

BOROUGH OF DOYLESTOWN

EMERGENCY MANAGEMENT PLAN

THIS PLAN WAS PREPARED BY THE DOYLESTOWN BOROUGH EMERGENCY MANAGEMENT AGENCY IN COOPERATION WITH THE BUCKS COUNTY EMERGENCY MANAGEMENT AGENCY AND THE PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY.

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EMERGENCY MANAGEMENT PLAN

Statement of Purpose

The Purpose of this emergency management plan is to coordinate the operations of emergency organizations and non-emergency organizations within the Borough of Doylestown in the event a disaster emergency is imminent that would affect seriously the safety, health and/or welfare of a substantial number of citizens of this Borough or preclude the operation or use of essential public facilities.

Emergency Management is not a separate function set apart from the normal responsibilities of our local government. Emergency Management operations occur whenever a local government responds to an extraordinary emergency; such as tornado, earthquake, flood, or other natural disaster; a major accident of explosion, the release of radioactive materials or war-related disaster.

Extraordinary emergencies are those situations in which local government must be able to coordinate and direct operations of many or all of the emergency forces that are available in the community. It is needed to coordinate emergency operations involving all governmental and non-governmental groups with the capacity to help save lives or minimize damage that distinguishes extraordinary emergencies from other emergencies that the local police, fire, ambulance, and medical forces deal with every day.

The whole concept of emergency management can be summed up by saying that the forces of government and other emergency organizations must be able to do the right thing at the right time. This includes the ability of key executives in the emergency operations unit to make national decisions and to coordinate the operations of police, fire, ambulance, hospitals, medical, personnel, communications, and all other people and unit to help citizens under conditions of extraordinary emergency and to implement the decisions being made.

This coordination can only be provided by key personnel who know what needs to be done and what is being done to meet the emergency. These key personnel shall include the Borough Manager, Chief of Police, Fire Chief, Director of Public Works, Office of Emergency Preparedness Director, and appointed subordinates of emergency forces groups.

Should an emergency threaten or strike, the official in command is the Borough Manager or Director of Emergency Preparedness as appointed by Borough Council.

Plan Implementation

When this plan goes into effect, it will coordinate all details pertaining to the safety of the citizens of the Borough of Doylestown and their property. Emergency services are performed by the following emergency and non-emergency organizations of the Borough of Doylestown.

Doylestown Borough Police Department
Doylestown Fire Company No. 1
Central Bucks Ambulance and Rescue Unit
Doylestown Borough Public Works Department

and other emergency organizations whether or not based in the Borough

Doylestown Hospital
Central Bucks School District
Bucks County Emergency Management Agency
American Red Cross
Willow Grove Naval Air Station
Pennsylvania Emergency Management Agency
Federal Emergency Management Agency
Pennsylvania State Police
National Guard
Civil Air Patrol
Local Ham Radio Operators

and any other organizations that can render help.

When a major emergency occurs, this plan will be put into operation by request to either the Borough Manager or Office of Emergency Preparedness Director. This request can come from the official in charge of the disaster scene, or from State or County Emergency Management Agency.

The Mayor of Doylestown Borough, after assessing the situation and determining the necessity, shall issue a proclamation in writing declaring a state of emergency not to exceed seven (7) days. This proclamation shall be made available to all news media, and shall remain in force during the emergency until modified, rescinded or extended by the Borough Council. In proclaiming an emergency, the Mayor may prohibit any of the following in all or part of the Borough:

- 1) Any person being on the public streets or in any other public place during hours which have been declared by him to be a period of curfew.
- 2) The entry or departure of any persons from a restricted area.
- 3) The sale, purchasing or dispensing of any goods as he designates.
- 4) The transportation, possession or use of gasoline, kerosene or other combustible, flammable or explosive liquids or materials, except in connection with the normal operation of motor vehicles, normal home use or legitimate commercial use.
- 5) Any other activities as he reasonably believes should be prohibited to help preserve life, health, property, or the public peace.

Once an emergency has been declared by the Mayor, it must be ratified by a majority of Borough Council within twenty-four (24) hours. This Emergency Management Plan will then be put into effect, and the Director of emergency Management and the Borough Manager will oversee all operation and

implement all decisions relative to the emergency.

The major emergency operations will be run from the Emergency Operations Center at the Borough of Doylestown Municipal Building, 57 West Court Street, Doylestown, PA . Each organization shall provide an officer with the authority from his or her organization to make decisions as problems arise.

The operation of the Emergency Operations Center (EOC) will be by Executive order and will be staffed according to the Disaster Organizational Chart for the Borough of Doylestown. (Appendix A)

The Major Emergency Management Plan will be suitable for use in a major disaster. It will address those responsibilities assigned to local government by the Commonwealth of Pennsylvania Emergency Management Agency Disaster Operation Plan.

The Office of Emergency Preparedness

The Office of Emergency Preparedness is created to provide the broad, authoritative, skilled and experienced leadership essential to effective action in major emergencies.

The Emergency Management Agency shall be made up of the Borough Manager, Office of Emergency Preparedness Director, Department Heads, Fire Officials and other selected staff, trained private citizens used in staff positions and representatives from Doylestown Borough emergency organizations. (See Appendix B)

The EMA shall be an advisory body during major emergencies. The agency shall assemble at the EOC at the request of the Director of the EOC. The Agency shall evaluate possible alternative courses of action and advise the Director or person-in-charge. Decisions of the Agency are advisory only, and shall not bind the Director to a particular course of action.

The members designated to the Agency shall meet not less than once a year to review and update the Emergency Management Plan. The members are also subject to change from year to year, and many of the designated representatives will serve by virtue of an elected office.

Emergency Management (Chain of Command)

Doylestown Borough's Director of OEP will request help from other communities through the Bucks County Emergency Management Agency, but only after all of our own forces have been ordered into action, or it becomes obvious that local forces will be inadequate to meet the situation.

The Emergency Management channel of direction and control during a "declared state of emergency" is indicated in Appendix D.

Office of Emergency Preparedness Director

The Director, recommended by the Borough Council and appointed by the Governor, is legally an employee as well as an elected official representative of the Borough of Doylestown. The office of

Emergency Preparedness Director is subject to the direction and control of the Borough Manager.

His role is crucial, during emergencies, since he acts as principle aide and advisor to the Borough Manager. His major responsibility is to assure coordination among the operating departments of government, with non-governmental groups, and emergency organizations.

The non emergency role is to take the lead in community wide planning and other preparations needed to assure that the Borough will be able to conduct coordinated operations should an emergency occur.

During disaster operations, the director is responsible for : 1) Coordinating activities with the County Office of Emergency Preparedness, and 2) Requesting the assistance of the County when disaster response required is beyond the resources of the Borough. (Appendix C)

Emergency Operations Center (EOC)

The EOC is the center of all emergency operations and communications within the Borough of Doylestown during an emergency. The EOC will be the decision making center. The decision process will be the articulation of objectives, generation of alternate courses of action, and appraising their feasibility, the evaluation of the consequences of given alternatives and choosing of the best available alternatives, the implementation of the decision through the coordination of appropriate forces.

The EOC will be activated by the Borough Manager or Office of Emergency Preparedness Director, or that person designated to act in their absence. Each organization responding to the emergency shall make available to the Operations Center someone with decision-making authority to advise the Director as situations arise. The staffing of the Operations Center shall be according to the Organizational Chart found in Appendix B of this plan.

Emergency operations will be coordinated from an Operations Center located at the Borough Hall, 57 West Court Street, Doylestown, PA. In the event the Borough Hall is inaccessible due to the emergency conditions, the Operations Center will be located at the Central Bucks Ambulance Building, 455 East Street, or in the event that the building is also inaccessible, the Operations Center will be set up at the Bucks County Fire School, Route 611, Edison.

As soon as the EOC is activated, the person in charge should notify Bucks County Emergency Preparedness Director and County Director should notify the State Civil Defense Emergency Operations Center. The State or County EOC notifies communities that may be affected. If the situation so requires and legislation permits, he requests the local Borough governing body to formally declare the emergency a disaster: and the sends copies of the resolution to the state civil defense office.

The Office of Emergency Preparedness Director will set shifts for 24 hour coverage if required. The 24 hour coverage should be provided by using two shifts to prevent early exhaustion, to assure proper briefings and the efficient continuity of operation, to make certain off-duty shifts can rest.

Expending Municipal Funds During Emergencies

Whenever the governor has proclaimed a state of extreme emergency each political subdivision

within the disaster area may enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising this authority, the political subdivision may proceed without regard to time consuming procedures and formalities prescribed by law (except for mandatory constitutional requirements) pertaining to the performance of public works, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes and appropriation and expenditure of public funds.

Role of the Borough Manager

The Manager shall issue a verbal and written declaration of an emergency, stating the nature and extent of the emergency. The Manager shall prepare a report and an ordinance or resolution for action by the Borough Council.

The Manager and the Public Information Officer will form the contents of all new releases for information to the citizens.

The Manager, if required, will send the specified number of copies of the resolution of declared emergency to the State or County Emergency Management Agencies.

The Manager will coordinate the use of Borough employees and equipment with the emergency operations.

The Manager will prepare an official report obtaining data from situation analysis reports and other documents.

Borough Council

The Borough Council shall be available for emergency meetings and shall assemble to make decisions on the situation as required by law. These situations may be via telephone or similar communication when necessary.

During a major emergency the Borough Manager, as the chief executive officer of the Borough of Doylestown, shall be in overall operational command at all times. He shall have the authority to call meetings of the Borough Council during the emergency as he deems necessary, with consent of the President.

Public Information Officer

The Public Information Officer is appointed to assist the Director in preparing and distributing all news releases of emergency information and instructions to the community. He shall also supply information and advice on public information matters and act as liaison with the news media and public information persons in other jurisdictions.

He is also responsible for providing public information to individuals upon request. During emergency he is responsible for supplying information on Human Services, i.e. mass care and shelter, and act as a liaison to community groups.

Shelters and Transportation

Shelter facilities shall be set up at locations which the Director and the Red Cross deem appropriate. Primary shelter facilities shall be located at the Bucks County Courthouse and at one or more of the public school facilities operated by the Central Bucks School District. Specific shelter facilities are listed in Appendix D of this plan. Other shelter facilities may be listed under disaster resources in Appendix F.

Should the transportation of large numbers of persons become necessary, the primary transportation facility will be the Central Bucks Transportation Authority, which is operated by the school district.

The arrangements for shelter facilities and transportation shall be the responsibility of the public information officer in coordination with the EMA Director and the Local American Red Cross.

Mass Care

Mass Care Operations shall be the responsibility of our Local American Red Cross Chapter and Branch within the Borough. The American Red Cross at the request of the Borough Manager or Office of Emergency Preparedness Director or person acting for them shall evaluate the situation and decide where and when to open mass care facilities. (See Appendix E)

Emergency Services (Fire)

Shall be headed by the Borough Fire Chief with assistance of subordinates.

The Chief shall be responsible for supplying information on fire related matters and coordinate the disaster operations of the Fire Department. He shall also act as liaison with other Fire Departments.

Emergency Services (Rescue and Ambulance)

Shall be headed by the Chief of Central Bucks Ambulance and Rescue Unit with assistance of subordinates.

The Chief shall be responsible for supplying information on rescue and ambulance unit matters and coordinate the disaster operations of the Rescue and Ambulance Unit. He shall also act a liaison with other Rescue and Ambulance Services.

Police

Shall be headed by the Chief of Police and in his absence a Police Sergeant with highest seniority. The Chief shall be responsible for Auxiliary Police assignments.

He shall also be responsible for supplying information and advice on law enforcement matters. He shall coordinate the Police and Auxiliary Police in protecting life and property, protecting and expediting the movement of emergency forces, materials and supplies.

He shall act a liaison with other police departments.

Public Works, Utilities and Engineering

The Directors of Public Works, and Water Operations shall be responsible for supplying information and advice on utility and related matters and for coordinating emergency field operations of

the public utilities. This group shall be assisted by the Borough Engineer through the Manager's office. The group shall be responsible for coordinating their efforts and shall report directly to the EMA Director.

They shall also be responsible for liaison with the following utilities:

Electric/Gas - Philadelphia Electric Company

Telephone - Bell Telephone Company

Streets - PennDOT

Rubbish Haulers- Local Contractors

Sewage Treatment- Bucks County Dept. of Health

Communications

Communications shall be the primary responsibility of the Bucks County Department of Communications. The County shall provide a counsel to the EMA to be dispersed on primary emergency frequencies to respective emergency groups. Secondary communications shall be through base stations located in the Operations Center and the Police Station. Should an alternate Operations Center be in use, secondary communications shall be through use of portable and mobile units from the Operations Center and by local Ham Radio operators.

Damage Assessment

The Code Enforcement Officer of the Borough of Doylestown shall be responsible for assessing the damage caused by a natural or man-made disaster and preparing reports for evaluation by the EMA.

Secretaries

The secretaries employed by Doylestown Borough shall report to the Operations Center at the request of the Director, and will report to the Public Information Officer. They will be responsible for answering phone calls, recording any requests for action, and referring citizens to the proper locations for shelter and/or care. The secretaries will refer any requests for action to the Public Information Officer who will see that appropriate action is taken on each request.

Others

All Borough employees shall be considered "on-call" and shall be available for duty as assigned by the Office of Emergency Preparedness Director or Borough Manager whenever reasonable possible.

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BOROUGH OF DOYLESTOWN
OFFICE OF EMERGENCY PREPAREDNESS
EMERGENCY OPERATION CENTER STAFF

Borough Manager John H. Davis
Director of OEP Chief Jim Donnelly
Public Information John H. Davis
Emergency Services
 Fire Doug Tilley
 Ambulance and Rescue Robert Oliver
Police Chief Jim Donnelly
Public Works Dan Lightcap
Water Facilities Craig J.Eaton
Engineer C.K.S Engineers

And Gilmore & Associates

Communication Bucks County Radio

Mass Care Dan Lightcap

Damage Assessment Philip Ehlinger

Borough Council

President Tom Jarret

Vice President Lou White

Member Charles L. Friedman

Member Vicki Azar

Member Philip J. Daly

Member William H Stevens

Member Darrin M. Hoffman

Member Peg Forster

Member John Thome

Office of Emergency Preparedness

Requesting Help System

(Chain-of-Commands)

- 1. County of Bucks 215-348-6000
 E.M.A. Coordinator - John D. Dougherty Direct Dial
 Bucks County Emergency Management Agency 215-348-6100
 Administration Building, Rm. 107 215-7518
 Doylestown, PA 18901

- 2. Eastern Headquarters 610-562-3003
 Eastern Area Director -John Nau
 Pennsylvania EMA
 Hamburg Center
 Hamburg, PA 19526

- 3. Pennsylvania EMA 717-651-2009
 P.O. Box 3321
 Harrisburg, PA 17105-3321

- 4. Federal Emergency Management Agency 215-931-5500
 Region III Office

105 S. 7th Street
Philadelphia, PA 19106-3316

5. Federal Emergency Management Agency
Washington, D.C.

SHELTERS

- | | |
|--|---|
| 1. Central Bucks West High School
Court and Lafayette Streets
Doylestown, PA 18901 | 11. St. Paul's Lutheran Church
Main and Spruce Street
Doylestown, PA 18901 |
| 2. Lenape Junior High School
313 West State Street
Doylestown, PA 18901 | 12. Doylestown Mennonite Church
590 North Broad Street
Doylestown, PA 18901 |
| 3. Linden Elementary School
480 Linden Avenue
Doylestown, PA 18901 | 13. Doylestown Presbyterian Church
Church and Mechanic Streets
Doylestown, PA 18901 |
| 4. Our Lady of Mount Carmel School
East Ashland Street
Doylestown, PA 18901 | 14. Christ Church
72 North Main Street
Doylestown, PA 18901 |
| 5. Bucks County Courthouse
Broad and Court Streets
Doylestown, PA 18901 | 15. Salem United Church of Christ
East Court Street
Doylestown, PA 18901 |
| 6. Doylestown Armory
Shewell Avenue
Doylestown, PA 18901 | 16. United Methodist Church
320 Swamp Road
Doylestown, PA 18901 |

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| 7. | American Legion
315 North Street
Doylestown, PA 18901 | 17. | Temple Judea of Bucks County
300 Swamp Road
Doylestown, PA 18901 |
| 8. | First Baptist Church
311 West State Street
Doylestown, PA 18901 | 18. | Doyle Elementary School
260 N. West Street
Doylestown, PA 18901 |
| 9. | Main Street Baptist Church
59 South Main Street
Doylestown, PA 18901 | 19. | St. Paul's Episcopal Church
Oakland and Pine Streets
Doylestown, PA 18901 |
| 10. | Our Lady of Mount Carmel
East State Street
Doylestown, PA 18901 | | |

State Grants (State Government)	FDAA Financed State Program. Up to \$5,000 grant to Disaster Victims for Building and Repair of household furnishings, Medical, Burial, Clothing, and other "Serious and Necessary Needs" (Section 408, PL 93-288)
National Institute of Mental Health (NIMH)	Mental Health crisis counseling.
American Insurance Association (AIA)	Insurance Claims counseling.
Rehabilitation Services Administration (Vocational Rehabilitation)	Accepts referrals for Physical Rehabilitation of Disaster Injured Individuals.

PROCLAMATION

DECLARATION OF LOCAL DISASTER

WHEREAS: The Borough of Doylestown finds that a disaster as defined in Title 35 of the Pennsylvania Consolidated Statutes has occurred or is imminent; and

WHEREAS: Said Statute requires a public announcement of such disaster,

NOW THEREFORE BE IT RESOLVED that I
Of the Borough of Doylestown do hereby proclaim that a disaster has occurred
and that the Borough's Emergency Management Agency is directed to respond
promptly

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Borough of
Doylestown be affixed, this day.

Mayor

(SEAL)

FEDERAL AND STATE GOVERNMENT DISASTER RESOURCES

Agency Resource

Federal Disaster Assis- Adm. (FDAA)	Responsible for administering and coordinating federal assistance in affected areas following a Presidential Declaration.
Department of Housing and Urban Development (DHUD)	Temporary Housing, Mini-Repair Program, Mortgage an Rental Assistance, Federal Flood Insurance, and Household Kits may be Provided depending on the size and scope of disaster.
Department of Labor	Unemployment Assistance through the State Employment Commission.
United States Department of Agriculture (USDA)	Food Stamps, Financial Assistance to Farmers, Emergency Conservation Measures.
Farm/Home Administration FMHA	Low Interest Loans to Families, Ranchers, Oyster Planters: Repairs to Real and Personal Property
Federal Housing Admin- istration (FHA)	Assistance with Low Income Government Housing
Small Business Admini- stration (SBA)	Low Intrest Loans to Individuals and businessmen; pairs and replacement of Real and Personal Property (furnishings as well as damaged buildings)
Internal Revenue Service (IRS)	Assistance in Computing Credits based on Disaster Caused Losses
Veterans Administration (VA)	Assistance with Death Benefits, Pensions, Adjustment VA Insurance, Home Mortgages, Medical Services.
Social Security (SS)	Assistance in delivering Checks, applying for disability, Death and Survivors Benefits, Medicare. Assistance to Families under Social Security Act, Including Funds (Up to \$500.00) for the repair of home owned by Public Assistance Recipients. (State objection matched funds).
State Public Health Department	Advice and Guidance on Sanitary Problems created by Disaster
Legal Aid	Young Lawyers section of American Bar Association Free Counseling.