

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

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		
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

Position	Name/Address	Certified for Position (Y/N)	Phone Numbers		
			Home	Cell	Work
Elected Officials					
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 Position (Y/N)	Phone Numbers		
			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					

ROUTE ALERT TEAM PERSONNEL

Name	Address	Certified for	Phone Numbers		
		Position (Y/N)	Home	Cell	Work

DAMAGE SURVEY TEAM PERSONNEL

Name	Address	Certified for	Phone Numbers		
		Position (Y/N)	Home	Cell	Work

TRAFFIC CONTROL PERSONNEL

Name	Address	Certified for	Phone Numbers		
		Position (Y/N)	Home	Cell	Work

TRANSPORTATION – VOLUNTEER DRIVERS AND GUIDES

Name	Address	Certified for	Phone Numbers		
		Position (Y/N)	Home	Cell	Work

**HEARING IMPAIRED RESIDENTS
REQUIRING SPECIAL ALERT NOTIFICATION**

Name	Address	Method of Notification

NON-ENGLISH-SPEAKING RESIDENTS

Name	Address	Primary	Phone Numbers		
		Language	Home	Cell	Work

RESIDENTS REQUIRING AMBULANCE ASSISTANCE

Home	Work	Phone Numbers		
		Home	Cell	Work

OTHER DISABLED RESIDENTS

Name	Address	Type of	Phone Numbers		
		Disability	Home	Cell	Work

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, (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)				
Snow Plow				
Vehicles w/loud Speakers				
TowTrucks				
Fuel Dispensing				
Water Dispensing (Potable)				
Water Pumping				

AVAILABLE EQUIPMENT RESOURCE LISTING

ITEM	TYPE	# Available	Contact	Phone No.
Boats(row/motor)				
Farm Tractors				
Snowmobiles				
Communications				
Radio: fixed				
Radio: handheld				
Telephone Remote 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				
Flashlight Batteries				
Flood Light Sets				
Freezer bags				
Fuel (gas/oil, propane)				
Heaters				
Ice				
Loud Speaker sets				
Lumber				
Medical				
Sand Bags				
Special clothing (wet/cold Weather)				
Special Tools				
Tents				
Tools				
Portable Toilets				
Portable Telephones				
Water Coolers				
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			
Hazardous Materials Waste Clean-up			
Maintenance			
Road Clearance			
Septic Pumping & Disposal			
Towing Service			
Transportation			
Water Services			

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.