

AGENDA

Public Safety & Quality of Life Committee

March 9th, 2016 – 5:30 pm

Committee Members: Bill Scott - (Chair), Jordan Norley, Jim Jones
Department Head: **Chief Scott Bohn; Fire Chief Mike McDonald**

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discussion on BYOB regulations
3. Monthly Fire Department Report
4. Discuss Emergency Management Plan
5. Discuss Building renovations/modifications
6. Discuss Cameras downtown
7. Discuss filling vacancy for communication officer
8. Approve February Committee meeting minutes
9. Other Business

EMERGENCY OPERATIONS PLAN



BOROUGH OF WEST CHESTER
COMMONWEALTH OF PENNSYLVANIA

2016

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PROMULGATION

THIS PLAN WAS ADOPTED BY _____ BOROUGH
COUNCIL UNDER RESOLUTION NO. _____ DATED _____. IT SUPERCEDES
ALL PREVIOUS PLANS.

President of Council

Borough Manager

Municipal Emergency Management Coordinator

1. PURPOSE & SCOPE

The purpose of this plan is to prescribe those activities to be taken by the Borough Council and other community officials to protect the lives and property of the citizens of West Chester 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 Borough. 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 position checklists which provide detail for the accomplishment of the details 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 municipal government or the citizens of the Borough of West Chester, Chester County, Pennsylvania. Incident specific plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards.

2. SITUATION AND ASSUMPTIONS

- A. The Borough of West Chester is located in Chester County, Pennsylvania. The Borough population per the 2010 US Census was 18,461. Terrain features that may affect emergency response include congested, one-way and narrow roadways, narrow alleyways, numerous trees and high rise structures.
- B. The Borough of West Chester is subject to a variety of hazards. The most likely and damaging of these are natural, weather related incidents including but not limited to, flooding, high wind, severe temperature, tornadoes and heavy snow. Other serious concerns facing the Borough include fire, long term utility outages, disease pandemic, hazardous material releases and terrorism.
- C. Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc) are indicated within the Notification and Resource Manual (NARM) section of this plan.
- D. Historically, certain areas and populations of the Borough are more vulnerable to the effects of specific hazards. These include the residents along the Goose Creek flood plain, the areas surrounding the commercial/industrial complexes of the southeast quadrant, high occupancy residential structures and the Historic Central Business District.
- E. Training, response checklists and other accompanying documents are based on the statements in 2A, B, C & D of this plan.

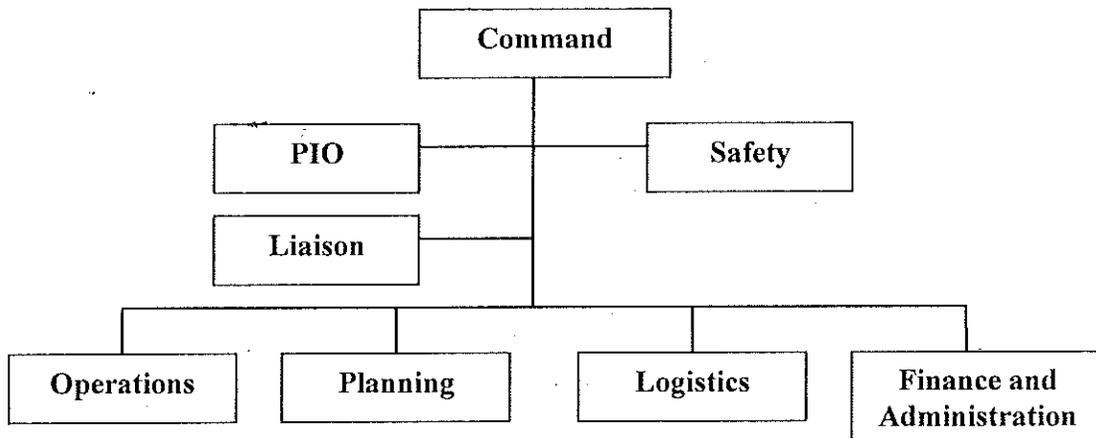
- F. Adjacent municipalities and other government agencies will render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.
- G. When Borough resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Chester County Emergency Management Agency 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, 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 an evacuation of the entire Borough or any part thereof is required, the majority of the evacuees will utilize their own transportation resources (self-evacuation). Additionally, those with pets, companion or service animals will transport their own pets and animals and 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 West Chester Emergency Management Agency as well as the county and state departments and agencies that are applicable and required by codes, laws, regulations or requirements. These special facilities include; child care facilities, primary and secondary educational facilities, post secondary educational facilities, hospitals, extended care facilities and commercial/industrial facilities falling under SARA Title II requirements.
- J. Any regulated facility SARA (Superfund Amendments and Reauthorization Act) site posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to the 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 Borough in accordance with the provisions of the Pennsylvania Emergency Management Services Code. 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, 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 of the Borough.
- M. Emergency shelters will be activated as needed by the Chester County Emergency Management Agency, at West Chester Area public schools, West Chester University or other sites as designated per the provisions of the Pennsylvania Emergency Management Services Code. Shelters will be operated by Volunteer Organizations

active in disasters 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 health care facilities will 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.

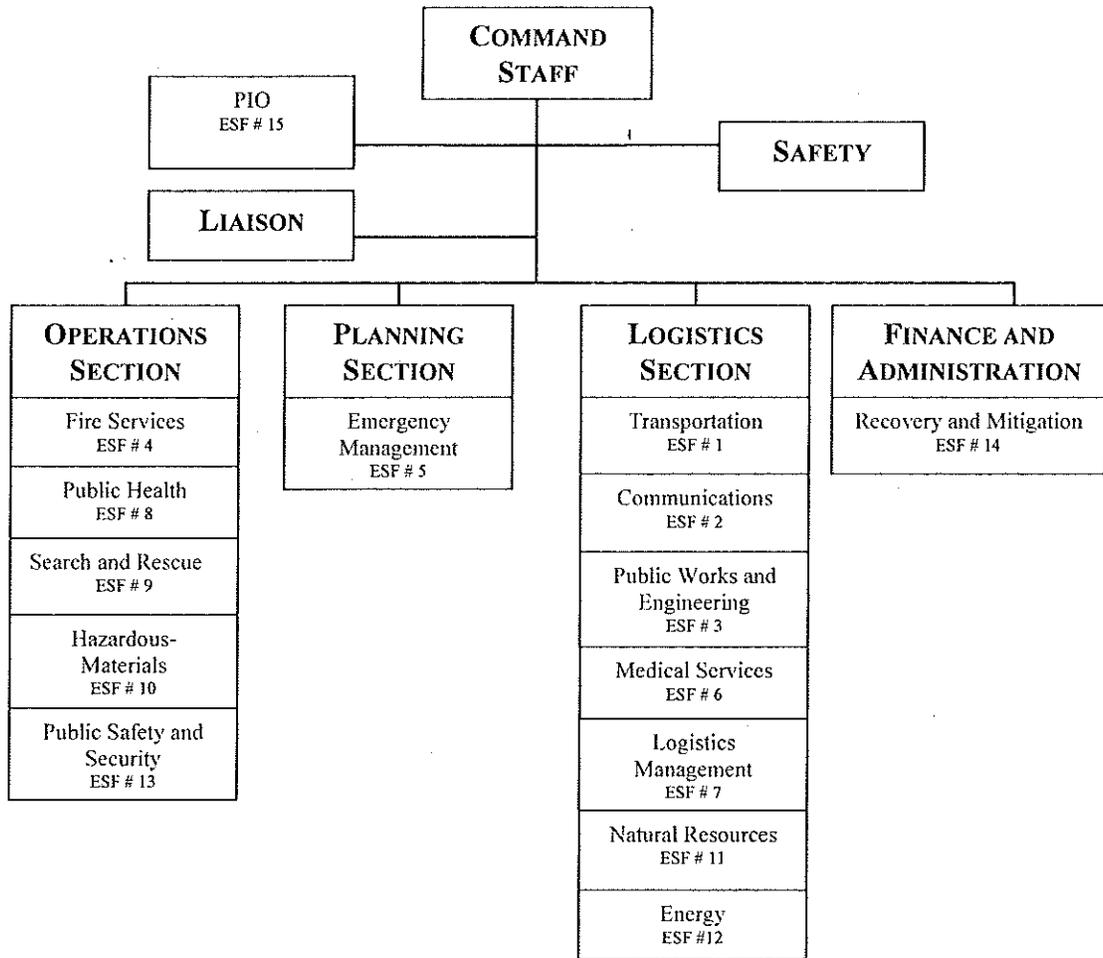
3. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

- A. The elected officials are responsible for the protection of the lives and property of the citizens of West Chester. They exercise primary supervision and control over the four phases of emergency management (prevention, preparedness, response and recovery) activities within the Borough.
- B. The Emergency Management Coordinator shall act on behalf of the elected officials. An Emergency Operations Center has been designated by the Borough of West Chester and may be activated by the Emergency Management Coordinator or the elected officials during an emergency. An alternate Emergency Management Coordinator and Emergency Operations Center have been designated to function in case the primary Emergency Management Coordinator and/or Emergency Operations Center are not available.
- C. This plan embraces an "all-hazards" principle: that most emergency response functions are similar, regardless of the hazard. The Emergency Management Coordinator will mobilize resources and personnel as required by the emergency situation.
- D. The Emergency Management Coordinator and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.
- E. The Borough will embrace and utilize the National Incident Management System and the incident command system (see below).



1. The Incident Commander at the incident site will be trained according to NIMS requirements. In like manner, the Emergency Operations Center staff will also be trained to NIMS requirements.
2. The Incident Command System 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 Incident Commander).

Emergency Operations Center Example



F. When the Borough Emergency Operations Center is activated, the Emergency Management Coordinator or his/her designee will coordinate between the site Incident Commander and the Chester County Emergency Management Agency as needed. Whenever possible, and to ensure consistency with operations at the incident site, the Emergency Operations Center will also follow an incident command structure. The Emergency Management Coordinator will assume the role of Command and initially all of the remaining roles. As additional staff arrives at the Emergency Operations Center, the Emergency Management Center may delegate activities to them. Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities withheld by the next higher echelon.) The diagram below aligns Emergency Support Functions with Incident Command System Staff sections. Emergency Support Functions will not be used at the incident scene.

- G. Continuity of Borough emergency procedures are specified in the Administration Officials checklist.
- H. When the Emergency Management Coordinator 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 Emergency Operations Center in preparation for the emergency will be considered.
- I. Communication/Alert and Warning will be provided to the public via the Connect CTY System. Other systems that will be utilized are: news media and the website.
- J. During non-emergency times, information regarding emergency plans and actions to be taken by the public in the form of public information/education materials, may be provided to the public via newsletters, brochures, publications in telephone directories, and the like.
- K. 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 Borough.
- L. Emergency shelters may be activated by the Chester County Emergency Management Agency in public schools or public colleges/universities per the provisions of the Pennsylvania Emergency Management Services Code. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter.
- M. 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.
- N. Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. COMMAND

1. Administrative Officials are responsible for:

- a. Establishing and maintaining the an emergency management organization;
- b. Providing for continuity of operations;

- c. Establishing lines of succession for key positions;
- d. Designating an Emergency Operations Center and alternatives;
- e. Preparing and maintaining this Emergency Operations Plan in consonance with the Chester County Emergency Operations Plan and the National Response Framework;
- f. Establishing, equipping and staffing an Emergency Operations Center;
- g. Recommending an Emergency Management Coordinator for appointment by the Council who may act on their behalf, if necessary;
- h. Issuing declarations of disaster emergency and recommending protective actions (evacuation or shelter in-place) if the situation warrants; and
- i. Applying for federal post-disaster funds, as available.

2. Emergency Management Coordinator is responsible for:

- a. Preparing and maintaining an Emergency Operations Plan for the Borough subject to the promulgation of the elected officials; reviews and updates as required;
- b. Maintaining coordination with the Chester County Emergency Management Agency and providing prompt information in emergencies, as available;
- c. Coordinating with the Chester County Emergency Management Agency, identifying hazards and vulnerabilities that may affect the Borough;
- d. Identifying resources within the Borough that can be used to respond to a major emergency or disaster situation and requesting needed resources from the Chester County Emergency Management Agency;
- e. Developing and maintaining a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- f. Mobilizing the Emergency Operations Center and acting as the Incident Command function within the Emergency Operations Center during an emergency;
- g. Compiling cost figures for the conduct of emergency operations above normal operating costs; and
- h. Attending 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): (ESF # 15)

- a. Develops and maintains the checklist for the Public Information function.
- b. Assists in the development, review and maintenance of the Emergency Operations Plan.
- c. Responds to the Emergency Operations Center 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. Coordinated public awareness information to the media before an incident and ensures accurate and timely information about response and recovery.

- f. Advises elected officials and the Emergency Management Coordinator 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 sheltering-in-place, evacuation routes, the locations of shelters, transportation pick-up-points, etc.
- i. Interfaces with the Public Information Officer for the County and the State as applicable.
- j. Operates as a part of the Joint Information Center 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 the assisting and cooperating supporting agencies with the incident.

B. OPERATIONS SECTION: Responsible for ensuring the accomplishment of the responsibilities of all assigned branches. The Operations 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 Emergency Operations Center manager on the progress and status of assigned missions.

1. Fire Services Branch (ESF # 4):

- a. Assists in the development, review and maintenance of the EOP.
- b. Responds to the Emergency Operations Center or the field, as needed.
- c. Develops and maintains the checklist for the Firefighting function
- 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 Emergency Management Coordinator about fire and rescue activities.
- k. Performs other responsibilities as assigned by the Section Chief.

2. Public Health 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 Emergency Operations Plan.
- c. Responds to the Emergency Operations Center or the field, as needed.
- d. Maintains a listing of hearing impaired, mobility impaired and special needs residents, providing copies to county emergency responders as needed.
- e. Coordinates emergency medical activities within the Borough.
- f. Coordinates community needs for transportation if evacuation or relocation becomes necessary for residents, apartment complexes, day cares and other 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 Emergency Management Coordinator 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.
- o. Performs other responsibilities as assigned by the Section Chief.

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

- a. Develops and maintains the checklist for the Search and Rescue function.
- b. Assists in the development, review and maintenance of the Emergency Operations Plan.
- c. Coordinates search and rescue services.
- d. Advises elected officials and the Emergency Management Coordinator about search and rescue activities.
- e. Performs other responsibilities as assigned by the Section Chief.

4. Hazardous Materials Branch (ESF # 10):

- a. Develops and maintains the checklist for the hazardous materials function.
- b. Assists in the development, review and maintenance of the Emergency Operations Plan.
- c. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards.
- d. Advises elected officials and the Emergency Management Coordinator about Haz-Mat activities.
- e. Performs other responsibilities as assigned by the Section Chief.

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

- a. Develops and maintains the checklist for the Police Services function.

- b. Assists in the development, review and maintenance of the Emergency Operations Plan.
- c. Responds to the Emergency Operations Center or the field, as needed.
- d. Coordinates security and law enforcement services.
- e. Establishes security and protection of critical facilities, including the Emergency Operations Center.
- 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 Emergency Management Coordinator about Police Services operations.
- l. Establishes and provides security services to any shelter locations operating in the Borough.
- 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.
- p. Performs other responsibilities as assigned by the Section Chief.

C. **PLANNING SECTION:** 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 Emergency Operations Center 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.
- (g) Performs other responsibilities as assigned by the Section Chief.

D. **LOGISTICS SECTION:** 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 Emergency Operations Center manager on the progress and status of

assigned missions. The Logistics Section also provides internal logistical support for the Emergency Operations Center itself.

1. Transportation Unit (ESF # 1)

- a. Assists in the development, review and maintenance of the Emergency Operations Plan;
- b. Respond to the Emergency Operations Center or the field, as needed;
- c. Maintain a listing of transportation resources and contact information including capacities in the University.
- d. Coordinate the supply of transportation resources during an emergency
- e. Advises elected officials and the Emergency Management Coordinator about transportation activities.
- f. Performs other responsibilities as assigned by the Section Chief.

2. Communications Unit (ESF # 2):

- a. Develops and maintains the checklist for the Communications function.
- b. Assists in the development, review and maintenance of the Emergency Operations Plan.
- c. Trains staff members on the operation of the communications system.
- d. Ensures ability to communicate between the Emergency Operations Center, field operations and the Chester County Emergency Management Agency.
- e. Assists with notification of citizens of the University.
- f. Responds to the Emergency Operations Center or the field, as needed.
- g. Advises elected officials and the Emergency Management Coordinator about Communications activities.
- h. Performs other responsibilities as assigned by the Section Chief.

3. Public Works and Engineering Unit (ESF # 3)

- a. Assists in the development, review and maintenance of the Emergency Operations Plan.
- b. Respond to the Emergency Operations Center or the field, as needed.
- c. Maintain a listing of Facilities assets and resources.
- d. Serve as a liaison between public works and the Emergency Operations Center.
- e. Coordinate the assignment of Facilities resources.
- f. Provide information on water, road construction and repair, engineering, building inspection and maintenance.
- g. Advise elected officials and the Emergency Management Coordinator about Public Works and engineering activities.
- h. Performs other responsibilities as assigned by the Section Chief.

3. Medical Services Unit (ESF # 6)

- a. Assist in the development, review and maintenance of the Emergency Operations Plan.
- b. Respond to the Emergency Operations Center or the field, as needed.
- c. Assist the Chester County Emergency Management Agency in maintaining a listing of Mass Care/Shelter facilities including capacities.
- d. Coordinate with American Red Cross and other appropriate agencies.
- e. Request Mass Care/Shelter provision from the county during an emergency.
- f. Coordinate with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues.
- g. Advises elected officials and the Emergency Management Coordinator about mass care activities.
- h. Performs other responsibilities as assigned by the Section Chief.

4. Logistics Management (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 (Busses, vans, 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.
- i. Performs other responsibilities as assigned by the Section Chief.

5. Energy Branch (ESF #12)

- a. Assists in the development review and maintenance of the Emergency Operations Plan.
- b. Responds to the Emergency Operations Center as needed.
- c. Maintains a listing of energy and utility assets.
- d. Serves as a liaison between the Emergency Operations Center and the utility companies.
- e. Coordinates the dissemination of information to the utility companies.
- f. Advises elected officials and the Emergency Management Coordinator regarding energy / utility issues.
- g. Performs other responsibilities as assigned by the Section Chief.

E. **FINANCE and ADMINISTRATION:** Responsible for ensuring the accomplishment of responsibilities of the 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 to the branch director(s) and reports to the Emergency Operations Center manager on the progress and status of assigned missions. Section also maintains financial and personnel records for response activities.

1. **Finance and Administration Branch (ESF #14)**

- a. Maintains oversight of all financial and cost analysis activities associated with the emergency; and
- b. Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use;
- c. Tracks costs and personnel time records;
- d. Starts planning for recovery of vital community functions.
- e. Performs other responsibilities as assigned by the Section Chief.

5. **ADMINISTRATION AND LOGISTICS**

A. Administration

1. The Borough will submit situation reports, requests for assistance and damage assessment reports to the Chester County Emergency Management Agency.
2. The Chester County Emergency Management Agency will forward reports and requests for assistance to PEMA.
3. The Borough 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 Borough Emergency Management Agency. The logs and records will form the basis for status reports to the County and PEMA.
5. The West Chester Borough Emergency Management Agency will make reports to the County by the most practical means and in a timely manner.

B. Logistics - Coordination of unmet needs:

When Borough resources are overwhelmed, the Chester County Emergency Management Agency 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 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.

6. TRAINING AND EXERCISES

A. Training Authority

For training purposes and exercises, the Emergency Management Coordinator may activate this plan as required to evaluate and maintain the readiness posture of the Borough.

B. Exercise Requirements

To provide practical, controlled operations experience for those who have Emergency Operations Center responsibilities, the Emergency Management Coordinator will activate this plan at least annually in the form of a simulated emergency exercise.

C. Training Policy

1. Administrative Officials:

- a. Response and Recovery Training: Training programs will be provided to University officials, the Emergency Management Coordinator, Emergency Operations Center 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 Chester County Emergency Management Agency.
- a. Professional Development: Training programs will be provided to the West Chester Emergency Management Agency 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 Chester County Emergency Management Agency.
- b. Damage Assessment: Annual training will be conducted in damage assessment procedures for county/municipal damage assessment teams. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the Chester County Emergency Management Agency.

2. Emergency Services and Other Responding Agencies

Exercises, as indicated above, will be used as a training technique for Administrative officials, University emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. West Chester Emergency Management Agency 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

West Chester University Emergency Management Agency staff will participate in State and Federal training programs as prescribed internally and by PEMA.

7. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

- A. **Emergency Management Coordinator Responsibilities:** The Borough Emergency Management Coordinator will coordinate development and maintenance of the plan. Plan components will be reviewed and updated annually. 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 Borough Emergency Management Coordinator.
- D. **Distribution:** This plan and its supporting materials is a controlled document. This plan, by its very nature, is not considered to be available for public consumption. Distribution is based upon regulatory or functional "need to know" basis. 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 Emergency Management Coordinator. 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.

8. ACCOMPANYING DOCUMENTS

- 1. Emergency Response Checklists
- 2. Notification and Resource Manual
- 3. Maps (Evacuation Routes, Shelters, Traffic and Access Control Points, Critical Facilities, Schools, etc.)
- 4. Public Information / Education Materials
- 5. Agreements (List)
- 6. Emergency Worker Family Plan Template

APPENDICES:

App A: Authority and References

App B: Glossary

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 and accompanying documents.
5. County Emergency Operations Plan, as amended.
6. County, Hazard Vulnerability Analysis, as amended

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 man-made, natural or war-caused catastrophe.
 - A. Human Caused Disaster - Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, except enemy action, resulting from human caused causes, such as oil spills and other injurious environmental contamination, which threatens or causes 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. Affect seriously 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 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 man, by reason of civil disorder, riot or disturbance, or by factor 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 or the national weather service.
10. Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all kinds, whether from enemy attack, man-made or natural sources.
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. The functions include, without limitation, firefighting services, police services, medical and health services, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.
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. Use of ESFs allows for planning, training and organization to be made without consideration for the cause. The Federal response plan (and the State EOP) have defined fifteen separate ESFs.
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 improvised explosive devices when civilian explosive technicians are not available..
14. 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.
15. 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, or explosive.

16. Hazards Vulnerability Analysis (HVA) - A compilation of natural and man-made hazards and their predictability, frequency, duration, intensity and risk to population and property.
17. Local Disaster Emergency (When declared by the County Commissioners) - The condition declared by the local governing body when, in their 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.
18. 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.
19. 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).
20. 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.
21. Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources.
22. Political Subdivision - Any county, city, borough, township or incorporated town within the Commonwealth.
23. Presidential Declaration 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 Commonwealth Emergency Operations Plan. The Governor's request for declaration of a major disaster by the President may be accepted, downgraded to emergency or denied.

24. Presidential Declaration 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.
25. Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
26. Public Information Statements - Public announcements made by PEMA or county 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.
27. 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.
28. Reentry - 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.
29. Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
30. Standby - To be ready to perform but awaiting at home or other location for further instructions.
31. Support - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
32. 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.
33. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
34. Weather Warning - Severe weather is occurring or is about to occur.
35. Weather Watch - Conditions and ingredients exist to trigger severe weather.

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CRITICAL FACILITIES

TYPE	Location	Point of Contact	Phone No.
EOC	401 East Gay Street	Michael A. Cotter	610-308-7773
Alternate EOC 1	West Chester University	Michael D. Bicking	610-476-5152
Alternate EOC 2	West Goshen Township	Andrea Testa	610-842-3093
Emergency Shelter Warming Center	West Chester University WC United Methodist Church	Mark Mixner Truman Brooks	610-436-6671 484-340-0272
Logistics Point of Distribution (POD)	Henderson High School	Operations Mgr	610-436-7133
(SNS) Point of Distribution	Henderson High School	Operations Mgr	610-436-7133

SPECIAL FACILITIES NOTIFICATION LIST

Facility Name	Facility Address	Phone Number
Utilities/Public Works		
	Aqua PA	877-987-2782
	Verizon	800-640-4155 (Residential) 800-479-1919 (Commercial)
	PECO Energy	800-841-4141
Regional Hospitals		
	CCH / 701 East Marshall Street / West Chester	610-431-5000
	PMH / 255 West Lancaster Avenue / Paoli	610-648-1000
	BWH / 201 Reeceville Road / Coatesville	610-383-8000
	JRH / 1015 West Baltimore Pike / West Grove	610-869-1000
	CCMC / 15 th Street and Upland Avenue / Chester	610-447-2188
	RMH / 1068 West Baltimore Pike / Media	610-566-9400
Nursing Facilities		
	Barclay Friends / 700 North Franklin Street	610-696-5211
	The Hickman / 400 North Walnut Street	484-760-6300
Personal Care Facilities		
	The Wentworth Home / 112 South Church Street	610-696-7090
Group Homes		
	Brian's House / 113-115 Price Street	
Day Care Centers		
	West Chester Area Day Care / 501 East Nields Street	610-696-8447
	Church of the Nazarene / Price and Darlington Streets	610-692-7272
	United Methodist Church / 129 South High Street	610-692-5256
	Chester County Family Academy / 323 East Gay Street	610-696-5910
	Children's Corner Nursery / 28 West Rosedale Avenue	610-692-8656
	The Goddard School / 703 West Nields Street	610-918-4660
	West Chester Playschool / 725 West Miner Street	610-692-6538

Schools		
	Henderson High School / 400 Montgomery Avenue	610-436-7220
	West Chester Friends School / 415 North High Street	610-696-2962
Prisons		
	Chester County Prison / 501 South Wawaset Road	610-793-1510
Parks		
	See West Chester Parks Directory	
Businesses		
	See West Chester Business Directory	
Others		

NOTE: Criteria for selection of industries and businesses to be notified are based upon the number of employees or residents and the time required for evacuation or shut-down of facility.

CRITICAL PERSONNEL EMERGENCY NOTIFICATION LIST

ADMINISTRATION	Name/Address	Phone Numbers		
		Home	Cell	Work
Elected Officials				
	Carolyn Comitta / Mayor	610-692-6521	484-678-9243	610-696-1452
	William Scott – Ward 1	610-436-4644		
	Diane LeBold – Ward 2		610-202-4141	
	E. Brian Abbott – Ward 3		610-255-7236	
	Jordan Norley – Ward 4 – Vice President		610-389-0973	
	Donald Braceland – Ward 5		215-813-8141	
	James Jones – Ward 6			
	Ellen Koopman – Ward 7 - President		267-992-6211	
Borough Manager	Michael A. Cotter			610-692-7574
Finance	Jeff DaSilva			610-692-7574
Bldg. and Housing	Michael Perrone		610-659-1791	610-436-1347
Wastewater	Kevin Oakes		610-696-2320	610-436-1368
Public Works	O'B Laing			610-696-5282
Parking	Pamela Grossman			610-696-4521
Admin. Assistant	Judy Benes		610-308-8215	
EMC - 01	Jon Brill	610-399-8033	610-496-2253	610-436-2129
STAFF				
Fire Chief	Michael McDonald		610-476-3643	911
Assistant 51	Steve Pelna			911
Assistant 52	Jonathan Stafford			911
Assistant 53	Kevin Corcoran			911
EMS	Medical Command			911
Haz-Mat	Chester County Haz-Mat Team			911
Police Chief	Scott Bohn		610-842-2946	610-436-1323
Lieutenant	Samuel Iacono - Operations		610-842-2947	610-436-1323
Lieutenant	William Morris - Administration		610-842-2948	610-436-1323
Chief Info Officer	William Mann		610-842-2949	610-436-1327

ROUTE ALERT TEAM PERSONNEL

Name	Address	Phone Numbers		
		Home	Cell	Work

DAMAGE SURVEY TEAM PERSONNEL

Name	Address	Phone Numbers		
		Home	Cell	Work

TRAFFIC CONTROL PERSONNEL

Name	Address	Phone Numbers		
		Home	Cell	Work

TRANSPORTATION – VOLUNTEER DRIVERS AND GUIDES

Name	Address	Phone Numbers		
		Home	Cell	Work

**LISTING OF HEARING IMPAIRED RESIDENTS
REQUIRING SPECIAL ALERT NOTIFICATION**

LISTING OF NON-ENGLISH-SPEAKING INDIVIDUALS

LISTING OF RESIDENTS REQUIRING AMBULANCE ASSISTANCE

AVAILABLE EQUIPMENT RESOURCE LISTING

Those resources listed with a "TYPE" are based on the definitions in the resource typing initiative of the federal NIMS Integration Center. TYPE generally refers to the capability or sustainability of the resource. Actual definitions can be found on the NIMS Integration Center website at www.fema.gov/emergency/nims/rm/rt.shtm

ITEM	TYPE	# Available	Contact	Phone No.
EMERGENCY MEDICAL				
Air Ambulance			Sky FlightCare 1	610-383-8512
Air Ambulance			Pennstar	800-543-7827
Air Ambulance			Medivac	800-322-9599
Air Ambulance			Lifecare	800-428-0911
Air Ambulance			Jeffstat	215-955-4444
Ground Ambulance		5	Goodfellowship	610-431-3132
Ground Ambulance			Med-Trans	610-383-0313
Ground Ambulance			Transcare	610-240-8611
Ground Ambulance			Allied Medical	215-447-2100
Ground Ambulance			Network Ambulance	215-482-8560
FIRE & HAZMAT RESPONSE				
Engine		2	First West Chester Fire Company	610-431-1580
Brush Truck (4wd)		1	First West Chester Fire Company	610-431-1580
Mini-Pumper		1	First West Chester Fire Company	610-431-1580
Squad		1	First West Chester Fire Company	610-431-1580
Engine		2	Good Will Fire Company	610-431-4366
Air/Light Unit		1	Good Will Fire Company	610-431-4366
Tanker		1	Good Will Fire Company	610-431-4366
Squad		1	Good Will Fire Company	610-431-4366
Engine		1	Fame Fire Company	610-431-7565
Ladder		1	Fame Fire Company	610-431-7565
Rescue		1	Fame Fire Company	610-431-7565
Squad		1	Fame Fire Company	610-431-7565
Boat		1	Fame Fire Company	610-431-7565
Command Vehicles (4wd)		4	West Chester Fire Department	
Fire Police Vehicle (4wd)		1	West Chester Fire Police	610-344-0741
HAZMAT Entry Team		1	Chester County DES	911
Mobile Communications Unit		1	Chester County DES	911
BLS Ambulance		5	Goodfellowship Ambulance	911
ALS Unit		2	Chester County Hospital	911
Bomb Canine			Chester County DES	911
Bomb Squad/Explosives Team			Montgomery County Sheriff	911
MIRT			Chester County DES	911
West Chester Regional ERT			Chester County DES	911

AVAILABLE EQUIPMENT RESOURCE LISTING

ITEM	TYPE	# Available	Contact	Phone No.
PUBLIC WORKS				
Dump Truck 58,000		1	Public Works	610-696-5282
Dump Truck 38,000		1	Public Works	610-696-5282
Dump Truck 18,000		1	Public Works	610-696-5282
Pick Up Trucks		4	Public Works	610-696-5282
Trash Trucks		3	Public Works	610-696-5282
Back Hoe / Front End Loader		3	Public Works	610-696-5282
Air Compressor 125 CFM		1	Public Works	610-696-5282
Agricultural Tractor		1	Public Works	610-696-5282
Trash Pump		1	Public Works	610-696-5282
Portable Generator 5,000 Kw		1	Public Works	610-696-5282
Kerosene Heater		1	Public Works	610-696-5282
Oil Dry (bag)		50	Public Works	610-696-5282
Plastic Barricades		30	Public Works	610-696-5282
Traffic Cones		100	Public Works	610-696-5282
Portable Stop Signs		6	Public Works	610-696-5282
Snow Fence (ft)		100	Public Works	610-696-5282
Drums (55 gallon)		20	Public Works	610-696-5282
Search & Rescue				
Canine Search and Rescue Team				
Swiftwater/Flood Search and Rescue Team				
Wilderness Search and Rescue Team				
Vehicles				
Buses			Krapf Buses	
Snow Plow				
Vehicles w/loud Speakers				
Tow Trucks				
Fuel Dispensing				
Water Dispensing				
Water Pumping			West Chester Fire Department	911
Communications				
Radio: fixed				
Radio: handheld				
Telephone Remote Unit				
Other				

AVAILABLE SUPPLIES RESOURCE LISTING

ITEM	TYPE	Available In Jurisdiction	Contact	Phone No.
Beds/Cots				
Bedding				
Barriers				
Body Bags				
Bull Horns				
Citizens Band Radio Sets				
Clerical				
Field Kitchen				
Flares				
Flashlights/Lantern				
Flashlight Batteries				
Flood Light Sets				
Fuel (gas/oil)				
Heaters				
Loud Speaker sets				
Lumber				
Medical				
Sand Bags				
Special clothing				
Special Tools				
Tents				
Tools				
Portable Toilets				
Portable Telephones				
Water Coolers				
Water (bottled)				
Welding Equipment				

AVAILABLE SERVICES RESOURCE LISTING

Service	Organization/Address	Contact	Phone No.
IMT	WC Area Regional Emergency Management Group	Chester County DES	911
	Chester County Incident Support Team	Chester County DES	911
Amateur Radio	Aries/Races	Cheser County DES	911
Citizen's Band Radio			
Radio Amateur Civil Emergency Service			
VOAD			
Fuel & Oil			
Hazardous Materials Waste Clean-up			
Maintenance			
Road Clearance			
Towing Service			
Transportation			
Water Services			

West Chester Area Regional Emergency Management Group

Police Services

Birmingham Township

Chief Thomas Nelling
1040 West Street Road
West Chester, Pa. 19382
610-793-3333

West Chester Borough / East Bradford Township

Chief Scott Bohn
401 East Gay Street
West Chester, Pa. 19380
610-696-2700

West Chester University

Chief Michael Bicking
690 South Church Street
West Chester, Pa. 19383
610-436-3311

West Goshen Township

Chief Joseph Gleason
1025 Paoli Pike
West Chester, Pa. 19382
610-696-7400

Westtown Township / East Goshen Township / Thornbury Township

Chief Brenda Bernot
1041 Wilmington Pike
West Chester, Pa. 19382
610-692-9600

West Whiteland Township

Chief Joseph Catov
101 Commerce Drive
Exton, Pa. 19341
610-363-9525

West Chester Area Regional Emergency Management Group

Fire and EMS Services

West Chester Fire Department	
<p>1. First West Chester Fire Company 70 South Bradford Avenue West Chester, Pa. 19382 610-431-1580</p> <p>2. Good Will Fire Company 552 East Union Street West Chester, Pa. 19380 610-431-4366</p> <p>3. Fame Fire Company 200 East Rosedale Avenue West Chester, Pa. 19382 610-431-7565</p> <p>4. West Chester Fire Police 552 East Union Street West Chester, Pa. 19380 610-344-0741</p>	<p>Apparatus</p> <p>5 – Engines 1 – Aerial Ladder 1 – Heavy Rescue 1 – Tanker 1 – Air Compressor/Light Unit 1 – Brush Truck 1 – Traffic Unit 3 – Squad Units 4 – Command Vehicles 2 – Boats 1 – Trench Rescue Trailer 1 – Collapse Trailer 1 – Utility Vehicle</p>
Goshen Fire Company	
<p>1. Goshen Main Station 1320 Park Avenue West Chester, PA 19380 610-430-1554</p> <p>2. Goshen Sub-Station 1299 Boot Road West Chester, PA 19380 610-430-1554</p>	<p>Apparatus</p> <p>3 – Engines 1 – Tower Ladder 1 – Quint 1 – Heavy Rescue 1 – Brush Truck 1 – Traffic Unit 4 – Ambulances 3 – Command Vehicles</p>
Concordville Fire and Protective Association	
<p>1. 854 Concord Road Glen Mills, PA 19342 610-459-4749</p>	<p>Apparatus</p> <p>2 – Engines 1 – Tower Ladder 1 – Heavy Rescue 1 – Tanker 1 – Brush Truck 1 – Utility Vehicle 2 – Ambulances (One ALS)</p>

West Chester Area Regional Emergency Management Group

West Bradford Fire Company	
1. West Bradford Main Station 1305 West Strasburg Road West Chester, PA 19382 610-696-8409	Apparatus 3 – Engines 1 – Heavy Rescue 1 - Tanker 1 – Brush Truck
2. West Bradford Sub-Station 1385 Campus Drive Downingtown, PA 19335	1 – Utility Vehicle 1 - TAC 1 – Traffic Unit
West Whiteland Fire Company	
1. 227 Crest Avenue Exton, PA 19341 610-363-9066	Apparatus 2 – Engines 1 – Heavy Rescue 1- Aerial Tower 1 – Brush Truck 1 – Squad 1 – Traffic Unit

Public Works

Birmingham Township

All public works operations are contracted to:

Page Excavating Inc.
Lincoln University, PA
610-869-5700

The township building is supplied power by a 20-KW back-up generator.

ARES-RACES equipment and antennas at the township building

The township owns five police vehicles

No other vehicles are operated by Birmingham

Any other resources are slated to be borrowed or purchased from either township individuals or businesses.

West Chester Area Regional Emergency Management Group

East Bradford Township

John Carroll – Director of Public Works
East Bradford Township
666 Copeland School Road
West Chester PA 19380
610-436-5108 ext. 201

Normal Operations includes 4 employees, 1 Foreman and 1 Superintendent
Monday – Friday 7 a.m. – 3:00 p.m.
The entire road crew can be assembled within 1 hour

EQUIPMENT

- 1 4X4 Tractor/loader/backhoe
- 1 4x4 Wheel loader
- 1 39,000 GVW dump truck w/ 10' snowplow & tailgate salt spreader
- 1 33,000 GVW dump truck w/ snowplow & tailgate salt spreader
- 1 33,000 GVW dump truck w/ snowplow & tailgate salt spreader
- 2 19,500 GVW dump trucks w/ snowplow & tailgate salt spreaders
- 2 8800 GVW 4x4 pick-up trucks w/snowplow
- 2 Pickup truck mounted salt spreaders (1.7 cu. yd. hoppers)
- 1 chipper (accepts up to 12" logs)
- 2 Farm tractors w/mower decks

- 1 Bobcat Tool Cat 4X4 utility vehicle w/ loader & multi tool attachments
- 1 trash pump w/ 3 sections of hose
- 10 bags of oil dry
- 20 barricades
- 6 ROAD CLOSED signs
- 50 traffic cones
- 12 traffic barrels
- 12 flashing barricades
- 1 portable STOP sign
- 125 tons of road salt, under normal conditions, in covered storage

East Goshen Township

Mark Miller – Director of Public Works
1580 Paoli Pike
West Chester, PA 19380

West Chester Area Regional Emergency Management Group

Thornbury Township

Mike Aeillo - Roadmaster
8 Township Drive
Cheyney, PA 19373
610-399-1425

West Chester Borough

O'B Laing – Director of Public Works
205 Lacey Street
West Chester, Pa. 19380
610-696-5282
<http://www.west-chester.com/publicworks.php>

Up to 15 employees on duty from 6:30 am to 5:30 pm Monday –Friday
15 Employees are on the emergency call out list daily.

A supervised crew of 5 could be available within 30 minutes.
A supervised crew of 10 could be available within 60 minutes.
A supervised crew of 15 could be available within 90 minutes

Equipment

1 Dump Truck 33,000 GVW
1 Dump Truck 39,000 GVW
1 Dump Truck 58,400 GVW
2 F550 Dump Trucks 19,500 GVW
14 Pickup trucks
2 Trash Trucks
1 Recycle Truck
2 Backhoe / Loaders
1 Wheel Loader
1 Skidsteer
1 Street Sweeper
1 Air Compressors
7 Portable Generators
25 Bags of "oil dry"
15 Wooden Barricades
100 Traffic Cones
6 Road Closed Signs
2 Portable Stop Signs
5 55 gallon drums

West Chester Area Regional Emergency Management Group

O'B Laing
Director of Public Works
(H) 610-924-9454
(C) 484-459-6192

Michael Taggart
Deputy Director
(H) 215-589-2682
(C) 215-280-3978

Tony Boragina
Supervisor
(H) 443-895-1685
(C) 484-401-4006

Donald Anderson
Supervisor
(H) 610-363-5193
(C) 484-459-6193

West Chester University Facilities Department

James Lewis – Associate VP for Facilities
201 Carter Drive Suite 300
West Chester, Pa. 19383
(W) 610-436-3200
(C)

Available Trade Resources

Electric Shop	610-436-2951
Carpentry Shop	610-436-2560
Plumbing Shop	610-436-2876

Master list of University vehicles is attached

West Chester University Grounds Department

Geoffrey Kleid – Grounds Manager
821 South Matlack Street
West Chester, PA 19383
(W) 610-436-2340
(C)

- John Deere 2355 w/loader 2W drive Operator A.
- Single axle trailer 2" ball hitch, 4000 lb capacity, electric brakes.
- 300 gallon poly tank for pickup truck NON-POTABLE use.
- Snow blowers - Five Toro 24" snow blowers.
- Chain saws
 - One Stihl 076AV w/36" bar.
 - One Stihl 017 w/12" bar.
 - One Stihl w/24' bar.
- Water Pump - One Tanaka 2-cycle transfer pump w/garden hose connections.
- One EZ Go golf cart, One Gator, One Kubota diesel Utility Vehicle
- Assortment of snow shovels, point shovels, flat shovels and hand tools.

West Chester Area Regional Emergency Management Group

- Five truck mounted snow plows
- Four John Deere 855 tractors with snow plows and salt spreaders
- 15-20 wooden barricades

- JD 410 loader/backhoe - Operator A (loader), Operator B (backhoe)
- Stihl 12" demolition saw
- One dump truck with bulk salt spreader (Operator B)
- One rear load trash truck
- Over forty dumpsters of varying sizes

West Goshen Township

Raymond Halverson – Director of Public Works

1025 Paoli Pike
West Chester, PA 19380
(W) 610-696-5266
(C)

Parks Department Vehicles

2009 Ford F550 Dump
2006 Ford F350
(2) 2008 Ford F350
2009 Ford F350
2011 Ford F350
1988 Big Tex 10,000lb Trailer
2007 Pequea 9,999lb Trailer
2005 Pequea 9,999lb Trailer

Sewer Department Vehicles and Equipment

1990 Pequea 1 Ton Trailer
2010 Forest River 1 Ton Trailer
1995 Ford F600 Tank Truck
1997 Ford F350 Box Truck 1 Ton Utility
2006 Ford Super Duty F550 ½ Ton Utility
2010 Ford F350 1 Ton Utility
2003 Sewer Equipment of America Jet Machine
2010 Freightliner Jet Machine
2006 Case 580 Backhoe
2006 Ford Ranger Pickup
2008 Ford Explorer
2008 Dodge Sprinter 3500 Camera Truck

West Chester Area Regional Emergency Management Group

Roads Department Vehicles

2001 Foster 12,000lb Trailer	2005 Caterpillar Backhoe/Loader
2001 Foster 10,000lb Trailer	2001 Bobcat Loader/ Asphalt Planer
2006 Eager Beaver 20 Ton Trailer	2006 Bomag Paver
2009 Eager Beaver 20 Ton Trailer	2006 Caterpillar Front End Loader
2006 Ford F350 Utility Truck	2001 Vibromax Roller
2003 Ford F350 ¾ Ton Pickup	2003 Woodchuck Chipper 14"
2006 Ford F350 ¾ Ton Pickup	2008 Ford F550 Sign Truck
2008 Ford F350 ¾ Ton Pickup	2009 Caterpillar Mini hydraulic excavator
2001 GMC C8500 Dump Truck	2011 Ford F550 19,000 GVW
2006 Ford F550 19,000 GVW Dump Truck	

2010 International 7400 39,000 GVW Dump
(3) 2006 Freightliner 39,000 GVW Dump Truck
2008 International 7600 10 Wheeler 66,000 GVW
2009 International 7600 10 Wheeler 66,000 GVW
(2) 2009 International 7400 6 Wheel Dump 39,000 GVW

Westtown Township

Mark Gross – Road Master
1039 Wilmington Pike
(W) 610-692-1930
(C)

1 – Backhoe Loader
4 – Dump Trucks
2 – Dump Trucks
1 – Wheel Loader
5 – Snow Plows
2 – Small Generators
100 – Sand Bags
20 – Traffic Cones
10 – Road Barriers

West Whiteland Township

Joseph P. Roscioli, P.E. – Director of Public Works
101 Commerce Drive
Exton, PA 19341

West Chester Area Regional Emergency Management Group

County Agencies

Chester County DES

Robert Kagel - Director
601 Westtown Road Suite 12
West Chester, Pa. 19382
610-344-5000
www.chesco.org/des

Chester County Emergency Management

Thomas Glass – Deputy Director
610-344-5011

Chester County Public Information Office

610-344-5150

Chester County Health Department

610-344-6225

Chester County Coroner

610-344-6165

State Agencies

PEMA

717-651-2001
www.pema.state.pa.us

PSP Troop J @ Embreeville

484-340-3280
www.psp.state.pa.us/psp/site/default.asp

PA Department of Environmental Protection

800-541-2050
www.dep.state.pa.us

Pennsylvania National Guard

610-696-3136
www.panguard.com/

PA Department of Transportation

717-787-2838
www.dot.state.pa.us

EPA in Pennsylvania

www2.epa.gov/aboutpa/

Federal Agencies

FEMA

202-566-1600
www.fema.gov

Federal Bureau of Investigation

215-418-4000
www.fbi.gov

OSHA

215-861-4900
www.osha.gov

Bureau of Alcohol, Tobacco and Firearms

215-717-4700
www.treas.atf.gov

Environmental Protection Agency

202-272-0167
<http://www.epa.gov/>

United States Secret Service

215-861-3300
www.treas.gov/usss

West Chester Area Regional Emergency Management Group

Federal Aviation Administration
800-255-1111
www.faa.gov

Center for Disease Control
800-311-3135
www.cdc.gov

Barricades

United Rental
Hatfield, Pa.
800-877-3687
www.ur.com

Atlas Flasher and Supply
Norristown, Pa.
610-272-1034
www.atlasflasher.com

Chester County Fire Police
Dept. of Emergency Services
911

Building Supplies

Lowe's
Downingtown, Pa.
610-343-7000

Home Depot
Glen Mills, PA
610-459-4278

Danby Lumber
Kennett Square, Pa.
610-444-1200

Canteen Services

Chester Township Fire Company
610-497-3827
Dispatched through Delaware County Radio

North Penn Goodwill Service
215-723-9579
Dispatched through Montgomery County Radio

Cranes

Pro Crane Rental
Aston, Pa.
610-494-4400

Amquip
Bensalem, Pa.
215-639-9200

Maxim Crane
Ridley Park, Pa.
800-458-8272

Demolition Companies

Alliance Environmental
West Chester, Pa
610-701-9000

Terra Environmental
West Chester, Pa.
610-399-7000

Wasteline Demolition
West Chester, Pa.
610-918-1800

Drinking Water

Wissahickon Mountain Spring
Philadelphia, Pa.
800-394-3733

Pine Mountain Spring Water
Wilmington, DE
888-746-3686

Andorra Spring Water
Conshohocken, Pa.
610-828-6400

West Chester Area Regional Emergency Management Group

Dumpsters

RBS Enterprises

West Chester, Pa.
610-701-9921

Opdenaker

Aston, Pa.
610-459-3515

Ches-Mont Disposal

Exton, Pa.
610-524-3200

Penn Container

Landenberg, Pa
610-274-1306

Galante Hauling

Downingtown, Pa
610-873-4020

J&K Trash Removal

Edgemont, Pa
610-459-4535

Fuel

Reilly and Sons

Exton, Pa.
610-363-7225

Mauger and Company

West Chester, Pa.
610-429-8200

Sheller Oil

West Chester, Pa.
610-692-3388

Generator Rentals

Giles and Ransome

Bear, De.
302-328-4131

Ransome Engine

Bensalem, Pa.
215-245-2794

Eastern Generator

Folcroft, Pa.
800-397-1983

Hazardous Materials Information

Chemtrec

800-424-9300
www.chemtrec.org

West Chester University Chemistry Department

610-436-2631 (Chemistry Office)
610-436-3311 (Department of Public Safety)
www.wcupa.edu/academics/sch_cas.che

Poison Control Center

800-222-1222

Contact for poison treatment information

Heavy Rental Equipment

Knox Equipment Rentals

West Chester, Pa.
610-696-2996

Total Rental

Phoenixville, Pa.
800-294-TOOL

Modern Equipment

West Chester, Pa.
610-692-3022

West Chester Area Regional Emergency Management Group

Helicopter Information

Pennstar

Brandywine Airport
800-543-7827

University Medivac

Lehigh Valley Hospital
800-322-9599

Lifecare

Christiana Medical Center
800-428-0911

LifeNet

Wilmington, De.

Jeffstat

Thomas Jefferson Univ. Hospital
215-955-4444

Hospital Information

The Chester County Hospital
701 East Marshall Street
West Chester, Pa 19380
610-431-5150 ER

261 beds

Paoli Memorial Hospital * 214 beds
Lancaster Avenue
Paoli, Pa
610-648-1043 ER

Brandywine Hospital
201 Reeceville Road
Coatesville, Pa. 19320
610-383-8185 ER

233 beds

Jennersville Regional 77 beds
1015 West Baltimore Pk
West Grove, Pa. 19390
610-869-1043 ER

Crozier Chester Medical Center * 525 beds
1 Medical Center Blvd
Upland, Pa. 19013
610-447-2188 ER

Riddle Memorial Hospital 230 beds
1068 West Baltimore Pk
Media, Pa.
610-565-5234 ER

*Indicates Level 2 Trauma Center

Ice Distributors

www.dryiceinfo.com

Artic Ice and Chemical

Philadelphia, Pa.
215-331-1700

Wilson Products

Easton, Pa.
610-253-9608

Polar Dry Ice

Souderton, Pa.
215-799-1335

The Ice Butler

East Whiteland, Pa
610-644-3243

Seaford Ice Company

Seaford, De.
302-629-2562

Atlantic Ice Distributors

Eddystone, Pa.
610-876-7900

Industrial Cleaning

National Safety Clean

Kennett Square, Pa.
800-253-2690

Servpro of West Chester

West Chester, Pa.
610-692-8884

West Chester Area Regional Emergency Management Group

Municipal Information

Birmingham Township
1040 West Street Road
West Chester, Pa. 19382
610-793-2600 (P)
610-793-2417 (F)
Michael Hochhaus
610-793-2552

Emergency Management Coordinator

East Bradford Township
666 Copeland School Road
West Chester, Pa. 19380
610-436-5108 (P)
610-436-8652 (F)
Bill Ronayne
610-696-1245

Emergency Management Coordinator

East Goshen Township
1580 Paoli Pike
West Chester, Pa. 19380
610-692-7171 (P)
610-692-8950 (F)
William Keslick, Sr.
610-960-2201

Emergency Management Coordinator

Thornbury Township
8 Township Drive
Cheyney, Pa. 19319
610-399-1425 (P)
610-399-6714 (F)
F. David Smiley
610-

Emergency Management Coordinator

West Chester Borough
401 East Gay Street
West Chester, Pa. 19380
610-692-7574 (P)
610-436-0009 (F)
Jon Brill, Jr.
610-399-8033

Emergency Management Coordinator

West Chester Area Regional Emergency Management Group

West Chester University
690 South Church Street
West Chester, Pa. 19383
610-436-3311 (P)
610-436-3142 (F)
John Dispaldo
610-000-0000

Emergency Management Manager

West Goshen Township
1025 Paoli Pike
West Chester, Pa. 19380
610-696-5266 (P)
610-429-0616 (F)
Andrea Testa
610-842-3093

Emergency Management Coordinator

Westtown Township
1039 Wilmington Pike
West Chester, Pa. 19382
610-692-1930 (P)
610-692-9651 (F)
Don Verdiani
610-399-3408

Emergency Management Coordinator

News Media

WCOJ Radio
610-701-9412
610-701-9412 (F)

Channel 3
800-223-8477
215-238-4783 (F)

Channel 6
1-866-NEWS SIX
215-581-4530 (F)

Channel 10
215-NEWS TEN
215-668-5533 (F)

KYW
215-236-4657 (F)

WCHE
610-692-3133 (F)

Daily Local News
610-430-1180 (F)

Phila. Inquirer
610-854-5099 (F)

Private Ambulances

Transcare
Paoli, Pa.
610-240-8611

Med-Trans
Parkesburg, Pa.
610-383-0313

American Medical Response
Philadelphia, Pa.
800-462-9111

Keystone Quality Transport
Philadelphia, Pa.
215-473-0130

Network Ambulance
Philadelphia, Pa.
215-482-8560

Allied Medical
Lower Merion, Pa.
215-447-2100

West Chester Area Regional Emergency Management Group

Restoration Companies

Belfor

Exton, Pa. 19341
610-594-5566
www.belfor.com

Dynamic Building Restoration

West Chester, Pa.
888-760-2842
www.dynamic24-7.com/DBR.html

SERVPRO

West Chester, Pa.
610-692-8884

Sand Bags

Total Industrial and Packaging

McKees Rocks, Pa.
412-331-8301

Plastic Safety Systems

Cleveland, Oh.
800-662-6338

Breedon Bags

Jacksonville, Pa.
888-428-7527

Sanitation Supplies

David Hickman

West Chester, Pa.
610-696-3060

J Gallagher Septic

West Chester, Pa.
610-692-2408

Gray Brothers

West Chester, Pa.
610-524-7800

Sewage Treatment

West Chester/ East Bradford

Taylor Run Plant
610-696-2320

West Goshen

South Concord Road Plant

Goose Creek Plant
610-436-1369

Warming Center / Shelter Information

West Chester University

Department of Public Safety
610-436-3311

American Red Cross

www.redcross.org

West Chester Area School District

610-436-7133
Henderson High School
East High School
Stetson Middle School

United Methodist Church West Chester

129 South High Street
610-692-5190
Contact Rev. Dr. Truman Brooks

West Chester Area Regional Emergency Management Group

Spill Recovery

Eldridge

West Chester, Pa
610-435-4749

HMHTTC Response Inc

800-927-9337
www.hmhttc.com

US Environmental

888-884-9700
www.usenv.com

Transportation Services

Krapfs Buses

West Chester, Pa. 19382
610-431-1500

500 Buses 40 Shuttles www.krapfbus.com/company.htm
20 Buses available within 30 minutes
100 Buses available within 60-90 minutes

SEPTA

215-580-7800

School Bus

Althouse Transportation
610-593-6285

DuVall Bus Service
610-458-8501

Laidlaw Transportation
610-522-160

Norcross Transportation
610-647-5485

Swish Transportation
610-255-4843

Wolffington Transportation
610-869-2881

Coaches

Conestoga Tours
717-299-6666

David Tours
215-677-8300

Executive Coach
717-464-2767

Gregg Bus Service
302-993-7855

Klein's Bus Service
610-459-3993

Werner Coaches
610-933-7100

Towing Companies

West End Towing

West Chester, Pa.
610-692-3110

Young's Garage

West Chester, Pa.
610-696-6979

Blittersdorf Towing

Kennett Square, Pa.
610-444-4488

Utility Companies

Verizon

800-640-4155 Residential
800-479-1919 Business
www22.verizon.com

PECO Energy

610-941-1846 (Gas)
800-244-3195 (Electric)
www.exeloncorp.com

Aqua PA

610-645-4282
800-711-4779
www.aquaamerica.com

Columbia Gas

800-835-7191

Suburban Propane

610-363-6565

Comcast Cable

610-383-0483

West Chester Area Regional Emergency Management Group

Victim Assistance

Red Cross

West Chester, Pa.
610-692-1200
www.redcross.org

Salvation Army

West Chester, Pa.
610-696-8746
www.redshield.org/crisis

Water Delivery

Grannetino Trucking

West Chester, Pa.
610-696-2454

Gritz Pools

Coatesville, Pa.
610-384-4422

Castle Water Transport

Avondale, Pa.
800-336-8265

Certification of Annual Review

I have reviewed our Basic Emergency Operations Plan and hereby certify the review. This review includes our Basic Emergency Operations Plan, associated appendices and annexes; Emergency Support Function Annexes; Checklists; and, Notification and Resource Manual. Distributions of any revised pages have been made to holders of the plan.

Jon Brill

Digitally signed by Jon Brill
DN: cn=Jon Brill, o=PR-DE Partnership LLC,
ou, email=jon.brill@prde.com, c=US
Date: 2016.03.02 11:43:03 -0500

(Signature)

Jon R. Brill Jr.

(Printed Name)

Emergency Management Coordinator

(Position/Title)

West Chester Borough

(Municipality)

February 29, 2016

(Date)

MINUTES

Public Safety & Quality of Life Committee

February 10th, 2016 – 5:30 pm

Committee Members: Bill Scott - (Chair), Jordan Norley, Jim Jones

Department Head: Chief Scott Bohn; Fire Chief Mike McDonald

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discussion on BYOB regulations – **No action**
3. Monthly Fire Department Report - **Accepted**
4. Civil Service 2015 Report – Tony Polito **Accepted**
5. Discuss request to amend Civil Service Rules & Regulations – Tony Polito – **3-0 – Does not require Ordinance change only Borough Civil Service Change (language)**
6. Discuss Special Event Permit: **3-0**
 - a. St. Agnes – 5k - March 5, 2016
 - b. Nick Smiles – 5k – May 14, 2016
 - c. Beat The Bug – 5k – April 17, 2016
 - d. Race Against Violence – April 30, 2016
7. Discuss Hazard Mitigation Plan - **3-0**
8. Update on Chester County Emergency Services Radio Project – **No action taken**
9. Approve December Committee meeting minutes **3-0**
10. Other Business