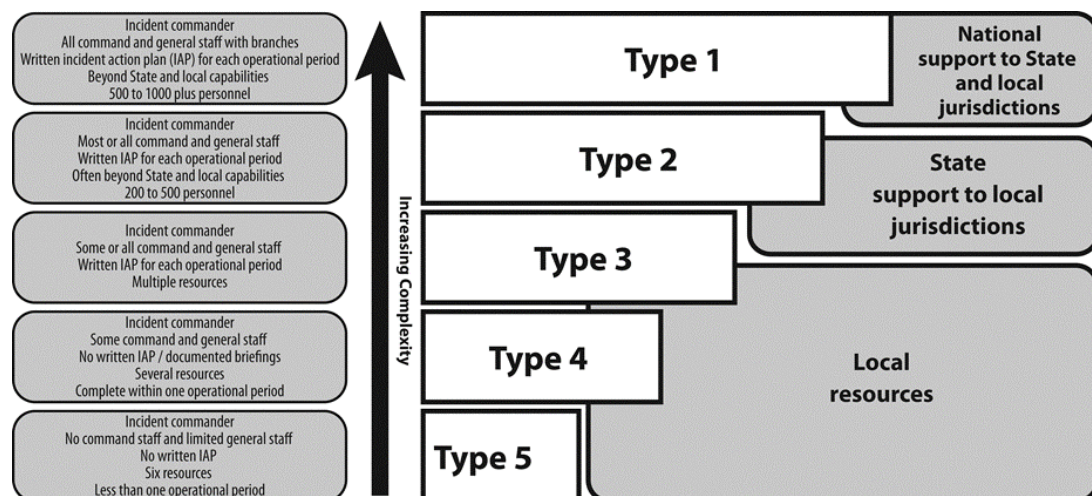


Figure 1: Incident Complexity

### C. Planning Assumptions

1. Adjacent municipalities and governments, along with possible private sector partners, will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place prior to the emergency.
2. When township resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, Cumberland County's Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance,

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it can call for mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.

3. In the event of a township evacuation, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation.
4. Any regulated facility, SARA (Superfund Amendments and Re-Authorization Act) site, power plant, etc. posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county, and state departments and agencies as required by codes, laws, regulations, or requirements.
5. The Lower Allen Township Board of Commissioners may declare a disaster emergency for the township when a disaster has occurred or is imminent. A disaster emergency will be declared in accordance with the provisions of the Pennsylvania Emergency Management Code (35 Pa CS, § 7501) and will be subject to ratification. The declaration of disaster emergency must not be renewed for a period in excess of seven days except by the consent of the Lower Allen Township Board of Commissioners. A copy of the declaration will also be forwarded to Cumberland County Department of Public Safety.
6. In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens or shelters. Depending upon the scale of the hazard, these safe havens may be located within or outside of Lower Allen Township.
7. Emergency shelters will be activated by the county EMA using public schools, colleges, universities (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will primarily be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, and basic medical care, and will maintain a registration of those housed in the shelter.
8. Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of primary energy sources in accordance with their own emergency plans that are compliant with any applicable state laws or regulations.

### III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

#### A. General

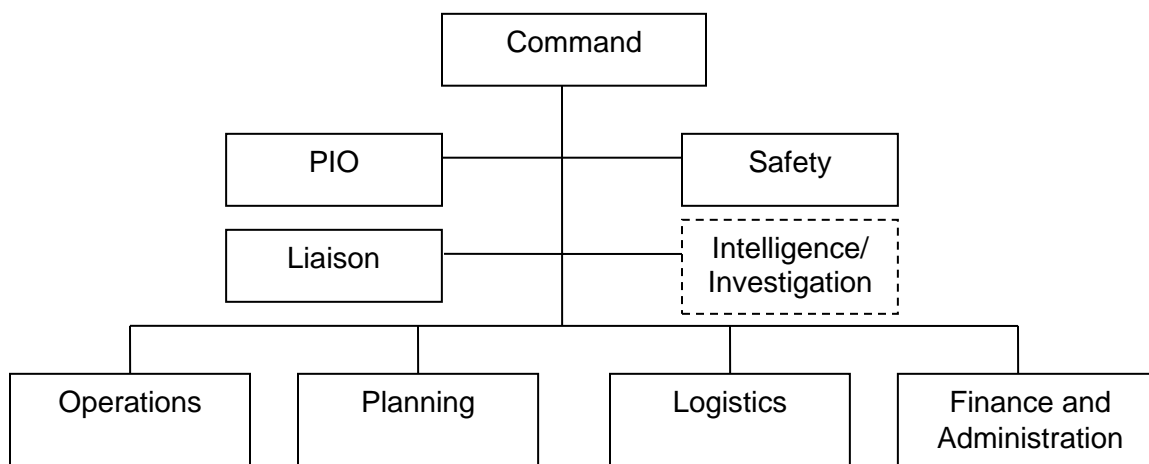
1. All emergency responses occurring in Lower Allen Township will follow the standards outlined in National Incident Management System (NIMS) doctrine. This includes:
  - a. Command and Coordination – the designation of an Incident Commander (IC) or Unified Command (UC), and, if necessary, the implementation of a flexible organizational structure utilizing the Incident Command System (ICS) based on NIMS principles.
  - b. Resource Management – the standard to systematically manage resources, including personnel, equipment, and supplies as listed in Section III: Notification and Resource Manual.
  - c. Communications – the method to ensure incident personnel, stakeholders, and key decision makers have necessary information for incident management decision making processes.

#### B. Direction, Control, Coordination, and Support

1. Lower Allen Township Commissioners are ultimately responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the five phases (prevention, protection, mitigation, response, and recovery) of emergency management within the township.
2. The Emergency Operations Center (EOC) will be used for decision-makers to exercise command and control of township operations and coordinate other activities of the responders during an emergency.
  - a. The EOC is not normally activated and/or staffed but will be activated on an as needed and phased basis.
  - b. The location of the EOC is listed in the Notification and Resource Manual.
3. This EOP follows national guidance and standards that local plans will be coordinated and integrated at all levels of government in case an incident exceeds the capabilities and resources of Lower Allen Township. This includes:
  - a. Vertical Integration – the foundation of having Federal, state, regional, and private sector entities layered into local planning activities.

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- b. Horizontal Integration – Lower Allen Township’s plans support its neighboring jurisdictions’ set of plans.
4. The Emergency Management Coordinator (EMC) shall act on behalf of the Board of Commissioners. The commissioners, EMC, Deputy EMC, or designee may activate the EOC during an emergency.
5. The Lower Allen Township EOC will use an operational structure that is based on the Incident Management System, which is shown below in Figure 2. The NIMS structure includes the categories of Command, PIO, Liaison, Safety, Intelligence/Investigation, Operations, Planning, Finance/Administration, and Logistics.



*Figure 2: EOC Structure*

6. The initial Incident Command/Unified Command (IC/UC) at an incident site will be from fire, police, emergency medical services, etc. depending on the nature of the incident. If the line of jurisdiction becomes unclear, a unified command structure should be formed.
7. Emergency response will be managed through the fifteen (15) Emergency Support Functions (ESFs) outlined in the National Response Framework and FEMA’s Emergency Support Function Annexes. These ESFs deliver the core capabilities necessary for all five (5) phases of emergency management outlined in FEMA’s National Preparedness Goal. A brief description of each ESF is listed in Table 1 below.



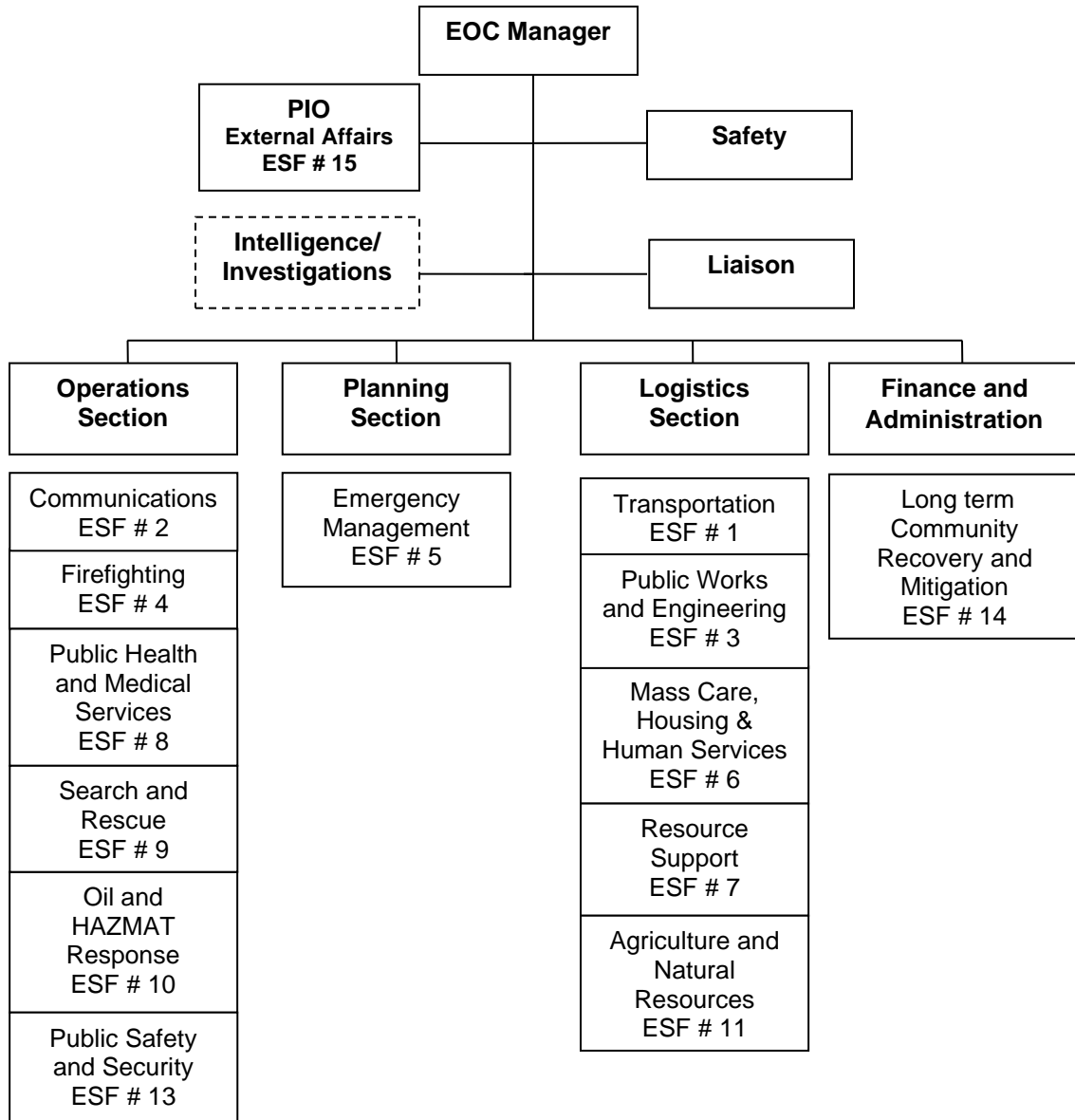
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ESF	Supporting Actions
<b>ESF #1: Transportation</b>	Coordinates the opening of road, management of transportation systems, and manage access to critical facilities.
<b>ESF #2: Communications</b>	Provides and enable communications infrastructure and coordinate communication response efforts.
<b>ESF #3: Public Works &amp; Engineering</b>	Coordinates and organize resources to support emergency/event activities.
<b>ESF #4: Firefighting</b>	Coordinates firefighting activities that support wildland, rural, and urban firefighting operations.
<b>ESF #5: Information &amp; Planning</b>	Develops coordinated crisis action plans and disseminates information regarding the emergency/event.
<b>ESF #6: Mass Care &amp; Human Services</b>	Integrates voluntary agency support to provide life-sustaining resources, services, and programs for disaster survivors.
<b>ESF #7: Logistics</b>	Provides logistical support and coordinates planning and support for timely deliveries of supplies, equipment, and services.
<b>ESF #8: Public Health &amp; Emergency Medical Services</b>	Coordinates public health, medical, mental health, and mass fatality management services.
<b>ESF #9: Search &amp; Rescue</b>	Coordinates search and rescue missions, including lifesaving assistance.
<b>ESF #10: Oil &amp; Hazardous Materials Response</b>	Coordinates and provides oil and hazardous materials response while monitoring and maintaining environmental short- and long-term cleanup.
<b>ESF #11: Agriculture &amp; Natural Resources</b>	Provides nutrition assistance, animal, and plant disease response, food safety/security, protection of natural and cultural resources, and safety of household pets.
<b>ESF #12: Energy</b>	Coordinates infrastructure assessment, repair, and restoration while conducting energy industry utilities coordination/forecasts.
<b>ESF #13: Public Safety &amp; Security</b>	Coordinates facility and resource security, security planning, and all law enforcement associated tasks.
<b>ESF #14: Long-Term Community Recovery &amp; Mitigation</b>	Supports planning among infrastructure sectors, serves as the interface with businesses, industries, and critical infrastructure, and coordinates with interagency partners.
<b>ESF #15: External Affairs</b>	Communicates emergency public information and protective action guidance while providing media and community relations.
Further information can be found in FEMA's <a href="#">National Response Framework (NRF)</a> and <a href="#">ESF Annexes</a> .	

*Table 1: Emergency Support Functions*

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8. Within the EOC, the ESFs have been assigned to the general staff sections of the incident command structure as seen in Figure 2 below.



*Figure 2: LATWP ESF Organization*

9. In those cases where an ESF is not staffed, ICS doctrine dictates that an ESF’s responsibilities and activities will revert back to the section coordinator. If the section coordinator position is not filled, the responsibilities will be given back to the EOC Manager.
10. Lower Allen Township has five (5) EOC activation levels. The activation levels are shown in Figure 3 below.

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<b>Activation Level</b>	<b>EOC Activation Description</b>	<b>Activity and Staffing</b>
<b>Level IV Normal Operations</b>	<b>Level IV - Normal Operations:</b> Normal day-to-day operations.	<i>EMC</i> <ul style="list-style-type: none"> <li>• Continuously monitors weather and other current and significant events</li> <li>• Issue information products to maintain situational awareness and a common operating picture</li> </ul>
<b>Level III Monitoring</b>	<b>Level III - Monitoring:</b> Select ESF staff are notified for remote monitoring of a developing situation or physically located in EOC at the EMC's discretion.	<i>Public Safety Command Staff</i> <ul style="list-style-type: none"> <li>• Responsible for situational awareness and mobilization</li> <li>• Coordinate resources</li> </ul>
<b>Level II Enhanced Operations</b>	<b>Level II – Enhanced Operations:</b> Responds to an actual event having significant impacts over large geographical areas. Select ESF staff are notified for activation to the EOC to monitor a developing situation virtually or physically located in EOC at the EMC's discretion.	<i>Select personnel, as required for the incident or event.</i> <ul style="list-style-type: none"> <li>• EOC Management</li> <li>• Coordinate agencies</li> <li>• Incident Action Plans (IAP)</li> <li>• Resource management</li> </ul>
<b>Level I Full Activation</b>	<b>Level I - Full Activation:</b> Activation of the EOC to monitor an actual or developing situation and physically located in EOC at the EMC's discretion. Can be initiated by a local emergency declaration, state of emergency declaration and includes full county and/or state support.	<i>All staffing noted for Level II, plus full complement of supporting agencies.</i>
<b>Virtual Activation</b>	<b>Virtual Activation:</b> Initiated and used when physical activations are not possible due to hazards and/or made at the discretion of the EMC dependent upon the scale of the emergency.	<i>Select personnel, as required for the incident or event.</i>

*Figure 3: EOC Activation Levels*

### **C. Information Collection, Analysis, and Dissemination**

1. Incident information may come into the EOC through various channels, although the Emergency Management Branch (ESF #5) is responsible for information collection, analysis, and dissemination when the EOC is activated. ESF #5 seeks incident relevant information that can be used for establishing a Common Operating Picture (COP). This COP will be used by the EOC staff to achieve specific Situational Awareness (SA), strategies, and tactics used for incident management. Furthermore, all EOC staff are responsible for the coordination and development of all forms relevant to their position to maintain accountability for essential and critical information. Incident intelligence may incorporate:
  - a. Identification of types of information, as needed.
  - b. Determination of where information is expected to come from.
  - c. Identification of what sections will need and can utilize certain information.
  - d. Establishing how the information will be disseminated.

### **D. Communications**

1. Communications procedures and protocols that support incident management follow communication operations used on a day-to-day basis by Lower Allen Township staff. The Communications Branch (ESF #2) develops procedures to activate additional EOC communications and expand EOC communication capabilities.
2. Public information will be managed by the Public Information Officer (PIO) (ESF #15), or the EMC if the ESF #15 position is not established. Information will be coordinated to flow through one central point to ensure accuracy and efficiency in dissemination. The PIO maintains the responsibility for media management, public relations, and public information coordination.

## **IV. ESF ORGANIZATION AND RESPONSIBILITIES**

### **A. GENERAL OVERVIEW**

ESF responsibilities in this EOP mirror those in the NRF, PA Title 35, the Commonwealth EOP, and the Cumberland County EOP. The emergency responsibilities and functions listed below require actions which are common to all types of major emergencies or disasters, (i.e., natural or human-caused, including terrorism, emergency or disaster). The EOC staff is responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chiefs coordinate work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

## **B. ELECTED OFFICIALS**

1. Elected Officials (Lower Allen Township Commissioners):
  - a. Responsible for establishing a municipal emergency management organization; Issue proclamations of disaster emergency and recommend protective actions if the situation warrants;
  - b. Maintains the power to enter into contracts and sustain responsibilities to emergency management, response, and recovery operations.
  - c. Prepare and maintain this EOP in consonance with the Cumberland County EOP;
  - d. Recommend an EMC for appointment in accordance with the Emergency Management Services Code;
  - e. Issue proclamations of disaster emergency and recommend protective actions if the situation warrants; and
  - f. Apply for federal post-disaster funds, as available.

## **C. COMMAND STAFF**

1. EOC Manager (EMC):
  - a. Prepares and maintains an EOP for the municipality subject to the promulgation of the elected officials; reviews and updates as required;
  - b. Maintains coordination with the Cumberland County EMA, and provides prompt information on emergencies, as available;
  - c. Maintains all EOC positions unless delegated to select personnel;
  - d. In coordination with the Cumberland County EMA, identifies hazards and vulnerabilities that may affect the municipality;
  - e. Identifies resources within the township that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners of the Cumberland County EMA;
  - f. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
  - g. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency;
  - h. Compiles cost figures for the conduct of emergency operations; and
  - i. Attends training, workshops, and exercises provided by Cumberland County and other regional sources to maintain proficiency and currency in emergency response planning and procedures.
2. Public Information Officer (PIO) (External Affairs – ESF #15):
  - a. Develops and maintains the checklist for the Public Information Officer;
  - b. Assists in the development, review, and maintenance of the EOP;
  - c. Responds to the EOC or the field, on an as needed basis;

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- d. Coordinates all information being released to the public or to the media with the Cumberland County PIO/JIC (Joint Information Center);
  - e. Advises elected officials and the EMC about Public Information activities;
  - f. Develops pre-scripted emergency announcements for use in the time of an emergency;
  - g. Develops and disseminates public information/educational materials regarding emergency measures to be taken during an emergency;
  - h. Interfaces with the PIO for the County and the State as applicable; and
  - i. Operates as a part of the Joint Information Center (JIC) as established by Cumberland County, State, and/or Federal officials.
3. Intelligence/Investigations Function:
- a. Develops and maintains the checklist for the Intelligence/Investigations Function;
  - b. Prevents/deters potential unlawful activity, incidents, and/or attacks;
  - c. Collects, processes, analyzes, secures, and appropriately disseminates information and intelligence;
  - d. Identifies, documents, processes, collects, creates a chain of custody for, safeguards, examines, analyzes, and stores probative evidence;
  - e. Conducts a thorough and comprehensive investigation that leads to the identification, apprehension, and prosecution of the perpetrators;
  - f. Serves as a conduit to provide situational awareness pertaining to an incident; and
  - g. Informs and supports life safety operations, including the safety and security of all response personnel.
4. Safety Officer:
- a. Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
5. Liaison Officer:
- a. Serves as the primary contact for supporting agencies assisting with the incident.

**D. OPERATIONS SECTION**

1. Communications Branch (ESF #2):
- a. Develops and maintains the checklist for the communications function;
  - b. Assists in the development, review, and maintenance of the EOP;
  - c. Trains staff members on the operation of the communications system;
  - d. Ensures ability to communicate between the EOC, field operations, and the Cumberland County EMA;
  - e. Assists with the notification of citizens in the township;

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- f. Responds to the EOC or the field, as needed; and
  - g. Advises the EMC about communications activities.
2. Firefighting Branch (ESF #4):
- a. Develops and maintains the checklist for the firefighting function;
  - b. Assists in the development, review, and maintenance of the EOP;
  - c. Coordinates fire and rescue services;
  - d. Responds to the EOC or the field, as needed;
  - e. Assumes primary responsibility for route alerting of the public;
  - f. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured;
  - g. Provides for emergency shutdown of light and power;
  - h. Provides emergency lights and power generation;
  - i. Assists in salvage operations and debris clearance;
  - j. Provides coordination with ESF #9 and ESF #10 when appropriate;
  - k. Advises the EMC about fire and rescue activities; and
  - l. Performs other responsibilities as assigned by the Section Chief.
3. Health/Medical Branch (ESF #8):
- a. Develops and maintains the checklist for the Health/Medical Services function;
  - b. Assists in the development, review, and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Maintains a listing of special needs residents, providing copies to the township and Cumberland County EMAs;
  - e. Coordinates emergency medical activities within the municipality;
  - f. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day cares, personal care facilities, or any custodial care facilities;
  - g. Coordinates medical services as needed to support shelter operations;
  - h. Assists in search and rescue operations;
  - i. Assists in mortuary services;
  - j. Assists in provisions of inoculations for the prevention of disease;
  - k. Advises the board of commissioners and the EMC about Public Health/Medical Services activities;
  - l. Coordinates the immunization of emergency workers;
  - m. Refers transportation needs (health care, special needs) to the Logistics Officer;
  - n. Coordinates and cooperates with appropriate agencies and organizations regarding matters of public health; and
  - o. Performs other responsibilities as assigned by the Section Chief.

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4. Public Safety and Security Branch (ESF #13):
  - a. Develops and maintains the checklist for the Public Safety and Security function;
  - b. Assists in the development, review, and maintenance of the EOP;
  - c. Responds to the EOC or the field, as needed;
  - d. Coordinates security and law enforcement services;
  - e. Establishes security and protection of critical facilities, including the EOC;
  - f. Provides traffic and access control in and around affected areas;
  - g. Assists with route alerting and notification of threatened populations;
  - h. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured;
  - i. Assists in the installation of emergency signs and other traffic movement devices;
  - j. Assists in search and rescue operations;
  - k. Advises the board of commissioners and the EMC about Public Safety and Security operations;
  - l. Establishes and provides security services to any shelter locations operating in the township;
  - m. Assists shelter operations with the screening of clients with regard to criminal history background checks including sex offenders;
  - n. Establishes security patrols for any evacuated areas, conditions permitting;
  - o. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
  - p. Performs other responsibilities as assigned by the Section Chief.

**E. PLANNING SECTION**

1. Emergency Management Branch (ESF #5):
  - a. Assists in the development, review, and maintenance of the EOP;
  - b. Collects, evaluates, and provides information about the incident;
  - c. Determines status, tracking, and the demobilization of resources;
  - d. Prepares and documents Incident Action Plans (IAPs) according to the incident action planning process outlined by the Federal Emergency Management Agency (FEMA);
  - e. Establishes information requirements and reporting schedules;
  - f. Supervises preparation of an Incident Action Plan;
  - g. Assembles information on alternative strategies; and
  - h. Performs other responsibilities as assigned by the Section Chief.

**F. LOGISTICS SECTION**

1. Transportation Branch (ESF #1):
  - a. Assists in the development, review, and maintenance of the EOP;



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- b. Responds to the EOC or the field, as needed;
  - c. Establishes pickup points and maintains list of individuals with transportation needs;
  - d. Maintains an inventory of municipal transportation resources;
  - e. Coordinates the supply of transportation resources during an emergency;
  - f. Advises the EMC about Transportation activities; and
  - g. Performs other responsibilities as assigned by the Section Chief.
2. Public Works and Engineering Branch (ESF #3):
- a. Assists in the development, review, and maintenance of the EOP;
  - b. Responds to the EOC or the field, as needed;
  - c. Maintains a listing of Public Works assets and resources;
  - d. Serves as a liaison between municipal Public Works and the EOC;
  - e. Coordinates the assignment of Public Works resources;
  - f. Communicates situation and damage reports to the EMC and assists in assessment by Cumberland County, and/or the Commonwealth of Pennsylvania.
  - g. Advises the board of commissioners and the EMC about Public Works and Engineering activities; and
  - h. Performs other responsibilities as assigned by the Section Chief.
3. Logistics Management and Resource Support Branch (ESF #7):
- a. Assists in the development, review, and maintenance of the EOP;
  - b. Coordinates materials, services, and facilities in support of the emergency;
  - c. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
  - d. Participates in the preparation of the Incident Action Plan;
  - e. Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
  - f. Obtains, tracks, and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.);
  - g. Establishes staging areas for supplies and transportation resources;
  - h. Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities, and evacuees as appropriate; and
  - i. Performs other responsibilities as assigned by the Section Chief.

## **G. FINANCE AND ADMINISTRATION SECTION**

1. Long-Term Community Recovery and Mitigation Branch (ESF #14):
- a. Maintains oversight of all financial and cost analysis activities associated with the emergency;
  - b. Tracks costs and personnel time records;

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- c. Coordinates the conduct of damage assessment and reporting to the Cumberland County EMA;
- d. Starts planning for recovery of vital community functions; and
- e. Performs other responsibilities as assigned by the Section Chief.

### H. POSITION DISCLAIMER

1. Lower Allen Township does not have the capability to fill certain positions in the EOC and will have their Liaison Officer communicate with their Cumberland County counterpart to fill their gaps.
  - a. Mass Care, Housing, and Human Services Branch (ESF #6):
    - i. ESF #6 assists the Cumberland County EMA in maintaining a list of Mass Care Shelter facilities and coordinates with ESF #1 and ESF #7 regarding evacuation activities.
  - b. Search and Rescue Branch (ESF #9):
    - i. ESF #9 coordinates search and rescue activities.
  - c. Oil and Hazardous Materials Response Branch (ESF #10):
    - i. ESF #10 coordinates with the Cumberland County HAZMAT Team as appropriate and coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards.
  - d. Agriculture and Natural Resources Branch (ESF #11):
    - i. ESF #11 serves as a liaison between the EOC and the food community while maintaining a list of food and animal care and control assets. Coordinates the dissemination of information to the food and animal control community. Coordinates local animal shelter activities with the Cumberland County ESF #11 representative and the Cumberland County Animal Response Team liaison.
  - e. Energy Branch (ESF #12):
    - i. ESF #12 maintains a listing of energy and utility assets, serves as a liaison between the EOC and the energy/utilities, and coordinates the dissemination of information to the energy/utilities.

## **V. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Lower Allen Township will submit situation reports, requests for assistance, and damage assessment report to the Cumberland County EOC/DPS. These reports and assistance requests may be forwarded to PEMA.
2. Lower Allen Township and Cumberland County will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
3. Narrative and written log-type records of response actions will be kept by the township's EMA. The logs and records will form the basis for status reports to Cumberland County and PEMA.
4. All written records, reports, and other documents will be NIMS compliant.

### **B. Logistics**

1. Coordination of Unmet Needs
  - a. When township resources are committed, the Cumberland County DPS is available to coordinate any assistance, and to satisfy unmet needs. If additional assistance is required, Cumberland County DPS will call on mutual aid from adjacent counties, South Central Task Force (SCTF), and/or PEMA.

## **VI. TRAINING AND EXERCISES**

### **A. Policy:**

1. The EMC is responsible for the overall preparedness of all persons and agencies involved in the township's response to emergencies. The EMC should conduct training and exercises required to evaluate and maintain the preparedness and response capabilities of Lower Allen Township personnel.

### **B. Exercise Requirements:**

1. Exercises will be conducted following the Homeland Security Exercise & Evaluation Program (HSEEP) methodology.
2. This plan will provide practical, controlled operations experience for those who have, or are training for, EOC responsibilities. The EMC will activate this plan at least annually in the form of a drill, tabletop exercise (TTX), functional exercise, full-scale exercise (FSE), and/or an actual emergency/event. All-

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hazards exercises that invite all EOC staff, community stakeholders, and volunteers, will be conducted every two years.

3. An After-Action Review (AAR) and Improvement Plan (IP) may be administered for any/every exercise.

### **C. Training Requirements:**

1. Elected and appointed officials and all emergency management and response personnel will be trained to meet the minimum requirements specified in Title 35, National Incident Management System (NIMS) framework, and PEMA training and exercise directives.
2. The EMC will attend Local Emergency Management Coordination (LEMC) meetings at the Cumberland County DPS building.
3. Lower Allen Township Department of Public Safety (DPS) will maintain records of training requirements.
4. Exercises will be used as a form of training for public officials, staff, and emergency services personnel who have roles in the EOC, and responsibilities assigned in this plan.
5. State and Federal Training: EOC staff will participate in state and federal training programs, as needed.
6. Damage Assessment: Annual training will be offered by Cumberland County DPS in damage assessment procedures.

### **D. After-Action Reviews (AAR):**

1. An AAR that incorporates comments from all participants may be prepared after activation of the EOC and/or after an exercise.
2. All AARs may include an Improvement Plan (IP) with corrective actions that are to be incorporated into this plan along with other hazard specific plans and/or operation orders.

## **VII. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION**

### **A. Requirements:**

1. EMC Responsibilities: The municipal EOP is the responsibility of the elected officials, but the EMC is responsible for the provisions of the EOP being implemented and continuously reviewed and updated. The plan components will be reviewed and updated by the EMC every two years or as needed and submitted to the Board of Commissioners for approval by Resolution. The

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EMA shall also provide notification of the approved Resolution to Cumberland County Department of Public Safety. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

2. Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.
3. Execution: This plan will be executed upon order of the Municipal Elected Officials or their authorized representative, the Municipal Emergency Management Coordinator.

**B. Distribution:**

1. Copies of this plan are distributed according to an approved list.
2. Controlled copies of revisions will be distributed to all plan holders.
3. Revisions or changes are documented on the "Record of Changes".

**APPENDIX 1  
AUTHORITY AND REFERENCES**

**I. REFERENCES**

- A. Commonwealth of Pennsylvania, State Emergency Operations Plan.
- B. Cumberland County Emergency Operations Plan. Revised August 1, 2019.
- C. Cumberland County, Hazard Vulnerability Analysis Assessment and Mitigation Plan, Resolution 2010-35, November 15, 2010.
- D. Emergency Management Services Code, 35 Pa. C.S.A. §§ 7107 – 7707, as amended.
- E. Homeland Security Exercise Evaluation Program.
- F. Homeland Security Presidential Directive – 5 (HSPD-5).
- G. Homeland Security Presidential Directive – 8 (HSPD-8)  
Revised September 19, 2012.
- H. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 et seq., as amended.
- I. Superfund Amendments and Reauthorization Act of 1986 (SARA), 42 U.S.C. Chapter 103, as amended.
- J. The Pennsylvania Right-to-Know Law (65 P.S. §§ 67.101, et seq.).
- K. Title III, Superfund Amendments and Reauthorization Act (SARA), October 17, 1986, Section 301-305, 311 and 312.

## APPENDIX 2 TERMS AND DEFINITIONS

**Activate** – To start or place into action an activity or system.

**After-Action Meeting (AAM)** – A meeting meant to review and refine the draft AAR while developing an articulate improvement plan.

**After-Action Review (AAR)** – The document that summarizes key information related to evaluation.

**All-Hazards** – The spectrum of all types of hazards including accidents; technological events; natural disasters; terrorist attacks; warfare, including chemical and biological; pandemic or other biological emergencies, nuclear or explosive events.

**Biological** – Relating to biology or living organisms.

**Coordination** – Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context of this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments, and Federal agencies.)

**Continuity of Operations Planning (COOP)** – Planning to ensure that essential services continue during, or as soon as possible after a disaster or emergency event. In the public sector, COOP includes activities referred to as COG (Continuity of Government.)

**Declaration of Emergency** – The condition declared by the governing body of a political subdivision when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, on petition of the governing body of that political subdivision, when he deems the threat or actual occurrence of a disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby.

**Department of Public Safety (DPS)** - The Emergency Management Agency for Cumberland County.

**Direction** - Providing authoritative guidance, supervision and management of activities or operations along a prescribed course to reach an attainable goal.

**Emergency** – An unforeseen combination of circumstances or the resulting state that calls for immediate action.

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**Emergency Management** – The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kinds, whether from enemy attack, human-made or natural sources.

**Emergency Services** – The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

**Etiological** – Causing or contributing to the development of a disease or condition.

**Hazardous Materials (HAZMAT)** – Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials may be chemical, biological, radiological, or explosive.

**Hazards Vulnerability Analysis (HVA)** – A compilation of natural and human-made hazards and their predictability, frequency, duration, intensity and risk to population and property.

**Homeland Security Exercise and Evaluation Program (HSEEP)** – Provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

**Human-Caused Disaster** – Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, including enemy action, weapons of mass destruction or overt paramilitary actions, or other acts such as sabotage resulting from human-made causes. This includes oil spills and other injurious environmental contamination which threatens or causes substantial damage to property, human suffering, hardship, or loss of life.

**Improvement Plan (IP)** – A written document that assist organizations in taking corrective actions needed to improve plans, build and sustain capabilities, and maintain readiness.

**Liaison Officer** – A person with decision-making authority on behalf of the agency being represented who liaises between two organizations to communicate and coordinate their activities.



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**Mitigation** – “Mitigation” includes capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

**Municipality** – As defined in the Pennsylvania Constitution, “...a county, city, borough, incorporated town, township or similar unit of government...” (Article IX, Section 14, The Constitution of Pennsylvania).

**Natural Disaster** – Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

**Notification** – The act of making known or informing. For use in the context of this document: to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff, and associated organizations; (2) over the Emergency Alert System or by other means to the general public.

**Prevention** – The term "prevention" refers to activities undertaken by the first responder community during the early stages of an incident to reduce the likelihood or consequences of threatened or actual terrorist attacks.

**Protection** – The term “protection” refers to the capabilities to safeguard the homeland against acts of terrorism and man-made or natural disasters.

**Recovery** – The term “recovery” includes the necessary capabilities to assist communities affected by an incident in recovering effectively.

**Response** – “Response” capabilities are necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

**Route Alerting** – Route alerting is a supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.

**Tabletop Exercise (TTX)** – A facilitated discussion of a scripted scenario in an informal, practice environment.