

EMERGENCY OPERATIONS PLAN (EOP)

FOR

Penn Forest Township

Carbon County

June 2, 2022

Emergency Operations Plan (EOP)

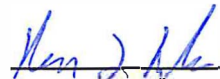
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FUNCTIONAL CHECKLISTS - Published Separately	
NOTIFICATION AND RESOURCE MANUAL (NARM) - Published Separately	

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PROMULGATION

THIS PLAN WAS ADOPTED BY THE PENN FOREST TOWNSHIP BOARD OF SUPERVISORS UNDER RESOLUTION 22-08 DATED AUGUST 1, 2022. IT SUPERSEDES ALL PREVIOUS PLANS.



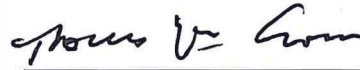
Roger Meckes, Chairman
PFT Board of Supervisors




Scott Lignore, Supervisor
PFT Board of Supervisors



Christian Bartulovich, Vice Chairman
PFT Board of Supervisors

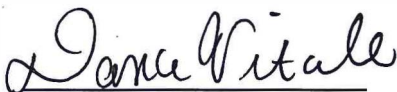


Tom Cross, Supervisor
PFT Board of Supervisors



Pat Holland, Supervisor
PFT Board of Supervisors

ATTEST:



Dana Vitale
Secretary
Penn Forest Township



David Michael III
Emergency Management Coordinator
Penn Forest Township

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RESOLUTION NO. 22-08

Whereas, Section 7503 of the Pennsylvania Emergency Management Services Code mandates That each municipality prepares and updates an Emergency Operations Plan; and

Whereas, this Plan is intended to prevent and minimize injury or damage from major emergencies or disasters; and

Whereas, the Township has prepared the attached Emergency Operations Plan to provide Effective procedures in the event of a major emergency or disaster in order to protect the public Health and safety of residents and visitors; and

Now, Therefore, the Board of Supervisors of Penn Forest Township, Carbon County, Pennsylvania on this date of August 1, 2022 hereby Adopt and place into immediate effect the attached Emergency Operations Plan for Penn Forest Township. The Plan is intended to be reviewed on a regular basis to make sure that it complies with County policies and State requirements and so that it is kept current to serve the needs of the Township.

PENN FOREST TOWNSHIP BOARD OF SUPERVISORS

Chairman 

Vice Chairman 

Attest, Township Secretary

Supervisor 

Supervisor 

Supervisor 

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CERTIFICATION OF FUTURE REVIEW AND CHANGES

The following are dates that a regular (biennial or sooner) review of this Emergency Operations Plan was done hereby certified by the Township Emergency Management Coordinator.

Date	Signature
3/17/2014	Rick Walck
6/2/2022	David Michael III <i>DM</i>

RECORD OF CHANGES/UPDATES

Change Number	Date of Change	Date Entered	Change Made By (Signature or Initials)
01	3/17/2014	3/17/2014	Rick Walck
02	6/2/2022	6/2/2022	David Michael III <i>DM</i>

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DISTRIBUTION LIST

The following have received copies of this plan;

Copy Number	Organization	Individual Receiving Copy	Date
Email	Carbon County EMA	Mark Nalesnik	8/3/2022
Email	Penn Forest EMC	David Michael III	8/3/2022
Email	Penn Forest Fire Co #1	Tom Lynd	8/3/2022
Email	Penn Forest Fire Co #2	David Michael Jr	8/3/2022
Email	PSP - Fern Ridge	SGT Adam Kowalczyk	8/3/2022
Email	PSP - Lehighton	SGT Michael Irons	8/3/2022
Email	Lehighton Ambulance	Jarad Yeastedt	8/3/2022
Email	Board of Supervisors	Dana Vitale	8/3/2022

Emergency Operations Plan (EOP)

I. PURPOSE AND SCOPE OF THIS PLAN

The purpose of this plan is to prescribe those activities to be taken by the Township government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused (including terrorism) emergency or disaster. This Plan satisfies the requirements of the Pennsylvania Emergency Management Services Code. (35 Pa. C.S. Section 7101 et seq., as amended, to have a disaster emergency management plan for the Township.) The plan consists of:

- a) a Basic Plan, which describes principles and doctrine;
- b) a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and
- c) a series of functional checklists which provide detail for the accomplishment of the specifics of the operation.

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, response and recovery phases. This plan is applicable to all response organizations acting for or on behalf of the government or citizens of Penn Forest Township. "Incident Specific Plans" may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards. Such plans are listed in Appendix C.

II. SITUATION AND ASSUMPTIONS

A. Penn Forest Township is located in northeastern Carbon County, Pennsylvania. Most of the Township is on a high plateau.

B. Identified special facilities are indicated in the Notification and Resource Manual (NARM) section of this plan.

C. The Township is subject to a variety of hazards. The most likely and damaging of these are ice storms (which can often cause loss of electricity), heavy snow storms and forest fires. While the largest dams do not drain into Penn Forest Township, there are dams for several lakes that could threaten harm in case of failure, particularly during extremely heavy rains.

D. The large special events in the Township create special needs, such as Skirmish's D-Day event on the Skirmish lands on Meckesville Road. In addition, large events at the Pocono Raceway, including the summer NASCAR races, generate enormous amounts of traffic and make movement of emergency vehicles difficult. The organizers of events in the township are required to submit their own emergency operations plan, which supplements this Township Plan. Such larger events may also be required to provide security, traffic control and emergency medical services that they require beyond what is customarily available within the Township for normal demand, as well as provide their own emergency communications, medical tent, toilet facilities and an EMS Command Center.

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There is also a risk from transportation accidents, such as hazardous materials spills on the PA Turnpike or on Route 903. These types of accidents may require the evacuation of nearby residents, and may represent a threat to the water supply of local wells and the Lehigh and Bethlehem Area water supplies. The completion of the new slip ramp from the PA Turnpike (Exit 87) at Route 903 has opened up a new alternative route, but will also divert more traffic to the eastern span of Penn Forest Township.

E. Training, response checklists and other accompanying documents are based on the statements in the Functional Checklists of this plan.

F. Adjacent municipalities and other governments have agreed to render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency. At the same time, local firefighters in Penn Forest need to be prepared to provide assistance to emergencies in adjacent municipalities. When municipal resources are fully committed and mutual aid from surrounding jurisdictions are exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call 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.

G. In the event of an evacuation of the Township, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companions, 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 as appropriate.

H. Special facilities will develop, coordinate, and furnish emergency plans to the Township emergency management organization, the county and state departments, and agencies as applicable and required by codes, laws, regulations or requirements.

I. Any regulated facility, SARA (Superfund Amendments and Reauthorization Act) site, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county, and state departments and agencies as applicable and required by codes, laws, regulations, or requirements.

J. Whenever warranted, the elected officials will declare an emergency for the Township in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35 Pa CS, § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the Board of Supervisors will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Route Alerting, or other technologies.

K. In the event of an evacuation, segments of the population will need to be transported from

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the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.

L. Emergency shelters will be activated by the county EMA using public schools (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will 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, basic medical care, and maintain a registration of those housed in the shelter.

M. Critical facilities, such as extended care facilities, should have some level of emergency power and alternate energy sources available to accommodate situations involving the loss of commercial power or other energy sources.

III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

A. The Board of Supervisors are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the Township.

B. The Township Emergency Management Coordinator (EMC) shall act on behalf of the Supervisors. An Emergency Operations Center (EOC) has been designated by the Township and may be activated by the EMC or the elected officials during an emergency. A Deputy EMC should be designated to function in case the primary EMC is not available.

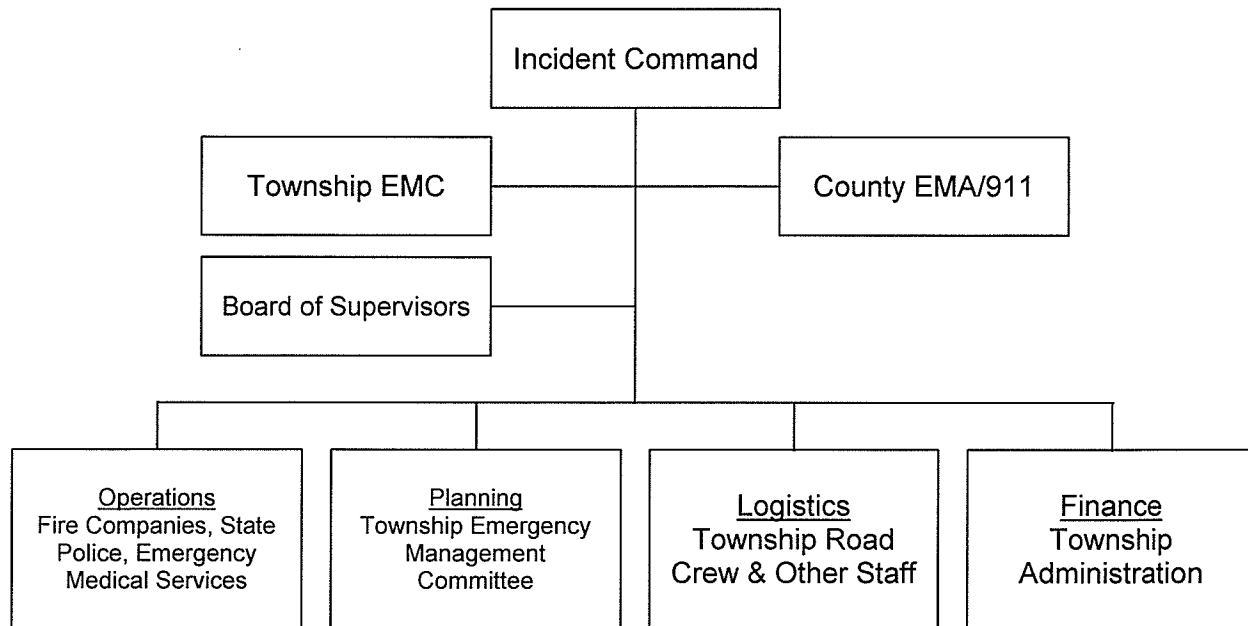
C. This plan embraces an "all-hazards" principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.

D. The EMC and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.

E. The municipality will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).

Incident Command (NIMS)

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F. When the Township Emergency Operations Center (EOC) is activated, the EMC or designee will coordinate between the site IC and the county EMA. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrive at the EOC, the EMC may delegate activities to them.

G. Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position.)

H. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.

I. Continuity of government procedures are specified in the Elected Officials checklist.

J. When the EMC receives notice of a potential emergency from the federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.

K. Communication, Alert, and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be utilized as available.

L. During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, should be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, etc. and/or links to available emergency preparedness materials from other agencies.

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M. In the event of an evacuation, the population (or segments thereof) will evacuate primarily using their own vehicles. As needed, emergency providers will endeavor to provide assistance to persons without their own means of transportation. Depending upon the hazard factors, the host areas may be located within or outside the municipality.

N. Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections should be staffed by fire police or other traffic control personnel to facilitate an orderly flow of traffic.

O. Emergency workers should prepare pre-emergency plans for the transportation and evacuation of their own family members so that the workers are free to complete their duties.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. COMMAND

1. Elected Officials:

- a. Are responsible for establishing a municipal Emergency Management Organization;
- b. Provide for continuity of operations;
- c. Establish lines of succession for key positions;
- d. Designate departmental emergency operating centers and alternatives;
- e. Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;
- f. Establish, equip and staff an EOC;
- g. Recommend an EMC for appointment in accordance with the Emergency Management Services Code;
- h. Issue proclamations of disaster emergency and recommend protective actions (evacuation or shelter in—place) if the situation warrants; and
- i. Apply for federal post-disaster funds, as available.
- j. Establish a hazard mitigation plan.

2. 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 county EMA, and provides prompt information on emergencies, as available;
- c. In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
- d. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners or the county EMA;
- e. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- f. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency;
- g. Compiles cost figures for the conduct of emergency operations; and
- h. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.

3. Public Information Officer (PIO) (unless another person would be designated for this function in the future, this role shall be met by the Emergency Management Coordinator)

- a. Develops and maintains the checklist for the Public information function;

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- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Coordinates all information released to the public or to the media with the County PIO/JIC(Joint Information Center);
- e. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations;
- f. Advises elected officials and the EMC about Public information activities;
- g. Develops pre-scripted emergency announcements for use in the time of an emergency;
- h. Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.;
- i. Interfaces with the PIO for the County and the State as applicable; and
- j. Operates as a part of the Joint Information Center (JIC) as established by the County, State, or Federal officials.

B. OPERATIONS SECTION (EMC shall undertake unless another person is delegated the responsibilities): Responsible for ensuring the accomplishment of responsibilities of all assigned branches.

1. Communications (ESF # 2): The main responsibility for Communications is held by the County 911 Center.

- a. The Township EMC will develop and maintain the checklist for the Communications function;
- b. The Township EMC shall seek to maintain communications with the EOC, field operations, and the county EMA;
- c. Assists with notification of citizens of the municipality.

2. Fire Companies (ESF # 4):

- a. Develops and maintains the checklist for the firefighting function;
- b. Assists in the development, review, and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Coordinates fire, search and rescue services;
- e. Assumes primary responsibility for route alerting of the public;
- f. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- g. Works with utility companies to provide for emergency shutdown of electric power and gas as needed;
- h. Provides emergency lights and power generation;
- i. Assists in salvage operations and debris clearance;
- j. Advises elected officials and the EMC about fire and rescue activities; and
- k. Performs other responsibilities as assigned by the Incident Commander.

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3. Emergency Medical Services (ESF # 8):

- a. Updates 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 municipal and 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 care, personal care homes or any custodial care facilities;
- g. Coordinates medical services as needed to support shelter operations;
- h. Assists in search and rescue operations;
- i. Coordinates and cooperates with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
- j. Performs other responsibilities as assigned by the Incident Commander.

4. Oil and Hazardous Materials Response (ESF # 10):

- a. Local fire companies coordinate with Hazardous Material Teams throughout the County and the Region;
- b. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards; and
- c. Advises elected officials and the EMC about HAZMAT activities.

5. Public Safety and Security Branch (ESF # 13):

- a. State Police serve this function, with assistance by the local Fire Police.
- b. Provides input into the checklist for the Public Safety and Security function;
- c. Coordinates security and law enforcement services;
- d. Provides traffic and access control in and around affected areas;
- e. Assists with route alerting and notification of threatened population;
- f. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- g. Assists in the installation of emergency signs and other traffic movement devices;
- h. Assists in search and rescue operations;
- i. Establishes security patrols for any evacuated areas, conditions permitting;
- j. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
- k. Performs other responsibilities as assigned by the Incident Commander.

C. PLANNING (EMC and Board of Supervisors): Responsible for ensuring the accomplishment of the Emergency Management responsibilities.

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1. Township Emergency Management Coordinator:

- a. Collects, evaluates, and provides information about the incident;
- b. Determines status and tracking of resources;
- c. Prepares and documents Incident Action Plans;
- d. Establishes information requirements and reporting schedules;
- e. Supervises preparation of an Incident Management Plan;
- f. Assembles information on alternative strategies; and
- g. Performs other responsibilities as assigned by the Incident Commander.

D. LOGISTICS (Township Road Crew and Other Township Staff, under the director of the EMC):

1. Emergency Management Coordinator:

- a. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality;
- b. Coordinates the supply of transportation resources during an emergency;
- c. Advises elected officials and the EOC about Transportation activities.

2. Township Road Crew and Other Township Staff:

- a. Maintains a listing of Public Works assets and resources;
- b. Coordinates the assignment of Public Works resources;
- c. Provides information on utilities, road construction and repair. Engineering, building inspection and maintenance; and
- d. Performs other responsibilities as assigned by the Emergency Management Coordinator.

3. Mass Care and Shelter:

- a. The County EMA has the primary responsibility for maintaining information and contacts about the availability of shelter facilities, such as public schools. There are no public schools in Penn Forest. but there is a modern school in Kidder east of the Penn Forest border.
- b. This involves coordination with the American Red Cross and other appropriate agencies.

E. FINANCE and ADMINISTRATION SECTION (Township Staff).

1. Long Term Community Recovery and Mitigation

- a. Maintains oversight of all financial and cost analysis activities associated with the emergency;
- b. Tracks costs and personnel time records for work under the jurisdiction of the Township;

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

V. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. Local governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
- 2. The County EMA will forward reports and requests for assistance to PEMA.
- 3. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- 4. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the County and PEMA.
- 5. The local EMA will make reports to the County by the most practical means and in a timely manner.
- 6. All written records, reports, and other documents will follow the principles of NIMS.

B. Logistics - Coordination of unmet needs:

When municipal resources are committed and mutual aid is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

VI. TRAINING AND EXERCISES

A. Training Authority

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of the municipality.

B. Exercise Requirements

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.

C. Training Policy

- 1. Public Officials: Training programs should be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and

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recovery to a disaster emergency. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

2. Emergency Services and Other Responding Agencies

Exercises, as indicated above, should be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan.

VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

- A. EMC Responsibilities: The Township EOP is the responsibility of the elected officials, with the EMC coordinating development and updating of the plan. The plan components should be reviewed and updated by the EMC every two years or as needed. Some incident specific matters may require an annual review based upon legislation or regulation. After an emergency event or exercise, a review should be conducted to determine necessary changes.
- B. Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.
- C. Execution: This plan will be executed upon order of the Municipal Elected Officials or their authorized representative, the Municipal Emergency Management Coordinator.
- D. Distribution: This plan and its supporting materials are controlled documents. While distribution of the "Basic Plan" is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific responses or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional "need to know". Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the "Record of Changes" page iii.
- E. Acceptance: This plan will be accepted by the Penn Forest Township Board of Supervisors via resolution upon an update from the EMC. Checklists, as well as the Notification and Resource Manual will change in consultation with the Board of Supervisors and accepted by the EMC.

APPENDICES:

App A: Authority and References

App B: Glossary

App C: Listing of Related and Incident Specific Plans

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APPENDIX A: **AUTHORITY AND REFERENCES**

1. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended.
2. Pennsylvania Emergency Management Agency, "Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment," as amended
3. Commonwealth of Pennsylvania, Emergency Operations Plan, May 2005, with amendments
4. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5, (Requirements for the Preparation, Review and update of municipal Emergency Operations Plans (EOPs) and accompanying Documents)
5. Carbon County Emergency Operations Plan
6. Carbon County Hazard Vulnerability Analysis
7. Carbon County Hazard Mitigation Plan

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APPENDIX B: DEFINITIONS

1. Access Control Points (ACP) - Posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.
2. Activate - To start or place into action an activity or system.
3. Control - To exercise authority with the ability to influence actions, compel, or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)
4. Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with 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.)
5. Deploy - To move to the assigned location in order to start operations.
6. Direction - Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.
7. Disaster - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy or property.
 - a. Human Caused Disaster - Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, terrorism acts of vandalism or sabotage and civil unrest which threaten or cause substantial damage to property, human suffering, hardship, or loss of life.
 - b. 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.
8. Disaster Emergency - Those conditions which upon investigation may be found, actually or likely to:
 - a. Seriously affect the safety, health or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.
 - b. Be of such magnitude or severity as to render essential state supplementation of regional, county, and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.
 - c. Have been caused by forces beyond the control of humans, by reason of civil disorder, riot, natural occurrence, terrorism or disturbance or by factors not foreseen and not known to exist when appropriation bills were enacted.
9. Emergency Alert System (EAS) - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state or federal emergency management agencies or the national weather service.
10. Emergency Management - The judicious planning, assignment and coordination of all

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available resources in an integrated program of prevention, preparedness, response and recovery for emergencies of all kinds.

11. 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, search, 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.
12. Emergency Support Function (ESF) - A distinct function that may need to be performed during emergency response, but which is not necessarily dependent on the type of disaster or emergency that causes the need for the support function. ESFs define an organizational structure for the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal.
13. Explosive Ordnance Disposal (EOD) - An active US. Army organization tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with explosive devices when civilian explosive technicians or bomb squads are not available.
14. External Affairs - Those emergency activities that deal with the general public and other entities outside the immediate disaster area. This includes public information and media relations activities.
15. Governor's Proclamation of "Disaster Emergency" - A formal declaration or proclamation by the Governor of Pennsylvania that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. As part of this proclamation, the Governor may waive or set aside time-consuming procedures and formalities prescribed by state law (excepting mandatory constitutional requirements.) The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.
16. Hazardous Materials (HAZMAT) - Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear or explosive.
17. Hazards Vulnerability Analysis (HVA) - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity and risk to population and property.
18. Joint Information Center (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the

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scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.

19. Local Emergency - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.
20. Mass Care Centers - Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.
21. Municipality - Penn Forest Township, as well as the County and boroughs and townships called upon to provide assistance in an emergency.
22. National Incident Management System (NIMS) - A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. The NIMS includes a core set of concepts, principles and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking and Reporting of incident information.
23. Notification - To make known or inform. to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations; (2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.
24. Notification and Resource Manual (NARM) - One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.
25. Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources.
26. Presidential Proclamation of "Emergency" - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
 - a. *IMPORTANT NOTE* - Before federal assistance can be rendered, the Governor must first determine that the situation is beyond the capabilities of the State and affected municipal governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for proclamation of a major disaster by the President may be accepted, downgraded to emergency or denied.
27. Presidential Proclamation of "Major Disaster" - "Major Disaster" means any natural catastrophe, or any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to

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warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

28. Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
29. Public Information Statements - Public announcements made by PEMA, county or local official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.
30. Reception Center - A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.
31. Re-entry - The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.
32. Resource Typing - A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications and training will allow resources from other parts of the U.S. to work together. Resources are assigned "Type" number that indicates the size/capacity of the resource i.e. a Type 1 Team will have more people and capabilities than a Type 2 or a Type 3 team.
33. Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
34. Special Needs - Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network.
35. Standby - To be ready to perform but waiting at home or other location for further instructions.
36. Support - To provide a means of maintenance or subsistence to keep the primary activity frame failing under stress.
37. Traffic Control Points (TCP) - Posts established at critical roadjunctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.
38. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
39. Weather Warning - Severe weather is occurring or is about to occur.
40. Weather Watch - Conditions and ingredients exist to trigger severe weather.

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APPENDIX C: LISTING OF RELATED AND INCIDENT SPECIFIC PLANS

1. See attached as available.