

**Mount Pocono Borough Council
Work Session Meeting Agenda
Borough Council Chambers
June 17, 2025 | 6:00pm**

Call To Order

Pledge of Allegiance

Roll Call:

_____Norman DeLano, _____Debra Fulton, _____Erin Melbert, _____Joe Simeone,
_____Ella Santiago, _____Claudette Williams, _____Jazmin Rivas, _____Mayor
Altemose

Public Comment (agenda items only):

New Business

Pocket Park Design Phase I (PMVB Grant)
Mount Pocono Borough Maintenance Garage Discussion (LSA Grants)
Emergency Management Plan 2025
Oak Street Park Fieldhouse Schedule Request
Park Maintenance Schedule Oak Street Fields

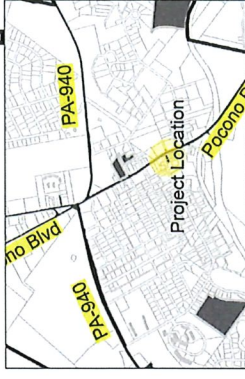
Committee Reports

Budget and Finance: Chair Debra Fulton, Norman DeLano, Ella Santiago, Marissa Duffy
• Newsletter: Chair Jazmin Rivas, Claudette Williams, Erin Melbert
• Regional Police: Chair Randy Altemose, Norman DeLano
• Human Resources: Chair Norman DeLano, Debra Fulton, Erin Melbert, Marissa Duffy
• Public Infrastructure: Chair Joe Simeone, Randy Altemose, Road Supervisor/Manager
• Liaison to the MPA: Joe Simeone
• 100th Anniversary: Chair Claudette Williams, Randy Altemose, Jazmin Rivas
• COG: Ella Santiago
• PMEMS Board of Directors: Joe Simeone
• PMEMS: Jazmin Rivas
• Planning Commission: Erin Melbert
• Parks and Rec: Chair Debra Fulton

Public Comment

Adjournment

POCKET PARK CONCEPT PLAN



LOCATION MAP
SCALE: 1" = 100'

SITE LOCATION:
1406 Pocono Blvd
Mount Pocono, PA. 18344

TOTAL AREA:
0.39 Acres
168,000 sq. ft.

- LEGEND**
- PROPERTY BOUNDARY
 - LOT LINE
 - BOROUGH LINE
 - ZONING BOUNDARY
 - ZONE AE
 - PAVED WALKWAY
 - TREE PLANTING
 - PROPOSED LANDSCAPING
 - CENTRAL PLAZA
 - OUTDOOR STAGE
 - AMPHITHEATER SEATING
 - ENTRANCE SIGN ON WALL
 - CLOCK TOWER
 - OUTDOOR TABLES / SEATING
 - SEATWALL
 - EXISTING SIDEWALK

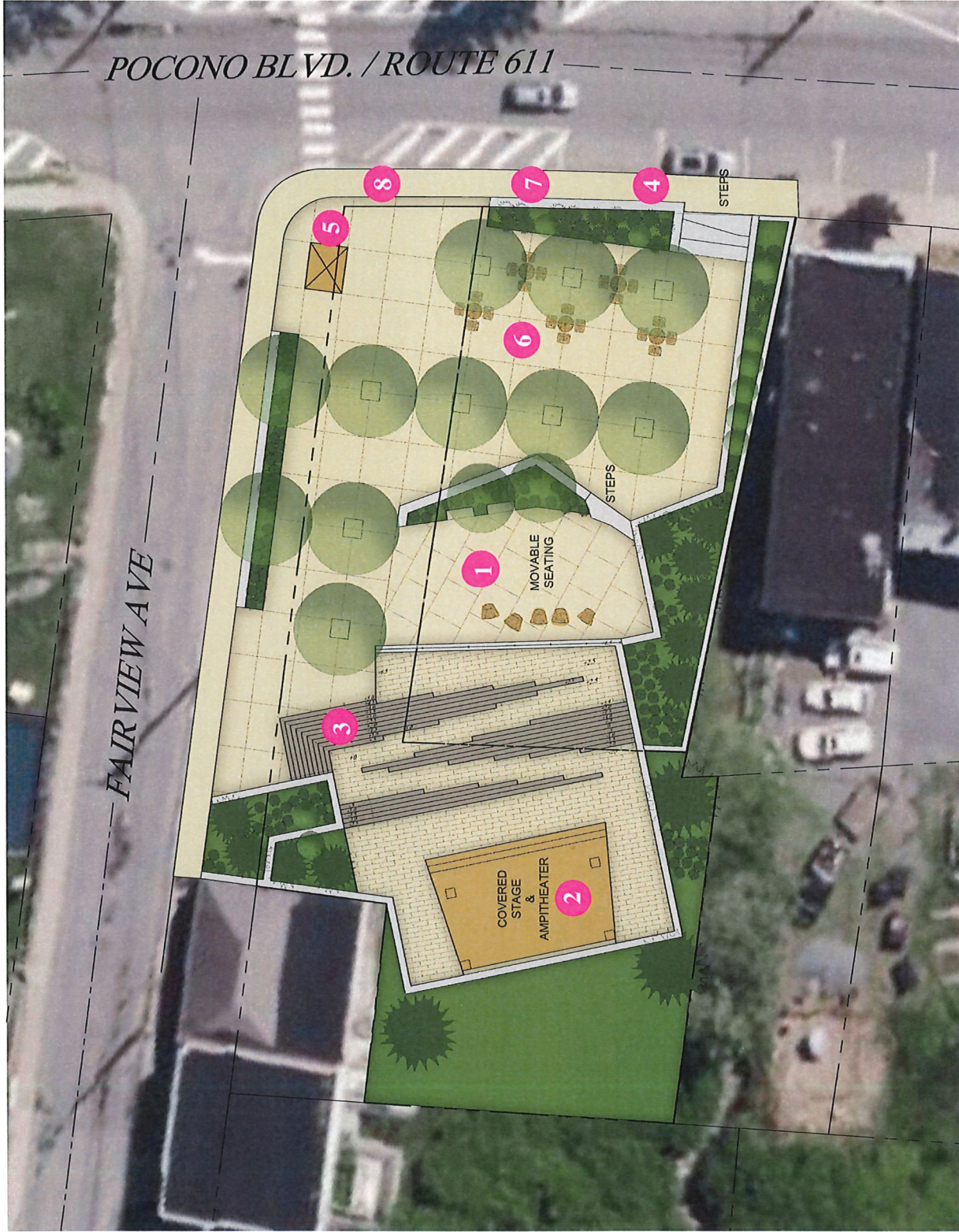
0 10' 20' 30'

SCALE: 1" = 10'

BARRY DISETT & Associates

610.398.0904
barydisett.com

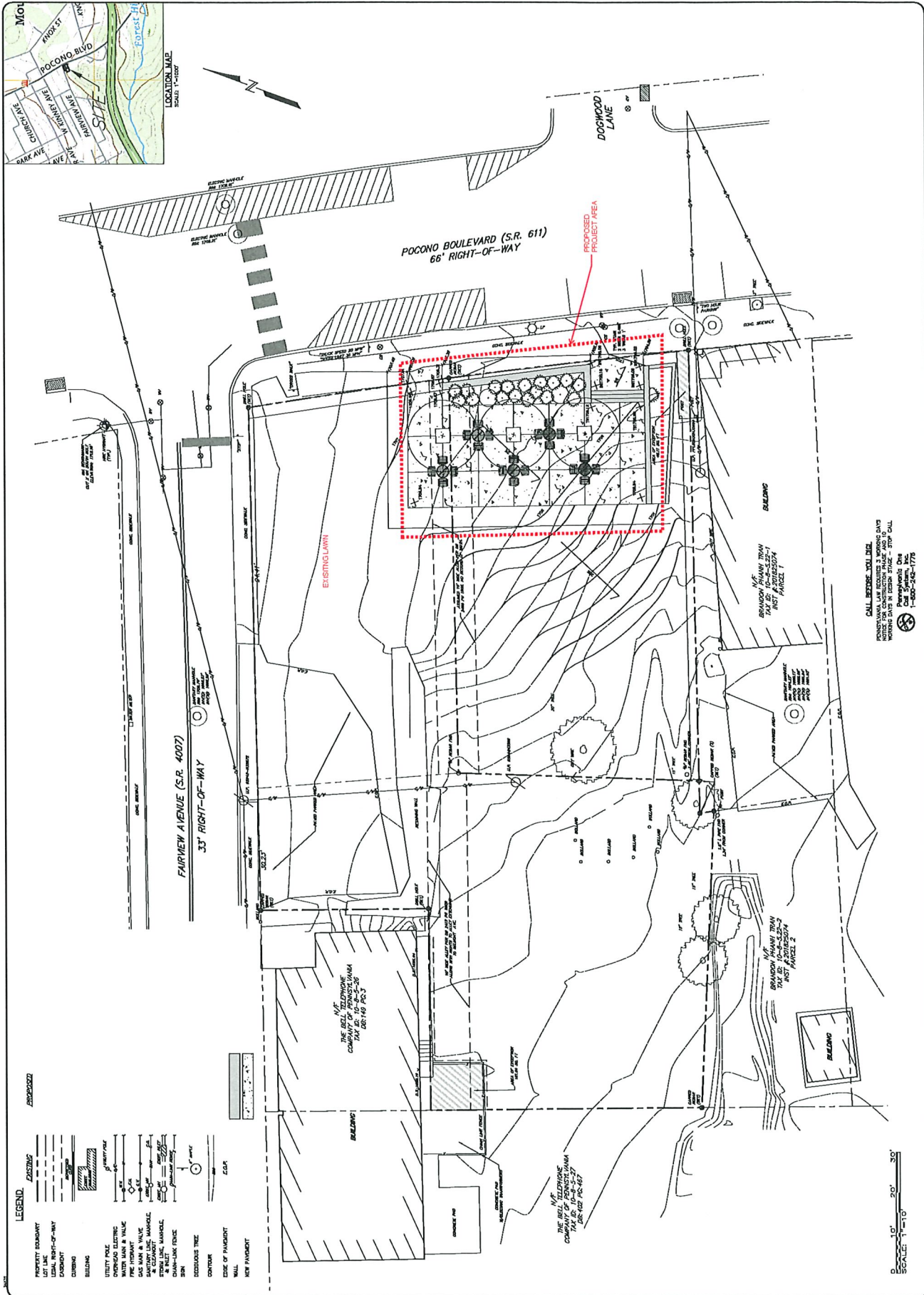
LANDSCAPE ARCHITECTS AND CONSULTANTS




MOUNT POCONO PARK, RECREATION, & OPEN SPACE PLAN

Borough of Mount Pocono | Monroe County | Pennsylvania

March 2025



SITE IMPROVEMENTS COST OPINION				Date: March 31, 2025		
PROJECT				Revised:		
Mt. Pocono Pocket Park Site Master Plan						
LOCATION						
CLIENT						
Mount Pocono Borough						
DRAWING TITLE		PROJECT NO.	ESTIMATOR	CHECKED BY		SHEETS
Draft Plan		313624	BFG	NSK/BNS		
Draft Master Plan			UNITS	QTY	UNIT	TOTAL
					PRICE	PRICE
MOBILIZATION						\$75,000.00
	1. Mobilization/Demobilization/General Conditions		LS	1	\$75,000	\$75,000
EROSION & SEDIMENTATION CONTROLS						\$12,520.00
	1. Topsoil stockpile		LS	1	\$5,000	\$5,000
	2. Concrete washout		LS	1	\$1,800	\$1,800
	3. Rock Construction Entrance		LS	1	\$3,500	\$3,500
	4. 12" compost filter sock		LF	370	\$6	\$2,220
SITE PREPARATION						\$75,000.00
	1. Clear		LS	1	\$25,000	\$25,000
	2. Rough grade site to within finish grade		LS	1	\$50,000	\$50,000
SITE ELECTRICAL						\$225,000.00
	1. Site lighting		LS	1	\$100,000	\$100,000
	2. Amphitheater lighting		LS	1	\$75,000	\$75,000
	3. Electrical for stage/amphitheatre		LS	1	\$50,000	\$50,000
UPPER PLAZA						\$383,225.00
	1. 5" Class A Concrete sidewalk with colorization		SY	863	\$150	\$129,450
	2. Internal traffic control signs (allowance)		LS	1	\$12,000	\$12,000
	3. Park rules sign		EA	2	\$250	\$500
	4. Supply and construct step set 1		LS	1	\$10,000	\$10,000
	5. Supply and construct step set 2		LS	1	\$20,000	\$20,000
	6. Supply and install new Post Clock		LS	1	\$60,000	\$60,000
	7. Supply and install Dumor table and chair		EA	4	\$5,000	\$20,000
	8. Supply and construct seat wall		LF	113	\$125	\$14,125
	9. Supply and construct retaining wall 01		LF	213	\$150	\$31,950
	10. Supply and construct retaining wall 02		LF	156	\$200	\$31,200
	11. Supply and install trash receptacle		EA	12	\$2,500	\$30,000
	12. Supply and install Dumore benches		EA	2	\$4,500	\$9,000
	13. Movable furniture		LS	1	\$10,000	\$10,000
	14. Bike Racks		EA	2	\$2,500	\$5,000
AMPHITHEATRE						\$438,117.00
	1. Unit Pavers paving		SY	277	\$225	\$62,325
	2. 1" bituminous setting bed		SY	277	\$6	\$1,662
	3. 6" #57 stone subbase		SY	277	\$50	\$13,850
	4. 4" class A concrete base		SY	277	\$100	\$27,700
	5. Gateway entrance sign		LS	1	\$10,000	\$10,000
	6. Amphitheatre steps		LF	858	\$110	\$94,380
	7. Amphitheatre/Stage		LS	1	\$150,000	\$150,000
	8. Supply and construct retaining wall 03		LF	310	\$200	\$62,000
	9. Supply and install rolled steel hand railings, ADA compliant, flat black paint. Cored and grouted in place		LF	54	\$300	\$16,200

Landscaping							\$142,920.00
	1.	Supply and place boulders	LS	1	\$20,000	\$20,000	
	2.	Supply and install trees with metal tree grates	EA	11	\$6,000	\$66,000	
	3.	Supply and install trees	EA	4	\$2,000	\$8,000	
	4.	Supply and install amended soil for planting beds	LS	1	\$5,000	\$5,000	
	5.	Supply and install full planting plan	SF	2196	\$20	\$43,920	
STORMWATER MANAGEMENT							\$31,400.00
	1.	Supply and install channel drain	LF	107	\$200	\$21,400	
	2.	Supply and install 6" HDPE underdrain for channel drain	LS	1	\$10,000	\$10,000	
MISC PARK FEATURES							\$35,000.00
	1.	Park Wi-Fi Network	LS	1	\$15,000	\$15,000	
	2.	Security Camera System	LS	1	\$20,000	\$20,000	
						SUBTOTAL:	\$1,418,182.00
Grant Administration							\$5,000.00
Design and Professional Fees (12%)							\$170,181.84
Contingency (15%)							\$212,727.30
TOTAL COST OPINION							\$1,806,091.14

COMMONWEALTH OF PENNSYLVANIA
COMMONWEALTH FINANCING AUTHORITY

FIRST AMENDMENT TO GRANT NO. C000083033

This Amendment to Grant Agreement (the "Amendment") is entered into by and between the **Commonwealth Financing Authority**, hereinafter referred to as the "**Grantor**", and

**MOUNT POCONO BOROUGH
1361 Pocono Blvd., Suite 100
Mount Pocono, PA 18344**

hereinafter referred to as the "**Grantee**".

WITNESSETH:

WHEREAS, the **Grantor** entered into a Grant Agreement (the "Grant") with the **Grantee**, and

WHEREAS, the **Grantor** wishes to amend the Grant to allow the **Grantee** to carry out the activities authorized under the Grant, and

NOW, THEREFORE, the parties hereto intending to be legally bound do hereby agree to the following:

1. The termination date of this Grant, as amended, will be **JUNE 30, 2026**.
2. The Grant Activity Period, as amended, will be **JUNE 10, 2022** to **JUNE 30, 2026**.
3. The total amount of this Grant shall remain **FOUR HUNDRED NINETY THOUSAND, AND NINETY SEVEN DOLLARS (\$490,097.00) AND NO CENTS-----**.
4. All terms and conditions of this Grant not changed or modified by this Amendment shall remain in full force and effect.

Contract No: C000094012

**COMMONWEALTH OF PENNSYLVANIA
COMMONWEALTH FINANCING AUTHORITY**

LOCAL SHARE ACCOUNT GRANT CONTRACT

This Contract, is entered into by and between the Commonwealth of Pennsylvania (the "Commonwealth"), acting through the Commonwealth Financing Authority (the "Grantor"), and

**MOUNT POCONO BOROUGH
1361 Pocono Boulevard, Suite 100
Mount Pocono PA 18344-1045**

(the "Grantee").

BACKGROUND:

Sections 13A63, 13B20.5, 13B52, 13B53, 13C63, 1403, and 4103 of the Act of July 5, 2004 (P.L. 572, No. 71), known as the PA Race Horse Development and Gaming Act (the "Act"), as amended by the Act of November 1, 2006 (P.L. 1243, No. 135), the Act of January 7, 2010 (P.L. 1, No. 1), and the Act of October 30, 2017 (P.L. 419, No. 42), authorizes the Commonwealth Financing Authority to make direct grants to the municipalities, counties, economic development authorities, redevelopment authorities and other eligible entities located within counties of the third class and counties of the fifth through eighth class for eligible activities based upon the category of licensed facility, the type of racetrack at the licensed facility, and the county classification; and

The General Assembly of the Commonwealth has appropriated funds to the Grantor to carry out the provisions of the Act.

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, the parties hereto intending to be legally bound hereby, do covenant and agree for themselves, their respective successors and assignees as follows:

**ARTICLE I
AMOUNT OF THE CONTRACT**

Subject to the terms of this Grant, the Grantor hereby makes available to the Grantee out of funds appropriated a grant in the sum of **ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) AND NO CENTS-----** or such portion thereof as may be required by the Grantee and authorized by the Grantor, subject to the condition that it shall be used by the Grantee to carry out the activities described in the application submitted by the Grantee and as approved by the Grantor, and which is incorporated herein by reference. In addition, this Grant shall be subject to Appendix A, Project

Description and Special Conditions, and Appendix B, Budget Summary, which are attached hereto and incorporated herein.

ARTICLE II EFFECTIVE DATES

The term of this Grant shall commence on the Effective Date (as defined below) and shall end on **JUNE 30, 2028**, subject to the other provisions of this Grant.

The Effective Date shall be the date the fully executed Grant is sent to the Grantee. A fully executed contract is one that has been signed by the Grantee and by the Grantor and contains all approvals required by Commonwealth contracting procedures.

This Grant is not binding in any way, nor will the Commonwealth be bound, until this document has been fully executed and sent to the Grantee. Any cost incurred by the Grantee prior thereto are incurred at the Grantee's risk.

ARTICLE III PAYMENT PROVISIONS AND FISCAL RESPONSIBILITIES

(a) The Grantor agrees to pay the Grantee for eligible project costs incurred under this Grant between **MAY 20, 2025** and **JUNE 30, 2028** (the "Grant Activity Period") as follows:

(1) Subject to the availability of state funds and other terms and conditions of this Grant, the Grantor will reimburse the Grantee based upon the Grantor's determination of the Grantee's needs and in accordance with the proposed budget as set forth in Appendix B.

The Grantor may pay the Grantee for eligible project costs at intervals to be determined by the Grantor. Under no circumstances shall the Commonwealth or the Grantor be liable for any expenditure exceeding the amount stated in this Grant or amendments hereto.

The Grantor shall have the right to disapprove any expenditure made by the Grantee which is not in accordance with the terms of this Grant and the Grantor may adjust payment to the Grantee accordingly.

(2) Initial payments to the Grantee to perform the activities under this Grant and all other payments shall be made on invoice forms and in accordance with instructions provided by the Grantor.

To receive payments under this Grant, the Grantee shall submit requests for payment based on the Grantee's estimate of expenditures, at intervals as determined by the Grantee to meet disbursement needs. Unless otherwise instructed by the Grantor, this estimate must not exceed the current disbursement needs of the Grantee in order that the amount of cash on hand and available to the Grantee is as close to daily needs as administratively feasible. The Grantor may, however, set a minimum payment level or amount for each request for payment.

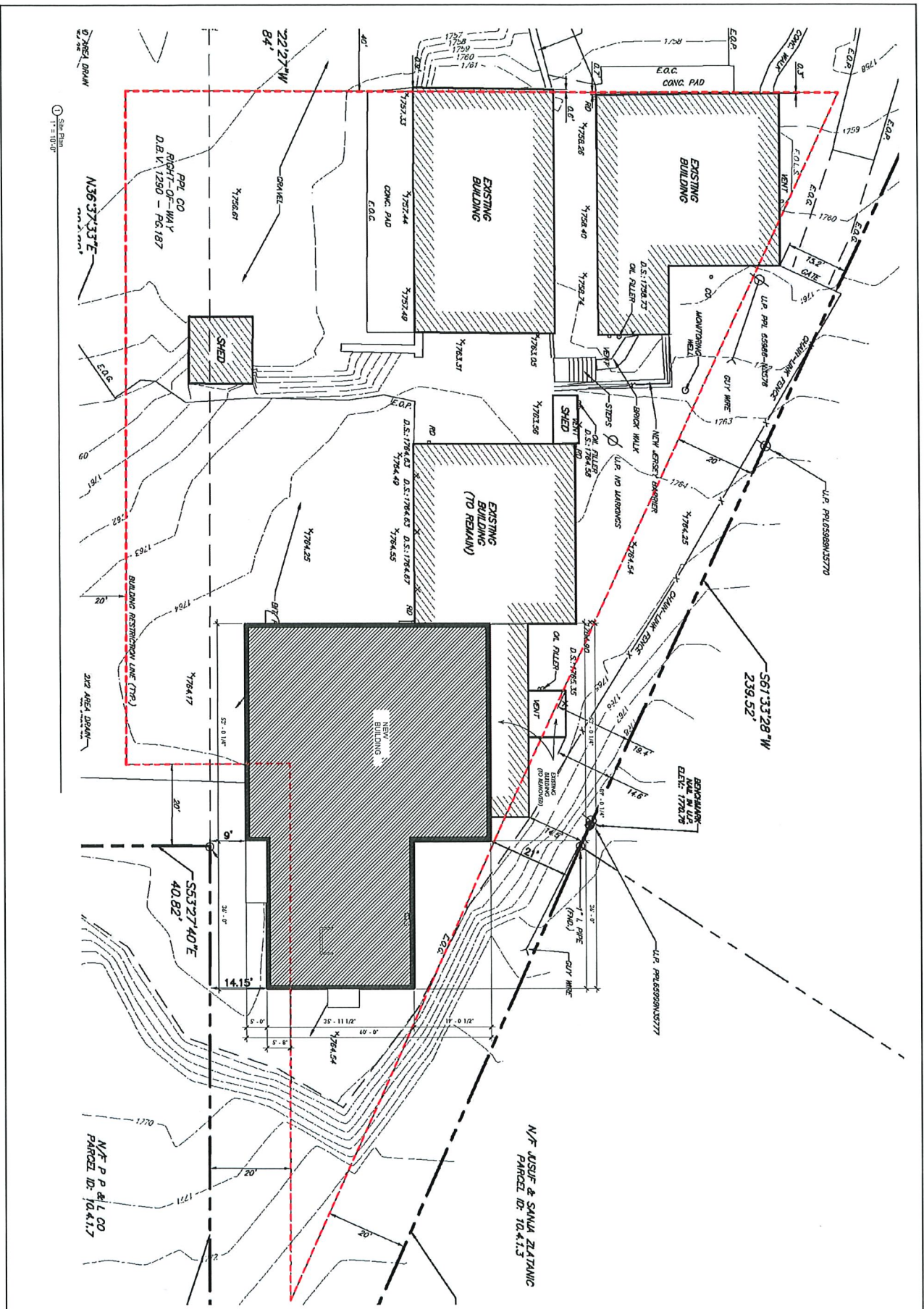
(b) Conditions for Payment:

- (1) Grant payments under this Grant are conditioned upon the completion of any Special Conditions set forth in Appendix A or otherwise incorporated into this Grant.
- (2) Costs allocated to program administration are limited to those described in the project budget or as otherwise revised in accordance with the amendment provisions of this Grant described in the Article entitled Amendments and Modifications.
- (3) Payment by the Commonwealth and all other terms of this Grant are subject to the effect of any federal deficit reduction legislation upon the availability of funds awarded by this Grant.

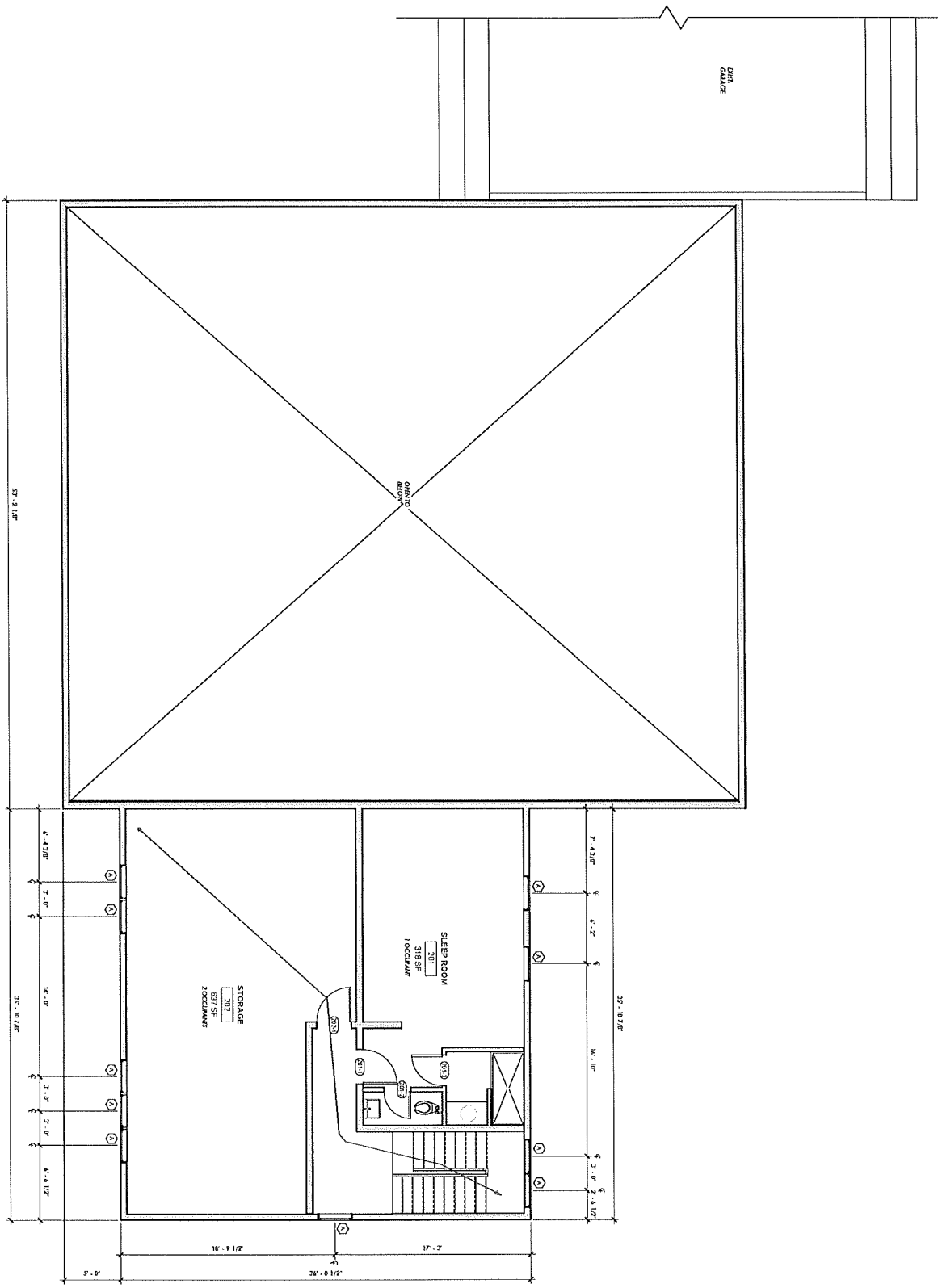
(c) The Grantee shall charge to the project account all approved costs of the project. All approved costs, including activities contributed by the Grantee or others and charged to the project account, must be supported by properly executed vouchers or other records indicating in proper detail the nature and propriety of the charge.

(d) Conditions for Repayment of Grant Funds:

- (1) Misuse or Failure to Use Funds.
 - (A) The Grantee shall use the funds granted under this agreement, or as much as may be necessary, to carry out the project in accordance with the terms of this Grant. If after all or any part of the funds has been paid to the Grantee and the Grantee shall fail to carry out the activities, the Grantee shall repay the Grantor the funds previously paid.
 - (B) If the Grantee does not use all or a portion of the funds paid under the terms of this Grant in accordance with this Grant, the Grantee shall be liable to the Grantor for the amount of funds unused or improperly used and shall return the funds to the Grantor.
 - (C) In the event the Grantor is entitled to repayment of all or a portion of the funds granted under this agreement, the repayment may include all interest, income, accumulations and the monetary equivalent of any appreciation in value of any property (real, personal or mixed) purchased with the funds granted them.



NEW ADDITION TO THE MT. POCONO MAINTENANCE GARAGE 57 KNOX STREET, MT. POCONO PA		SCHOONOVER & VANDERHOOF ARCHITECTS, LLC 33 NORTH COURTLAND STREET, EAST STROUDSBURG, PA 18041 (570) 424-2980 FAX: (570) 424-2882		Site plan 1" = 10'-0" A001
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Second Floor
1/4" = 1'-0"

NO. DATE TITLE

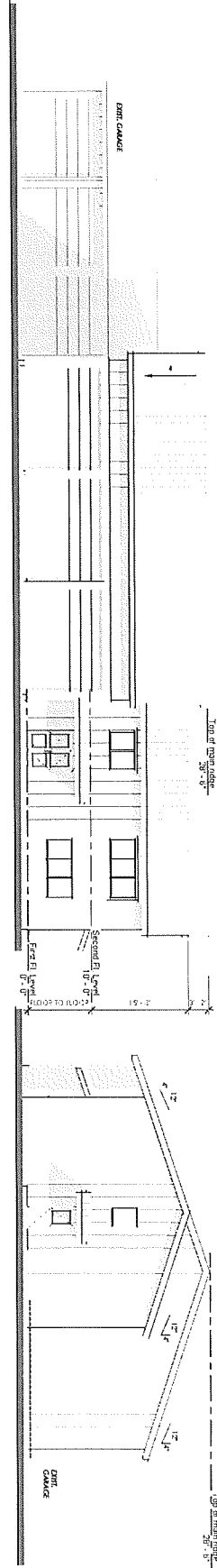
REVISIONS

NEW ADDITION TO THE
MT. POCONO MAINTENANCE GARAGE
57 KNOX STREET, MT. POCONO PA

SCHOONOVER & VANDERHOOF ARCHITECTS, LLC
33 NORTH COURTLAND STREET, EAST STROUSSBURG, PA 18031
(570) 424-2960 FAX (570) 424-2692

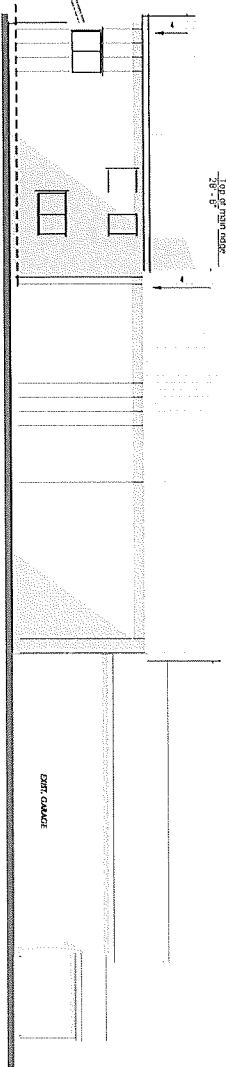
SECOND FLOOR PLAN

Scale: 1/4" = 1'-0"
DATE: 10/03/03
SHEET: A200

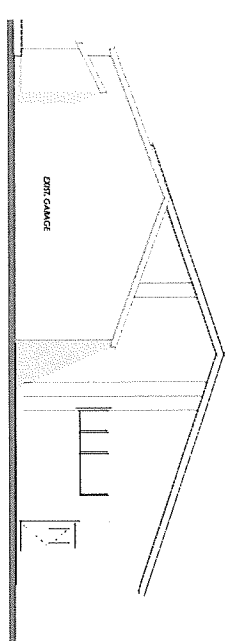


3 South Elevation
1/8" = 1'-0"

4 East Elevation
1/8" = 1'-0"



5 North Elevation
1/8" = 1'-0"



6 West Elevation
1/8" = 1'-0"

NEW ADDITION TO THE
**MT. POCONO MAINTENANCE
GARAGE**
57 KNOX STREET, MT. POCONO PA

NO.	DATE	ITEM

SEAL
JOHN A. SCHOONOVER, JR.
ARCHITECT
1500 N. 10TH STREET
PO BOX 1000
WILMINGTON, DE 19801
TEL: 302-478-1111
FAX: 302-478-1112

**SCHOONOVER &
VANDERHOOF
ARCHITECTS, LLC**
33 NORTH COURTLAND STREET, EAST STROUDSBURG, PA 18311
(670) 424-2860 FAX (670) 424-2892

S[®] V

EXTERIOR
ELEVATIONS

2020 NO. 1
SCALE 1/8" = 1'-0"
DATE 10/08/23
SHEET A300



57 KNOX STREET, MT. POCONO PA

REVISIONS	
DATE	ITEM

JOHN S. SCHOONOVER, JR.
 L.C. # - 84-10132
 L.C. # - 84-8543 025-X
 L.C. # - 80-4987
 L.C. # - 84-0021 42
 WAYNE W. VANDEBROOF
 L.C. # - 84-87793
 L.C. # - 84-85430114-8
 L.C. # - 80-8584 ?

33 NORTH COURTLAND STREET, EAST STROUDSBURG, PA 18301
(570) 424-2960 FAX: (570) 424-2882

SW
FIRST FLOOR
PLAN

SCALE	1/4" = 1'-0"
DATE	10/10/23
SHEET	A100

SCHOONOVER & VANDERHOOF, ARCHITECTS, LLC

39 NORTH COURTLAND STREET, EAST STROUDSBURG, PENNSYLVANIA 18301

TEL: 570-424-2980

WEBSITE: SVARCH.COM

July 16, 2024

Via E-Mail to: mduffy@mtpoconoboro.org

Marissa Duffy, Borough Manager
Mount Pocono Borough Maintenance Garage
57 Knox Street
Mount Pocono, PA

**Re: Mount Pocono Borough – Maintenance Garage Addition
Our Project # 23-05-06**

Dear Marissa:

At your team's request, we have prepared an *opinion of probable cost of \$ 993,500.00* for the above mentioned project.

Based upon research between our estimating programs, as well as consulting with a metal building contractor and Strunk Albert Engineering, we have come up with the following numbers:

<u>Maintenance Garage Addition</u>	
1. Site Work	\$ 150,000.00
2. Foundation & Footings \$24 / square foot	\$ 30,000.00
3. Slab \$7 / square foot	\$ 32,000.00
4. Pre-Engineered Metal Building	\$ 378,500.00
5. Interior Metal Framing \$4 / linear foot	\$ 4,000.00
6. Finishes \$30 / square foot	\$ 174,000.00
7. Mechanical	\$ 58,000.00
8. Electrical	\$ 75,000.00
9. Plumbing	\$ 92,000.00
TOTAL	\$ 993,500.00

Wayne W. Vanderhoof, A.I.A.
Principal

John S. Schoonover, Jr.
Partner Emeritus

Marissa Duffy
Re: Maintenance Garage Addition
Our Project # 23-05-06
July 16, 2024
Page 2

This cost estimate does not include any unforeseen items such as repairs to the existing garage structure.

Should you have any questions or concerns, please feel free to contact me.

Respectfully,

A handwritten signature in black ink that reads "Paulina Tylutka". The signature is written in a cursive style with a large, stylized 'P' and a long, sweeping underline.

Paulina Tylutka,
Associate

EMERGENCY OPERATIONS PLAN (EOP)

FOR

Mt Pocono

in _____ Monroe _____ County

_____ July _____ 2025 _____

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

PROMULGATION

THIS PLAN WAS ADOPTED BY ____ Mt Pocono Borough _____ (elected officials) UNDER RESOLUTION NO. ____ DATED _____. IT SUPERCEDES ALL PREVIOUS PLANS.

(Chief Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Elected Official)

(Secretary)

(Emergency Management Coordinator)

CERTIFICATION OF REVIEW

A regular (biennial or sooner) review of this Emergency Operations Plan has been done by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator.

Date	Signature

RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)

DISTRIBUTION LIST

The Following have received Copies of this Plan

COPY #	ORGANIZATION	INDIVIDUAL RECEIVING COPY	DATE
1	Monroe County EMA		

I. PURPOSE AND SCOPE

The purpose of this plan is to prescribe those activities to be taken by the municipal 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, and to satisfy 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 municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and 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 (name of local municipality), (name of county). "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

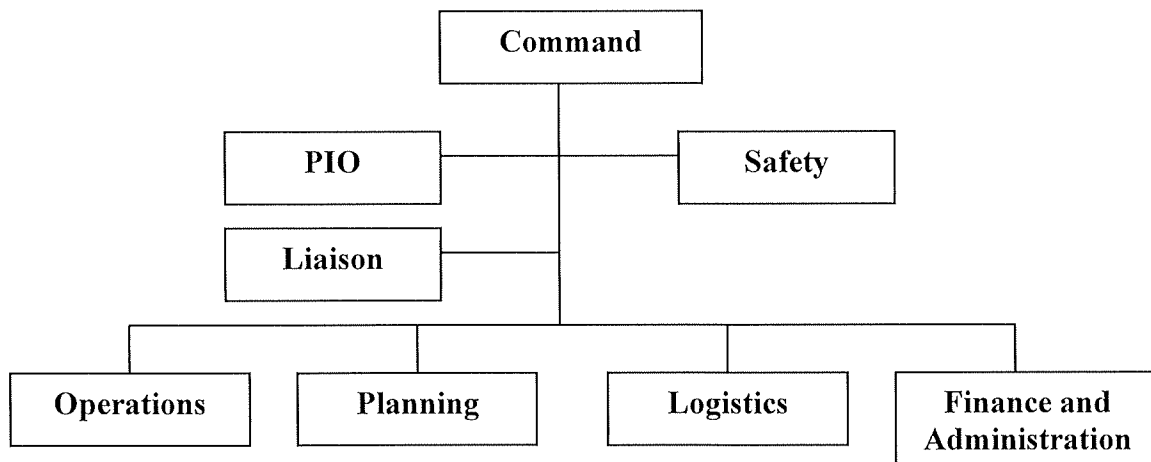
- A. The /Borough of Mt Pocono is located in Monroe County, Pennsylvania. The population is approximately 3100. Terrain features that affect emergency response include: 3.5 square mileage
- B. Identified special facilities (, Health Care Facilities, Child Care Centers, etc.) are indicated in the Notification and Resource Manual (NARM) section of this plan.
- C. The municipality is subject to a variety of hazards. The most likely and damaging of these are _____.
- D. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are: _____.
- E. Training, response checklists and other accompanying documents are based on the statements in 2 A., B., C. and D. of this plan.
- F. Adjacent municipalities and other governments will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- G. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is 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.

- H. In the event of an evacuation of the municipality, or any part thereof, 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 as appropriate.
- I. Special facilities will develop, coordinate and furnish emergency plans to the emergency management organization of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- J. 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 applicable and required by codes, laws, regulations or requirements.
- K. Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa CS, § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials 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.
- L. In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- M. Emergency shelters will be activated by the county EMA using public schools or public colleges / universities (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.
- N. 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 commercial power or other energy sources.

III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

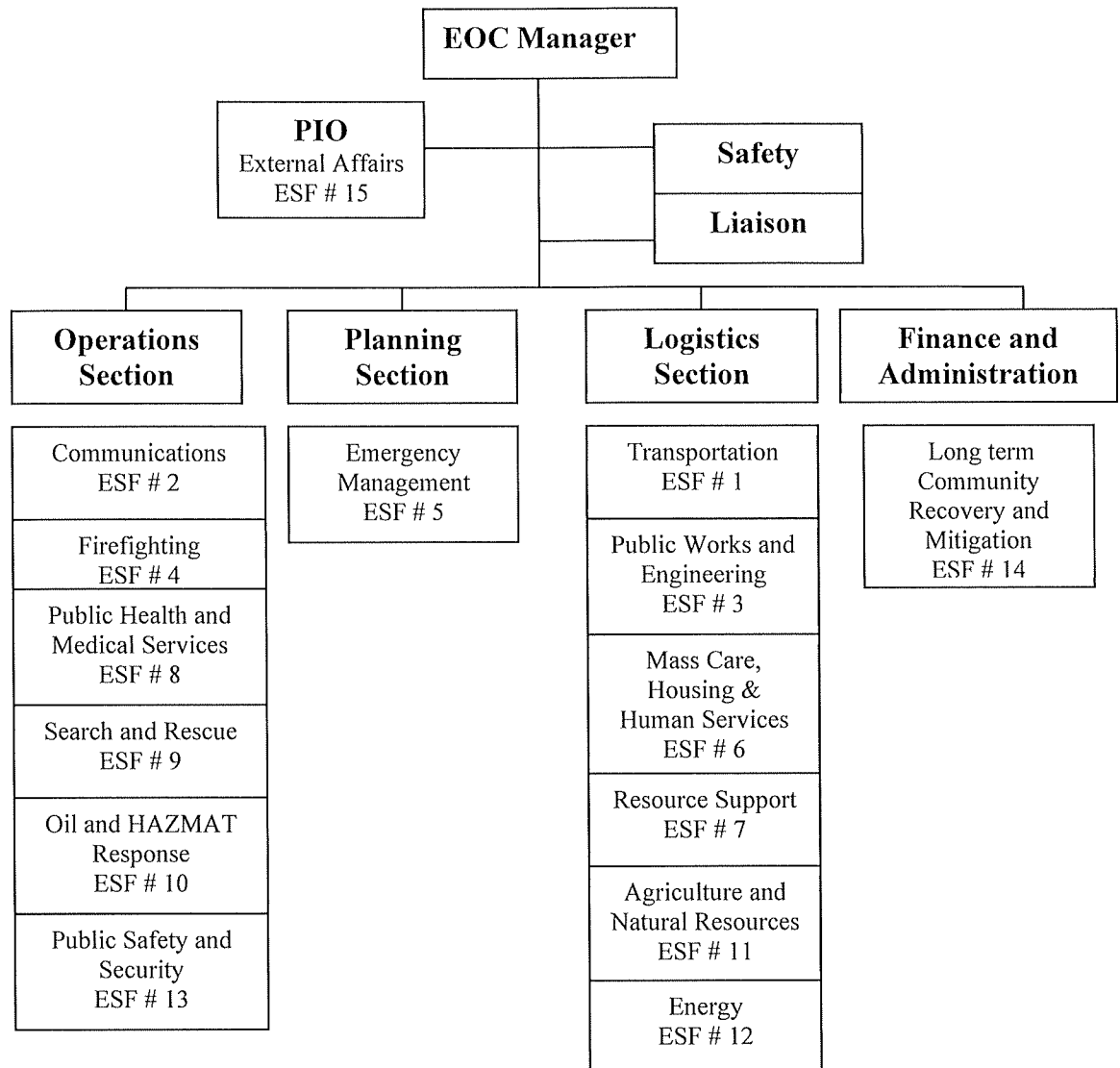
- A. The elected officials are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the municipality.
- B. A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality, and may be activated by the EMC or the elected officials during an emergency. A Deputy EMC and Alternate EOC have been designated to function in case the primary EMC and/or EOC are 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).



- 1. The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.
- 2. The Incident Command System (ICS) should have:
 - a. a manageable span of control (3 to 7 staff; optimum is 5);
 - b. personnel accountability (each person reports to only one person in the chain of command); and

- c. functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

Emergency Operations Center (EOC) Example



- F. When the municipal 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. The diagram above aligns Emergency Support Functions (ESFs) with ICS Staff sections. 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, will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, etc.
- M. In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicles, or be transported from the identified affected area(s) to safe havens. 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 will be staffed by traffic control personnel to facilitate an orderly flow of traffic.
- O. Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).

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) (External Affairs – ESF # 15)

- a. Develops and maintains the checklist for the Public Information function;
- 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.
4. **Safety Officer** - Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
5. **Liaison Officer** – Serves as the primary contact for supporting agencies assisting with the incident.

B. OPERATIONS SECTION (EMC or as delegated): Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

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 communications system;
- d. Ensures ability to communicate between the EOC, field operations and the county EMA;
- e. Assists with notification of citizens of the municipality;
- f. Responds to the EOC or the field, as needed;
- g. Advises elected officials and the EMC about Communications activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

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. Responds to the EOC or the field, as needed;
- d. Coordinates fire 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. Provides for emergency shutdown of light and power;
- 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 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 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. Assists in mortuary services;
- j. Assists in provisions of inoculations for the prevention of disease;
- k. Advises elected officials 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 entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
- o. Performs other responsibilities as assigned by the Section Chief.

4. Search and Rescue Branch (ESF # 9):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates search and rescue services;
- d. Advises elected officials and the EMC about search and rescue (S&R); and
- e. Performs other responsibilities as assigned by the Section Chief.

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

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates with the Hazardous Materials Team as appropriate;
- d. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
- e. Advises elected officials and the EMC about HAZMAT activities; and
- f. Performs other responsibilities as assigned by the Section Chief.

6. 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 population;
- 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 elected officials and the EMC about Public Safety and Security operations;
- l. Establishes and provides security services to any shelter locations operating in the municipality;
- m. Assists shelter operators 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.

C. PLANNING SECTION (EMC or as delegated): Responsible for ensuring the accomplishment of the Emergency Management branch responsibilities. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

1. Emergency Management Branch (ESF # 5):

- 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 Section Chief.

D. LOGISTICS SECTION (EMC or as delegated): Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Logistics Section also provides internal logistical support for the EOC itself.

1. Transportation Branch (ESF # 1):

- 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 Transportation Resources and contact information including capacities in the Municipality;
- d. Coordinates the supply of transportation resources during an emergency;
- e. Advises elected officials and the EMC about Transportation activities; and
- f. 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. Provides information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
- g. Advises elected officials and the EMC about Public Works and Engineering activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

3. Mass Care, Housing and Human Services Branch (ESF # 6):

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Assists the County EMA (ESF # 6) in maintaining a listing of Mass Care – Shelter facilities including capacities;
- d. Coordinates with American Red Cross and other appropriate agencies;
- e. Requests Mass Care – Shelter support from the County during an emergency;
- f. Coordinates with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues;
- g. Advises elected officials and the EMC about Mass Care, Evacuation and Shelter activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

4. Resource Support Branch (ESF # 7):

- a. Coordinates materials, services and facilities in support of the emergency;
- b. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
- c. Participates in the preparation of the Incident Management Plan;
- d. Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
- e. Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators;
- 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.

5. Agriculture and Natural Resources Branch (ESF # 11):

- 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 food and animal care and control assets;
- d. Serves as a liaison between the EOC and the food community;
- e. Coordinates the dissemination of information to the food and animal care and control community;
- f. Advises elected officials and the EMC regarding agricultural and animal care and control issues;
- g. Coordinates local animal shelter activities with county ESF 11 Officer and County Animal Response Team liaison; and
- h. Performs other responsibilities as assigned by the Section Chief.

6. Energy Branch (ESF # 12):

- 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 energy and utility assets;
- d. Serves as a liaison between the EOC and the energy / utilities;
- e. Coordinates the dissemination of information to the energy / utilities;
- f. Advises elected officials and the EMC regarding energy / utility issues; and
- g. Performs other responsibilities as assigned by the Section Chief.

E. FINANCE and ADMINISTRATION SECTION (EMC, elected officials and/or as delegated): Responsible for ensuring the accomplishment of responsibilities of Long Term Recovery and Mitigation Branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Section also maintains finance and personnel records of response activities.

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;
- 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:

- a. Response and Recovery Training: Training programs will 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 recovery to a disaster emergency. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.
- b. Professional Development: Training programs will be provided to the municipal EMA and staff in skills and techniques of writing plans, professional development skills, and national security issues related to municipal emergency preparedness. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the county EMA.

- c. Damage Assessment and Reporting: Annual training will be offered in damage reporting procedures, and in damage assessment for those who will work with county damage assessment teams. 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, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

3. State and Federal Training

EMA staff will participate in State and Federal training programs as prescribed internally and by PEMA.

VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

- A. EMC Responsibilities: The municipal EOP is the responsibility of the elected officials, but normally the EMC will coordinate development and maintenance of the plan. The plan components will be reviewed and updated by the EMC every two years or as needed. 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.
- 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 response 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. A receipt system will be used to verify the process.

APPENDICES:

App A: Authority and References

App B: Glossary

App C: Listing of Related and Incident Specific Plans

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. County Emergency Operations Plan
6. County Hazard Vulnerability Analysis
7. County Hazard Mitigation Plan

APPENDIX B: DEFINITIONS AND GLOSSARY

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 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. Use of ESFs allows for planning, training and organization to be made without consideration for the cause. This plan uses fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP.
13. Explosive Ordnance Disposal (EOD) - An active U.S. 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 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 - 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).
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. Political Subdivision - Any county, city, borough, township or incorporated town within the Commonwealth.
27. 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.

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.

28. 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 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.
29. Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
30. Public Information Officer (PIO) - That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities (ESF # 15.) If no PIO is appointed, those responsibilities stay with the EOC manager.
31. 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.

32. 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.
33. 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.
34. 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.
35. Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
36. 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.
37. Standby - To be ready to perform but waiting at home or other location for further instructions.
38. Support - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
39. Traffic Control Points (TCP) - Posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.
40. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
41. Weather Warning - Severe weather is occurring or is about to occur.
42. Weather Watch - Conditions and ingredients exist to trigger severe weather.

APPENDIX C: LISTING OF RELATED AND INCIDENT SPECIFIC PLANS (Published Separately)

EXAMPLES

1. ___See Monroe county EMR_____ Nuclear/Radiological Plan
2. EMERGENCY ACTION PLAN: Surveillance, Warning and Evacuation Procedures for the
_____See Monroe County EMR _____ DAM, DEP NUMBER D__ - _____
3. Offsite Emergency Response Plan for _____ (SARA Facility)_____
4. ___See Monroe County EMR _____ Pandemic Influenza Plan
5. _____See Monroe EMR _____ Plan to operate a Point of Dispensing
_____.
6. Emergency response plan for _____ Bomb threat procedure

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

*** Refer to your local bomb threat management plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov



BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Female
- ☐ Male
- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking Voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Nasal
- ☐ Normal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds

- ☐ Animal noises
- ☐ House noises
- ☐ Kitchen noises
- ☐ Street noises
- ☐ Booth
- ☐ PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped message
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken

OTHER INFORMATION:

Number of Teams/Age Group	Scheduling Days
Two 12s, One 14	Mondays, Wednesdays, Saturdays
Two 16s	Tuesdays, Thursdays, Sundays
Three 18s, one 23	Wednesdays, Fridays, Saturdays
Free Clinics	Varies, Generally Sundays (e.g. six- week clinics)
Hitting Coaching	Varies, works around the other schedules
Pitching Coaching	Varies, works around the other schedules

Days	Start Times	End Times
Mondays - Fridays	5:00 pm	9:00 pm
Saturdays & Sundays	8:00 am	3:00 pm

OAK STREET PARK - WEEKLY MAINTENANCE SCHEDULE

April through October

- | | |
|------------------|---|
| Monday | - Mow grass (weather dependent)
- Empty trash cans
- Drag both softball fields |
| Tuesday | - General grounds check: inspect turf facility, pavilion, dugouts |
| Wednesday | - Drag both softball fields |
| Thursday | - General grounds check if needed
- Check dugouts and pavilion |
| Friday | - Mow grass (second weekly mow, weather permitting)
- Empty trash
- Drag both softball fields |
| Saturday | - Volunteer prep allowed |
| Sunday | - No scheduled maintenance (fields available for games/use) |

Field Prep Notes:

- League volunteers may arrive up to 1.5 hours before games for minor prep such as dragging or lining the fields.
- Any maintenance outside normal prep (e.g., adding clay, turf work, equipment moves) must be approved by the Borough Manager.

Drainage Protocol:

- If fields are too wet, maintenance and use should be postponed to prevent damage. Staff should post closure notices and reschedule field prep once conditions improve.