**Notification and Resource Manual**

**for the**

**EMERGENCY OPERATIONS PLAN (EOP)**

**FOR**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Name of Municipality)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County**

**Last Updated \_\_\_\_\_\_\_\_(Month) \_\_\_\_\_\_\_\_\_\_\_(Year)**

***The contents of this Notification and Resource Manual are not subject to Pennsylvania’s Right To Know Law.***

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**CERTIFICATION OF REVIEW**

**A regular (annual 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 |
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**CRITICAL FACILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| TYPE | Location | **Point of Contact** | **Phone****No.** |
| EOC |  |  |  |
| Alternate EOC |  |  |  |
| Emergency Shelters/Warming Centers |  |  |  |
| Logistics Point of Distribution (POD) |  |  |  |
| Pharmaceutical (SNS) Point of Distribution |  |  |  |

SPECIAL FACILITIES NOTIFICATION LIST

|  |  |  |
| --- | --- | --- |
| **Facility Name** | **Facility Address** | **Phone Number** |
| **Utilities/Public Works** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Hospitals** |  |  |
|  |  |  |
| **Nursing Homes** |  |  |
|  |  |  |
|  |  |  |
| **Personal Care Homes** |  |  |
|  |  |  |
| **Group Homes** |  |  |
|  |  |  |
| **Child Care Centers/Homes** |  |  |
|  |  |  |
|  |  |  |
| **Schools** |  |  |
|  |  |  |
| **Prisons** |  |  |
|  |  |  |
| **Camps** |  |  |
|  |  |  |
| **Businesses** |  |  |
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|  |  |  |
|  |  |  |
| **Others** |  |  |
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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

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name/Address** | **Certified for** |  **Phone Numbers** |
| **Position (Y/N)** | **Home** | **Cell** | **Work** |
| **Elected Officials** |  |  |  |  |  |
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|  |  |  |  |  |  |
| **EMC** |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| **STAFF** |  |  |  |  |  |
| Safety Officer |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Liaison Officer |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Public Information Officer(ESF #15) |  |  |  |  |  |
| Deputy |  |  |  |  |  |
|  |  |  |  |  |  |
| **OPERATIONS SECTION CHIEF** |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #2 (Communications) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #4 (Firefighting) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #8 (Public Health & Medical Services) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name/Address** | **Certified for** |  **Phone Numbers** |
|  |  | **Position (Y/N)** | **Home** | **Cell** | **Work** |
| ESF #9 (Search and Rescue) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #10 (Oil and HAZMAT Response) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #13 (Public Safety and Security) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other Security |  |  |  |  |  |
| **PLANNING SECTION CHIEF** |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #5 (Emergency Management) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
|  |  |  |  |  |  |
| **LOGISTICS SECTION CHIEF** |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #1 (Transportation) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #3 (Public Works and Engineering) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name/Address** | **Certified for** | **Phone Numbers** |
|  |  | **Position (Y/N)** | **Home** | **Cell** | **Work** |
| ESF #6 (Mass Care, Housing and Human Services) Branch Director |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #7 (Resource Support) Branch Director |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF # 11 Agriculture and Natural Resources Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF # 12 (Energy) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
|  |  |  |  |  |  |
| **FINANCE- ADMIN SECTION CHIEF** |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
| ESF #14 (Long Term Recovery and Mitigation) Branch Director  |  |  |  |  |  |
| Deputy |  |  |  |  |  |
| Other |  |  |  |  |  |
|  |  |  |  |  |  |
| **County EMA** |  |  |  |  |  |
| **Adjacent EMAs** |  |  |  |  |  |
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**ROUTE ALERT TEAM PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Certified for** | **Phone Numbers** |
| **Position (Y/N)** | **Home** | **Cell** | **Work** |
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**DAMAGE SURVEY TEAM PERSONNEL**

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| --- | --- | --- | --- |
| **Name** | **Address** | **Certified for** | **Phone Numbers** |
| **Position (Y/N)** | **Home** | **Cell** | **Work** |
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**TRAFFIC CONTROL PERSONNEL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Certified for** | **Phone Numbers** |
| **Position (Y/N)** | **Home** | **Cell** | **Work** |
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**TRANSPORTATION – VOLUNTEER DRIVERS AND GUIDES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Certified for** | **Phone Numbers** |
| **Position (Y/N)** | **Home** | **Cell** | **Work** |
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HEARING IMPAIRED RESIDENTS

REQUIRING SPECIAL ALERT NOTIFICATION

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Method of****Notification** |
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**NON-ENGLISH-SPEAKING RESIDENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Primary** | **Phone Numbers** |
| **Language** | **Home** | **Cell** | **Work** |
|  |  |  |  |  |  |
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**RESIDENTS REQUIRING AMBULANCE ASSISTANCE**

|  |  |  |
| --- | --- | --- |
| **Home** | **Work** | **Phone Numbers** |
| **Home** | **Cell** | **Work** |
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**OTHER DISABLED RESIDENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Address** | **Type of** | **Phone Numbers** |
| **Disability** | **Home** | **Cell** | **Work** |
|  |  |  |  |  |  |
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**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](http://www.fema.gov/emergency/nims/rm/rt.shtm)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **TYPE** | **# Available**  | **Contact** | **Phone****No.** |
| **EMERGENCY MEDICAL** |  |  |  |  |
| Air Ambulance, (Rotary Wing)  | I |  |  |  |
| Air Ambulance, (Rotary Wing)  | II |  |  |  |
| Ground Ambulance | I |  |  |  |
| Ground Ambulance | II |  |  |  |
| Ground Ambulance | III |  |  |  |
| Ground Ambulance | IV |  |  |  |
|  |  |  |  |  |
| **FIRE & HAZMAT RESPONSE** |  |  |  |  |
| Brush Patrol, Firefighting | I |  |  |  |
| Engine, Fire (Pumper) | I |  |  |  |
| Engine, Fire (Pumper) | II |  |  |  |
| Engine, Fire (Pumper) | III |  |  |  |
| Engine, Fire (Pumper) | IV |  |  |  |
| Fire Truck (Ladder) | I |  |  |  |
| Fire Truck (Ladder) | II |  |  |  |
| Fire Truck (Platform) | I |  |  |  |
| Engine, Fire (Pumper) | IV |  |  |  |
| Foam Tender, Firefighting | I |  |  |  |
| Foam Tender, Firefighting | II |  |  |  |
| Hand Crew, Firefighting | I |  |  |  |
| HAZMAT Entry Team | I |  |  |  |
| HAZMAT Entry Team | II |  |  |  |
| Mobile Communications Unit | I |  |  |  |
| Water Tender, Firefighting (Tanker) | I |  |  |  |
| Water Tender, Firefighting (Tanker) | II |  |  |  |
| Water Tender, Firefighting (Tanker) | III |  |  |  |
| Water Tender, Firefighting (Tanker) | IV |  |  |  |
| Decontamination Strike Team |  |  |  |  |
|  |  |  |  |  |
| **LAW ENFORCEMENT** |  |  |  |  |
| Bomb Squad/Explosives Team |  |  |  |  |
| Mobile Field Force, Law Enforcement |  |  |  |  |
| SWAT Tactical Team |  |  |  |  |

**AVAILABLE EQUIPMENT RESOURCE LISTING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **TYPE** | **# Available**  | **Contact** | **Phone****No.** |
| **PUBLIC WORKS** |  |  |  |  |
| All Terrain Crane |  |  |  |  |
| Backhoe Loader |  |  |  |  |
| Concrete Cutter |  |  |  |  |
| Dump Truck, On-Road | I |  |  |  |
| Dump Truck, On-Road | II |  |  |  |
| Dump Truck, On-Road | III |  |  |  |
| Generator | I |  |  |  |
| Generator | III |  |  |  |
| Generator | V |  |  |  |
| Hydraulic Excavator (LARGE) | I |  |  |  |
| Hydraulic Excavator(Medium) | II |  |  |  |
| Hydraulic Truck Crane | III |  |  |  |
| Track Dozer | I |  |  |  |
| Track Dozer | II |  |  |  |
| Track Dozer | II |  |  |  |
| Water Truck (Potable) | III |  |  |  |
| Wheel Loader (Med) | III |  |  |  |
| Wheel Loader (Small) | III |  |  |  |
|  |  |  |  |  |
| **S&R** |  |  |  |  |
| Canine Search and Rescue Team | III |  |  |  |
| Swiftwater/Flood Search and Rescue Team | III |  |  |  |
| Wilderness Search and Rescue Team | III |  |  |  |
|  |  |  |  |  |
| **Vehicles** |  |  |  |  |
| All-Terrain Vehicles |  |  |  |  |
| Buses |  |  |  |  |
| Trucks(supply) |  |  |  |  |
| SnowPlow |  |  |  |  |
| Vehicles w/loudSpeakers |  |  |  |  |
| TowTrucks |  |  |  |  |
| FuelDispensing |  |  |  |  |
| WaterDispensing (Potable) |  |  |  |  |
| WaterPumping |  |  |  |  |

**AVAILABLE EQUIPMENT RESOURCE LISTING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **TYPE** | **# Available**  | **Contact** | **Phone****No.** |
| Boats(row/motor) |  |  |  |  |
| Farm Tractors |  |  |  |  |
| Snowmobiles |  |  |  |  |
| **Communications** |  |  |  |  |
| Radio: fixed |  |  |  |  |
| Radio: handheld |  |  |  |  |
| TelephoneRemote Unit |  |  |  |  |
| Other |  |  |  |  |

**AVAILABLE SUPPLIES RESOURCE LISTING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **TYPE** | **Available In Jurisdiction** | **Contact** | **Phone****No.** |
| Air Conditioning Units (Wheeled) |  |  |  |  |
| Beds/Cots |  |  |  |  |
| Bedding |  |  |  |  |
| Barriers |  |  |  |  |
| Body Bags |  |  |  |  |
| Bull Horns |  |  |  |  |
| Citizens Band Radio Sets |  |  |  |  |
| Clerical |  |  |  |  |
| Dry Ice |  |  |  |  |
| Field Kitchen |  |  |  |  |
| Flares |  |  |  |  |
| Flashlights/Lantern |  |  |  |  |
| FlashlightBatteries |  |  |  |  |
| Flood Light Sets |  |  |  |  |
| Freezer bags |  |  |  |  |
| Fuel(gas/oil, propane) |  |  |  |  |
| Heaters |  |  |  |  |
| Ice |  |  |  |  |
| Loud Speaker sets |  |  |  |  |
| Lumber |  |  |  |  |
| Medical |  |  |  |  |
| Sand Bags |  |  |  |  |
| Special clothing(wet/coldWeather) |  |  |  |  |
| Special Tools |  |  |  |  |
| Tents |  |  |  |  |
| Tools |  |  |  |  |
| Portable Toilets |  |  |  |  |
| Portable Telephones |  |  |  |  |
| WaterCoolers |  |  |  |  |
| Water(bottled) |  |  |  |  |
| Welding Equipment |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**AVAILABLE SERVICES RESOURCE LISTING**

|  |  |  |  |
| --- | --- | --- | --- |
| Service | **Organization/Address** | **Contact** | **Phone****No.** |
| Incident management Team |  |  |  |
| Amateur Radio Emergency Services |  |  |  |
| Citizen’s Band Radio |  |  |  |
| Radio Amateur Civil Emergency Service |  |  |  |
| VOAD |  |  |  |
| Fuel & Oil |  |  |  |
| HazardousMaterials WasteClean-up |  |  |  |
| Maintenance |  |  |  |
| RoadClearance |  |  |  |
| Septic Pumping & Disposal |  |  |  |
| TowingService |  |  |  |
| Transportation |  |  |  |
| WaterServices |  |  |  |

# To request resources from the county EMA, or from outside the county, complete a Resource Request Form (see EMC checklist) and forward it to the EMC.