

RESOLUTION NO. 1997-3

INDIAN LAKE BOROUGH

a. PROCLAMATION STATEMENT

BOROUGH OF INDIAN LAKE

WHEREAS, The Commonwealth's Emergency Management Service Code (35 Pa. C.S.A. Section 7101-7707) also known as P.L. 1332, Commonwealth of Pennsylvania Act 1978-323, directs and authorizes each political subdivision of the Commonwealth to establish a local emergency management agency and develop a comprehensive emergency plan, and

WHEREAS, each emergency management agency shall have the responsibility for emergency management activities involving mitigation, preparedness, response and recovery in order to provide for the health, safety and welfare of the residents of Indian Lake Borough, and,

WHEREAS, the Indian Lake Borough Operations Plan has been developed to outline basic operations and procedures to be implemented in the event of an incident either man-made or natural that requires a coordinated response.

NEW AND THEREFORE, be it resolved under Resolution dated May 13, 1997, that the Indian Lake Borough Council executed the attached plan. Such plan supersedes all previous editions of the Indian Lake Borough Emergency Operations Plan.

ATTEST:

BOROUGH OF INDIAN LAKE

Theresa L. Weyant  
Theresa L. Weyant, Borough Secretary

Richard W. Stern  
Richard W. Stern, Council President

# **INDIAN LAKE BOROUGH**

## **EMERGENCY RESPONSE PLAN**

**MAY 13, 1997**

## INDIAN LAKE BOROUGH

### b. Foreword

The goals of the Indian Lake Borough Emergency Management Agency are: to reduce the vulnerability of the populace and property of Indian Lake Borough to injury and loss resulting from natural or man-made disasters; to provide prompt and efficient rescue, care and treatment of persons threatened or victimized by disaster; to provide for rapid and orderly restoration and recovery following disasters; and to effectively educate the public regarding their responsibilities in responding to disasters affecting the Borough.

This plan describes the organization and general operational concepts and procedures to be implemented in Indian Lake Borough to maximize the effectiveness of emergency assistance, to minimize the loss of life and property, and to expedite recovery from disaster. It is an all-hazards plan and is applicable to any natural or man-made disaster.

# INDIAN LAKE BOROUGH

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## INDIAN LAKE BOROUGH

d. **Distribution**

Copies of the Indian Lake Borough Emergency Operations Plan are distributed as follows:

<u>Agency</u>	<u>Number of Copies</u>
Indian Lake Borough Council	7
Indian Lake Borough Mayor	1
Indian Lake Borough Police Department	1
Pennsylvania State Police	1
Shanksville Volunteer Fire Department	1
Central City Volunteer Fire Department	1
Somerset County E.M.A.	1

INDIAN LAKE BOROUGH

e. Changes and Reviews

<u>Change No. &amp; Change</u>	<u>Change Date</u>	<u>Date Entered</u>	<u>Change Made by (Signature)</u>
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CERTIFICATION OF ANNUAL REVIEW

Signature

Date



## INDIAN LAKE BOROUGH BASIC PLAN

### 1. PURPOSE

To develop, implement and maintain a comprehensive emergency operations plan that provides guidance for a coordinated effort of preparation, response and recovery activities to meet the threats posed by all natural and man-made hazards within Indian Lake Borough, in accordance with the Pennsylvania Emergency Management Services Code, 35 Pa. C.S.A., Sections 7101-7707, also referenced as P.L. 1332. To assure coordination and cooperation with county efforts in accordance with the Somerset County Emergency Operations Plan.

### 2. SITUATION

#### A. Borough Location and Description

Indian Lake Borough is located in the southern section of Somerset County. The 1990 census showed a population of 388 with approximately 26 miles of road. The major highways are; U.S. Route 30 that runs East and West, U.S. Route 160 (Huckleberry Highway) that runs North to South. The Somerset County Airport is located Southwest of Indian Lake Borough.

#### B. Borough Capabilities and Resources

##### 1. Organization and Facilities

Indian Lake Borough maintains a combination of governmental and volunteer emergency service organizations and facilities that are adequate to cope with normal emergencies. Due to economic, manpower and equipment considerations, these organizations may not be adequate to deal with major disasters. Therefore, effective response to disasters must rely upon the development of plans, organizations, trained personnel and agreements for mutual aid.

##### 2. Warning System

Indian Lake Borough's main system of warning the public in the Borough is the Emergency Broadcast System, supplemented with Route Alerting. Due to the fact the Borough has no fire or ambulance service of it's own, the Borough relies on bordering communities of Shanksville Borough and Central City Borough for fire service, and the Central City Ambulance Association in Central City Borough for ambulance service.

### C. Summary of Borough Vulnerability to Hazards

#### 1. Natural Hazards

Indian Lake Borough, by virtue of its terrain and location, is subject to the following natural hazards: floods, winter storms, drought, and windstorms. Flooding and winter storms occur every year. While the remaining natural hazards are unpredictable and occur less frequently, they do present significant problems for emergency response agencies.

#### 2. Man-Made Disasters

Man-made disasters occurring within Indian Lake Borough are: transportation accidents, boating accidents, fires, hazardous material accidents, water main breaks, pipeline contamination, storage tank breaks, source water contamination, disinfection failure, dam failure and energy disruptions or shortages. The fastest growing of these hazards in terms of significance to personal safety is hazardous materials accidents.

#### 3. Enemy Attack

While perhaps the least likely of the hazards, an enemy attack upon the United States could expose Indian Lake Borough to affects from conventional or nuclear missiles, chemical and biological agents, and paramilitary action to include sabotage.

### 3. CONCEPT OF OPERATIONS

#### A. General

##### 1. Obligation of Elected Officials

Indian Lake Borough Council members are responsible for the protection and safety of the public in Indian Lake Borough and will exercise direction and control of its emergency management agency and response activities within the Borough.

##### 2. Emergency Management Functions

Emergency management functional assignments in this plan are based on the concept that they parallel normal day-to-day functions as closely as possible. The same material resources and personnel will be employed as much as possible before seeking outside assistance through the county.

##### 3. Declaration of Disaster Emergency

The Borough Council may declare a disaster emergency should the need arise. The effects of a declaration is to activate the response and recovery aspects of the emergency operations plan and to authorize furnishing aid and assistance. The period of the declaration cannot continue or be renewed for a period in excess of seven days without formal renewal. Any declaration must be given prompt and general publicity and filed with the Somerset County Emergency Management Agency and Pennsylvania Emergency Management Agency.

#### 4. Decision to Implement Protective Actions

Any decision to implement protective actions will be made by municipal officials or, in their absence, the Emergency Management Coordinator, based upon advise from the County Emergency Management Director.

In a disaster emergency, the municipal government will continue only those functions and services necessary to protect life and property.

Emphasis will be to meet basic human needs such as food, shelter and medical care and to resume basic services such as water, electricity and sanitation, as soon as possible.

#### 5. Assistance

When all appropriate locally available forces and resources are fully committed by the Borough, volunteer agencies will be executed. Assistance from other municipalities and agencies will be requested through and coordinated by the county EMA.

### B. Direction and Coordination

#### 1. Levels of Government

Direction of disaster emergency operation services is the responsibility of the lowest level of government affected. When two or more municipalities within the County are affected, the County will exercise responsibility for direction and control.

#### 2. Control of Outside Support Forces

Support forces furnished from jurisdictions outside the affected area will be assigned, on a mission basis, under the operational control of the municipality or county furnishing the force.

#### 3. Borough Council and the Emergency Management Organization

The Borough Council will exercise direction and coordination through their Emergency Management organization. The Borough Coordinator, who is recommended by the Council, forwarded through the County Emergency Management Agency, approved by the Director of Pennsylvania Emergency Management Agency, and appointed by the Governor. The Borough EMA Coordinator operates from the Emergency Operations Center.

#### 4. Emergency Operations Center (EOC)

The Emergency Management Coordinator will mobilize the Emergency Operations Center (EOC) at the Indian Lake Borough Municipal Building, when an emergency situation requires it. The County EMA will be notified anytime the Borough EOC has been activated.

**C. Continuity of Government**

**1. Line of Succession**

**a. Borough Council**

The line of succession for the Indian Lake Borough Council is from the President through the Vice-President to the members of the board in an order to be determined by the board.

**b. Emergency Management Coordinator**

**c. Departments**

**2. Relocation of EOC**

Should relocation of direction and control be necessary, because of a situation placing the primary EOC at risk, the alternate EOC will be at the Northwinds Lodge.

Notify the County EMA upon departure from the primary EOC location and upon arrival at the alternate EOC location.

**3. Preservation of Records**

The elected officials and heads of departments and agencies of the Borough will ensure that all documents of both a public and private nature recorded by Borough officials be protected from unauthorized disclosure, damage or destruction at all times.

#### 4. ORGANIZATION AND RESPONSIBILITIES

The emergency responsibilities and functions listed below require actions which are common to all types of major emergencies or disasters, (i.e., dangerous storms, hazardous materials accidents, nuclear incidents). The Emergency Operations Center (EOC) staff will prepare, maintain and be guided by Annexes of the EOP. Individuals assigned to these functions are required to coordinate their actions with the Emergency Management Coordinator who will coordinate the overall action with the County Emergency Management Agency and with other municipalities involved.

##### A. Responsibilities

##### 1. Borough Officials

- a. Direct and Coordinate Borough EMA
- b. Establish, equip & staff and EOC
- c. Ratify mutual aid agreements

##### 2. Borough Departments, Agencies and Volunteer Groups

- a. Standard Operating Procedures

Develop and maintain their own emergency standard operating procedures including notification and recall procedures.

- b. Provide staff support and resources
- c. Participate in exercises

##### 3. Borough EMA Staff and Supporting Organizations

- a. Emergency Management Coordinator - Coordinates operations of the EMA staff; provides liaison with the County EMA.

- b. Communications Officer

Coordinates and maintains Borough communication systems and personnel.

- c. Police Officer

Coordinates law enforcement resources within the Borough.

- d. Public Works Officer

Coordinates resources of public works within the Borough. Provides information on water, sewage, road construction, repair and maintenance.

- e. Fire -Rescue Officer

Coordinates fire, rescue, and hazardous material resources and response within the Borough.

f. Health/ Medical Officer

Coordinates use of medical and health resources within the Borough, provides information relating to health and medical problems.

g. Transportation Officer

Coordinates use of transportation resources within the Borough. Provides information and advice on transportation matter.

h. Public Information Officer

Assists the Borough Council in coordinating public information with the County Public Information Officer.

5. ADMINISTRATION AND LOGISTICS

A. Administration

1. Borough Reports and Records

a. Reports

Indian Lake Borough will submit damage assessment reports, situation reports, and requests for assistance to the County EMA.

b. Expenditures and Obligations

Records of expenditures and obligations in emergency operations must be maintained by the Borough agencies and departments employing their own bookkeeping procedures.

c. Log-Type Records

Narrative and log-type records of response actions will be kept.

2. Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age or economic status in the execution of disaster preparedness or disaster relief and assistance functions.

B. Logistics

1. Agreements and Understanding

Should the Borough's resources prove to be inadequate during an emergency operation, requests will be made for assistance from other municipalities and County government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

6. AUTHORITY

A. Authority

1. P.L. 1332

Through the authority of the Pennsylvania Emergency Management Service Code (35 Pa. C.S.A. Sections 7101-7707) as amended, also referred to as P.L. 1332, this plan assigns functions necessary to support a comprehensive emergency management program.

2. Borough Code

7. DEFINITIONS OF TERMS

A. Access Control Points (ACP)

Manned posts established primarily by police augmented as necessary by the National Guard, on roads leading into a disaster area, for the purpose of controlling entry during an emergency.

B. Disaster

A natural or man-made calamitous event that causes human needs and suffering that the victims cannot alleviate without assistance.

C. Disaster Emergency

Those conditions which upon investigation may be found, actually or likely to:

1. Affect Safety

Affect seriously the safety, health or welfare of a substantial number of the citizens of Indian Lake Borough or preclude the operation of use of essential public facilities.

2. Require Outside Assistance

Be of such magnitude or severity as to render essential supplementation of Borough efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.

3. Have Causes Not Covered by Law

Have been caused by forces beyond the control of man, by reason of civil disorder, riot or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.

D. Emergency Broadcast System (EBS) Announcements

Official announcements made at the County Level for the specific purpose of providing information, instructions or directions from the County Commissioners, or the designated official representative. Priorities for EBS announcements are specified in law; first priority to the federal government; second priority to county governments; and third priority to state governments.

**E. 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 kind, whether from enemy attack, man-made or natural sources.

**F. Full Emergency Condition**

A situation where the potential emergency activity has increased to exceed the public safety level and a total mobilization of all resources of the emergency management agency is required on a 24-hour basis to cope with the major emergency or disaster.

**G. Hazardous Materials (HAZ-MAT)**

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.

**H. Limited Emergency Condition**

A situation wherein a potential hazard has reached a dangerous level and could affect the safety of Indian Lake Borough with very little warning, the EMC with key members of the staff would activate the EOC for a limited period. The condition recognizes a potentially serious situation and provides a posture of advanced readiness in place until the serious situation has escalated to full emergency or the danger has passed.

**I. Local Disaster Emergency**

The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused.

**J. Mass Care Centers**

Fixed facilities suitable for providing emergency lodging for victims of disaster left temporarily homeless and capable of providing all essential social services. Feeding may be done within a mass care center or nearby.

**K. Reception Center**

A predesignated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.

**L. Route Alerting**

Route alerting is accomplished by predesignated teams traveling in vehicles along preassigned routes delivering an alert/warning message. It is a supplement to siren systems.

**M. Traffic Control Points (TCP)**

Manned 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.



N. Unmet Needs

Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.

O. Weather Warning

Previously expected severe weather is occurring or is about to occur.

P. Weather Watch

Indicates that conditions and ingredients exist to trigger severe weather.

8. TRAINING AND EXERCISES

A. Training

Indian Lake Borough EMC will participate in the training programs and/or request formal local training sessions to include the following: PEMA's Phase I and II (duties and responsibilities of the EMC and the EMC's work environment), Planning Seminar, EOC Operation and Public Official Training (for municipal officials).

B. Exercises

The above training will be augmented by participating in county exercises including those for review of plans and procedures; exercises in which elected officials and key staff are presented situations as a learning experience; and full scale exercises to evaluate emergency management capability.

9. PLAN REQUIREMENTS, DEVELOPMENT, ENFORCEABILITY

A. Requirements

1. State Law

P.L. 1332 requires each county and municipality to prepare, maintain and keep current an emergency operation plan (EOP). Further, the plan must be available for inspection in the EOC, along with applicable emergency management plans, procedures and directives of PEMA and the Commonwealth.

B. Development and Maintenance Responsibilities

1. EMC Responsibilities

The EMC will coordinate development and maintenance of the plan. The plan will be updated as necessary and reviewed at least annually. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

C. Enforceability

This plan is enforceable under the provisions of the Emergency Management Services Code.

**D. Execution**

This plan will be executed upon order of the Borough Council or their authorized representative, the Borough Emergency Management Coordinator.

**E. Distribution**

Copies of this plan will be distributed to agencies and emergency services in the numbers shown on Page (d distribution) in the preface of the plan.

**10. Enclosures:**

1. ENCLOSURE 1 Borough Organization Chart
2. ENCLOSURE 2 Borough Emergency Call Chart

## INDIAN LAKE BOROUGH BASIC PLAN

### 11. Enclosure 1 -- Indian Lake Borough Organization Chart

<u>TITLE</u>	<u>OFFICIAL</u>	<u>TELEPHONE NUMBER</u>
President	Richard W. Stern	814-754-8368
Vice-President	Robert B. Langley	814-754-4238
Council Member	Keith Perl	814-754-4458
Council Member	Andrew Petrillo	814-754-5090
Council Member	Albert Slingluff	814-267-4571
Council Member	Larry Johns	814-754-5581
Council Member	Ronald E. Sieling	814-754-4899
Mayor	Barry S. Lichty	814-754-4283
Borough Manager	Jeffrey F. Silka	814-267-6077
Secretary-Treasurer	Theresa L. Weyant	814-443-9552
Solicitor	Robert P. Ging, Jr.	814-395-3661

## INDIAN LAKE BOROUGH BASIC PLAN

### 12. Enclosure 2 --Borough Emergency Call Chart

<u>TITLE</u>	<u>OFFICIAL</u>	<u>TELEPHONE NUMBERS</u>
Borough Manager(EMC)	Jeffrey F. Silka	814-267-6077
Superintendent	Harry Huzsek	814-754-5180
Council President	Richard W. Stern	814-754-8368
Council Vice-President	Robert B. Langley	814-754-4238
Council Member	Keith Perl	814-754-4458
Council Member	Andrew Petrillo	814-754-5090
Council Member	Albert Slingluff	814-754-4571
Council Member	Larry Johns	814-754-5581
Council Member	Ronald Sieling	814-754-5090
Mayor	Barry S. Lichty	814-754-4283
Borough Police	Sergeant Denise Miller	911 - Emergency 814-267-3776 - Non-Emergency 814-445-4104
State Police		911 - Emergency
Shanksville Fire Dept.		814-267-4737 - Non-Emergency
Central City Fire Dept.		911 - Emergency 814-754-5111 - Non-Emergency
Ambulance Service		911 - Emergency 814-754-5050 - Non-Emergency
Somerset County EMA		814-445-4739 or 814-445-5716
Local D.E.P.		412-472-1900

## INDIAN LAKE BOROUGH ANNEX A--

### DIRECTION AND CONTROL

#### 1. PURPOSE

To establish policies and procedures for direction and control of emergency operations within the Borough. To explain how the Borough government will provide direction and control during emergency operations and continuity of operations in response to emergency situations.

#### 2. SITUATION

##### A. Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) is the central point for coordination, communications, warning and for direction and control of emergency response forces.

##### B. Location

The EOC is located at the Indian Lake Borough Building, 1301 Causway Drive, and maintains telephone communications with the county dispatch center.

##### C. Dispatch

The dispatch of emergency services is controlled from the county communications center, 24 hours a day, 7 days a week.

##### D. Generally Applicable

The direction and control activities outlined in this annex are generally applicable to all emergency situations and will provide adequate direction and control of emergency operations.

#### 3. CONCEPT OF OPERATIONS

##### A. General

##### 1. Coordination

All direction and control activities will be coordinated through one central facility, the EOC. It will provide the most efficient response to every potential emergency. Coordination of activities will ensure that all tasks are accomplished with little or no duplication.

When more than one municipality is affected by an emergency, the County will be responsible for direction and control.

##### 2. Borough Council

The Borough Council will direct all emergency operations. The Emergency Management Coordinator (EMC) will act as the Council's Chief of Staff. The EMC will be assisted by a staff comprised of representatives from appropriate services and agencies. Any decision to implement protective actions will be made by municipal officials or, in their absence, the Emergency Management Coordinator, based upon advice from the county Emergency Management Director.

#### 4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The emergency responsibilities and functions listed below require actions which are common to all types of mayor emergencies or disasters. The Emergency Operations Center (EOC) staff will prepare, maintain and be guided by this Emergency Operation Plan which prescribe implementing procedures and/or action-step checklists. Individuals assigned to these functions are required to coordinate their actions with the Emergency Management Coordinator who will coordinated the overall action with the County Emergency Management Agency and with other municipalities involved.

##### A. Emergency Management Coordinator

###### 1. Prepare and maintain an Emergency Operations Plan.

Prepare, maintain and keep current a disaster emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster, prompt and effective response to a major emergency or disaster and emergency relief and recovery in consonance with the Somerset County Emergency Operations Plan.

###### 2. Coordination with County EMA

Initiate and maintain coordination and cooperation with the Somerset County Emergency Management Agency, and provide prompt information as requested.

###### 3. Identify Hazards

Identify hazards that may affect the municipality in coordination with the County Emergency Management Agency, and based upon its hazards vulnerability analysis, determine what hazards could potentially impact upon the Borough.

###### 4. Identify Resources

Identify resources within the Borough that can be used to respond in a major emergency or disaster situation and report "unmet" needs. This should include both public and private resources.

###### 5. Develop and Maintain EMA Organization

Develop and maintain an emergency management organization and a trained staff appropriate for the needs and resources of Indian Lake Borough. A functional organization chart is outlined in Appendix A-1. The staff is capable of maintaining 24 hour operations.

###### 6. Mobilize/Direct/Coordinate staff during emergencies.

###### 7. Develop SOPs for staff responsibilities & functions.

##### B. Communication Services

###### 1. Maintain a 24-hour contact capability of staff.

###### 2. Ensure a communication capability with county EOC.

###### 3. Ensure a communication capability with field units.

###### 4. Coordinate with county Commissions Officer.

**C. Police Services**

1. Provide usual security and law enforcement services.

2. Traffic control and access control points.

Provide traffic and access control as necessary in and around the affected areas.

3. Route and public alerting warning.

Be prepared to assist the EMC in providing for public alerting if necessary.

4. Coordinate with county police services officers.

**D. Fire and Rescue Services**

1. Provide usual fire, rescue and Haz-Mat services.

2. Route and public alert warning.

Provide for route and public alerting so that the Borough population, to include non-English speaking and hearing impaired, can be notified of an impending situation and/or instructed to take protective action, if necessary.

3. Coordinate with county Fire & Rescue Service Offices.

**E. Emergency Medical Services**

1. Maintain list of special needs.

Maintain a listing of the hearing-impaired, handicapped and residents with special medical needs. Update every six months and provide copy to County EMA.

2. Provide emergency medical coverage.

Provide emergency medical coverage as needed and in coordination with transportation, provide for evacuation of persons with special medical problems or who are physically or mentally impaired.

3. Provide route and public warning.

Provide for route and public alerting so that the Borough population, to include non-English speaking and hearing impaired, can be notified of an impending situation and/or instructed to take protection action as necessary.

4. Coordinate with county Medical/Health Services.

**F. Transportation Services**

**1. Coordinate transportation needs.**

Coordinate institutional needs for transportation in the event evacuation or relocation becomes necessary. Arrange evacuation transportation for residents without transportation.

**2. Establish pickup points.**

Establish pickup points and maintain list of individuals with transportation needs.

**3. Maintain transportation resources inventory.**

**4. Coordinate with county Transportation Services.**

**G. Radiological Protection Service**

**1. Maintain procedure guide for nuclear attack.**

**2. Radiological exposure control.**

Administer the county's radiological exposure control program within the Borough.

**3. Training**

Coordinate the training for municipal personnel and emergency workers in use of dosimetry and knowledge of exposure limits and decontamination procedures.

**4. Coordinate with county**

Coordinate protective actions for the public, through the EMC, with the County EMC.

**H. Public Works and Resource Services**

**1. Coordinate equipment and supplies**

Coordinate provision of equipment and supplies from public and private sources and maintain resources lists and contacts.

**2. Unmet needs**

In coordination with the EMC, determine the "unmet" needs for the municipality.

**3. Preventative measures and restoration**

Coordinate or direct the preventive measures and restoration of public utilities and municipal facilities.



**4. Maintain records**

Maintain records of expenditures and resources used during a disaster.

**5. Reports**

Make situation and damage reports to the EMC and assist in assessment and damage reports by county and state.

**I. Public Information**

Assist the Borough Council in coordinating public information with the County Public Information Officer.

5. ADMINISTRATION AND LOGISTICS

A. Emergency Administrative Powers

In accordance with P.L. 1332, proclamation of an emergency may be declared by the governing body of a political subdivision upon finding a disaster has occurred or is imminent. The effect of a declaration of disaster emergency by the political subdivision is to activate the response and recovery aspects of any and all applicable emergency management plans and to authorize the furnishing of aid and assistance thereunder. Any order or proclamation by the political subdivision declaring, continuing or terminating a disaster emergency shall be given prompt and general publicity and shall be filed promptly through the County to PEMA.

B. Reports and Records

Accurate data will be kept on resources obtained through the emergency/disaster proclamation to assure accountability.

6. INDEX OF APPENDICES

- |    |               |  |
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| 1. | Appendix A-1: | EOC Staffing Roster-Call List            |
| 2. | Appendix A-2: | Municipal EMA and Elected Officials      |
| 3. | Appendix A-3: | Sample Declaration of Disaster Emergency |
| 4. | Appendix A-4: | EOC Floor Plan                           |
| 5. | Appendix A-5: | EOC Activation Guide                     |

INDIAN LAKE BOROUGH ANNEX A--DIRECTION AND CONTROL

7. Appendix A-1: EOC Staffing Roster - Call List

<u>Position</u>	<u>Name</u>	<u>Phone No. (Home/Work)</u>
Coordinator (EMC)	Jeffrey F. Silka	267-6077 / 267-4614
Communications	Jeffrey F. Silka	267-6077 / 267-4614
Police Services	Denise J. Miller	467-6737 / 267-4614
Fire/Rescue Services	Denise J. Miller	467-6737 / 267-4614
Health/Medical Services	Denise J. Miller	467-6737 / 267-4614
Transportation Services	Jeffrey F. Silka	267-6077 / 267-4614
Public Works	Harry Huzsek	754-5180 / 267-4614
Public Information	Jeffrey F. Silka	267-6077 / 267-4614
Radiological Officer	Jeffrey F. Silka	267-6077 / 267-4614
Resource Manager	Jeffrey F. Silka	267-6077 / 267-4614

INDIAN LAKE BOROUGH ANNEX A -- DIRECTION AND CONTROL

8. Appendix A-2: Municipal Elected Officials

<u>Title</u>	<u>Name</u>	<u>Phone No. (Home/Work)</u>
President	Richard W. Stern	754-8363 / 443-9217
Vice-President	Robert B. Langley	754-4238
Council Member	Keith Perl	754-4458
Council Member	Andrew Petrillo	754-5090
Council Member	Albert Slingluff	267-4571 / 266-8702
Council Member	Larry Johns	754-5581
Council Member	Ronald Sieling	754-4899
Mayor	Barry S. Lichty	754-4283

INDIAN LAKE BOROUGH ANNEX A -- DIRECTION AND CONTROL

9. Appendix A-3: Declaration of Disaster Emergency

WHEREAS, investigation made at the direction of the Borough Council have disclosed that a -----(disaster)----- in the ----- on or about -----(date)----- did cause to leave homeless, injured or without essential services, persons residing in Indian Lake Borough, Somerset County.

WHEREAS, the -----(disaster)----- has seriously affected the safety, health and welfare of a substantial number of citizens of Indian Lake Borough, and was of such magnitude or severity to exhaust all local resources and available forces.

NOW, THEREFORE, pursuant to the provisions of Section 7501 of the Emergency Management Services Code of 1978, Act 1332-323, we do hereby declare the existence of a disaster emergency in Indian Lake Borough.

FURTHER, we direct the Indian Lake Borough Emergency Management Agency to coordinate the activities of the various response agencies and take appropriate action aimed at the alleviation of human suffering and hardship and the restoration of essential public services.

Indian Lake Borough Council

\_\_\_\_\_  
Council President

\_\_\_\_\_  
Council Vice-President

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

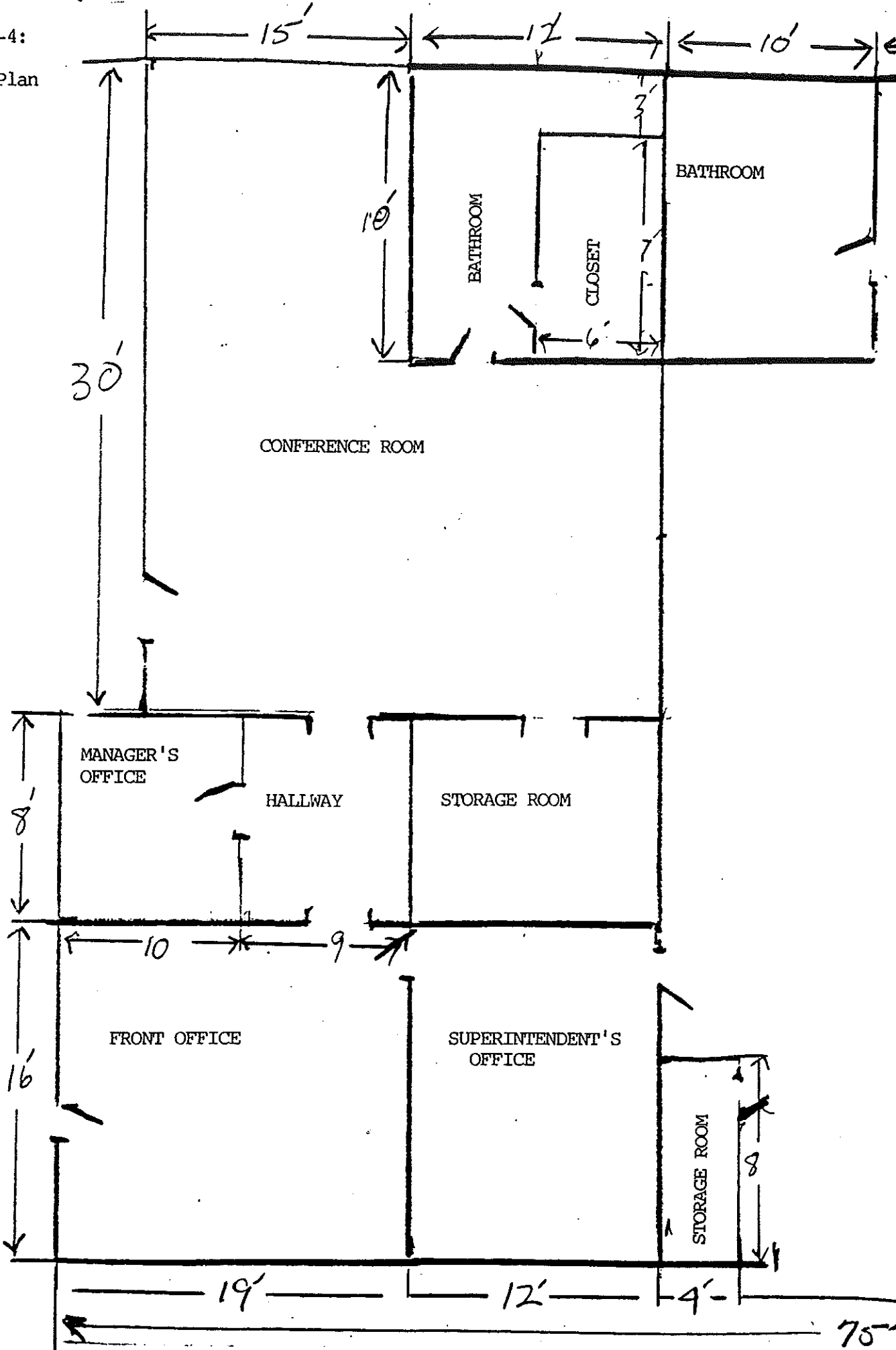
\_\_\_\_\_  
Council Member

Attest:

\_\_\_\_\_  
Indian Lake Borough, Secretary

10. Appendix A-4:

EOC Floor Plan



INDIAN LAKE BOROUGH ANNEX A -- DIRECTION AND CONTROL

11. Appendix A-5: EOC Activation Checklist

1. Activate EOC Staff.
2. Set up furniture.
3. Mount displays.
4. Distribute stationary supplies to each desk (Stored in Cabinet in Manager's Office)
5. Activate security for EOC.
6. Brief personnel on situation.
7. Review operation procedures.
8. Initiate increased readiness flow chart.
9. Notify County EMA.
10. Inspect generator.
11. Check/stock food, water and fuel supplies.
12. Direct inspection of alternate EOC to ensure readiness when applicable.

## INDIAN LAKE BOROUGH ANNEX B -- COMMUNICATIONS

### 1. PURPOSE

To describe the communication systems and capabilities that are available for emergency operations in the Borough and to provide procedures for the establishment and maintenance of essential and effective communications, to include communications with the county and surrounding municipalities during periods of emergency.

### 2. SITUATION

#### A. Emergency Communications

Somerset County maintains a county-wide communications center dispatching emergency services and is staffed on a 24-hour basis by county dispatcher personnel. Sufficient communications equipment is available to provide service needed in most emergencies.

#### B. Communications Available

The Indian Lake Borough EOC has the following types of communications available:

##### 1. Telephone

The telephone will be the primary mode of communications between the Borough EOC and the County EOC.

##### 2. Radio

###### a. Fire/Police/Ambulance

All have two-way radio systems that are linked with the County Communications Center.

### 3. CONCEPT OF OPERATIONS

#### A. General

##### 1. Day-to-Day Operations

Normal day-to-day operations are conducted from the Somerset County Communications Center for emergency services communications.

##### 2. Emergency Operations

The normal day-to-day radio nets and any other communications systems activated during emergency situations will be determined by the severity of the emergency.

##### 3. Communications Forms and Logs

All messages into and out of the EOC should be recorded in order to assure that all required "actions" are accomplished. See Appendix B-1 - Message Form, and Appendix B-2 - Message Log.



**4. ORGANIZATION AND ASSIGNMENT OR RESPONSIBILITIES**

**A. Communications Officer**

1. Staff, equip and operate emergency communications.
2. Coordinate emergency communications with County EOC.
3. Supervise communications activities.
4. Provide communications equipment and supplies.
5. Coordinate repair and maintenance operations.

**B. Emergency Services/Government Departments**

1. Coordinate with EOC Communications Officer.
2. Maintain communications for field operations.
3. Alternate Communications.

Provide alternate communications for reception and mass care centers through the use of mobile and portable radio units.

4. Perform mobile warning activities, as required.

**5. INDEX OF APPENDICES**

- A. Appendix B-1: Message Form
- B. Appendix B-2: Message Log

INDIAN LAKE BOROUGH ANNEX B - -COMMUNICATIONS

6. Appendix B-1: Message Form

INDIAN LAKE BOROUGH ANNEX B -- COMMUNICATIONS

7. Appendix B-2: Message Log

## INDIAN LAKE BOROUGH ANNEX C -- WARNING

### 1. PURPOSE

To prescribe procedure for promptly warning the public of an impending, imminent or potential danger.

### 2. SITUATION

#### A. County

The county emergency warning center is located in the Somerset County EOC. It is staffed on a 24-hour basis by dispatch personnel.

#### B. Borough

The Borough 24-hour emergency warning point is located in Shanksville Borough. This system is augmented with Route Alerting, throughout the Borough.

### 3. CONCEPT OF OPERATIONS

#### A. General

##### 1. Dissemination of Warning by Somerset County

The county emergency management organization is responsible for receipt of warnings disseminated by the Pennsylvania Emergency Management Agency or received from other sources and for intra-county dissemination to municipal emergency management organizations and cooperating agencies.

##### 2. Dissemination of Warning by Indian Lake Borough

Indian Lake Borough Emergency Management Agency is responsible for receipt of warnings disseminated by the County Emergency Management Agency, or received from other sources and for the sounding of the warning signal on public warning devices. The Borough EMA is also responsible to use route alerting to cover the portion of the Borough outside the range of the warning devices.

**B. Warning Systems**

**1. Responsibility**

Primary responsibility for WARNING the population of impending, imminent or potential danger rests with the senior elected official of the county and each municipality.

**2. Notifications**

Upon receipt of information requiring a warning to be issued to any or all of the population of Indian Lake Borough, the Borough EMA through procedures outlined in this Annex, will notify the public.

**3. Siren Warning Signals**

**a. Attack Warning Signals**

The ATTACK WARNING SIGNAL is a wavering tone or short blast for 3 to 5 minutes; this means "ATTACK WARNING -----GO TO SHELTER----OR---TAKE THE BEST COVER IMMEDIATELY AVAILABLE."

**b. Attention Signal**

The ATTENTION SIGNAL is a steady blast or tone for 3 to 5 minutes; this means tune in to your local EBS station and "LISTEN FOR ESSENTIAL EMERGENCY INFORMATION."

**4. Route Alerting**

As a supplementary alert/notification procedure, route alerting will be conducted, "as necessary". This involves the use of fire, police or other vehicles utilizing sirens and public address or hand-held speakers traveling predetermined routes in the Borough not covered by the siren warning system to notify the public to tune to EBS Stations.

**5. EBS**

All activations of the EBS will be coordinated through and conducted by the County EMA.

## INDIAN LAKE BOROUGH ANNEX D -- EMERGENCY PUBLIC INFORMATION

### 1. PURPOSE

To outline procedures for dissemination of official information and instructions in order to facilitate timely and appropriate public response in an emergency. To assure coordination of information and instructions released to the public.

### 2. SITUATION

Accurate information for the public is extremely important during emergencies so that the public can take appropriate precautionary or protective action. Misinformation or lack of information may cost lives and cause unnecessary property damage.

### 3. CONCEPT OF OPERATIONS

#### A. General

The release of emergency information and instructions to the news media and the public in event of a major emergency or disaster is the responsibility of the County Emergency Management Agency (EMA).

#### B. Assist and Inform County EMA

The municipal public information officer will assist the elected officials in keeping the County EMA informed of the status of activities and associated detailed information requested. The President of Council is normally the official spokesperson and the public information officer acts as his liaison.

#### C. County Emergency Operations Plan

The County Emergency Operations Plan (EOP) provides details on the procedures for notification, and actions to be taken by persons living, working or traveling in the county. The major activities are:

##### 1. Pre-Emergency Public Information

Instructs the public how to prepare and respond to an emergency through use of emergency information, individual home brochures and by mail and public bulletin board notices.

##### 2. Emergency Broadcast System (EBS)

Prepared statements over designated local radio and TV stations giving public notification and instructions. See the Somerset County EOP for examples of EBS announcements.

##### 3. County Rumor Control Center

Telephones manned by the County Public Information staff as a primary means for responding to questions from the general public in a major emergency or disaster. The number will be disseminated to the public during emergencies.

## INDIAN LAKE BOROUGH-ANNEX F--HAZARDOUS MATERIALS

### 1. CONCEPT OF OPERATIONS

#### A. General

1. To provide emergency hazardous materials services in coordination with fire/rescue services and the County Haz-Mat Teams.

2. To coordinate municipal hazardous material actions with other hazardous material agencies.

#### B. Training

1. Conduct hazardous material training for the municipal personnel and emergency responders at the awareness and operation levels, as required.

## INDIAN LAKE BOROUGH-ANNEX H--POLICE SERVICES

### 1. CONCEPT OF OPERATIONS

#### A. General

1. Provide the usual security and law enforcement services.
2. Provide traffic and access control as necessary in and around the affected areas.  
Forward changes of Traffic and Access Control Points to the County EMA.
3. Be prepared to assist the EMC in providing for public alerting if necessary.
4. Coordinate municipal police actions with other police agencies.



## INDIAN LAKE BOROUGH-ANNEX I--FIRE AND RESCUE

### 1. CONCEPT OF OPERATIONS

#### A. General

1. Provide the usual Fire and Rescue services.
2. Assist the EMC in providing for public alerting so that the Borough population, to include non-English and hearing impaired, can be notified of an impending situation and/or instructed to take protective action, if necessary.
3. Coordinated municipal Fire and Rescue actions with other Fire/Rescue agencies.

## INDIAN LAKE BOROUGH-ANNEX I--HEALTH AND MEDICAL

### 1. CONCEPT OF OPERATIONS

#### A. General

1. Maintain a listing of the hearing-impaired, handicapped and residents with special medical needs. Provide the County EMA with updated information every six months.
2. Provide emergency medical coverage as needed and in coordination with transportation, provide for evacuation of persons with special medical problems or who are physically or mentally impaired.
3. Coordinated municipal emergency medical actions with other medical agencies.

## INDIAN LAKE BOROUGH ANNEX K -- MASS CARE

### 1. PURPOSE

To provide procedures and responsibilities for care of evacuees when emergency conditions make it necessary for them to leave their homes.

### 2. SITUATION

Fifty percent of the displaced victim of disasters may require mass care. Many people make their own arrangements with friends or relatives. The Somerset County Emergency Management maintains agreements with the American Red Cross to provide for mass care, food, clothing and temporary shelter during the immediate emergency period.

### 3. CONCEPT OF OPERATIONS

#### A. General

##### 1. Red Cross

The County has designated the Keystone Chapter of the American Red Cross to operate mass care centers as needed.

##### 2. Basic Principle for Activation

The basic principle governing the activation and operation of mass care centers is: Mass care centers should be activated only to meet the needs of evacuees who do not stay with relatives, friends, neighbors or in available commercial facilities.

##### 3. Non-Red Cross Opening

During an emergency a mass care center might be opened without the approval of the Red Cross Disaster Director. When that happens, it might be desirable to continue its operation. Upon request, the Red Cross may assume the management/funding at that point. Red Cross management must be accepted in order for Red Cross to fund the operation, and any unusual cost incurred prior to Red Cross management is not the responsibility of Red Cross and may or may not be assumed by the Red Cross.

**B. Emergency Phases**

**1. Preparedness**

Review mass care centers with the County and the Red Cross. Assist the County and the Red Cross in developing agreements and contracts with facilities that may be used in emergencies.

**2. Response**

a. Determine mass care needs (number of homeless).

b. Report mass care needs

Report mass care needs to the Somerset County EMA as soon as possible.

c. Establish Communications

Coordinate with EOC staff and County EMA to ensure communications are established.

d. Transportation

Coordinate transportation in accordance with Annex L, Evacuation. Ensure routes to mass care centers are clearly marked, and appropriate traffic control systems are established if required.

## INDIAN LAKE BOROUGH ANNEX L -- EVACUATION

### 1. PURPOSE

To provide for orderly and coordinated evacuation of the population in emergency situations. To establish the responsibilities for decisions relating to evacuation and for implementing an evacuation.

### 2. SITUATION

#### A. State Law

P.L. 1332 empowers the Governor to direct and compel the evacuation of all or part of the population from any stricken or threatened area within the Commonwealth if the action is necessary for the preservation of life or other disaster mitigation, response or recovery. Elected county or municipal officials may recommend, but cannot compel evacuation.

#### B. Cause

Evacuations may be required due to flooding, industrial or transportation accidents, fires and tornadoes. They are relatively short-lived and involve only a portion of the population at one time. The only situation where most or all of the Borough would need to evacuate would be in a nuclear attack or general war.

#### C. Transportation

##### 1. General Population

Most of the population can provide their own transportation. Evacuees will be urged to use any available means of private transportation including riding with relatives, friends, or neighbors. Some transportation resources will be required for those without a vehicle and where a disaster is disrupting normal transportation.

### 3. CONCEPT OF OPERATIONS

#### A. General

##### 1. Factors to Consider

The magnitude, intensity, speed of onset and the type of hazard are all factors to consider in a decision to evacuate or shelter in-place.

##### 2. Site-specific Warning and Evacuation Plans

The County Emergency management Agency has developed site-specific warning and evacuation plans for down dam inundation areas, institutions and industries as appropriate. This annex will provide general guidance for incidents for which no specific contingency plan exists.

##### 3. Actions Generally Necessary

Actions generally necessary in any evacuation are listed below by emergency phase.

**B. Emergency Phases**

**1. Preparedness**

**a. Identify Evacuation Areas**

Identify areas potentially in need of evacuation (i.e. floodplain, areas near hazardous materials, etc.).

**b. Special Evacuation Needs**

Identify population groups requiring special assistance during evacuation (i.e. education and health facilities, senior citizens, mobility impaired, etc.).

**c. Evacuation Routes**

Designated pickup points, staging areas, and evacuation routes to include rest areas where evacuees can obtain fuel, water, medical aid, vehicle maintenance, and information, as appropriate; taking traffic capacities and deteriorating conditions into account in accordance with the county.

**d. Assess Transportation Needs**

Assess transportation needs and resources based on the number of persons needing transportation. Identify unmet needs.

**2. Response**

a. Assure implementation of evacuation orders.

b. Establish traffic and access control, as needed.

c. Evacuate the elderly and mobility impaired.

d. Coordinate with county to keep public informed.

e. Obtain police protection for evacuated area.

f. Designate reception area, if necessary.

**3. Recovery**

a. Determine when evacuated area is safe to reoccupy.

b. Initiate return to evacuated areas, where possible.

c. Control traffic.

**4. ORGANIZATION AND ASSIGNMENT OR RESPONSIBILITIES**

**A. Borough Emergency Management Coordinator**

The Borough EMC is responsible for coordinating/managing the evacuation.

**B. Borough Council**

The Borough Council is responsible for authorizing evacuation.

**C. County Emergency Management Agency**

**1. Implement Evacuation Order**

Implement, upon receipt through PEMA, an evacuation order or recommendation from the Governor issued to protect public safety. The County Board of Commissioners may also recommend an evacuation to ensure the safety and welfare of the public.

**2. Coordinate Evacuation**

The County Emergency Management Director is responsible for implementing county evacuation plans and for coordinating with local EMC's if more than one municipality is affected.

**D. Police**

The Indian Lake Borough Police is responsible for traffic and crowd control and advising on road conditions and problems.

**E. Fire Departments**

The Fire Departments are responsible for assisting with traffic control and advising on road conditions and problems.

**F. EMS**

EMS is responsible for assisting with the evacuation of persons with special medical needs.

## INDIAN LAKE BOROUGH-ANNEX M--TRANSPORTATION

### 1. CONCEPT OF OPERATIONS

#### A. General

1. Coordinate institutional needs for transportation in the event evacuation or relocation becomes necessary, i.e., hospitals, nursing homes, day care centers.
2. Arrange evacuation transportation for residents without transportation.
3. Establish pickup points and maintain list of individuals with special transportation needs.
4. Maintain an inventory of municipal transportation resources.
5. Coordinate transportation actions with other transportation agencies.



## INDIAN LAKE BOROUGH ANNEX O -- RESOURCE MANAGEMENT

### 1. PURPOSE

To maintain an inventory of municipal resources and to develop procedures for their timely mobilization and use during and emergency.

### 2. SITUATION

The municipal EMC maintains a consolidated resource manual in the EOC. That manual is a separate document that includes the following resources:

- A. Government Officials
- B. Communications
- C. Emergency Services - Fire - Police - Ambulance
- D. Public Utilities
- E. Support Services
- F. Public Works
- G. Heavy Equipment
- H. Special Equipment
- I. Volunteer Workers

### 3. CONCEPT OPERATIONS

- A. General

The municipal Emergency Management Coordinator determines the allocation of resources to disaster sites. He confers with the EOC staff members who are responsible for analyzing and managing specific resource categories.

#### 4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. Organization

The Emergency Management Coordinator is responsible to the Borough Council for the judicious planning, use, and maintenance of municipal resources. The term resources encompasses people, equipment, supplies, and facilities. The EMC coordinates the planning and maintenance of resources, and coordinates and maintains an up-to-date resource manual for the municipality. The EMC also coordinates and recommends the use of resources during emergencies. Each EOC staff officer manages the resources that are used to accomplish their tasks and informs the EMC of their status.

##### B. Assignment of Responsibilities

###### 1. Emergency Management Coordinator

###### a. Review requests

Reviews staff recommendations concerning requests for emergency resources.

###### b. Analyzes municipal resources and needs.

###### c. Recommend allocations.

###### d. Analyze unmet needs recommendations from EOC staff.

###### e. Request unmet needs from County EMA

###### f. Maintains and coordinates the resource manual.

###### 2. EOC Staff Officers

###### a. Resource Manual

Maintains and coordinates their related sections of the municipal Resource Manual.

###### b. Mutual Aid Requests

Recommends to the EMC actions to be taken in response to mutual aid request.

###### c. Monitors status of their related resources.

**5. ADMINISTRATION AND LOGISTICS**

**A. Resources**

**1. Exhaust Resources**

Municipal EMA's will exhaust their resources before requesting assistance from the County EMA.

**2. Request Report**

To request assistance, municipal EMA's report the following to the County EMC.

- a. Municipality.
- b. Name and title of person making request.
- c. Resource that is needed.
- d. Quantity that is needed.
- e. Location where resource is to be delivered.
- f. Purpose of request.

## INDIAN LAKE BOROUGH-ANNEX P--PUBLIC WORKS

### 1. CONCEPT OF OPERATIONS

#### A. General

1. Coordinate provision of equipment and supplies from public and private resource lists and contacts.
2. In coordination with the EMC, determine the "unmet" needs for the municipality.
3. Coordinate or direct the preventative measures and restoration of public utilities and municipal facilities.
4. Maintain records of expenditures and resources used during a disaster.
5. Make situation and damage reports to the EMC and assist in assessment by county or state.

## INDIAN LAKE BOROUGH ANNEX Q -- DAMAGE ASSESSMENT

### 1. PURPOSE

To describe the damage assessment process; establish a general organization and outline responsibilities for damage assessment; provide for rapid expansion of assessment capabilities; and delineate the procedures for the assessment of and reporting of damage to public and private property resulting from a man-made or natural disaster.

### 2. SITUATION

A damage assessment of public and private property is required for each affected political subdivision to determine the extent of the damage. The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster. This will have a direct bearing upon the manner in which recovery is effected in the Borough. The information from the damage assessment provides a basis for:

#### A. Necessary Actions

The determination of necessary actions, the establishment of priorities among essential actions, and the allocation of local, county and state resources in the disaster area during the recovery effort.

#### B. The Borough Council decides whether to:

1. Proclaim a disaster emergency in the Borough.
2. Request assistance from the county.
3. Implement mutual aid agreements.

#### C. The County Commissioners decides whether to:

1. Proclaim a disaster emergency in the county.
2. Request assistance from state agencies through PEMA.
3. Implement mutual aid agreements.

#### D. The Governor decides whether to:

1. Proclaim a disaster emergency in the state.
2. Request assistance from federal agencies.
3. Request a Presidential Declaration.

#### E. The President decides whether to:

1. Declare an "Emergency".
2. Declare a "Major Disaster".

### 3. CONCEPT OF OPERATIONS

#### A. General

The primary responsibility for damage assessment rests with the County Commissioners and the elected officials of the local government (s) affected by the disaster.

##### a. Responsibilities

Initial damage reporting will be accomplished through the coordinated efforts of the County and the Borough Emergency Management Coordinator.

##### b. Initial Disaster Situation Report

The Borough Emergency Management Coordinator shall report the type of damages, the number of casualties and evacuees and other related information requested in the County Initial Disaster Situation Report from (Appendix 1, Part I). If an area is not accessible, the scope and the severity of the damage will be estimated.

##### c. Detailed Damage Information

More detailed damage information (Appendix 1, Part II) should be provided as soon as possible. The County EMA will tabulate reports from all municipalities involved and report the totals to PEMA.

##### d. Speed and Accuracy

Speed and accuracy are important because the Initial Disaster Situation Reports from the municipalities are tabulated and totals are used to determine whether state or federal personnel will be sent to the scene and what the next step in the damage assessment process will be.

### 2. Damage Assessment (Phase II)

#### a. Conditions

If the Initial Disaster Situation Report data received by the County and reported to PEMA indicate the possibility of a Small Business Administration or Federal Declaration, then a detailed damage assessment will be conducted.

#### b. County Personnel

The County Emergency Management Coordinator will conduct the assessment, assisted by local damage assessment teams.

#### c. State Personnel

State personnel may be dispatched to assist the county and local staff.

#### d. Results

Results of the assessment will be reported by the Borough to the County EMA which will compile the totals and forward them to PEMA.

**B. Emergency Phases/Action**

**1. Preparedness**

a. Train with county damage assessment teams.

b. Review damage assessment plans.

Develop, maintain and review damage assessment plans, procedures and available resources on a continuing basis, but especially during periods of increased threat.

c. List critical facilities

Develop a list of critical facilities requiring priority repairs if damaged.

**2. Response**

a. Activate teams

Activate damage assessment teams with necessary transportation and communications.

b. Coordinate with County

Arrange for early and continuous damage assessment coordination and liaison with the County EMA.

c. Provide reports

Provide timely and accurate reports to elected officials and to the County EMA office as necessary using appropriate forms shown at Appendix 1.

d. Cooperate with County/State/Federal Teams

Cooperate with County, State, and Federal damage assessment teams by providing guides, data and team personnel as appropriate.

3. Recovery

a. Continue activities

Continue damage assessment activities started during the response phase as needed.

b. Refine data

Refine data obtained during initial damage assessment operations.

c. Cost recovery

Collect documented cost recovery claims, when appropriate from municipal agencies, businesses, industries, institutions, and private citizens.

d. Summarize damage report.

e. Monitor restoration activities.

4. ORGANIZATION AND RESPONSIBILITIES

A. Borough Council

1. Responsibility

Have responsibility for the health, safety and welfare of the public.

2. Collect Data

Assist the County Commissioners in the collection of the damage assessment data.

B. Borough EMC

1. Gather Information

Gather information on the number of casualties, homeless persons, and mass care requirements.

2. Prepare and update reports

Prepare initial and update damage reports (Appendix 1).

3. Forward consolidated report

After approval by the Borough Council, forward the report to the County EMC.

4. Record of reports

Maintain a record of reports of damage assessments, including photographic, map and sketch documentation.



5. ADMINISTRATION AND LOGISTICS

A. Reports

1. Initial Reporting

The Initial Disaster Situation Report should be submitted as soon as possible by the Borough Emergency Management Coordinator to the County EMC.

2. Reports Updates

Reports will be updated as additional damage information becomes available. Update reports will reflect changes or additions to the original damage reports. Updating should cite initial reference reports showing message number of date and time identification.

3. Report Information

Damage reports of property damage in total numbers are required. Total dollar losses in terms of current replacement or repair costs and the uninsured portion of the dollar loss are also needed. The dollar amounts will be the best estimates for the total of each property.

B. Records

Maintain logs and records of damage assessment activities and reports to include photographic, map and sketch documentation.

C. Forms

Keep current damage report forms and worksheets on file in the EOC.

6. INDEX OF APPENDICES:

1. Appendix Q-1: Initial Disaster Situation Report

INDIAN LAKE BOROUGH ANNEX Q -- DAMAGE ASSESSMENT

7. Appendix Q-1 INITIAL DAMAGE ASSESSMENT REPORT

COUNTY \_\_\_\_\_

RECEIVED

MUNICIPALITY \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

BY: \_\_\_\_\_ From: \_\_\_\_\_

AREA INVOLVED \_\_\_\_\_

PRIVATE PROPERTY DAMAGE

NUMBER OF "UNITS" (a) DESTROYED \_\_\_\_\_ MAJOR DAMAGE \_\_\_\_\_ MINOR DAMAGE \_\_\_\_\_  
(Unit is one business or  
one residence, e.g. apt bldg may = 6 units)

PUBLIC PROPERTY DAMAGE

UTILITIES ELECTRIC

SEWAGE

WATER

TELEPHONE

ROADS

BRIDGES

CASUALTIES DEAD \_\_\_\_\_ INJURED \_\_\_\_\_ MISSING \_\_\_\_\_ HOSPITALIZED \_\_\_\_\_

EVACUEES NUMBER \_\_\_\_\_ LOCATION \_\_\_\_\_

STATUS -

(Unmet Needs)

(Assistance Required?)

INDIAN LAKE BOROUGH

RESOURCE MANUAL

MAY 13, 1997

1. PURPOSE

To maintain an inventory of municipal resources to use during an emergency.

2. RESOURCE MANAGEMENT STANDARD OPERATING PROCEDURES

The availability, distribution and use of resources in times of emergency are the responsibility of the County Resource Manager under the guidance of the County Emergency Coordinator.

Resources are designated in this plan as people, equipment, supplies and facilities. Through judicious planning, the availability of resources to be allocated to those requesting agencies can be met.

As in any emergency situation, the resources of the affected municipality must initially be put into use; when there is an unmet need or local resources have been exhausted, the County resources will be requested.

All requests for resources will be made through the County EOC to the Resource Manager, who in turn, will channel these requests to the proper EOC staff personnel for response.

All requests and actions taken will be documented to ensure that resources available are allocated and any unmet areas noted. Cost recovery, if available, are also based on this documentation.

Request to fulfill County unmet needs are made by the Emergency Management Coordinator, on advice from the Resources Manager, directly to PEMA for these resources.

3. RESOURCES

A. Government Officials

<u>Title</u>	<u>Official</u>	<u>Telephone number</u>
President	Richard W. Stern	814-754-8368
Vice-President	Robert B. Langley	814-754-4238
Council Member	Keith Perl	814-754-4458
Council Member	Andrew Petrillo	814-754-5090
Council Member	Albert Slingluff	814-267-4571
Council Member	Larry Johns	814-754-5581
Council Member	Ronald E. Sieling	814-754-4899
Mayor	Barry S. Lichty	814-754-4283
Borough Manager	Jeffrey F. Silka	814-267-6077
Borough Secretary	Theresa L. Weyant	814-445-9552
Solicitor	Robert P. Ging, Jr.	814-395-3661

**B. Communications**

**1. Emergency Communications**

Somerset County maintains a county-wide communications center dispatching emergency services and is staffed on a 24-hour basis by county dispatcher personnel. Sufficient communications equipment is available to provide service needed in most emergencies.

**2. Police/Fire/Ambulance**

All have two-way radio systems that are linked with the County Communications Center

**3. Indian Lake Borough**

**1. Telephones**

The telephone will be the primary mode of communications between the Borough Emergency Operation Center and the County Emergency Operation Center.

**2. Radios**

All Borough vehicles are equipped with licensed FM band radios. The operator and laborers can be dispatched from the base station which is located in the Borough Office.

**C. Emergency Services (Police/Fire/Ambulance)**

**1. Police**

Indian Lake Borough maintains a part-time police force with one full time officer and one part-time roster police officer. Should further assistance be needed, the respective boroughs and townships have entered into a joint contract for mutual police aid and assistance. If no other agencies are available, the Pennsylvania State Police is automatically notified.

**2. Fire**

Indian Lake Borough is serviced by the Shanksville Volunteer Fire Department and the Central City Volunteer Fire Department.

**3. Ambulance**

Indian Lake Borough is serviced by the Central City Ambulance Association.

**D. Public Utilities**

<u>Public Utility</u>	<u>Service</u>	<u>Telephone Number</u>
Somerset Rural Electric	Electric	814-445-4106
GTE	Telephone	1-800-483-4600
AT & T Communications	Telephone	1-800-222-3000
TCI	Cable TV	814-443-4838

E. Support Services

<u>Organization</u>	<u>Service</u>	<u>Telephone Number</u>
Shanksville Fire Dept	Fire Dept.	911 or 267-4737
Central City Fire Dept	Fire Dept.	911 or 754-5111
Central City Ambulance	Ambulance	911 or 754-5050
Local D.E.P.		412-472-1900
Haz-Mat		911 or 533-2057
WVSC	Radio	445-4186
WADJ	Radio	443-1677
WMTZ	Radio	535-8554
WJAC-TV	Television	255-7600
WWCP	Television	266-8088
Somerset Newspapers	Newspaper	445-9621
Johnstown Tribune	Newspaper	532-5050
Somerset Community Hospital		443-5000
Windber Community Hospital		467-6611
Killam Associates	Engineers	445-5645
(Sean Isgan or Cameron Mock)		
Bulk Water Haulers		
Shanksville Fire Department		911 or 267-4737
Central City Fire Department		911 or 754-5111
Laurel Management	Laboratory	533-5700
Microbac Laboratories	Laboratory	266-9548
Emergency Water Distribution Locations		
Shanksville Stonycreek School		267-4649
Indian Lake Borough Office		267-4614
Indian Lake Golf Club		754-5601
Indian Lake Christian Center		754-4900
Chemical Companies		
Sal Chemical		304-748-8200
S.H. Schmidt		412-834-4690
Stahl Oil		443-2614
Luther P. Miller		445-6569
Electric Contractors		
Morocco Electric		445-4267
Wiedenhof Electric		629-6864

**Plumbing Contractors**

D.W. Rhoads Company	445-6531
R.F. Schneider Pipe & Supply	382-8196

**F. Public Works**

<u>Name</u>	<u>Position</u>	<u>Telephone Number</u>
Harry Huzsek	Superintendent	814-754-5180
Frank Moldovan	Laborer	814-443-9552

**G. Heavy Equipment**

<u>Contractors</u>	<u>Telephone Number</u>
Mike Swank	893-5274
Richard Barbuschak	754-5602
Brant Excavating	445-3771

**H. Special Equipment**

<u>Emergency Generators</u>	
Wheeler Electric	445-8917
Somerset Well Drilling	443-3008
Best Tool Rental	445-2724
Somerset Well Drilling	443-3008

**I. Volunteer Workers**

**RESOLUTION** 1997-4

BE IT hereby resolved that Indian Lake Borough, upon the motion duly made and seconded, at a regularly scheduled meeting of the Indian Lake Borough Council, on June 10, 1997 unanimously approved a motion authorizing the execution of the "Long T Consent Order and Adjudication", and authorizing Richard Stern, as President of Council to sign all necessary documents to effectuate the Resolution of Council.

*Richard W. Stern*

Richard W. Stern, President  
Indian Lake Borough Council

The foregoing Resolution is a true and correct copy of the Resolution passed at the meeting of the Indian Lake Borough Council, conducted on June 10, 1997, a true and correct copy of which has been recorded in the Minute Book of Indian Lake Borough

*Theresa R. Weyant* (SEAL)  
Theresa Weyant, Borough Secretary