

**EMERGENCY
OPERATIONS
PLAN
(EOP)
FOR THE
BOROUGH OF
CHAMBERSBURG
(BOC)**

Updated 2022

Updated May 3, 2023

Updated April 30, 2024

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RECORD OF CHANGES/UPDATES

Change Number	Date of Change	Date Entered	Change Made By (Signature or initials)
	May 3, 2023	May 3, 2023	jlw
	April 30, 2024	April 30, 2024	ANK

RESOLUTION OF PROMULGATION

THIS PLAN WAS ADOPTED BY THE BOROUGH COUNCIL OF CHAMBERSBURG, FRANKLIN COUNTY, PENNSYLVANIA, AT THE MEETING DATED MAY 13, 2024. IT SUPERCEDES ALL PREVIOUS PLANS.



(President of Town Council)



(Secretary)

BASIC PLAN

1. PURPOSE

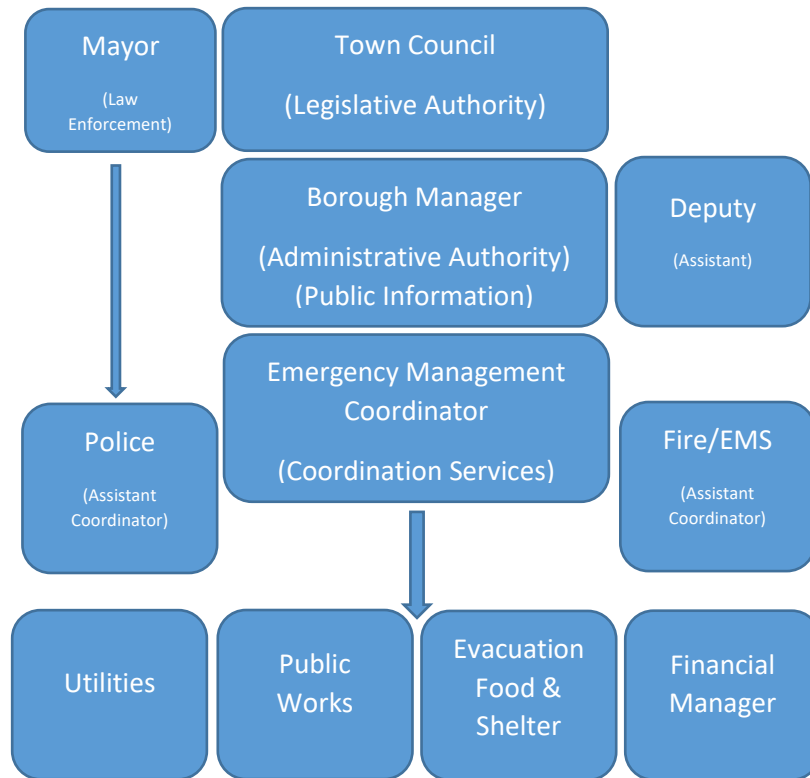
- 1.1. To provide for the protection of persons or persons and property in the Borough of Chambersburg in the event of a natural or man-caused emergency or disaster, in accordance with the Pennsylvania Emergency Management Services Code, 35 Pa. C.S.A., Sections 7101-7707, also referenced as P.L. 1332.
- 1.2. To establish procedures to alert the public and provide information and appropriate protective action instruction, if necessary. To provide for coordination and use of available municipal resources during an emergency.
- 1.3. To define the role and responsibilities of municipal officials and the emergency management coordinator. To define emergency functions and make assignments to municipal and volunteer staff.
- 1.4. To assure coordination and cooperation with county efforts in accordance with the Franklin County Emergency Operations Plan.

2. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

2.1. CONTINUITY OF GOVERNMENT

- 2.1.1. Disasters can interrupt, paralyze, or destroy the ability of local government to carry out their functions. Therefore, it is important that each level of government have the capability to preserve, maintain, and reconstitute its ability to carry out essential functions.
- 2.1.2. There are two important factors for assuring continuity of government at the local level: First, well defined and understood lines of succession for key officials and authorities; second, preservation of records and critical facilities, which are essential to the effective functioning of government and for the protection of rights and interests of the citizens.
- 2.1.3. Line of Succession
 - 2.1.3.1. During an Emergency event, once an event is declared by the Mayor (for the first 48 hours or until assembly of the Town Council) or by the Town Council (if the event extends beyond 48 hours), the Emergency Line of Succession becomes the perquisite organization of Borough government.
 - 2.1.3.2. Whenever possible, the Mayor and Town Council of the Borough of Chambersburg will delegate administrative response to the Borough Manager's Office, their cabinet, and the Emergency Management Coordinator.
 - 2.1.3.3. The line of succession from the Borough Manager, their deputy or assistant, and then to each Department Head who shall function as a direct report to the delegated authority of the Mayor and Town Council.

- 2.1.3.4. The line of succession from the Emergency Management Coordinator is to the Deputy Emergency Management Coordinator (if applicable) and then to the Assistant(s) Emergency Management Coordinator(s)(if applicable).
- 2.1.3.5. In all cases when a staff member is unavailable, it is automatically understood that the appropriate assistant staff member, deputy, or senior supervisory employee shall assume the duties and responsibilities of the primary staff member, in the event of that primary staff member’s absence.
- 2.1.3.6. The Emergency Management Structure of the Borough is organized according to the following line and block chart:



2.1.4. Provision of Essential Services

- 2.1.4.1. The Borough will strive to identify those services that are determined to be life-saving/preserving and those critical to immediate operations. Such services need to be maintained or restored immediately should they be struck by a disaster and rendered unusable.
- 2.1.4.2. The Borough will strive to identify functions that can be suspended during emergencies and which functions can be performed through telework and/or alternate scheduling. In the event that a Borough facility is rendered unusable,

a back-up facility should be designated that will allow for essential services to be provided.

2.1.5. Preservation of Essential Records

2.1.5.1. Protection of essential records is vital if local government and society are to resume functioning after a major catastrophe or national emergency.

2.1.5.2. The selection of the records to be preserved rests with the official rendering the service involved or with the custodians of the records. These decisions should be made in concert with the Borough's overall plan for determination of value, protection and disposal of records. The vital records should be duplicated, and duplicate copies maintained in an accessible format in the safest possible location, preferably off site.

3. EMERGENCY RESPONSIBILITIES AND FUNCTIONS BY POSITION

The emergency responsibilities and functions listed below are common to all types of major emergencies or disasters (i.e. dangerous storms, hazardous materials accidents, civil unrest). The Borough Emergency Operations Center Staff will prepare, maintain and be guided by Standard Operating Procedures (S.O.P.), which prescribe implementing procedures and/or action-step checklists. Individuals assigned to these functions are required to communicate their actions to the Emergency Management Coordinator who will coordinate the overall action with the County Emergency Management Agency and with other municipalities involved.

3.1. BOROUGH MANAGER / DEPUTY MANAGER

3.1.1. Review the plan on an annual basis to ensure that it is being properly implemented.

3.1.2. Implement the Emergency Operations Plan in whole or in part as the situation requires.

3.1.3. Decide if the Borough Emergency Operations Center (EOC) should be placed into operation.

3.1.4. During an emergency, oversee the various departments in reacting to the situation.

3.1.5. Keep elected officials informed at all times of the situation through the President of Council.

3.1.6. If the Borough EOC is placed into operation, the Manager may invite the President of Council (or his designee) and the Mayor to observe the EOC or establish a Policy Group that meet in an adjacent location.

3.1.7. Approve all releases of information to the media.

3.1.8. Establish a policy for expenditures and allocations of funds.

3.1.9. Develop a plan to ensure that all vital records are identified and protected.

- 3.1.10. Request assistance if it appears that the resources and the ability of the Borough are inadequate to cope with the emergency.

3.2. MAYOR

- 3.2.1. If the Borough EOC is placed into service, be available on an as-needed basis for assisting the Manager in operating the EOC.
- 3.2.2. If the situation so warrants, in the opinion of the Mayor, the Mayor can declare a State of Emergency for up to 48 hours or until the first assembly of Town Council. This State of Emergency is subject to the requirements and provisions of Ordinance 78-25.
- 3.2.3. Cooperation with the Police Chief to discuss the deployment of Police resources.
- 3.2.4. Answer citizen concerns regarding management of police operations.
- 3.2.5. Cooperate with the Borough Manager and Police Chief on public press briefings.

3.3. PRESIDENT OF TOWN COUNCIL

- 3.3.1. Organize and inform Town Council of operations underway.
- 3.3.2. Answer citizen concerns regarding management of emergency operations.
- 3.3.3. Cooperate with the Borough Manager and Police Chief on public press briefings.

3.4. MEMBERS OF TOWN COUNCIL

- 3.4.1. Answer citizen concerns regarding management of emergency operations.

3.5. EMERGENCY MANAGEMENT COORDINATOR

- 3.5.1. Prepare and maintain an Emergency Operations Plan that prevents or minimizes injury and damage and assists in recovery from an emergency.
- 3.5.2. The Emergency Management Coordinator should be notified for all calls relating to below to assist in the efforts of public safety efforts, and/or be the Liaison for the (P.E.M.A.) Pennsylvania Emergency Management Agency, County EMA, (D.E.P.) Department of Environmental Protection, CHEMTREC, PA Fish Commission and any other agency relating to the incident. Incidents to be notified (and possibly respond too) are: Hazardous Materials incidents, Fuel Spills, Gas Odors (that may involve evacuation), Major Fires, Mass Casualty Incidents and any other type of situation that may warrant coordination. Other types of incidents to be notified (but may not warrant a response) include water contamination, Dam Failure (or cracks / concerns of failure), Water / Sewer Main Break, Gas Main Break, Power Outage affecting 25 percent of the Borough for more than 30 minutes, Criminal Activity found to Public Utilities, Serious Injury or Death to Borough Employee (while working) or any other reason felt necessary. The above may not always require a response but are required to be

notified to, P.E.M.A. per State Requirements. This will allow the Emergency Management Coordinator to act as a Liaison for these events to the other agencies.

- 3.5.3. Initiate and maintain communication with the County Emergency Management Agency (County EMA).
- 3.5.4. Ensure that the Borough Emergency Operations Center (and its alternate location) is fully stocked with all necessary equipment for coordinating emergency operations.
- 3.5.5. Coordinate with the Recreation Department and the School District to ensure that shelters are ADA compliant, have access to necessary supplies, have back-up power sources and are approved by American Red Cross.
- 3.5.6. Develop and maintain an emergency management organization and a trained staff appropriate for the needs and resources of the Borough of Chambersburg. The staff must be capable of maintaining twenty-four (24) hour operations. Staff should be trained on the Incident Command System and potential roles they may play during an emergency.
- 3.5.7. Advises the Manager in placing into operation, directing and coordinating the Emergency Management Staff during an emergency.
- 3.5.8. Develop Standard Operating Procedures (S.O.P.s) in coordination with the staff to carry out their responsibilities and functions of the Borough Emergency Operations Center.
- 3.5.9. Coordinate institutional needs for transportation in the event evacuation or relocation becomes necessary (i.e.: hospitals, nursing homes, daycare centers, etc.)
- 3.5.10. Arrange evacuation transportation for residents without transportation.
- 3.5.11. Maintain an inventory of municipal transportation resources.
- 3.5.12. Ensure that there are current resource lists for various needs that may arise in an emergency.
- 3.5.13. Ensure that there is a documentation system to track resources ordered and expenditures during an emergency.
- 3.5.14. Ensure that there is a current phone and contact list for key staff members and community partners for emergency response. The community partners should include contacts for the railroads, assisted living facilities, hospital, dam operators, or other entities likely to be called upon for critical information during an emergency.
- 3.5.15. Distribute Emergency Operation Plan to Department Heads and make plan available to all supervisory staff or other key staff members.

- 3.5.16. Make the applicable parts of the plan available to citizens and assisting agencies.
- 3.5.17. Conduct training on the plan and/or conduct an emergency management exercise at least annually.
- 3.5.18. Attend basic ICS training.

3.6. POLICE CHIEF (ASSISTANT COORDINATOR) OR THEIR DESIGNEE

- 3.6.1. Provide the usual security, perimeter, and law enforcement services.
- 3.6.2. Provide traffic and access control as necessary in and around the affected area(s).
- 3.6.3. Be prepared to assist the Emergency Management Coordinator in providing public alerting, if necessary.
- 3.6.4. Coordinate municipal police actions with other law enforcement agencies.
- 3.6.5. Provide information gathering and an intelligence function.
- 3.6.6. Ensure that an Incident Commander has been clearly identified and a Command Post established if necessary.
- 3.6.7. The Chief of Police, or their designee, shall be responsible for forwarding to the Emergency Management Coordinator any unmet needs for inclusion into the shortage annex.
- 3.6.8. Conduct a debriefing with involved staff after the incident if appropriate.
- 3.6.9. Ensure proper documentation by involved staff is completed.
- 3.6.10. Attend basic ICS training to all sworn personnel and conduct an exercise utilizing ICS at least annually.

3.7. FIRE CHIEF (ASSISTANT COORDINATOR) OR THEIR DESIGNEE

- 3.7.1. Provide the usual fire and rescue services.
- 3.7.2. Provide emergency medical coverage as needed and in coordination with transportation, provide for the evacuation of persons with special medical problems or who are physically or mentally impaired.
- 3.7.3. Coordinate municipal emergency medical actions with other medical agencies.
- 3.7.4. Provide continuous communication between the disaster scene and EOC.
- 3.7.5. Establish and maintain radiological monitoring capabilities.
- 3.7.6. Respond to and direct operations in hazardous material incidents.
- 3.7.7. Ensure that appropriate notifications have been made for hazardous materials or environmental emergencies.
- 3.7.8. Direct and conduct all search and rescue operations.

- 3.7.9. Provide decontamination and neutralization of any hazardous or radioactive material spills.
- 3.7.10. Establish mutual aid agreements with local fire jurisdictions.
- 3.7.11. Ensure that an Incident Commander has been clearly identified and an Incident Command Post has been established for incidents where the Fire Department will be the lead agency.
- 3.7.12. The Fire Chief, or their designee, shall be responsible for forwarding to the Emergency Management Coordinator any unmet needs.
- 3.7.13. Conduct a debriefing with involved staff after the incident if appropriate.
- 3.7.14. Ensure completion of necessary documentation by all staff members involved in the incident.
- 3.7.15. Provide basic ICS training to all Fire, Rescue, and EMS emergency responders and conduct at least one exercise annually utilizing ICS.

3.8. UTILITY DEPARTMENT HEADS, OR THEIR DESIGNEES

- 3.8.1. Provide emergency traffic engineering and control measures to include signalization and barricading. Maintain emergency traffic routes in coordination with police and fire departments.
- 3.8.2. Coordinate clearing of major thoroughfares and removal of debris that inhibits or blocks thoroughfares.
- 3.8.3. Establish damage assessment capabilities and procedures specific to Borough infrastructure located within public right-of-ways.
- 3.8.4. Provide snow removal under all winter storm conditions.
- 3.8.5. Coordinate water and sanitary sewer services regarding shutting down services or providing temporary solutions during an emergency.
- 3.8.6. Maintain an emergency notification system to alert residents when water is unsafe to drink.
- 3.8.7. Coordinate provision of equipment and supplies from public and private sources and maintain resource lists and contacts.
- 3.8.8. Coordinate or direct the preventive measures and restoration of public utilities and municipal facilities.
- 3.8.9. Maintain a viable Emergency Response Plan and Continuity of Operations Plan for power restoration.
- 3.8.10. Maintain records of expenditures and resources used during a disaster.
- 3.8.11. Make situation and damage reports to the Emergency Management Coordinator and assist in assessment.

3.9. BOROUGH SECRETARY, OR THEIR DESIGNEE

- 3.9.1. Assist the Manager and/or Assistant Manager and the Emergency Management Coordinator in coordinating public information with the County Public Information Officer.
- 3.9.2. Inform appropriate management personnel of a media request for information.
- 3.9.3. Instruct those employees answering phones on how to handle official and non-emergency calls from citizens, employees and their families, representatives of other levels of government, media representatives and others.
- 3.9.4. Provide those employees answering phones and/or staff with official statements, if appropriate.
- 3.9.5. Determine whether media representatives should be contacted; if so, contact them.
- 3.9.6. Gather information from appropriate local government sources, and prepare written statements, including information about the nature and cause of the emergency, its effect on operations, the extent of damage, rescue efforts and etc.
- 3.9.7. Clear all statements with appropriate authorities (i.e.: the Manager, Emergency Management Coordinator, Public Information Officer).
- 3.9.8. Clear any contemplated visit by media representatives to the scene of the emergency with the Manager and Incident Commander.
- 3.9.9. Set up interviews or news conferences as needed; brief interviewees in advance as to what questions might be asked.
- 3.9.10. Monitor coverage and bring inaccuracies to the attention of the media.
- 3.9.11. Place into service secretarial assistance as needed to help with the Borough EOC Operations (answering phones, etc.).
- 3.9.12. Maintain current phone numbers and contact information for key staff members and community partners as identified by the Emergency Manager and check those phone numbers every six months to ensure accuracy.

3.10. ADMINISTRATIVE SERVICES COORDINATOR, OR THEIR DESIGNEE

- 3.10.1. Assist the Manager and/or Assistant Manager and the Emergency Management Coordinator in coordinating public information with the County Public Information Officer.
- 3.10.2. Coordinate those employees answering phones on how to handle official and non-emergency calls from citizens, employees and their families, representatives of other levels of government, media representatives and others.
- 3.10.3. Act a liaison to elected officials.

- 3.10.4. Provide Employee Assistance Program support for employees managing the stress in the response to or the aftermath of any crisis.
 - 3.10.5. Supervise the implementation of technological needs to address the emergency.
 - 3.10.6. Coordinate communication between various remote facilities.
 - 3.10.7. Work to provide quality of life (meals, breaks, quiet areas, contact with families) for emergency responders.
- 3.11. EVACUATION, FOOD AND SHELTER STAFF (RECREATION DEPARTMENT, LAND USE & COMMUNITY DEVELOPMENT, CODES, ENGINEERING, AND MISC. PERSONNEL)
- 3.11.1. Ensure that the primary and secondary evacuation centers have access to supplies sufficient to host 100 people overnight.
 - 3.11.2. Coordinate with the Red Cross for assistance in hosting evacuees for more than a 24-hour period.
 - 3.11.3. Forward to the Emergency Management Coordinator a list of "unmet needs".
 - 3.11.4. In the event of an evacuation emergency, begin 24-hour operations at the Evacuation Center(s), which will include 24-hour observation by Recreation Center Personnel.
 - 3.11.5. Determine which shelters have back-up power sources and make recommendations to the Emergency Manager as to which shelter may be most appropriate for the emergency.
 - 3.11.6. Coordinate with American Red Cross, Chambersburg Area School District and the Recreation Department a list of shelters that are ADA compliant and have met Red Cross specifications.
 - 3.11.7. Ensure that there is an appropriate evacuee tracking system for the shelter and staff trained in shelter management.
- 3.12. FINANCE AND ACCOUNTING STAFF / SERVICE CENTER STAFF
- 3.12.1. Responsible for assisting the Deputy Emergency Management Coordinator in setting up and placing into service the Borough EOC.
 - 3.12.2. Answering the EOC phones.
 - 3.12.3. Operating the Borough radio and logging major events on both paper and clear plastic which will be projected using the overhead projector onto the situation board.
 - 3.12.4. Running messages from the radio area to the Department Head(s) and vice versa.

- 3.12.5. Assist with documentation, resource ordering and tracking of expenditures.
- 3.12.6. Assist with mapping as needed by either the Incident Commander or Emergency Manager.
- 3.12.7. Running errands.
- 3.12.8. Procuring supplies.
- 3.12.9. Managing facility maintenance (cleaning, sanitation, parking, etc.)

4. EMERGENCY OPERATIONS CENTER

- 4.1. DEFINITION: An emergency operations center (EOC) is a physical (e.g., a conference room) or virtual (e.g., telephone conference call) location designed to support emergency response, continuity and crisis communications activities. Staff meets at the EOC to manage preparations for an impending event or manage the response to an ongoing incident. By gathering the decision makers together and supplying them with the most current information, better decisions can be made.
- 4.2. ACTIVATION: The Borough Manager or his/her designee may choose to open the EOC for a variety of events and at various levels of activation. On an event where there is advanced notification such as an impending storm or a special event, the EOC may serve to provide planning, intelligence and potential impact information. Common functions for this type of activation will be public messaging, monitoring weather alerts, transportation issues and impact to major institutions including schools and hospitals. On other incidents such as human caused crisis, there may be no advanced warning. The Emergency Manager or his/her designee may serve to coordinate support functions such as media notification, resource ordering, mapping, documentation or long-term planning.
- 4.3. STAFFING: The Emergency Manager or his/her designee may elect to staff the EOC at various levels depending on the level of the emergency and the stage for which the emergency is occurring. For events such as winter storms, the EM may consider more of a virtual activation where only select staff respond to the EOC and others are available via conference call or some other means of communication. For major incidents when extensive recovery is anticipated the EM should consider the Essential Support Function (ESF) staffing design. Some functions may be combined depending on the incident; however, the EM should consider who is filling each of the roles. Many of the ESF's fall under the Incident Command section of Operations. The EM should also consider personnel specifically assigned to Planning, Logistics and Finance. The Planning responsibilities typically include assisting with the Incident Action Plan, intelligence gathering, forecasting and considering future staffing needs. The Logistics section typically handles resource ordering and documentation. The Finance section typically keeps track of current expenditures and works with Planning and Logistics to anticipate future costs. This person is also responsible to ensure that the financial record keeping is adequate for potential reimbursement or disaster declarations.

- 4.3.1. ESF #1 – Transportation
 - Restoration/Recovery of transportation infrastructure
 - Movement restrictions
 - Damage and impact assessment
 - Primarily the Responsibility of the Highway Department.
- 4.3.2. ESF #2 - Communications
 - Coordination with telecommunications industry
 - Restoration/repair of telecommunications infrastructure
 - Protection, restoration, and sustainment of cyber and information technology resources
 - Primarily the Responsibility of the I.T. Department.
- 4.3.3. ESF #3 - Public Works and Engineering
 - Infrastructure protection and emergency repair
 - Infrastructure restoration
 - Engineering services, construction management
 - Joint Responsibility of the Highway and Engineering Departments.
- 4.3.4. ESF #4 - Firefighting / Emergency Medical Services
 - Firefighting activities
 - Resource support to rural and urban firefighting operation
 - Dispatch of emergency medical support
 - Coordination of the local hospital system
 - Primarily the Responsibility of the Fire Department.
- 4.3.5. ESF #5 - Emergency Management
 - Coordination of incident management efforts
 - Resource and human capital
 - Incident action planning
 - Financial management
 - Primarily the responsibility of the EMC.
- 4.3.6. ESF #6 - Mass Care, Housing, and Human Services
 - Mass care
 - Disaster housing
 - Human services

The Recreation Department and the Red Cross will be responsible for housing of up to 100 evacuees; the Fire Department will be responsible for providing initial care to injured citizens; Franklin County will be responsible for providing human services.

4.3.7. ESF #7 - Resource Support

Resource support (facility space, office equipment and supplies, contracting services, etc.)

Primarily the responsibility of the Finance and Maintenance Departments.

4.3.8. ESF #8 - Public Health and Medical Services

Public health

Medical

Mental health services

Mortuary services

These services are primarily going to be provided by the County.

4.3.9. ESF #9 - Urban Search and Rescue

Life-saving assistance

Urban search and rescue

Primarily provided by Police and Fire.

4.3.10. ESF #10 - Oil and Hazardous Materials Response

Oil and hazardous materials (chemical, biological, radiological, etc.) response

Environmental safety and short- and long-term cleanup

Primarily provided by Emergency Services and Highway.

4.3.11. ESF #11 - Agriculture and Natural Resources

Nutrition assistance

Animal and plant disease/pest response

Food safety and security

Responsibility split between the State (agricultural services), PA Municipal Code Alliance (food safety).

4.3.12. ESF #12 – Energy

Energy infrastructure assessment, repair, and restoration

Energy industry utilities coordination

Responsivity split between the Gas and Electric Departments.

4.3.13. ESF #13 - Public Safety and Security

Facility and resource security
Security planning and technical and resource assistance
Public safety/security support
Support to access, traffic, and crowd control
Primarily the Responsibility of the Police Department.

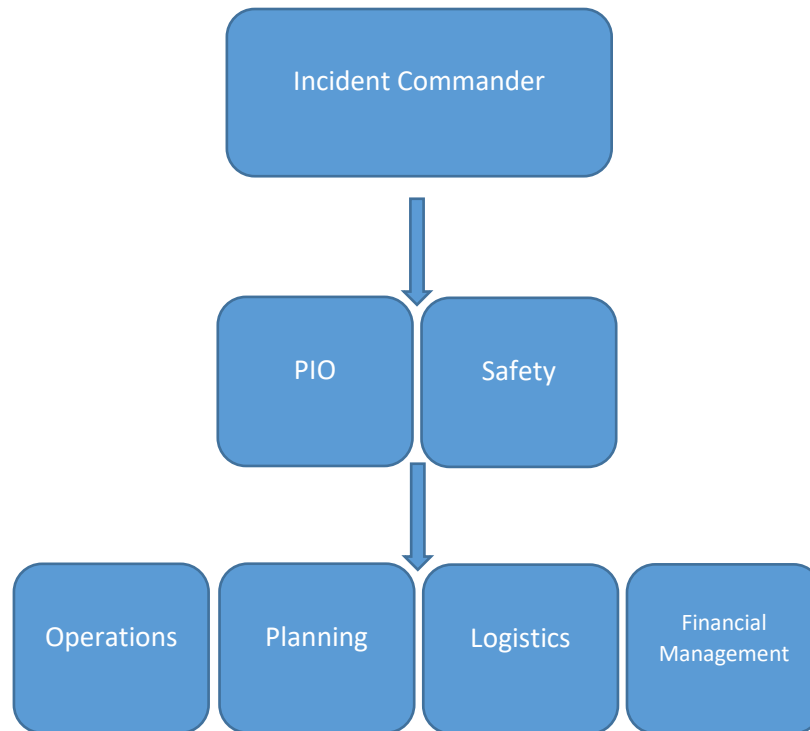
4.3.14. ESF #14 - Long-Term Community Recovery and Mitigation

Social and economic community impact assessment
Mitigation analysis and program implementation
All departments will participate.

4.3.15. ESF #15 - External Affairs

Emergency public information and protective action guidance
Media and community relations
Responsibility of the Borough Manager.

5. **INCIDENT MANAGEMENT SYSTEM:** Whenever possible, on-site emergency response by the municipal government will follow the Incident Management System delineated below. The Incident Management System utilizes Incident Command when responding to major incidents. This structure is also beneficial during the recovery phase.



- 5.1. **DEFINITION:** The Incident Command System is a standardized, on-scene, all hazards incident management concept. It allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The benefits of its utilization include increased safety of responders, achievement of tactical objectives and efficient use of resources. It requires the use of common terminology across multiple jurisdictions and disciplines. It requires an orderly chain of command. It allows for unity of command by ensuring that every individual involved in the response has a designated supervisor. Regardless of the role that any of the responders play, they should have a clear mission, a designated supervisor with whom they should communicate regularly, and they should know who else is on their team and how they are expected to communicate with them. The more complex the incident, the more important it is to have clear assignments and individuals who do not stray from those assignments unless authorized to do so by their team leader and ultimately the Incident Commander.
- 5.2. **RESPONSIBILITIES:** The Incident Commander (IC) is responsible for all aspects of the response including developing incident action plans and managing all incident operations. The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these

responsibilities remain with the IC. Some of the more complex responsibilities include: Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.

- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determining incident objectives and strategy to achieve the objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral Incident Action Plan.
- Ensure adequate health and safety measures are in place.

5.3. LEADERSHIP: Individual Teams should have a senior level Team Leader assigned to manage all areas of team activities. Team leaders report to the Incident Commander. The Incident Commander operates at the Incident Command Post. He/she shall notify the Emergency Manager when appropriate to open the Emergency Operations Center (EOC).

5.4. SECTIONS: The Operations Staff is responsible for all of the operations directly applicable to the primary mission of the response. The Planning Staff is responsible for collecting, evaluating and disseminating the tactical information related to the incident, and for preparing and documenting Incident Action Plans. The Logistics Staff is responsible for providing facilities, services and materials for the response. The Finance and Administrative Staff is responsible for all financial, administrative, and cost analysis aspects of the incident.

5.5. TRAINING: Incident Command may be used on any size incident but is generally deployed as the incident gains complexity. Police, Fire and Public Works first responders and supervisors are to receive training on types of calls and levels of complexity which may generate establishing an Incident Command Post and moving into a more formalized Incident Command response.

6. HAZARD VULNERABILITY ASSESSMENT

6.1. In 2018, Franklin County Department of Emergency Services conducted a Hazard Vulnerability Assessment in conjunction with their Hazard Mitigation Plan. Chambersburg was included in the assessment. Risk factors were utilized which included probability of occurrence, impact, spatial extent, warning time and duration were utilized. For more details on the methodology, one may refer to the Franklin County Hazard Vulnerability Assessment 2018. Here is the website that contains both documents: <https://www.franklincountypa.gov/index.php?section=government> des

6.2.

6.3. The Incident Specific Annexes for this plan are based on the vulnerability assessment, historical knowledge of past events provided by the Borough Emergency Manager, and input from the Chief of Police, Fire Chief, and Head of the Electrical Department. The following is a list of specific hazards for which the Borough and citizens should prepare.

It is impossible to predict all potential hazards but many of the same preparation and response steps for these hazards will apply to others that are similar in nature.

- 6.3.1. Dam Failure
- 6.3.2. Winter Storm or severe weather
- 6.3.3. Hazardous Materials Incident
- 6.3.4. Nuclear or Radiological Incident
- 6.3.5. Major Fire or Explosion
- 6.3.6. Utility Interruption
- 6.3.7. Active Shooter or Mass Casualty Incident
- 6.3.8. Civil Disturbance
- 6.3.9. Pandemic

7. CITIZEN RESPONSIBILITIES

- 7.1. The Borough of Chambersburg encourages citizens to prepare for emergencies before they happen. During a crisis, Borough resources may become overloaded and the levels of service in certain areas may be diminished. Understanding the prescribed communication means may increase citizen awareness while not overloading the communication center or the individuals responding to the emergency. Well prepared citizens have proven to minimize the impact of weather-related emergencies.
- 7.2. Ready PA includes four general categories of citizen preparedness. Be Informed, Be Prepared, Be Involved and After an Emergency. The Borough of Chambersburg encourages citizens to consult the Ready PA website for information on Emergency Preparedness.
- 7.3. The Borough of Chambersburg encourages citizens to stay informed regarding emergency situations and follow instructions provided:
 - 7.3.1. Monitor local radio and television stations for weather alerts during a time of a potential weather-related emergency.
 - 7.3.2. When possible, the Borough will post specific instructions for residents on the Borough website.
 - 7.3.3. The Borough encourages citizens to sign up for reverse 9-1-1 notifications on their home and mobile phones.
 - 7.3.4. The Borough advises citizens to not self-dispatch to locations where there is criminal activity or potential casualties. If family members may be present in the location of the crisis, follow instructions provided for a reunification point or information center.
 - 7.3.5. The Borough may advise for a pre-evacuation notice, an evacuation or shelter-in-place. Citizens are asked to know which is called for and follow the instructions provided. The Borough will provide updates via media outlets and

the website when possible regarding a predicted time frame or when it is safe to return.

- 7.4. The Borough encourages citizens to prepare an emergency kit containing supplies as Out-lined by Ready PA.
- 7.5. The Borough encourages citizens to make a plan for family notifications and a family reunification point to meet after a disaster.
- 7.6. Citizens are encouraged to have important documents in a safe and readily accessible location to gather quickly in case of evacuation.
- 7.7. Citizens are encouraged to know their neighbors and assist in notifications if their neighbors do not have access to the prescribed communication means.
- 7.8. Citizens are encouraged to know if their neighbors will be adversely affected by extended power outages or have mobility issues which would require additional assistance during an evacuation and report those to the Communications Center during an emergency.
- 7.9. Citizens are asked to become familiar with the See Something Say Something campaign from the Department of Homeland Security and report suspicious activity appropriately.

8. OTHER SUPPORT ENTITIES

Agencies not affiliated with the Borough of Chambersburg may or may not be willing to participate with the EOC. They are still responsible for performing their basic functions and keeping in phone communication.

8.1. FRANKLIN COUNTY OFFICE OF EMERGENCY SERVICES

- 8.1.1. Maintain County emergency communications for EMS Services, Police Services and Fire Services.
- 8.1.2. Ensure that staff is trained for day-to-day emergencies as well as major incidents
- 8.1.3. Ensure that staff is trained in NIMS and ICS concepts.
- 8.1.4. Ensure that staff is prepared to support EOC functions for the County EOC and local Boroughs when possible.

8.2. WARNINGS AND NOTIFICATIONS

- 8.2.1. Maintain a community notification system to notify citizens of impending threats or hazards affecting their area.
- 8.2.2. Educate citizens on the use of notification systems and 9-1-1 capabilities.
- 8.2.3. Notify Borough personnel of major incidents and impending threats including weather alerts.

8.3. EOC COORDINATION

- 8.3.1. Be prepared to open an EOC when Borough resources become exhausted or multiple Boroughs are affected.
- 8.3.2. Serve as a possible EOC location when Borough EOC's are in the affected area.
- 8.3.3. Serve as a potential EOC location during long-term recovery operations affecting multiple Boroughs.

8.4. HAZMAT TEAM

- 8.4.1. Maintain a qualified well-trained Hazmat Team to be the lead hazmat responder for the County.
- 8.4.2. Respond to the Incident Command Post and serve as advisor to the Borough Incident Commander on major spills or other hazmat incidents.
- 8.4.3. Be the main source of reporting hazmat incidents to the State Department of Environmental Protection and other mandatory reporting agencies.
- 8.4.4. Provide decontamination for Borough residents affected by a hazmat incident.
- 8.4.5. Review hazmat reports and coordinate with the Borough Fire Department to ensure that clean-up meets acceptable standards.
- 8.4.6. Represent the Borough at LEPC functions.

8.5. FRANKLIN COUNTY CORONER'S OFFICE

- 8.5.1. Maintain a mass casualty plan to assist with Boroughs if their resources become overloaded or multiple Boroughs are affected.
- 8.5.2. Provide field support at the Incident Command Post or EOC as needed.

8.6. CHAMBERSBURG AREA SCHOOL DISTRICT

- 8.6.1. Provide for the safety and protection of pupils and school personnel.
- 8.6.2. The Schools District maintains an all-hazards plan that is reviewed annually.
- 8.6.3. All staff members are trained on the all hazards plan.
- 8.6.4. The School District subscribes to a planned active shooter response and trains all staff members on that response.

8.7. PRIVATE SCHOOLS, THE LIBRARY SYSTEM, AND THE YMCA

- 8.7.1. Provide for the safety and protection of children and personnel.
- 8.7.2. Maintain an all-hazards plan that is reviewed annually.
- 8.7.3. All staff members are trained on the all hazards plan.
- 8.7.4. Participate in planned active shooter response and trains all staff members on that response.

8.8. COMMUNITY-WIDE JOINT TRAINING

- 8.8.1. Annual drills.
- 8.8.2. Plans and training reviewed by qualified emergency personnel.
- 8.8.3. Notification of specific threats or potential crisis situations.

8.9. JOINT PREPAREDNESS AND NOTIFICATIONS

- 8.9.1. Business, institutions, and facilities will maintain maps and facility information, which will be available for first responders.
- 8.9.2. Assist the Borough in notifying the community when needed through use of their phone or email systems.
- 8.9.3. Send representatives to the Borough EOC training if necessary.
- 8.9.4. Advise the Borough Emergency Manager of available resources as requested.

8.10. COMMUNITY SHELTERING AND TRANSPORTATION

- 8.10.1. Provide list of possible shelters for Borough utilization and coordinate with Red Cross to ensure that the shelters are ADA compliant and able to be stocked with Red Cross supplies.
- 8.10.2. Train citizens in sheltering techniques including tracking of evacuees and reunification considerations.
- 8.10.3. Assist the Borough, if possible, with transportation issues such as contacting bus service providers and coordinating availability.
 - 8.10.3.1. Private school bus companies
 - 8.10.3.2. YMCA
 - 8.10.3.3. CASD
 - 8.10.3.4. RabbitTransit

8.11. AMERICAN RED CROSS

Per enclosed agreement.

8.12. CHAMBERSBURG HOSPITAL

- 8.12.1. Maintain an internal Emergency Management Team capable of forming, responding and managing an internal emergency.
- 8.12.2. Train Hospital Department Heads and key personnel on Incident Command and their roles during an emergency.
- 8.12.3. Maintain an internal Command Center capable of interacting with the Borough Command Post or EOC when the emergency is beyond the scope for the Hospital to handle it internally.

- 8.12.4. Hold periodic drills at least annually where Borough Departments are invited to train on a joint activation type of incident.
 - 8.12.5. Participate in active shooter and mass casualty drills in conjunction with the Borough Police Department and Borough Fire Department at least annually.
 - 8.12.6. Provide decontamination capabilities for patients that need to be admitted to the Hospital that have been contaminated during a hazmat incident.
 - 8.12.7. Maintain an evacuation plan that includes the possibility of having to transfer patients to another hospital in the region.
 - 8.12.8. Maintain a back-up power system that is tested monthly.
 - 8.12.9. Maintain a mass casualty plan that includes staff responding from various parts of the hospital to assist in the Emergency Department.
 - 8.12.10. Train staff in their responsibilities during an evacuation or mass casualty incident.
 - 8.12.11. Maintain a transportation plan for key personnel during a major storm or period of road closures.
- 8.13. FAITH BASED COMMUNITY
- 8.13.1. Assist with community notification during an impending emergency or severe weather threat.
 - 8.13.2. Provide emotional support or counselling services after a disaster.
 - 8.13.3. Provide a location and system for donations management.
 - 8.13.4. Coordinate the efforts of volunteers during recovery operations if needed.
 - 8.13.5. Be prepared to assist in sheltering operations, which may include providing interpreters for members of their congregation who do not speak English.

9. GLOSSARY

For the purposes of the NIMS, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and

priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence. **Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means 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.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. An EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Fan Out: A system for the dissemination of information, orders or equipment.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has

overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native

Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management. Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, 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 under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). **Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows

the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/ Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

10. FUNCTIONAL ANNEXES

10.1. DIRECTION AND CONTROL

10.1.1. Situation

The direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations. Resources will be used to respond to emergency situations and, if needed, requests for mutual aid assistance and supplemental assistance from neighboring jurisdictions, County, State or Federal agencies will be made if the Borough resources become limited or expended as a result of the emergency or disaster.

10.1.2. Goals

- 1. Life Safety of responders and public.**
- 2. Incident Stabilization**

3. Property Conservation

10.1.3. Concept of Operations

1. NIMS-ICS will be used as the command structure for emergency situations.
2. Each natural or technological disaster classification will be assigned a Lead Agency, which will be responsible for overall management and coordination.
3. The responsibilities of the Lead Agency include but are not limited to:
 - a. Designate an Incident Commander and establish an Incident Command Post
 - b. Request activation of the EOC and a desired response level.
 - c. Notify key officials and Emergency Manager.
 - d. Call in personnel as directed by event.
4. Each department is responsible for developing standard operating procedures (SOP) in response to all emergency situations.
5. Each department is responsible for maintaining a current call-up list for essential employees.
6. Each department is responsible to have properly-trained employees to manage their operations.
7. The Incident Command Post (ICP) will be supported by the Emergency Operations Center (EOC), staff and other emergency supporting agencies as needed. This emergency organization functioning within the EOC, is designed to:
 - a. Maintain existing leadership and response authority and responsibility (continuity of government).
 - b. Provide leadership and response organization.
 - c. Ensure a leadership and response organization when an incident requires the potential for State and/or Federal assistance.
8. The Emergency Operations Center (EOC) is established as the central point to which essential reports and information concerning the emergency or disaster will flow.
9. The principle functions of the EOC are to:
 - a. Monitor potential threats.
 - b. Support on-scene response operations.
 - c. Receive, compile, and display data on the emergency situation and resource status.
 - d. Analyze problems and formulate options for solving them.
 - e. Coordinate among local, state and federal agencies, if required.

- f. Develop and disseminate warnings and emergency public information.
- g. Coordinate damage assessments activities and assess the health and safety of the public.
- h. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State and County

10.1.4. Special Considerations

- 10.1.4.1. The Incident Commander with the assistance of the EOC shall develop either an oral or written Incident Action Plan.
- 10.1.4.2. The Incident Commander with the assistance of the EOC will document the actions taken and major occurrences throughout the incident.
- 10.1.4.3. If there is a change in command the Incident Commander will conduct a thorough briefing for the incoming Commander.
- 10.1.4.4. If an Incident Management Team (IMT) is called in, responsibility for the incident remains with the requesting jurisdiction. The requesting jurisdiction may transfer command to the IMT but they should keep a high ranking person at the command post to authorize crucial decisions, ordering of resources and expenditures.
- 10.1.4.5. After any activation of the EOC or establishment of an Incident Command Post, the Emergency Manager and the Incident Commander will coordinate a debriefing on the incident. As many of the involved staff as possible will be encouraged to attend and discuss what worked well, what didn't work so well, and lessons learned from the incident. Special attention should be given to the coordination between the EOC and the Incident Command Post.
- 10.1.4.6. The Incident Commander and/or the Emergency Manager will be responsible to ensure that an after-action report and/or documentation of expenditures are completed if necessary

10.2. COMMUNICATION

- 10.2.1. Situation: Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
- 10.2.2. Emergency communications include the need to alert the public of an impending or potential disaster, the need for first responders to update other responders and supervisory personnel of a disaster or potential disaster, the need to make notifications to open an EOC, and the need for staff assigned to public information to ensure consistent messaging.

- 10.2.3. Communication between the EOC and Incident Command Post can be difficult but are an essential ingredient in Emergency Management.
- 10.2.4. The need for the effective collection, monitoring, management, and dissemination of accurate, useful, and timely public information to the media and for the public during disasters and emergencies is vital to keeping the public and others informed.

10.3. CONCEPT OF OPERATIONS

- 10.3.1. The Franklin County Communication Center provides dispatchers training on utilizing the Incident Command System.
- 10.3.2. The Franklin County Communications Center maintains extra stations in the dispatch center that may be utilized for dispatchers assigned specifically to handle a large situation.
- 10.3.3. The Chambersburg Police Department and Fire Department maintain notification systems to notify the chain of command when additional resources are needed and/or an Incident Command Post needs to be established.
- 10.3.4. Chambersburg Police Department and Fire Department train their staff on specialized communication while assigned to a specific team within the Incident Command System.
- 10.3.5. The Chambersburg Water Department maintains a Code Red Notification System to alert residents when there are drinking water advisories. This system may also be used to notify residents in other emergencies.
- 10.3.6. The Franklin County Communication Center maintains a reverse 911 system to alert residents of police or fire related emergencies.
- 10.3.7. The Chambersburg Area School District maintains an automated call system which may be useful to notify residents of an emergency.
- 10.3.8. The Franklin County Communication Center receives weather alert warnings and other notifications from the EAS System and relays those to Chambersburg Police and Fire Departments

10.4. PUBLIC INFORMATION

- 10.4.1. Media releases will be coordinated through the Borough Manager's Office and be approved by the Borough Manager or his/her designee prior to release.
- 10.4.2. Public alerts and mass notifications will be coordinated by the Emergency Manager or his designee and be approved by him/her prior to release.
- 10.4.3. In order to reduce confusion, control rumors, and promote public confidence in emergency response efforts, a single point-of-contact will be established for the direct release of disaster-related information to the public via the news media during a major event.

10.4.4. A Joint Information Center (JIC) may be established when there exists a need to coordinate emergency information from a large number of agencies and/or political jurisdictions.

10.5. SPECIAL CONSIDERATIONS

10.5.1. Certain residents require alternative communication efforts. These may include text notifications, different languages, or sign language. The Borough will attempt to provide warnings and instructions to meet the needs of the affected community.

10.5.2. During the debriefing of the incident, specific attention will be paid to communication and ways to improve communication between the Incident Command Post and the EOC and the other Departments and agencies involved.

11. EVACUATION, TRANSPORTATION AND SHELTERING

11.1. SITUATION

This annex is primarily intended for evacuation planning when there is sufficient notice of an emergency. There may also be times when evacuation occurs at very short notice. The principles in this annex may also be useful for those occasions. In both situations providing safe evacuation routes and tracking of evacuated residents are a key component of a successful evacuation. Residents may choose to evacuate to locations other than established shelters.

In the event of an emergency situation, the Borough of Chambersburg may be required to house large numbers of individuals who have had to flee their homes. The following standard operating procedures will be used to manage the situation. This S.O.P. should be used in conjunction with any of the other disaster-specific procedures found in the following sections.

11.2. CONCEPT OF OPERATIONS

- A. If an evacuation is necessary, an Incident Command Post will be established, and efforts will be made to track which structures have been evacuated.
- B. Efforts will be made to track evacuees and provide them with a method to determine when it is safe to return. The Borough website may be used for this purpose.
- C. Typically, an assisting agency rather than the lead agency will be used to evacuate residents due to the likelihood that the lead agency will have most of its resources committed to the emergency. For example, if the Fire Department is the lead agency, the Police Department will assist with the evacuation and visa-versa.
- D. Hospitals and assisted living facilities are expected to maintain their own evacuation plans and have staff trained in the evacuation procedures.
- E. Shelter-in-place may be an alternative to evacuation and should be considered based on the emergency.
- F. Re-entry into the evacuation area will only be allowed after it is determined by the appropriate officials that it is safe to do so. Technical advice from the state or federal officials may be necessary in some instances (radiological, hazardous materials type incidents, etc.)
- G. Once an emergency is declared, the Borough Manager, in coordination with the Emergency Management Coordinator, may decide to authorize opening up the Borough Emergency Management Evacuation Center. This determination should be based on having a situation where large numbers of people have been forced to leave their homes due to a dangerous situation.
- H. The Borough Manager may also decide to open the evacuation center if requested by outside sources in response to outside emergencies. For instance, the Borough has been designated as one of the evacuation sites in the event of an accident at the Three Mile Island Nuclear Facility located in Middletown, PA near Harrisburg.

- I. Once the decision is made to place into service the evacuation center, the Borough Manager must decide which evacuation center will be opened. The primary evacuation center is the Chambersburg Borough Recreation Center. The secondary site is the Chambersburg Area Senior High School. If both of these sites are untenable because of proximity to the disaster, then contact must be made with the Superintendent of Schools or the Assistant Superintendent to utilize another school (either in or out of the Borough of Chambersburg) to serve as the evacuation site. One important factor to consider in this attempt is to use a school building that has generator power for emergency back-up for first available sources of centers. Other alternatives are local Churches, again taking into consideration the power back-up.
- J. Regardless of where the evacuation center is placed into service, the Borough Recreation Department Head will continue to serve as the Evacuation Coordinator.
- K. If the Evacuation Center is placed into service, the Franklin County Red Cross should also be contacted and asked to participate as per our agreement.
- L. Transportation to the Evacuation Center is primarily the responsibility of the person being evacuated; however, it is recognized that some people may not have transportation available and will need to have the Borough provide it. If buses are decided to be required by any member of the Borough Emergency Operations Center, the following sources are to be used:
 - a. Chambersburg Area School District (see resource section for current numbers)
 - b. Rabbitransit
 - c. Chambersburg V.F.W.
- M. The Primary responsibility for the operation of the Evacuation Center shall be with the Red Cross, as per the aforementioned agreement. In the event of a multi-jurisdictional catastrophe, however, the Red Cross may be significantly delayed arriving. It is therefore incumbent upon the Evacuation Coordinator to be able to proceed with running an evacuation shelter with his own staff until their arrival. In such a case, the Evacuation Coordinator should be concerned with providing only the basic necessities; shelter has been addressed, but food and clothing can be discussed. Food can be provided as per evacuation resources chapter in this manual. Clothing, including blankets, are available in limited quantities from the Local Salvation Army.
- N. It shall be a priority of the Borough EOC to support the evacuation shelter with whatever services they are capable of providing, including (but not limited to) electric power (normal or through generators), transportation, etc. If any Department Head refuses to provide support to the evacuation center because of working in ongoing recovery operations, it shall be the responsibility of the Borough Manager to allocate priorities.
- O. If the situation develops that the evacuation center needs to be evacuated, priority is obviously given to evacuating people, then to evacuating supplies necessary for continuing operations elsewhere. If time allows, equipment not related to the evacuation

center may be removed from the site, but this is only a luxury and should not supersede any emergency related functions.

11.2.1 The secondary evacuation center is the Chambersburg Area Senior High School or other schools within the District as per our Memorandum of Understanding.

11.3. SPECIAL CONSIDERATIONS

- A. Provisions, to the extent possible, will be made for providing the elderly and special needs population with transportation methods, medical assistance, and other related support during emergency situations.
- B. All Borough equipment that cannot be moved should be turned off before final evacuation from the scene. This includes both electricity and the shutting off of gas mains, as well. The exception is for evacuations during cold weather; when a minimum of heat should be left on to prevent water lines from freezing.
- C. If the electric plant is evacuated, those machines, which are necessary to provide electricity to the Borough, should be left running. The Electric Department should undertake internal procedures to monitor power substations through on-site visits.
- D. Electric and gas service should be disconnected at all evacuated sites where is a danger of explosion from the hazmat situation. This should obviously be done from outside any affected structure, if at all possible. Exception: If the emergency is during a cold-weather period, heat should be left on to at least a minimal amount if the building in question has water lines that might freeze.
- E. Meticulous records of all expenditures should be kept by the Evacuation Coordinator to justify possible State or Federal Disaster Reimbursement.
- F. Clean-up operations will primarily be the responsibility of the hosting organization, either the School District or Recreation Center Building Staff.

11.4. GENERIC EVACUATION NOTICE

As a precautionary measure, the Borough of Chambersburg Emergency Management Officials recommend that residents living near (*insert the location of the emergency*) should evacuate their homes due to unsafe conditions caused by a/the (*insert the emergency*). You should proceed as quickly as possible (*insert a safe route away from the emergency site*) to a safe place for you and your family. If you have no place to go, the Borough has set up a mass care facility at (*insert the name and location of the activated mass care facility*) to shelter you and your family as the emergency continues. All persons are requested to bring bedding, prescriptions and all other necessary toilet articles.

11.5. EVACUATION CENTER MATERIALS

Emergency phone numbers list

Folder with descriptive duties

Registration Forms

Pencils, pens, tape, paper, clip boards, index cards, staff ID cards, colored and regular tape

Radio Communication with Borough EOC

FM radios for monitoring newscasts

Indoor signs (directing people to bathrooms, registration, etc.)

Traffic Barricades

Flash lights with extra batteries

Miscellaneous Tools

Cots and Blankets

11.6. EVACUATION CENTER SET UP PROCEDURES

Open Building

Set up registration tables

Place room dividers

Place inside signs

Layout Colored Tape

Put up outside signs

Clear/Clean sidewalks

Assist inside work

Pick up barricades and place

Pick up cots and blankets

Layout Registration Materials

Locate emergency box

Distribute Registration – directional signs

Locate radios – Place in office

Call for volunteers to register

Call Fire Police for traffic control

Electrical Outage – call Service Center

Snow removal – call Service Center

If flooding in Bard Hall / electrical outage registration up in Gym I

Call American Red Cross

Once Red Cross officials / Emergency Management Officials / Borough / County

etc. arrive, help coordinate.

11.7. LIST OF EVACUATION RESOURCES

Food: (Ordinarily, the Red Cross will provide food for residents in evacuation shelters, however in the event the Red Cross is not able to immediately respond, the Borough may decide to purchase food from local vendors as a short-term solution. The Borough will be billed for the food at a later date. (Any incurred expense must be pre-approved by the Borough Manager.)

11.8. SHELTER FOR EVACUATED RESIDENTS

11.8.1. The primary evacuation location is the Chambersburg Borough Recreation Center, located at 235 South Third Street. The point of contact for activating this facility is the Borough Evacuation Coordinator.

11.8.2. The Secondary Evacuation Center is the Chambersburg High School at 511 South Sixth Street. The point of contact for activating this facility is one of the following school district employees:

The Superintendent of Schools

Assistant Superintendent

Business Office Manager

Supervisor of Facility Operations

11.8.3. Clothing: In the event of a long-term evacuation, it is possible that many residents will have been forced to flee with literally only the cloths they initially were wearing. In this event, replacement clothing may be obtained from the Salvation Army.

12. MAPPING

Situation: Mapping is one of the most common reasons for a partial activation of the EOC. This function can be useful for perimeter planning, road closures, public notifications, evacuation planning, evacuation tracking, neighborhood canvas, damage assessment tracking and several other uses critical for emergency operations. A well-planned and versatile mapping system is critical to a well-functioning EOC.

12.1. CONCEPT OF OPERATION

12.1.1. During a major incident mapping typically falls under the planning section. For a lower level activation, the mapping function may be one person assigned by the Emergency Manager to communicate directly with the Command Post.

12.1.2. The Emergency Manager will coordinate with the Incident Commander on the release of incident, evacuation or other types of maps to be released to the public.

- 12.1.3. Paper maps will be available at the EOC in the event that there is a computer issue or power issue that does not allow for GIS or other data driven mapping.

13. RESOURCE MANAGEMENT

Situation: Borough resources will be available during an emergency and should be used accordingly; however, as Borough resources become depleted, mutual aid resources, as well as state and federal resources may be requested. Private contractors and volunteer agencies may be willing to assist the community during an emergency or disaster.

13.1. CONCEPT OF OPERATION

- 13.1.1. Pre-emergency planning requires that each department that is assigned a responsibility in the basic plan will identify all personnel and material resources they may require and how to access or procure those resources.
- 13.1.2. The Incident Commander will work closely with the EOC to coordinate ordering of resources and documenting resources ordered.
- 13.1.3. The Public Works Department will maintain a resource list of available equipment including items that may be available from private contractors.
- 13.1.4. Resource ordering and track will be coordinated to a staff member assigned to the logistics section of the EOC and communicated to the Emergency Manager regularly.
- 13.1.5. Emergency procurement procedures will be established and records maintained of all expenditures for goods, services and personnel.
- 13.1.6. Mutual aid agreements with neighboring jurisdictions will be established and invoked as needed.
- 13.1.7. Support is available through requests to state and federal agencies. Procedures should to be maintained for accessing this support.
- 13.1.8. At the conclusion of the emergency or at periodic intervals throughout the incident a detailed report will be filed on the current status of resources ordered and associated costs.

13.2. SPECIAL CONSIDERATIONS

- 13.2.1. A list of interpreters and resources to communicate with the special-needs population will be maintained to assist with warnings and emergency communications.
- 13.2.2. If the emergency affects multiple jurisdictions, efforts will be made to coordinate resource ordering and there be an increased emphasis on resource availability.

14. DAMAGE ASSESSMENT

Situation: An emergency or disaster requires an accurate assessment of the actual impact on the population and property. Such an assessment defines the severity and magnitude of loss

and directs attention to the mobilization of resources necessary to cope with the situation. State and Federal disaster assistance may be required during an emergency or disaster. If such assistance is necessary, it must be based upon an accurate aggregate damage/loss estimate.

14.1. CONCEPT OF OPERATIONS

- 14.1.1. Chambersburg contracts with a local company for its Building Code and Health Code Official and that Official is qualified for damage assessment under most circumstances.
- 14.1.2. First responders from Chambersburg Fire Department may be called upon to identify areas or structures for damage assessment.
- 14.1.3. Franklin County is in the process of establishing a Damage Assessment Team that may be useful if the damage is beyond the scope of the Borough Official.
- 14.1.4. PEMA provides forms for preliminary damage assessment that should be utilized by Local Government Officials. Franklin County also has a Preliminary Damage Assessment Form that may be required or may be useful in conducting preliminary damage assessments.
- 14.1.5. The Building Code Official will begin an Initial Damage Assessment to collect, record and report data. The information gained will be reviewed by the Public Works Director. Information gained will serve as the basis for evaluating the need for disaster declaration at city, state, and federal levels should such action become necessary.
- 14.1.6. Information and documentation compiled will be consolidated into a Preliminary Damage Assessment report forwarded to the EOC who will report such damage to key personnel and PEMA.
- 14.1.7. A Disaster Declaration may be declared by the Mayor in order to fully mobilize resources or to enact temporary restrictions, such as curfews and price controls. Such declaration will be given prompt and general publicity and will be filed with the Borough and respective County Clerk and copies will be forwarded to the Pennsylvania Emergency Management Agency. A local declaration is a precondition for State emergency assistance in most cases.

15. DEBRIS MANAGEMENT

15.1. DEFINITIONS

Phase I – consists of the clearance of the debris that hinders immediate life-saving actions being taken within the disaster area and the clearance of that debris which poses an immediate threat to public health and safety.

Phase II – consists of the removal and disposal of that debris which is determined necessary to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

15.2. SITUATION

Disasters precipitate a variety of debris that includes, but is not limited to, trees, sand, gravel, building construction material, vehicles, personal property, and hazardous materials.

15.3. CONCEPT OF OPERATIONS

- 15.3.1. The Public Works Department will determine the extent of damage and resulting debris will be categorized for Phase I or Phase II removal.
- 15.3.2. The Public Works Department will have a pre-established location for debris drop-off.
- 15.3.3. Private contractors will play an essential role in debris management for major storms or emergencies.
- 15.3.4. The Public Works Department will maintain a list of private contractors who may be available to provide assistance.
- 15.3.5. The Public Works Department Head will ensure that documentation is completed regarding number of hours worked, equipment utilized and costs for private contractors for possible reimbursement.

15.4. SPECIAL CONSIDERATIONS

- 15.4.1. The County Hazmat Team and private hazmat disposal companies may need to be consulted depending on the nature of the debris removal.

16. RECOVERY

Situation: Lessons learned from previous disasters have shown that the earlier the recovery phase begins, the more successful the long-term impact. This especially holds true in emergencies that involve injuries or death. Keeping individuals apprised of the actions of the responders and the condition of their residences and loved ones can lessen the emotional impact of the disaster.

Recovery takes on many different goals. It depends on the extent of the damage and if lives have been lost. Many recovery periods take months or years to complete. Other recovery efforts are completed in a short time after the initial damage assessment and documentation.

16.1. CONCEPT OF OPERATIONS

- 16.1.1. Recovery efforts will be coordinated through the EOC.
 - 16.1.1.1. During the initial stages of recovery, preliminary damage reports, public information, and liaisons with other agencies will likely be the primary functions.
 - 16.1.1.2. The EOC may switch from an Essential Support Function arrangement to an Essential Recovery Function arrangement. Essential Recovery Functions can be found on the FEMA website.

- 16.1.2. Documentation and completion of required paperwork will be essential in filing for reimbursement through FEMA or other potential reimbursement funding options.
- 16.1.3. The Borough Manager will set a list of critical priorities at the outset of the recovery phase.
- 16.1.4. Borough leaders will need to be involved in recovery efforts as policy decisions and funding options will need to be determined.
- 16.1.5. Continuity of Operations will be an essential component of recovery.
- 16.1.6. The Water and Electrical Departments should maintain continuity of operations plans and contingencies for long term impacts of a disaster.
- 16.1.7. The Borough should define critical infrastructure components that will need to be restored in a timely manner.
- 16.1.8. The Public Works Department should maintain a plan for debris management and a list of resources for board-up services.
- 16.1.9. Recovery efforts often involve a mitigation component to lessen the likelihood of reoccurrence.

16.2. SPECIAL CONSIDERATIONS

- 16.2.1. Established relationships with private sector partners and non-governmental organizations including faith-based and community-oriented organizations will be an essential component throughout the recovery efforts.
- 16.2.2. On a disaster with significant long-term implications, the Borough may need to hire or appoint a recovery manager.
- 16.2.3. Oftentimes recovery involves multiple jurisdictions and may be coordinated at the County or State level.
- 16.2.4. The Borough should consult the National Recovery Framework for more guidance on recovery operations.

17. SPECIFIC INCIDENT ANNEXES

17.1. DAM FAILURE

Situation: Although the likelihood of a major dam failure must be considered low, the occurrence of such an event would have a catastrophic impact on the community. In most cases, there will be ample warning time in which to evacuate people from the affected areas.

17.1.1. CONCEPT OF OPERATIONS

- 17.1.1.1. A detailed plan has been completed by the Sewer and Water Department and shall be made available to all staff and affected residents upon notice of an impending threat.
- 17.1.1.2. There is specific guidance in the Long Pine Run Dam Emergency Action Plan.
- 17.1.1.3. During periods of heavy precipitation, the Superintendent of the Water and Sewer Department will ensure that the dam is monitored 24 hours a day. If the dam is observed to be experiencing any incidents or potential problems that, if continued, could lead to dam failure, the Superintendent of the Water & Sewer Department, Borough Emergency Management Coordinator and the County Emergency Management Coordinator need to be contacted. The Superintendent will also decide who else should be contacted at this initial point.
- 17.1.1.4. If the dam is observed to be experiencing any situation that will inevitably lead to failure, then in addition, the Borough Manager will also be contacted of the situation. The Borough Manager will make decisions on if, where and when the Borough EOC should be placed into service. If the situation involves either threats to life or significant property loss, then the Borough's Loss Control Specialist need to be contacted.
- 17.1.1.5. The Borough Manager will decide if the situation warrants a general evacuation of residents. If so, the Borough Manager will then authorize dissemination of the Public Evacuation Announcement by the Public Information Officer to the media using the media alert listing in the "Evacuation Resources" Section. Specific instructions will be provided to residents regarding recommended evacuation.
- 17.1.1.6. The Borough Police Department will control traffic from the affected areas to the designated evacuation site(s). The designated evacuation sites for people living East and South of the Conococheague will be the Chambersburg Area Senior High School, Chambersburg Area Middle School. For people living West of the Conococheague will be at the U.L. Gordy Elementary School, South Hamilton Elementary School and Hamilton Heights Elementary School.

17.1.1.7. The Police Department shall also be responsible for controlling traffic into and out of the affected area(s) after the evacuation to ensure looting does not occur.

17.1.1.8. The Construction Department should remain on call throughout the emergency for a wide-variety of maintenance tasks including clearing debris from roads, emergency repairs to Borough equipment / buildings, etc.

17.1.2. SPECIAL CONSIDERATIONS

17.1.2.1. If Borough property is likely to be destroyed by the weather situation, the affected areas should be evacuated of all materials and equipment that can be saved. Priority should be given to those items that are necessary to deal with the emergency. At no time should human life be risked to save any equipment / property.

17.1.2.2. All Borough equipment that cannot be moved should be turned off before evacuation from the scene. This includes both electricity and the shutting off gas mains. Exceptions are if the emergency is during a cold-weather period, heat should be left on to at least a minimal amount if the building has water lines that might freeze.

17.1.2.3. Recovery from a flood emergency will proceed naturally from the operations phase, as emergency maintenance gives way to missions of a non-emergency nature.

17.1.2.4. As soon as possible, the Borough Manager should designate a “Damage Assessment Team” to make a final inspection of the affected area(s).

17.1.2.5. The Water Department shall assess as soon as possible the safety of the water supply and inform the Borough Manager as soon as possible on how the loss of the dam will affect the Borough’s Water Supply.

17.1.3. DAM EVACUATION NOTICE

As a precautionary measure, the Borough of Chambersburg Emergency Management Officials recommend that residents living along or near the Conococheague Creek evacuate their homes due to conditions that could cause the failure of the dam at Long Pine Run near Caledonia. Mass Care Centers have been set up and persons should proceed as follows:

Persons living East and South of the Conococheague Creek are to proceed onto US 30 and US 11 and travel to the Chambersburg Area Senior High School at 511 South Sixth Street or the Chambersburg Area Middle School at 1151 East McKinley Street in the Borough of Chambersburg.

Persons living West of the Conococheague Creek are to proceed to US 30 and go to the U.L. Gordy Elementary School at 401 Miller Street in the Borough of

Chambersburg or the Hamilton Heights Elementary School at 1589 Johnson Road or the South Hamilton Elementary School at 1019 Warm Spring Road in Hamilton Township.

All persons are requested to bring available bedding, prescriptions and other necessary items such as toilet articles.

17.2. WINTER STORM OR SEVERE WEATHER

Situation: There can be many different types of storm emergencies that threaten life and property in the Borough. Some examples of this could include a major blizzard that shuts down roads for several days and results in loss of power; or catastrophic floods that sweep away buildings. Generally, normal types of adverse weather conditions (ex: a 6" snowfall for example do not fall under the procedures of this manual).

17.2.1. CONCEPT OF OPERATIONS

- 17.2.1.1. Generally, there will be some warning of a storm emergency before it occurring. Whoever receives this warning should pass it up the chain of command to the Emergency Management Coordinator, who in turn will notify the Borough Manager.
- 17.2.1.2. The Borough Manager will determine the best method for the Borough to assist in community notification. Residents will be encouraged to consult local media sources and the Borough website for up-to-date information on an impending storm.
- 17.2.1.3. The Emergency Manager will determine the number of staff members needed to staff the EOC with special emphasis on the planning component and the public information responsibilities. The Emergency Manager may consider more of a virtual EOC where Department Heads, key staff members and other major institutions including Chambersburg Hospital and Chambersburg Area School District are available through conference calls or other electronic means.
- 17.2.1.4. If it is safe to do so, first responders may be placed in strategic locations throughout the Borough to monitor conditions and respond to emergencies in a more specific area.
- 17.2.1.5. Preparations should be made for potential power and communication failures and alternatives should be considered.
- 17.2.1.6. Closures of highways or particularly susceptible roads or underpasses should be considered to limit the number of stranded motorists.
- 17.2.1.7. Sheltering options near the highway should be considered in the event there is a large number of motorists stranded.
- 17.2.1.8. Even if the Emergency Operations Center is not placed into service, the Department Heads should all be informed of the impending storm.

Department Heads should then insure that both people and equipment are protected as much as possible from the effects of the weather.

- 17.2.1.9. As the weather emergency is occurring, Department Heads should monitor their sites for damage from the storm. Damage should be repaired and services restored as quickly as possible.
- 17.2.1.10. Department Heads who find that their resources are being overmatched by the storm's effects should report to the Borough Manager their need for resources from other departments. If resources are needed from outside the Borough, the Manager will authorize the Emergency Management Coordinator to request aid from the County and any other outside sources as deemed appropriate.
- 17.2.1.11. If the weather situation has resulted in localized effects (ex: flooding, tornado) the Police Department shall set up a perimeter around the site and control traffic (motorized and foot) into the site except for authorized personnel.
- 17.2.1.12. If the weather situation has destroyed dwelling units or poses a threat to life, evacuation procedures should be initiated in accordance with the Evacuation S.O.P.
- 17.2.1.13. The Public Works Department should remain on call throughout the emergency for a wide-variety of maintenance tasks including clearing debris from roads, emergency repairs to Borough buildings / equipment, etc.
- 17.2.1.14. The Public Works Department shall maintain a prioritized street clearing list for snow removal or other debris to assist with evacuation, response by emergency vehicles and to facilitate the ability for citizens or medical staff to respond to medical facilities.
- 17.2.1.15. Chambersburg Hospital will have a plan in place for medical staff to stay nearby the hospital and to shuttle personnel to nearby hotels for accommodations to allow for 24-hour coverage during extended storms or periods of difficult transportation conditions.
- 17.2.1.16. The Public Works Department will coordinate damage assessment which may include whether or not properties are inhabitable after a major weather event.

17.2.2. SPECIAL CONSIDERATIONS

- 17.2.2.1. If Borough property is likely to be destroyed by the weather situation, the affected areas should be evacuated of all materials and equipment that can be saved. Priority should be given to those items that are necessary to deal with the emergency. At no time should human life be risked to save any equipment / property.
- 17.2.2.2. All Borough equipment that cannot be moved should be turned off before evacuation from the scene. This includes both electricity and the shutting off

gas mains. Exceptions are if the emergency is during a cold-weather period, heat should be left on to at least a minimal amount if the building has water lines that might freeze.

17.2.2.3. The Electric Department maintains the Emergency Electric Response Plan for severe or long-term power outages.

17.2.2.4. Standard communication means may be unavailable after a major weather event. The Emergency Manager may consider using Amateur Radio Emergency Services during a disaster.

17.3. HAZARDOUS MATERIALS INCIDENT

Situation: A hazardous materials (hazmat) emergency can take many forms. Fuel spills, nuclear waste, toxic gas and cancer-causing chemicals are only some of the many types of HAZMAT emergencies that we can face. Some types of HAZMAT situations can be handled on the department head level; others may require the resources of the national government to mitigate. Because of the wide variety of HAZMAT emergencies that can be faced, the following checklist should be reviewed as only a broad outline of tasks to be accomplished; in all cases, common sense must prevail.

1. There are thousands of chemicals in daily use that can cause an emergency affecting a substantial number of people. These effects include massive contamination, explosion, fire, injury and/or loss of life.
2. Many of these chemicals and flammable gasses are transported via air, rail and motor transport. The U.S. Department of Transportation requires adequate warning markings on the carrier vehicle, however, there are numerous exceptions.
3. Identification of the precise nature of the chemicals involved in a particular incident is a major problem, and care should be taken to note location, hazardous properties, characteristics, and potential hazardous reactions with each other.

17.3.1. CONCEPT OF OPERATIONS

17.3.1.1. Incident Command - For all hazardous material spills, the Franklin County Hazmat Team will be notified. If the spill is large enough to warrant an Incident Command Post, the County will send a technician trained representative to the Command Post to serve as either the Operations Section Chief or as an advisor to the Incident Commander. Incident Command will remain with the Chambersburg Fire Department.

17.3.1.2. Decontamination - In the event that decontamination is necessary, the County Team will deploy the decontamination trailer or set up decon tents and take the lead in decontamination efforts. If there are patients transported to medical facilities, the County Team will coordinate decontamination efforts with the medical facility.

17.3.1.3. Notifications - The County Team will coordinate with the incident commander all required notifications, including the possibility of downstream

contamination. The County Team will submit the necessary reporting to the State Department of Environmental Protection.

- 17.3.1.4. Clean-up – The Chambersburg Fire Department and Chambersburg Police Department will work cooperatively to determine the responsible parties for clean-up costs. In most cases, businesses or Trucking Companies have pre-arranged contracts for hazmat clean-up. The County Team will assist in ensuring that the clean-up meets State and Federal standards.
- 17.3.1.5. Railroads – The County Hazmat Team will maintain a list of current contacts for response and clean-up for railway spills.
- 17.3.1.6. LEPC – The County Hazmat Team will coordinate LEPC requirements and attend regular meetings of the LEPC representing Chambersburg as well as the other Boroughs.

17.3.2. SPECIAL CONSIDERATIONS

- 17.3.2.1. Special precautions should be taken when assigning personnel to perimeter assignments for a hazmat situation. The County Hazmat Team should be contacted regarding the size of the perimeter, the possibility of the contamination area shifting or increasing in size and the need for PPE for responders and perimeter personnel.
- 17.3.2.2. In most cases, shelter-in-place is the recommended action for outdoor hazmat spills. For indoor spills special evacuation considerations must be made to avoid further exposure.
- 17.3.2.3. Responders should attempt to separate individuals who have been contaminated from those who have not in order to isolate contamination and assist in decontamination efforts.
- 17.3.2.4. Chambersburg Fire Department coordinates annual training for first responders with a State qualified hazmat instructor.
- 17.3.2.5. First, to be informed in any HAZMAT situation is the County through 9-1-1, then the Emergency Management Coordinator and the Fire Chief. An addition to this is when the HAZMAT situation takes place on grounds of any department heads' area of responsibility, then that department head is also to be informed. For instance, if the pool facility should suffer a massive chlorine leak, the Emergency Management Coordinator, the Fire Chief and the Director of Recreation are all initially informed of the situation.
- 17.3.2.6. The alerted Department Heads investigate the situation and evaluate the size, type of spill to determine if they have the resources to contain and clean the hazardous materials up. If the situation is properly handled in this manner, the Borough Manager is informed during normal working hours. Note that some hazmat materials that require reporting to outside agencies regardless of ease of clean-up or small amounts spilled; if any doubts exists, then the County HazMat Coordinator should be contacted for advice.

- 17.3.2.7. If the situation is beyond the capabilities of the alerted Department Heads to handle, the Borough Manger is to be informed of the situation, which then determines if the Emergency Operations Center needs to be placed into service.
- 17.3.2.8. If the situation involves either threats to life or significant property loss, then the Borough’s Loss Control Specialists should be notified.
- 17.3.2.9. If Borough Property is likely to be destroyed by the HAZMAT situation, the affected areas should be evacuated of all materials that can be saved. Priority should be given to items necessary for routine Borough operations, then all other items. At no time should human life be risked to rescue any category of equipment. All Borough equipment that cannot be moved should be turned off before final evacuation from the scene. This includes both electricity and the shutting off gas mains.
- 17.3.2.10. If the electric plant is evacuated, those machines, which are necessary to provide electricity to the Borough, should be left running. The Electric Department should undertake internal procedures to monitor power substations through on-site visits.
- 17.3.2.11. Electric and gas service should be discontinued at all evacuated sites where there is a danger of an explosion from the HAZMAT situation. This should obviously be done from outside any affected structure, if possible. Exception: If the emergency is during a cold-weather period, heat should be left on to at least a minimal amount if the building in question has water lines that might freeze.
- 17.3.2.12. If the HAZMAT leakage is from a Borough owned source, the priority of operation (after all people in the affected area are confirmed safe) should be to locate and repair the leakage, if possible. If the HAZMAT leakage is from a private owned source, caution should be used before proceeding with repair. Because of Legal considerations, in addition to probable unfamiliarity with the exact nature of non-Borough hazardous materials, the HAZMAT Team should be given primary responsibility for repairing a non-Borough HAZMAT leak.
- 17.3.2.13. All department heads, to justify possible State and Federal disaster reimbursement, should keep meticulous records of all expenditures.
- 17.3.2.14. The following agencies must be notified in case of a hazardous material emergency:
Borough EMA – any quantity
D.E.P. – 10 gallons and up (any quantity if in streams, ponds, etc.)
County E.M.A. – 10 gallons and up (any quantity if in streams, creeks, ponds, etc.)
- 17.3.2.15. As soon as is practicable, the Borough Manager should designate a “Damage Assessment Team” to make a final investigation of the site of the

hazmat area and write a short report (no more than two pages) of the impact of the hazmat situation on the community.

17.4. MAJOR FIRE OR EXPLOSION

Situation: An explosion that causes severe damage could be caused by a number of different events in the Borough such as Gas, improper storage of dynamite, terrorist event, etc. In most cases, the effects of an explosion will be localized and will not require reactions from the Borough personnel outside of the Fire and Police Department. There could be possible explosions of magnitude that the full range of Borough resources – Fire, Police, Public Works, Utilities will be utilized and needed to handle the incident. Most fire incidents can be handled by the Fire and Police Departments without needing the Borough EOC placed into service although there may be times when, again, the full range of Borough capabilities will be required.

17.4.1. CONCEPT OF OPERATIONS

- 17.4.1.1. If, in the opinion of the Fire Chief (or commanding officer) the incident may require resources beyond the capabilities of the Borough Fire Department the Borough Emergency Management Coordinator should be contacted.
- 17.4.1.2. The Borough Emergency Management Coordinator will notify the County EMA and Borough Manager, if needed. The Borough Manager will then make the decision on if, where and when the Borough EOC needs to be placed into service.
- 17.4.1.3. The Borough Manger will decide if the situation warrants a general evacuation of residents. If so, the Borough Manager will then authorize dissemination of the Public Evacuation Announcement by the Public Information Officer to the media, using the media alert listing in the Evacuation Resources section.
- 17.4.1.4. The Borough Police Department will control traffic from the affected areas to the designated evacuation site(s).
- 17.4.1.5. The Police Department shall be responsible for controlling traffic into and out of the affected area(s) after the evacuation to ensure looting does not occur.
- 17.4.1.6. The Public Works Department should remain on call throughout the emergency for a wide-variety of maintenance tasks including clearing debris from roads, emergency repairs to Borough equipment / buildings, etc.
- 17.4.1.7. Upon first indication that gas may be involved or actually contributing to the fire, or if the fire is located near a natural gas pipeline facility, the Gas Department should be notified immediately.
- 17.4.1.8. The Fire Department will maintain mutual aid agreements and a list of resources available from neighboring fire departments for handling major fires or explosions.
- 17.4.1.9. The Fire Department will maintain training guidelines and standard operating guidelines for responding to major fires or explosions.

17.4.1.10. The Fire Department will conduct an exercise at least annually on responding to a natural gas explosion.

17.4.2. SPECIAL CONSIDERATIONS

17.4.2.1. In the event of any gas leakage that results in explosion, fire, loss of life or injury that results in hospitalization or property damage of \$ 50,000 or more, it is required by law to report this incident to the Office of Pipeline Safety at 800-424-8802.

17.4.2.2. If the situation involves either threats to life or significant property loss, then the Borough's Loss Control Specialists need to be contacted

17.4.2.3. If Borough property is likely to be destroyed by the situation, the affected areas should be evacuated of all materials and equipment that can be saved. Priority should be given to those items that are necessary to deal with the emergency. At no time should human life be risked to save any equipment / property.

17.4.2.4. All Borough equipment that cannot be moved should be turned off before evacuation from the scene. This includes both electricity and the shutting off gas mains. Exceptions are if the emergency is during a cold-weather period, heat should be left on to at least a minimal amount if the building has water lines that might freeze.

17.5. UTILITY INTERRUPTION

Situation: Major storms including tornadoes can cause a major power outage and other utility related issues. Outages may also be caused by accidents or other human caused events. Residents are dependent on power and other utilities for their well-being. Temporary outages are expected; however, long-term power outages or a lack of drinking water can provide significant challenges.

17.5.1. CONCEPT OF OPERATIONS

17.5.1.1. The Electric Department maintains an Emergency Electric Response Plan to minimize the effects and duration of power outages.

17.5.1.2. Citizens are encouraged to have an emergency plan and supplies to effectively deal with short-term outages.

17.5.1.3. Residents with special needs such as home oxygen machines or other medical devices should alert EMS personnel of the need to be transported or assisted during a power outage.

17.5.1.4. Residents are encouraged to check on neighbors that they know have medical needs during a power outage.

17.5.1.5. Chambersburg Hospital is expected to have back-up power sources and test those sources at least monthly to maintain services during a power outage.

- 17.5.1.6. Assisted living facilities are expected to either have back-up power sources or an evacuation plan in place to support their residents during a prolonged power outage.
- 17.5.1.7. The Fire Department is expected to conduct annual drills regarding pipeline safety and response to natural gas explosions.
- 17.5.1.8. The Gas Department will maintain an emergency response guide.
- 17.5.1.9. The Sewer and Water Department will maintain an emergency response guide specific to their areas of responsibility.
- 17.5.1.10. The Sewer and Water Department maintains a telephone alerting system for issues with drinking water. These issues will also be publicized through media outlets and on the Borough website.

17.6. ACTIVE SHOOTER OR MASS CASUALTY INCIDENT

Situation: Mass casualties can occur from a naturally occurring event, a structural issue or a terrorist type of act. Borough resources may be overloaded during such an occurrence. Training and preparedness may reduce the long-term impact of this type of event.

17.6.1. CONCEPT OF OPERATIONS

- 17.6.1.1. Chambersburg Fire Department will typically be the lead agency on mass casualty incidents.
- 17.6.1.2. Unified Command with Chambersburg Police Department is recommended on incidents involving mass casualties with potential criminal activity.
- 17.6.1.3. Chambersburg Fire Department conducts annual training on mass casualty response.
- 17.6.1.4. Chambersburg Police Department conducts at least annual training on active shooter response.
- 17.6.1.5. The South Central Task Force provides community education and first responder training outlines on active shooter response.
- 17.6.1.6. Chambersburg Area School District provides training to all staff on active shooter response and conducts drills at least annually in conjunction with Chambersburg Police Department.
- 17.6.1.7. Chambersburg Area School District has a reunification plan in place and staff is trained on reunification procedures.
- 17.6.1.8. Chambersburg Hospital provides training to all staff on active shooter response and conducts drills at least annually with Chambersburg Police Department and Fire Department.

17.6.1.9. Chambersburg Hospital has an emergency plan in place for handling mass casualty events. Their plan includes directing additional staff members to emergency functions and locations in the hospital and operating a triage unit.

17.6.1.10. Franklin County Coroner's Office is currently developing a plan for mass casualty events.

17.6.2. Timeline of Mayoral Response

Day 1	Day 2
<ul style="list-style-type: none">• Shooting occurs• Law enforcement response begins• Family and Friends Reception Center (FRC) opens• Death notifications made within hours (ideally)• Emergency Operation Center (EOC) and Joint Information Center (JIC) established• State of Emergency declared (optional)• First press conference held• First vigil takes place	<ul style="list-style-type: none">• Victim's Fund is launched to accept donations• Key partners are contacted, including American Red Cross and FBI Victim Services Division• Meeting is held to determine Family Assistance Center needs• Family Assistance Center (FAC) opens• Presidential/VIP visits may take place• Regular press conferences begin• Regular updates from law enforcement continue• Social media policy is implemented
Week 1	Week 2
<ul style="list-style-type: none">• Funerals and vigils are scheduled• Visit victims and families in FAC and hospital• Meet with mental health experts• Messaging transitions from factual updates to messages of healing• Begin responding to public record requests• C4 team meets daily• Establish city website for regular updates	<ul style="list-style-type: none">• FAC closes and Resiliency Center opens to provide services to families and community• Community board is formed to oversee victims' fund management• Meeting is held to determine Family Assistance Center needs
Later	
<ul style="list-style-type: none">• Potential criminal trial• Ongoing victim and family services• Apply for funds to defray costs of response• Plan first annual remembrance• Begin planning permanent memorial• Conduct after-action review of response• Update training and protocols for future emergencies	

17.7. CIVIL DISTURBANCE

Situation: Citizens may gather to vocally promote or demonstrate their individual rights, or group interests. These demonstrations although normally peaceful, have the potential of turning violent, and causing injury to persons, and damages to property. It is therefore prudent that the Chambersburg Police Department monitors large gatherings within the Borough for the potential of becoming unruly or violent. Additionally, the police department must be prepared to handle large-scale civil unrest should it break out with little or no warning.

17.7.1. CONCEPT OF OPERATIONS

17.7.1.1. The safety of Borough staff and maintaining utilities will remain high priorities during a civil disturbance.

- 17.7.1.2. The Chambersburg Police Department may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.
- 17.7.1.3. Law enforcement may be required to gather intelligence, within applicable laws, against groups that form with a potential for civil disturbance or violent activities.
- 17.7.1.4. Pre-planning and using mutual aid can reasonably assure the law enforcement officials that adequate support is available to counter a civil disturbance and maintain or restore order.
- 17.7.1.5. The Borough Manager will be notified if there is a civil disturbance that is affecting the normal flow of traffic or the operation of a business, city facility or education institution.
- 17.7.1.6. The Police Department will maintain guidelines on how to respond to civil disturbances and train all officers accordingly.
- 17.7.2. STAGING AREA & STREET CLOSURES
 - 17.7.2.1. The Mayor and Police Chief will make logistical decisions where forces will stage in response to a civil disturbance.
 - 17.7.2.2. The Mayor and Police Chief will call for additional personnel from other law enforcement entities.
 - 17.7.2.3. The Mayor and Police Chief can issue a Borough-wide curfew, if needed, which can include the closing of non-essential businesses.
 - 17.7.2.4. The Mayor and Police Chief can temporarily close streets to vehicular and pedestrian traffic, if needed.
- 17.8. NUCLEAR OR RADIOLOGICAL INCIDENT

Situation: Please refer to the Franklin County Emergency Operations Plan. This type of incident will not be managed on the local level.

17.9. PANDEMIC RESPONSE PLAN

Epidemic/Pandemic Emergency Pandemic Response Plan

Introduction

A pandemic is a disease which spreads over a wide geographic area and which affects a high proportion of the population. Pandemics, which are mild in intensity, have occurred in living memory and are not the subject of this report, as they can be dealt with by individuals and the existing health care system without local government intervention. Pandemics with high mortality rates, however, can equal or exceed the other types of disasters addressed in our Emergency Operations Plan in terms of disruption to our community.

In 1918-1919, such a pandemic occurred with the Spanish Flu. Millions of people all across the world died, killing more people than World War One. In recent years, the world has been preparing for Avian Flu (H5N1), which has a much higher mortality rate than the Spanish Flu, but so far has not mutated into being easily transmissible from person to person. As of this writing, there is a Swine Flu pandemic occurring (H1N1), although the lethality rate of this pandemic appears to be very low (except in Mexico, where there have been significant numbers of deaths recorded).

As with all disasters, the likelihood of a highly lethal pandemic occurring in our lifetimes may be judged to be low. However, if the worst should happen, it is important to be prepared so that valuable time will not be lost deciding what to do. In the event of a pandemic, the role of the Borough of Chambersburg will be two-fold. Our first concern will be to continue to provide the same services to our residents that they have always received. Second, we have a duty to try and mitigate the effects on the community.

This document is a plan to make sure that we can meet these objectives. It will be triggered in stages according to the Center for Disease Control's "Phases of Pandemic Alert" (see appendix A). Aspects of the plan may also be triggered by notice from the State or Federal government. Alternately, in the absence of this determination from higher levels, either the Borough Manager or the Mayor of the Borough of Chambersburg, through his ability to declare a disaster emergency, may initiate the implementation of this plan.

In General

The first challenge to the Borough in a pandemic will be to provide the same level of critical services to our residents as have always been provided. For the purposes of this report, "critical services" are defined as police, fire/ambulance, and utilities. Other Borough staff will be considered to be critical only if their lack will prevent the other three areas listed above from functioning (For instance, Borough Council and Borough Manager's Office, which directs the departments, and the Mayor, who directs the Police Department and also has critical emergency management powers, are also considered to be critical staff.)

Protecting the Work Force

The first step in protecting the workforce is education. This can start with the simple basics: reminding employees to wash their hands frequently. This can be supported with posters that remind people of the basic necessities of cleanliness and healthy living.

In addition to education, physical efforts to disinfect work spaces should also be undertaken. Front counter staff can be provided with hand sanitizer. The janitorial staff can wipe down work surfaces twice a day with disinfecting wipes.

Also, worth considering is limiting contact with other people as much as possible. This would mean that we would reduce the number of meetings to only the most critical, discouraging shaking hands with visitors, installing plexiglass shields where the public interacts with receptionists, and encouraging people to work from home whenever possible.

Supervisors should be encouraged to monitor their employees. Employees who exhibit flu-like symptoms should immediately be sent to the Borough doctor for a fitness for duty exam. If this is not possible, employees should be ordered to go home until such time as they feel healthy, at which time they can report for duty (and the supervisor will decide anew if they are healthy enough to work). Those employees who have no accrued sick leave should be allowed to borrow sick leave from future years if they are sent home or if they call in sick and request that this be allowed.

Finally, the Borough may have the option to purchase vaccines or other drugs to address the illness. This decision will be based on cost, ability to store the materials until needed, likelihood of receiving supplies from the state, and effectiveness. (For both the Avian and swine flu viruses, Tamiflu is a possible drug to consider stockpiling. At this time, however, the recommendation is not to stockpile, as it is very expensive; it is not necessarily effective against avian flu and may not store long enough to be useful if needed; and state and federal stockpiles may become available for free).

If vaccines become available in limited supplies, it will be necessary to prioritize who among the employees will receive these supplies and who will not. The suggested priority, based upon what entities are most likely to mitigate the pandemic for our citizens, is as follows:

Management Staff (Manager's Office; Mayor and Town Council; Board of Health; Borough Solicitor). Management is crucial in a pandemic as it alone can make decisions on operations for all the departments, and can coordinate with higher echelons to receive crucial supplies.

Emergency Services Department: Ambulance staff are a crucial part of the health care system. Includes the Emergency Management Coordinator.

Police Department: If civil disturbances should break out, no other department will be able to function.

Utilities: Necessary for health and welfare of the citizenry. Supports other operations. Priority within this category is based on how much other departments rely on their services: electric; gas; water and sewer.

Public works: Assists the utilities.

Finance and office staff: Supports the above operations.

Immediate family members of the above (spouse and children). As previously noted, sick family members may cause the absence of the above crucial employees.

All other employees.

Family members of other employees.

In all cases, the Borough Manager (or his designee) is the final arbiter of the distribution of all supplies.

Departmental Challenges

There are three specific challenges each of our departments must be prepared to meet. The first challenge will be in the reduction in personnel to carry out the normal functions of the department. It is assumed that there will be significant personnel shortages, either due to employees being sick, taking time off to care for sick relatives, or because they are afraid to come to work and risk infection. The numbers of employees who are absent during this crisis are purely speculative, but for planning purposes, I am recommending that all department heads prepare to operate with a reduction in their work force of 50%.

Second, each department may be faced with shortages in critical supplies, and must therefore plan now to have at least a 30 day inventory of critical supplies on hand.

Finally, each department may have special challenges related to its function. All three challenges will be addressed below.

The Emergency Services Department

The Emergency Services Department is fortunate in that little to no special cross training is required in the event of personnel shortages. Additionally, the 24-hour nature of the operation means that off-duty personnel may be summoned to fill in vacancies. All fire fighters are able to carry on the basic functions of the department, which is to fight fires. The greater challenge may be the ambulance, since there are some senior members of the department who have not gone on an ambulance run in years. These employees should be provided with training to make sure they can cover for other employees who might become indisposed during a crisis.

Most supplies for this department are stockpiled to allow at least a 30-day supply.

Whereas there would not be any likely change in the nature of fire emergencies, ambulance operations may be strongly affected by a pandemic. The number of people who request assistance in travel to the hospital may be increased. Additionally, the exposure of our ambulance workers to the virus will be greatly increased; as such, personal protective equipment, including full masks with eye protection, may be required for all calls during this period. Employees who are exposed to the virus should be decontaminated after operations to avoid carrying the virus to others. Requisite supplies should be acquired now and employees trained in their use.

The Police Department

The Police Department is similar to the Emergency Services Department in that all of the police officers are able to carry on the basic operations of the Police Department, i.e., patrolling and arresting criminals. Training in specialized investigative skills (lie detector operation, for instance) should be expanded so that each unique skill has at least two back up operators. As the Police Department is a 24 hour operation, there are enough officers available from off shifts to easily keep the department at normal manning levels even assuming 50% absenteeism; the Chief will have to monitor this closely to address officer fatigue, however.

Most Police Department supplies are already stockpiled to address surge situations, such as ammunition. Contact should be made by the Police Chief with allied organizations that provide crucial services (County prison and State Police, for instance) to ensure that they will be able to continue to assist in the event of a pandemic crisis.

In a crisis, the Police may have to deal with episodes of civil strife related to shortage. If anti-viral medications become available on a limited basis, an ongoing presence at the POD (point-

of-distribution) may become necessary. It is also possible (if very unlikely) that Police will be called on to close down public assemblies and to enforce quarantines. Finally, police officers may also be subject to exposure to any vims on a higher than average basis, and should take precautions by using the proper protective equipment.

Utilities

All Chambersburg utilities provide 24-hour operations; most facilities, therefore, are staffed for 24-hour operations, and therefore have enough people to staff operations in the event of high absenteeism. As with other departments, department heads must monitor this so that healthy employees are not made ineffective through fatigue. Street crews and some facilities (such as the Waste Water treatment plant) do not have this reserve of employees, and should take steps to cross-train their employees in critical functions. Additionally, utility street crews have a long history of providing mutual support; pooling crews to ensure at least one functioning crew is available for emergencies may be necessary.

All utilities have certified that they have enough supplies on hand for continued operations for at least three months. (Natural gas is a variable in this, but there is no control we can exert over national production and transmission.)

There is no anticipated surge in demand for utility services during this crisis.

Public Works

This category is meant to include all sections under the control of the Public Works Director.

As noted, the Public Works department exists primarily to support the utilities, but also has many other functions (such as sanitation). Sanitation is one area where supplies from other departments may be needed in the event of high absenteeism. Alternately, decreased frequency of trash pick-up may be necessary.

One crucial area that must be monitored is storage of gasoline and diesel for vehicle operation. Fortunately, the Borough typically stores about four weeks' worth of fuel, which should be sufficient to get through any supply disruption.

As with the utilities, there is no anticipated increase in demand or services for this department.

Other Departments

Other departments are considered to be non-critical and therefore, staffing considerations are not an issue. It is possible that some employees from these departments will be tasked to help out in other departments that are having absentee problems. This is not to say that we will expect secretaries to become police officers or firefighters, for instance; however, a secretary

may be called from finance to replace a police secretary if needed. Again, the critical departments should prepare now by requesting to train non-departmental people to support them during a crisis.

As with all departments, social distancing will be a highly effective tool. This may mean that instead of entering homes of sick people to read meters, estimating or using remote meters will be done instead. With most sporting events canceled, the Recreation Department will likely be shut down (with employees tasked to help out in other departments).

Managing the Crisis in the Community

The Borough of Chambersburg is not a health care provider. The primary burden for responding to a medical crisis will rest upon the medical community-the hospital, the private doctors, and the individual.

Nevertheless, the Borough can exert a very powerful influence on the speed that the community recovers from a pandemic. This will involve significant moral, legal, and physical challenges, which we will address below.

Education

As with our own employees, the Borough should assist health providers and the media with putting out information to the general public concerning the best ways to combat the pandemic. The Borough web site can quickly get the word out to anyone with internet access. Utility bill fliers can be effective if timeliness is not an issue. Probably the best method of educating the public will be with the media. Indeed, if a pandemic is occurring, the media will likely have already informed the public without any assistance from the Borough. Nevertheless, the media and other information outlets can be invaluable assets for informing the public of local items of interest related to the pandemic.

Social Distancing

One of the most effective methods for controlling the spread of disease is to discourage public assembly, known sometimes as "social distancing". Once a pandemic is imminent, the Borough should consider canceling all but the most necessary Borough sponsored events. This will include athletic events, most public meetings, parades, etc. Public gatherings not under the Borough's direct control can initially be discouraged, but out-right bans on public assembly are problematic from both a legal and a moral point of view. More than likely, if the Borough is considering such drastic action, this will have been addressed elsewhere across the state and the nation, and we will be able to follow the guidance of these higher echelons of government before we decide on such stringent measures on our own.

Equally problematic is the possibility of quarantining private homes. The Borough Code implies that the Health Board can do this, although enforcement (especially considering the

personnel shortages we may be experiencing in the Police department) will be difficult. At least, quarantined homes can be posted as such, warning visitors that they enter at their own risk; and this, indeed, may do some good.

(The Board of Health can also fine violators of quarantine up to \$300 or 30 days imprisonment.) As with the above, guidance on this extreme measure will likely be forthcoming from the state or federal government in the event of an emergency, and we should await this guidance prior to taking any action.

Assistance Provided by the Faith-Based Community

The 1918-1919 Spanish Flu saw many instances of whole families that had become so sick that they were literally unable to feed themselves. One logical solution to this problem would be to find an organization (or organizations) with both compassion for the sick and the ability to produce food in quantity. This need can most clearly be met by the faith-based community.

Upon the outset of a pandemic emergency, the Borough should advertise that families who are too sick to care for themselves should contact the Borough offices (264-5151). At this point, the Borough would attempt to seek help through the faith-based community in one of two ways. The first method would be by contacting the Chambersburg Council of Churches. As of this writing, the Chambersburg Council of Churches, is attempting to develop a database of individuals in the faith-based community that could deliver services to families in need.

If, at the time of the pandemic, Chambersburg Council of Churches has not developed a working system, the Borough may contact the Churches directly to solicit aid. The request will be made to the closest Church or Synagogue to the requestor irrespective of denomination. If they can meet the need, they will deliver the food to the door of person who called. If they can't meet the need, the next closest house of worship will be contacted. As this document can't make plans for any person who lives outside the Borough, non-residents who call will be directed to contact their houses of worship directly.

Upon approval of this document by Borough Council, all churches in the Borough will be contacted to inform them that their assistance may be requested during a pandemic.

Coordination with Other Borough Organizations

Besides the Borough itself and the faith-based community, there are a number of other "stakeholders" who will be involved in the recovery effort from a pandemic. These organizations include:

Chambersburg Hospital. As the lead agency in any pandemic crisis, the hospital is a critical organization to coordinate with. The primary role of the Borough in its relationship to the hospital will be to provide whatever assistance is requested. So far, no assistance has been requested; however, the Borough does have building space (Clark Recreation Center) which

could be converted into additional hospital space if needed. The Hospital also receives reports of infectious diseases anywhere in the area; the Board of Health may request frequent updates as to locations of infected houses if posting of properties is to be considered.

Franklin County. The County will control the sites where the vaccines and other supplies will be distributed (Points of Distribution). No details concerning the PODs have yet been disseminated. Franklin County Emergency Services Department also has dedicated staff who are continuing to receive updated information about pandemic crisis world-wide.

School District. In the event of a pandemic, the Board of Health can advise the School District on the necessity of closing down.

Chamber of Commerce The Chamber of Commerce can act as the point of contact for disseminating information to the Business Community. This can be a reinforcement of health advice to employers on how to protect their employees, and also advice on stocking up on critical supplies in order to keep their businesses going.

Summary

As noted previously, a highly lethal pandemic may be considered unlikely, but it certainly isn't impossible. The Spanish Flu occurred less than 100 years ago, and was truly devastating. The following is a quote from a review of the book "The Great Influenza", by John M. Barry:

According to Barry, those still healthy were too panicked by the disease's violent symptoms (rib-cracking coughing spells, intense pain, a cyanosis of the skin so deep blue it's like has never been seen since) to even look in on their ill neighbors. Some of the sick, and their children with them, simply starved to death for lack of attention.

He also quoted Victor Vaughan, Surgeon General of the Army at the time-not, according to Barry, some flibbertigibbet given to impulsive pronouncements. In October 1918, Vaughan said, "If the epidemic continues its mathematical rate of acceleration, civilization could easily disappear from the face of the earth within a few weeks." Photographs taken of big cities at the time reveal virtual ghost towns: empty sidewalks and streets, with only a few mask-wearing City workers or an ambulance in sight.

The Spanish Flu killed at least 40 million people world-wide. Would a new epidemic be as severe? Consider that the Spanish Flu had a mortality rate of between 12 and 24 percent for those who caught it. Today, with all our modern medicines and practices, the mortality rate for avian flu is between 40 and 57 percent.

Appendix A (of the Pandemic Response Plan): Center for Disease Control

Phases of Pandemic Alert and Associated Borough Actions

Phase I: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Borough Actions: None

Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Borough Actions: Discuss with County Emergency Management and Chambersburg Board of Health

Phase 3: Human infection(s) with a new subtype but no human-to-human spread, or at most rare instances of spread to a close contact.

Borough Actions: Review Pandemic Response Plan with Board of Health. Begin educating public through web site material. Stockpile required pandemic supplies. Initiate regular contacts between Board of Health and Hospital epidemiologic staff and Franklin County. Discuss stockpile of Tamiflu or other medical supplies. Direct Department Heads to cross-train crucial staff positions.

Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Borough Actions: Review Pandemic Plan with Department Heads. If not previously agreed to, discuss purchase of Tamiflu or other medical supplies.

Phase 5: Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

Borough Actions: Brief elected officials. Begin anti-septic wipe downs of counters. Issue hand sanitizer to front counter staff. Educate employees in pandemic avoidance. If not previously done, discuss purchase of Tamiflu or other medical supplies.

Phase 6: Pandemic: increased and sustained transmission in general population.

Borough Actions: Once Pandemic Phase 6 occurs, The Mayor, Borough Council, and the Borough Manager should discuss declaring a pandemic emergency, and deciding which of the following steps should be initiated: Cancel Borough sponsored public meetings. Monitor State and Federal guidelines on closure of public assemblies and quarantine of infected

residents. Begin social distancing including telecommuting where feasible. Consider limiting contact with the general public, taking utility payments through the mail or through the drop off window only. If not previously done, discuss purchase of Tamiflu or other medical supplies.

Notes: The distinction between phases 1 and 2 is based on the risk of human infection or disease resulting from circulating strains in animals. The distinction is based on various factors and their relative importance according to current scientific knowledge. Factors may include pathogenicity in animals and humans, occurrence in domesticated animals and livestock or only in wildlife, whether the virus is enzootic or epizootic, geographically localized or widespread, and other scientific parameters.

The distinction among phases 3, 4, and 5 is based on an assessment of the risk of a pandemic. Various factors and their relative importance according to current scientific knowledge may be considered. Factors may include rate of transmission, geographical location and spread, severity of illness, presence of genes from human strains (if derived from an animal strain), and other scientific parameters.

Excerpt from the Commonwealth of Pennsylvania "Borough Code"

Section 3106. Powers of Board of Health. - The board of health shall have the power, and it shall be its duty to enforce the laws of the Commonwealth, the regulations of the State Department of Health, and all ordinances of the borough enacted to prevent the introduction and spread of infectious or contagious disease; to abate and remove all nuisances which the board shall deem prejudicial to the public health; to mark infected houses or places; to recommend rules for the construction and maintenance of house drains, wash pipes, soil-pipes and cesspools; and to recommend all such other rules and regulations as shall be deemed necessary for the preservation of the public health. Such rules and regulations shall not become effective until they have been approved by the borough council and enacted as ordinances of the borough. The board shall also have the power, with the consent of council, in case of a prevalence of any contagious or infectious disease to establish one or more emergency hospitals, and to make provisions and regulations for the maintenance and management of the same.

The board shall also have the power to recommend to council all necessary rules and regulations not inconsistent with law, for carrying into effect the powers and functions with which the board is invested by law, and the power and authority relating to the public health conferred on boroughs. Such rules and regulations shall not become effective until they have been approved by the Borough Council and enacted as ordinances of the Borough.

BOROUGH OF
CHAMBERSBURG TEMPORARY
EMERGENCY TELEWORKING
POLICY

INTRODUCTION

As a response to the crisis related to the spread of COVID-19, the Borough of Chambersburg is implementing this teleworking policy on a temporary basis. This policy can be extended at the discretion of the Borough Manager. The goal of this policy is to authorize certain non-bargaining Borough employees to work from home. The purpose would be to: (A) Continue providing essential government services to the citizens of the Borough with minimal disruption; (B) Reduce the number of employees on-site at Borough facilities to promote social distancing; and (C) Allow employees to continue receiving their full regular pay for as long as possible. Only those employees specifically authorized by their Department Head, and approved in writing by the Borough Manager, may participate. Any questions about this policy should be directed to the Personnel Office.

TELEWORKING AUTHORIZATION

All Borough Department Heads have been granted discretion in recommending which non-bargaining employees in their respective departments are able to telework. Some employees may not be eligible for teleworking due to specific job requirements. Only non-uniform, non-bargaining employees are eligible. Given the diverse range of positions and assignments that Borough employees perform and the range of services that various departments encompass, it will be impossible to apply this teleworking policy uniformly across departments or employees as it pertains to the ability of employees to telework. Therefore, implementation of this policy will be on a case-by-case basis. It may be recommended and approved by email and the personnel office must maintain a copy of each approval for each employee assigned.

When evaluating the possibility of any given employee teleworking, the Department Head must determine that the employee can effectively perform the specific job duties as outlined in their job description while teleworking. Further, that the benefit of offering a teleworking assignment outweighs the potential drawbacks of that employee not being present at their regular worksite.

In all cases, a Department Head may recommend that an employee split their time between a teleworking assignment and being present at their regular worksite. This split schedule is the recommended use of the teleworking option.

Department Heads have been authorized to proactively review their departmental operations and to direct eligible employees to telework when they feel necessary, as departmental needs may allow. Employees who believe they would be able to perform effectively their job duties while teleworking may also request teleworking authorization from their Department Head. The Borough Manager retains the right to make the final decision to approve or deny teleworking authorization. Finally, availability of technology is an important factor in the decision making process. If there is no available technology or if it cannot be utilized effectively for the job function, the request may be denied.

Therefore, a teleworking assignment may not be optional; it could be made mandatory by the Department Head. Further, it may be denied, or a decision changed, at the sole discretion of the Borough.

TELEWORKING EXPECTATIONS

Teleworking assignments may include all or part of an employee's ordinary workday or work week. Employees who are teleworking will be paid their full regular rate of pay (or overtime, as required by law) for all hours spent teleworking. Any employee who is authorized to telework will be expected to be productive and dedicate their full attention to their job duties during all time spent teleworking. Any employee who fails to complete assigned duties in a timely, efficient, and satisfactory manner may have their teleworking authorization revoked.

As the employee is unavailable to be supervised, the employee must **complete a log of assignments undertaken while teleworking**. The production of a log is imperative so that the Department Head will approve the time teleworking as "time worked" rather than "leave time". The Department Head and the Borough Manager will insist on the timely submission of the log, which may be daily, weekly, or by pay period. The log may be a word processing document or email with a list of work completed by day.

Employees are reminded that all Borough policies will be applied equally to employees who are teleworking. This includes, but is not limited to, performance standards, disciplinary standards, and all other policies that are detailed in either the Borough's Employee Handbook or generally accepted employment policies, as applicable for each employee. Additionally, employees are reminded that the Right-to-Know Law applies equally to Borough records that an employee may create while teleworking, regardless of the device that is used to create or store such a record.

Teleworking may only be accomplished on a Borough owned and maintained computer or portable device. Due to legal restrictions, please do not use home or personal devices unless specifically authorized by the Borough Manager. This restriction does not extend to peripherals such as scanners, printers, and internet access.

All employees shall remain accessible to other Borough employees and the Department Head at all times while in a teleworking session. This includes, but is not limited to, responding to emails, phone calls, text messages, etc. just as if the employee was working from the employee's typical worksite.

All employees who are authorized to telework will receive instructions from their Department Head regarding: hours of work; expected job duties; maintaining communication with the Department Head and other employees; and the use of equipment, supplies, etc.

The Borough reserves the right to recall any employee back to the regular worksite at any time, at the Borough's sole discretion. Employees should remain ready and able to report to work at their regular worksite at all times during ordinary working hours. Finally, teleworking is a

supervisory option and not an employment right. The Borough anticipates no degradation in productivity or efficiency during teleworking operations.

To Our Customers:

The Borough of Chambersburg cares deeply about the health and safety of our customers and our employees. Due to the Coronavirus outbreak, we are following CDC best practices to help prevent exposure to customers and employees and, at the same time, continue to provide essential services.

As we enter your home, we ask that you and your family maintain at least six feet of distance from us, including no physical contact.

If you are or anyone in the home is feeling sick today, we ask that you remain in a room other than where I am working.

Thank you for your help and understanding!

A nuestros clientes:

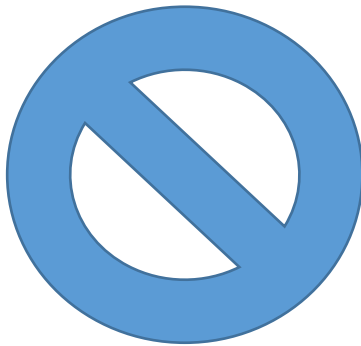
El Borough de Chambersburg se preocupa profundamente por la salud y la seguridad de nuestros clientes y empleados. Debido a la pandemia de coronavirus, estamos siguiendo las mejores prácticas del CDC para ayudar a prevenir la exposición a clientes y empleados y, a la vez, seguir brindando servicios esenciales.

Cuando ingresamos a su hogar, les pedimos que usted y su familia se mantengan al menos a dos metros de distancia de nosotros, sin ningún contacto físico.

Si usted o alguien en el hogar se siente enfermo hoy, les pedimos que permanezcan en una habitación que no sea donde yo estoy trabajando.

¡Gracias por su ayuda y comprensión!

SAFETY FIRST!
SEGURIDAD PRIMERO!



No indoor assistance otherwise
No hay asistencia interior de lo contrario

Check Health When Entering
Verifique la salud al ingresar

**Wear a Mask or Face
Covering**

Use una mascarilla o una cubierta
facial

**Stay 6 Feet Apart From
Others**

Mantenga 6 pies de distancia

To: ALL EMPLOYEES

Re: FACE MASKS FOR BOROUGH EMPLOYEES

**COVID-19
Employee Use of Face Masks Determined By Job Duties**

**Borough available by phone, fax, zoom or drive-thru window.
Call (717) 264-5151 for alternate ways to contact staff.**

Please note that this policy is effective Monday, April 20, 2020, and will remain in effect for all Borough employees until further guidance is provided. Department Heads must prepare to implement this procedure no later than Monday, April 20, 2020.

Health & Safety Program Manager Paul Flohr will work to adapt this procedure in all departments. Assistant Borough Manager David Finch will be your source for face coverings. This procedure is already in effect for the Chambersburg Fire Department. The Police Chief will determine whether the Police Department employees will adopt a similar or modification of this procedure.

As many of you may know, there is a national shortage of various forms of personal protective equipment (PPE) that would assist in reducing the risk of individuals contracting COVID-19. This shortage includes the N-95 and other similarly rated medical masks and respirators that are recommended for use by the CDC. In an effort to provide some level of protection to our employees who are *not* firefighters and police officers, until we can obtain additional supplies of approved PPE, the Borough will be offering or suggesting several alternative forms of facemasks for our employees to use while engaged in Borough business that includes customer interaction.

Effective on Monday, April 20, 2020, at 7 a.m., and henceforth, only those employees with a direct interaction with the general public must, when performing their public interaction, wear some type or manner of face covering. Employees who have a medical condition, which makes wearing a face covering dangerous, are exempt. Employees who do not, as a part of the regular, routine, or prescribed job activities, interact with the general public as a part of their job duties, may *by option or personal protective decision*, don facemasks while in the workplace or at the construction worksite for outside employees. Finally, certain jobs make wearing a face covering impractical. This rule is specific for Borough governmental employees and is an alternative to the Pennsylvania Department of Health guidance provided to private sector employees.

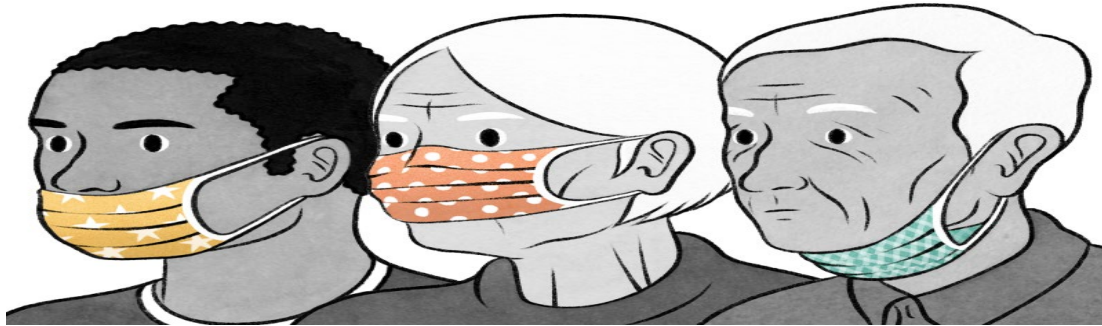
If you are not required to wear a facemask as a part of your job function, and you choose not to wear one by option, you must avoid physical public interaction in a polite and courteous manner. This includes the adherence to the 2 meter distance rule (social distancing) and respectfully requesting questions be relayed to the Borough by telephone for customer service.

Ultimately, it is the decision of your Supervisor or Department Head whether your job function falls into one of the two categories (1. Required wearing of a face covering; or 2. Optional wearing of a face covering). All questions as to your job requirements should go to your Supervisor and Department Head.

According to the Commonwealth of Pennsylvania, local governments should use best judgement in exercising their authorities and issuing implementation directives. All such decisions should appropriately balance public health and safety while ensuring the continued delivery of critical services and functions.

Failure to follow properly this guideline may endanger co-workers and therefore an employee who purposely disregards or ignores the policy may be subject to potential discipline, up to and including suspension or termination in extreme cases.

How NOT to Wear a Mask



Do Not: Wear the mask below your nose

Do Not: Leave your chin exposed

Do Not: Wear your mask loosely with gaps on the sides

Do Not: Wear your mask so it covers just the tip of your nose

Do Not: Push your mask under your chin to rest on your neck

How TO wear the mask



Do: Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin. Do your best to tighten the loops or ties so it is snug around your face without any gaps.

Follow these tips:

- 1) Always wash your hands before and after wearing the mask
- 2) Use the ties and/or loops to put your mask on and pull it off

- 3) Don't touch the front of the mask when you take it off
- 4) Remove the mask once inside your home – high contaminations areas are public stairwell, elevators and break rooms.
- 5) Wash and dry your cloth mask daily and keep it in a clean, dry place – plastic bag as a possible solution
- 6) Don't have a false sense of security – Masks offer limited protection but when combined with hand washing and social distancing they can help.

**AVOID THE LINE AT
DRIVE-THRU WINDOW**

**You can drop payments in
Drop-Box near flagpoles**

**No need for exact change,
change applied as a credit**

**Cash, check, money order in envelope with
printed bill or late/termination notice**

Free envelopes at drop box

**We can mail you a receipt if you add note
asking for one**

Drop off payment

**Only with original Borough-printed bill or late notice/disconnection
notice,**

& in an ENVELOPE - use 24/7 drop box!

Also, we can mail you a receipt if you include a note.

**To open/close accounts, call first and an information packet will be
waiting**

**CALL FIRST FOR NEW ACCOUNTS OR TO
CLOSE ACCOUNTS**

717-264-5151

COVID-19 MITIGATION RULES

UNIVERSAL USE OF FACE COVERINGS POLICY

UPDATED JUNE XX, 2021 – TO GO INTO EFFECT XXXXXX

In April 2020, the Pennsylvania Department of Health issued revised guidelines for the use of face coverings in the workplace. These rules were amended by the State in May 2021. Finally, the Governor issued a further update in June 2021. In response to the official guidelines, the Borough of Chambersburg is reissuing this official policy effective July 6, 2021. These rules affect all Borough-owned buildings, public outdoor and indoor spaces. All Borough employees, agents, volunteers, and visitors are expected to comply.

The revised Borough rules are in effect at all Borough-owned facilities including City Hall and the Chambersburg Aquatic Center, as well as public events organized in public parks and on Borough streets. The changes are effective at 12:01 a.m. on Tuesday, July 6, 2021, and represent a significant update to Borough policies related to the COVID-19 health emergency.

OCCUPANCY RULES:

Effective July 6, 2021, there will be no further indoor or outdoor occupancy limitations at Borough indoor or outdoor facilities including City Hall and the Chambersburg Aquatic Center.

All facilities can have occupancies up to their fire code rated uses.

INDOOR BEST MANAGEMENT PRACTICES:

Effective July 6, 2021, the Borough will only suggest strongly the three (3) main mitigation practices indoors at Borough-facilities (face coverings, social distancing, and temperature checks), only for **THOSE PERSONS WHO ARE NOT FULLY VACCINATED**. If you are fully vaccinated, in any Borough indoor facility, you no longer need to follow these guidelines. Please consider being vaccinated today so you may take advantage of not needing to follow these indoor rules. If you are not fully vaccinated, please continue to wear a face covering, socially distance yourself, and use our temperature check stations, when entering any Borough-owned facility.

These indoor rules are the same whether you are a Borough employee, visitor, guest, contractor, or member of the public.

This local policy requires individuals to wear a face covering when indoors in Borough-owned facilities, irrespective of physical distance, only if not fully vaccinated. In addition, individuals may not wear face coverings if wearing a face covering would create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulators or workplace safety guidelines.

UNIVERSAL FACE COVERING RULE OUTDOORS:

THOSE EMPLOYEES AND INDIVIDUALS WHO ARE FULLY VACCINATED DO NOT NEED A FACE COVERING WHEN OUTSIDE AT BOROUGH FACILITIES OR IN THE PUBLIC RIGHT OF WAY. Seriously consider getting your vaccine today to enjoy this benefit. When outdoors, one should consider wearing a face covering when **NOT VACCINATED**. This policy would include parks, pavilions, playgrounds, Borough-streets, and at Borough outdoor special events.

Food vendors in the public streets may have separate rules established by the Pennsylvania Department of Agriculture.

THE BOROUGH WILL NOT ASK FOR YOUR VACCINATION STATUS:

Please note that this policy is effective Tuesday, July 6, 2021, and will remain in effect for Borough employees, agents, volunteers, and visitors until further guidance is provided. Chambersburg first responders may ask your vaccine status if you are involved in any public safety incident.

The Borough is not requiring that employees obtain the vaccine, or become vaccinated. However, if you have chosen to obtain the vaccine, you can provide Health & Safety Program Manager Paul Flohr with a copy of your vaccination card. If you have chosen to not be vaccinated, please continue to follow the three (3) mitigation measures when inside Borough indoor facilities. Employees must continue to follow these procedures unless fully vaccinated when indoors.

Please seriously consider obtaining the vaccine for your health and safety as well as the safety of those around you and those in our community who are ineligible to become vaccinated themselves due to age or health complications.

As of now, Borough-employees are not required to disclose your vaccine status to your employer. First, there is no Health Insurance Portability and Accountability Act of 1996 (HIPAA) conflict if, in the future, your employer requires this information. Second, for workplace health and safety, your employer reserves the right to require vaccines (and does so already for many workers in many different positions). Ultimately, this is a future discussion.

Exceptions:

- Those persons who are fully vaccinated may choose to wear no face covering.
- Employees, guests, contractors, and the public will all follow this policy.

Finally, everyone who participates in SPORT ACTIVITIES including coaches, athletes (including cheerleaders), and spectators, WHO ARE NOT FULLY VACCINATED, must wear a face covering indoors, unless they fall under an exception as defined by the Pennsylvania Department of Health or the U.S. Centers for Disease Control. Coaches, athletes (including cheerleaders), and spectators must wear face coverings, when indoors, and where another person or persons who are not members of the individual's household are present in the same space, irrespective of physical distance, and if anyone in the cohort is NOT FULLY VACCINATED. This includes while actively engaged in workouts, competition, and on the sidelines, etc. Coaches, athletes (including cheerleaders), and spectators should consider wearing face coverings if they cannot maintain sustained physical distance from persons outside of their household when outdoors on Borough facilities, UNLESS THEY ARE FULLY VACCINATED.

Those participants in indoor or outdoor recreation events should consider face coverings unless they are fully vaccinated.

NOTES:

All public or common areas of all Borough buildings (hallways, lobbies, rest rooms, locker rooms, shared office areas, etc.) no longer require the use of face coverings unless you are not fully vaccinated.

Please contact Health & Safety Program Manager if you have any questions about this policy.

Failure to follow properly this guideline may endanger co-workers and therefore an employee who purposely disregards or ignores the policy may be subject to potential discipline, up to and including suspension or termination in extreme cases, or for repeat offenders.

Finally, as we perform as public servants, be prepared and recognize that our citizens will sometimes monitor employees for compliance. Please attempt to respect these rules in all public circumstances.

PLEASE POST IN A CONSPICUOUS PLACE

APPENDICES

(NOT FOR PUBLIC RELEASE)

EMERGENCY PROCLAMATION

EOC LAYOUT AND BUILDING MAP

RESOURCE LIST & PHONE NUMBERS FOR RESPONSIBLE STAFF

ADDITIONAL DOCUMENTS

EMERGENCY ELECTRIC RESPONSE PLAN

LONG PINE RUN DAM EMERGENCY ACTION PLAN

Section 101 of the Borough Code of Ordinances:

MAYORAL PROCLAMATION OF AN EMERGENCY

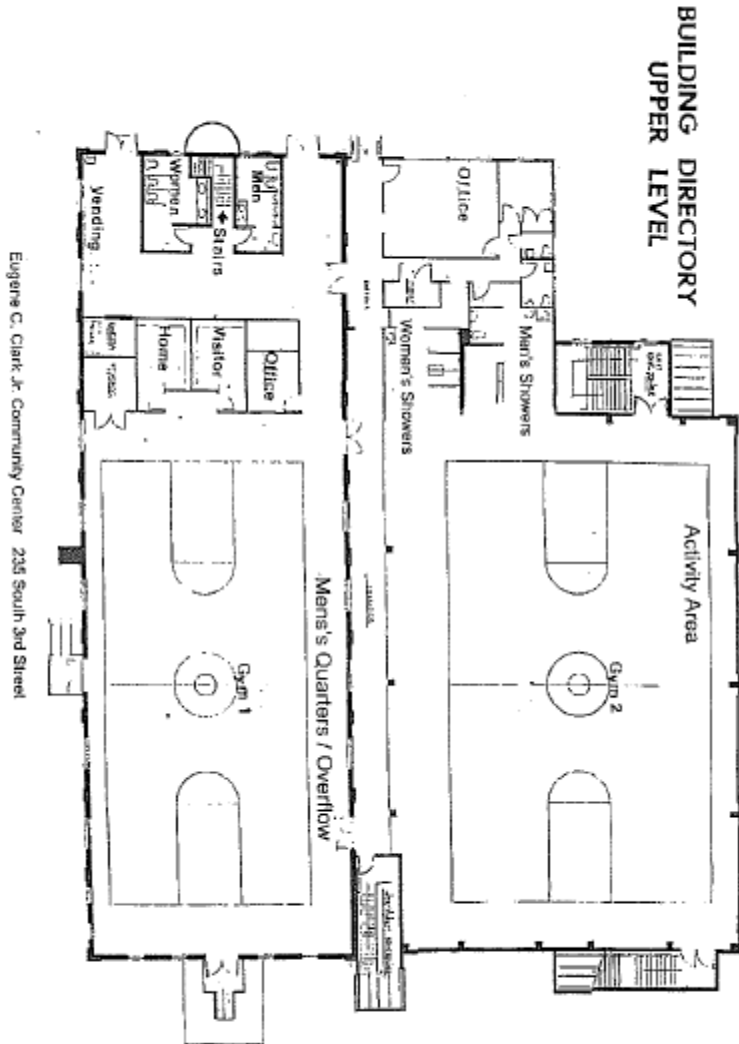
Section 101. Declaration by Mayor; Prohibited Activities. In order to enable him effectually to preserve the public peace within the Borough, all the powers which are devolved by laws of this Commonwealth upon sheriffs, to prevent and suppress mobs, riots and unlawful and tumultuous assemblies, are hereby conferred upon the Mayor, and the Mayor is authorized to declare a state of emergency created by natural or man-made disasters in order to preserve life health or property . When the Mayor considers that a state of emergency exists, he may issue his proclamation, which shall be in writing and the contents of which shall be made available to all news media within the Borough, declaring a state of emergency for a period not to exceed five (5) days, unless sooner rescinded, modified or ratified or extended by resolution of Borough Council. In his proclamation he may prohibit, for all or any part of the Borough:

- (a) Any person being on the public streets or in the public parks or at any other public place during the hours declared by him to be a period of curfew.
- (b) The entry or departure of persons into or from any restricted area.
- (c) The sale, purchase or dispensing of any commodities or goods, as designate by him.
- (d) The transportation, possession or use of gasoline, kerosene or other combustible, flammable or explosive liquids or materials, except in connection with the normal operation of motor vehicles, normal home use or legitimate commercial use.
- (e) Any other such activities as he reasonable believes should be prohibited to help preserve life, health, property or the public peace.

The proclamation shall describe any restrictive area with particularity and shall specify the hours during which such restrictions are to be in effect. (Ordinance 78-25, September 27, 1978, Section 1).

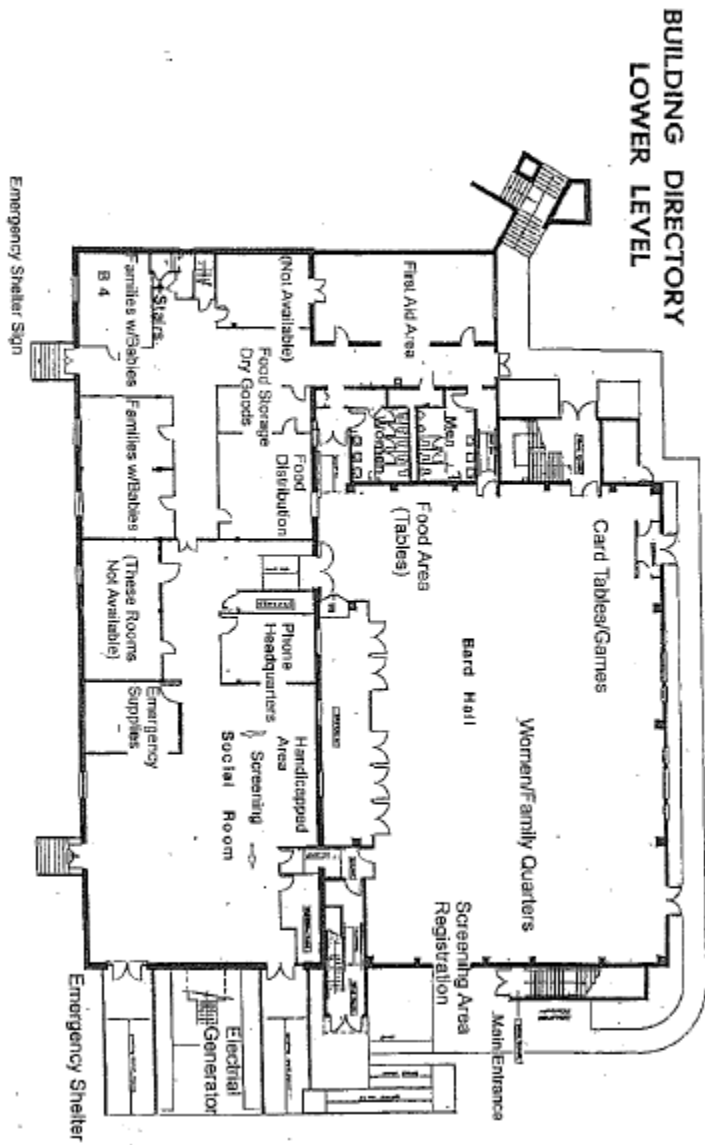
Section 102. Penalty. Any person violating such proclamation of emergency shall be guilty of a summary offense and shall, upon conviction, be sentenced to pay a fine not to exceed three hundred (\$300) dollars and costs not to undergo imprisonment to exceed thirty (30) days. (Ordinance 78-25, September 27, 1978, Section 2)

**Emergency Evacuation Center Diagram
(Eugene Clark Recreation Venter, Upper Level))**

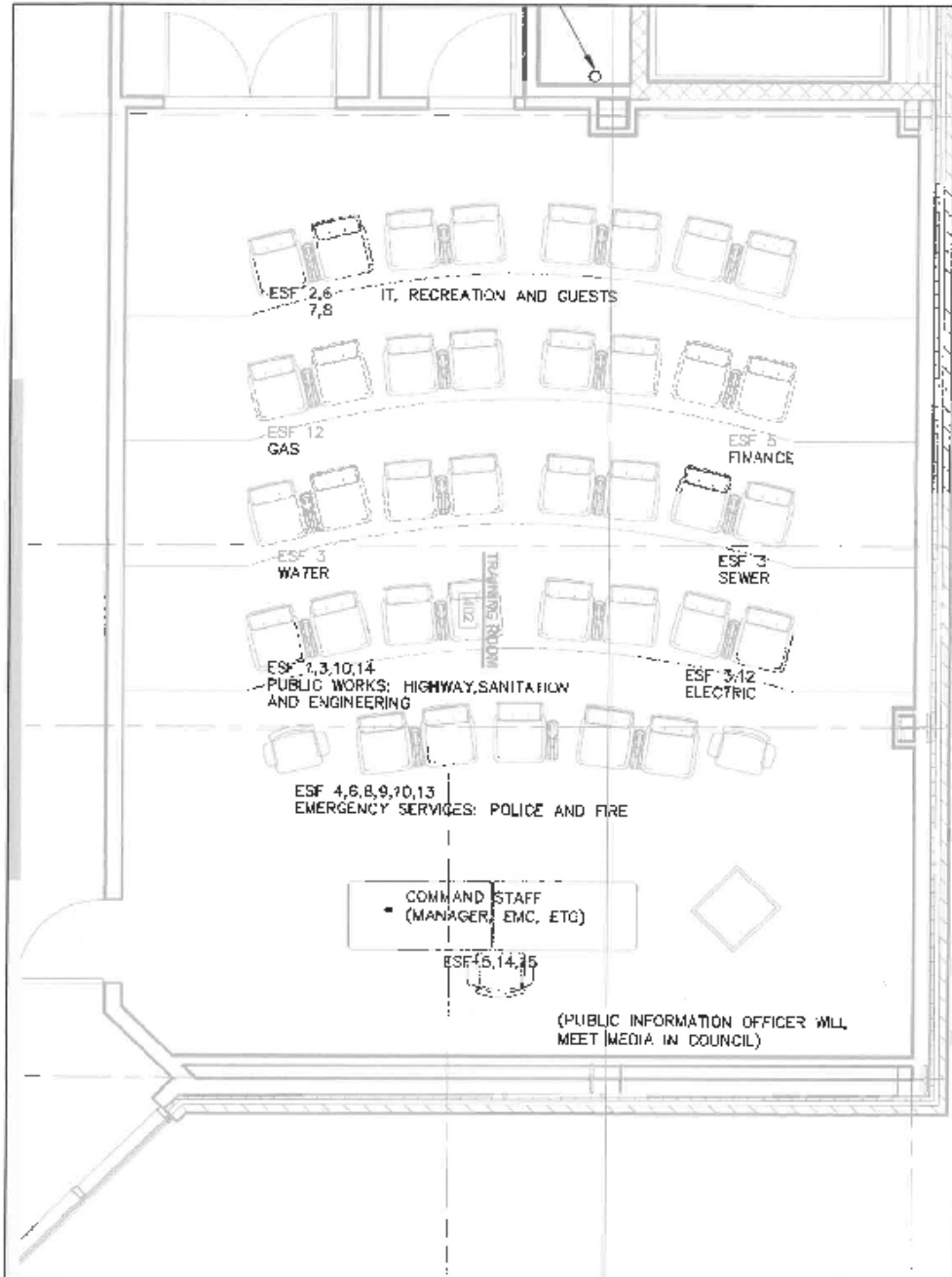


Eugene C. Clark Jr. Community Center 235 South 3rd Street

**Emergency Evacuation Center Diagram
(Eugene Clark Recreation Venter, Lower Level)**



Emergency Operations Center Utility Addition, City Hall- Community Room



**BOROUGH OF CHAMBERSBURG
EMERGENCY RESOURCE LIST
UPDATED 04.30.2024**

Part 1 Essential Staff Directory

Part 2 Other Essential Agency Contacts

Part 3 Other Resources and Supplies

PART ONE – ESSENTIAL STAFF DIRECTORY

Chambersburg Staff List 2024

Borough Manager

Jeffrey Stonehill, Borough Manager/Director of Utilities

(o) 717-251-2433

(c) 717-654-5431

Deputy Borough Manager

Phil Wolgemuth, Deputy Borough Manager/Land Use and Community Development Director

(o) 717-251-2436

(c) 717 816-0091

Borough Secretary

Jamia Wright, Public Information Officer

(o) 717-251-2437

Assistant Borough Secretary

Tanya Sisk

(o) 717-251-2447

Borough Solicitor

Salzmann Hughes P.C.

G. Bryan Salzmann

(o) 717-263-2121

Assistant Borough Solicitor

Salzmann Hughes P.C.

Andrew J. Benchoff

(o) 717-762-8222

Electric Utility

Jeff Heverley, Director of Electric Utility

(o) 717-251-2418

(c) 717-552-4930

Evacuation Center Coordinator

Julie Redding, Recreation Director

(o) 717-251-2470

(c) 717-552-4950

Finance

Benjamin Hayhurst, Acting Director of Finance/Treasurer

(o) 717-251-2409

(c) 717-753-1663

Emergency Service

Dustin Ulrich, Fire Chief & EMS Director

(o) 717-251-2475

(c) 717-753-0750

Emergency Services

Ben Myers, Assistant Fire Chief & EMS Director

(o) 717-251-2475

(c) 717-636-0856

Natural Gas Utility

John Leary, Director of Natural Gas Utility

(o) 717-251-2422

(c) 717-729-2169

Natural Gas Utility

Jon Mason, Assistant Director of Natural Gas Utility

(o) 717-251-2423

(c) 717-729-2171

Health and Food Code

Greg Vink, Food Inspection Technician

(o) 717-251-2468

(c) 717-377-1095

Police Department

Roland Camacho, Chief of Police

(o) 717-251-2480

(c) 717-577-8852

Property Maintenance Code Enforcement

Ana Carey, Code Enforcement Officer

(o) 717-251-2445

Property Maintenance Code Enforcement

William F. Dubbs, Jr., Code Enforcement Officer

(o) 717-251-2444

dfgdfrfg

Property Maintenance Code Enforcement

Oliver Arispe, Code Enforcement Officer

(o) 717-251-2497

Public Works

Charles Nipe, Director of Public Works

(o) 717-251-2496

(c) 717-729-7726

Public Works

A. Elwood Sord, Assistant Director of Public Works

(o) 717-251-2479

(c) 717-729-2179

Water and Wastewater Utility

Lance Anderson, Director of Water & Wastewater

(o) 717-251-2405

(c) 717-729-8719

Water and Wastewater Utility

Travis Amsley, Assistant Director of Water & Wastewater

(o) 717-251-2439

(c) 717-261-6580

Information Technology and Personnel

Melinda Thompson, Director of Administrative Services

(o) 717-251-2414

(c) 717-446-4457

Borough Legal Counsel

Salzmann Hughes, PC

717-263-2121

Certified Building Official

Pennsylvania Municipal Code Alliance (PMCA)

Clem Malot, Director

(o) 717-496-4996

(c) 717-377-8350

Chambersburg Elected Officials 2024

Mayor

Kenneth Hock

(o) 717-251-2492

(c) 717-331-9071

Council President

Allen Coffman

(o) 717-264-5151

(c) 717-552-3391

Council Vice President

Thomas Newcomer

(o) 717-264-5151

(c) 717-977-9649

Council Finance Chair

John Huber

(o) 717-264-5151

(c) 717-377-7158

Council Assistant Finance Chair

Bill Everly Jr.

(o) 717-264-5151

(c) 717-729-1748

Council Member

Sharon Coffman

(o) 717-264-5151

(c) 717-267-2739

Council Member

Chadwick Hare

(o) 717-264-5151

(c) 717-462-7039

Council Member

Dominique Brown

(o) 717-264-5151

(c) 717-331-7402

Council Member

Jamie Boden

(o) 717-264-5151

(c) 717-360-2515

Council Member

Stacy Short

(o) 717-264-5151

(c) 717-816-7489

Council Member

Weston Wayton

(o) 717-264-5151

(c) 717-377-0935

PART TWO - OTHER ESSENTIAL PARTNERS

Amateur Radio Emergency Services

Eastern PA ARRL Emergency Preparedness Manager

Mike Corey

ki1u@arrl.org

Western PA ARRL Contact

Joe Shupienis

814-371-3235 (day)

814-771-3804 (eve.)

American Red Cross

American Red Cross Disaster Assistance

844-556-6580

Assisted Living Facilities

The Magnolias 745 Norland Avenue 717-264-6000

ProMedica 1070 Stouffer Avenue 717-263-0436

Shook Home 55 South 2nd Street 717-264-6815

Tower at Falling Spring 200 N. Main Street 717-263-0119

Menno Haven 2011 Scotland Ave. 717-262-2373

Building Inspector

Clem Malot

PMCA

380 Wayne Avenue, Chambersburg, PA 17201

717-496-4996

Chamber of Commerce

Samuel Thrush, President 717-264-7101
Angela Schaeffer, Director of Operations 717-264-7101

Chambersburg Hospital

Jill Turner (o) 717-262-4624
Director of Safety, Security and Emergency Management (c) 717-321-6074
Administrative Resource Coordinator (ARC) 717-262-4543

Chambersburg Area School District (CASD)

Superintendent of Schools Chris Bigger 717-261-3300
Assistant Superintendent Kurt Widmann 717-261-3426
Assistant Superintendent Mark Long 717-261-3313
Director of Finance Tamera Stouffer 717-709-4027
Business Office Manager Tracey Hammond 717-261-3308
Director of Ed. Programming Crystal Lautenslager 717-267-4489
Human Resources Director Tina Clever 717-261-3477
Supervisor of Transportation Craig Kirkpatrick 717-261-3415
Director of Comm. & Marketing Brian Miller 717-261-5663
Supervisor of Facility Operations Matt Varner 717-261-3405

Chemtrec 800-262-8200

EAS Warning Information

Warnings are issued through County EAS 717-264-2813

Environmental Protection

PA Dept. of Environmental Protection 866-825-0208

Franklin County Communications Center

Bryan Stevenson, ENP, COM-L 717-264-2813
9-1-1 Communications & MSAG Coordinator 717-729-3196

Franklin County Coroner's Office

Jordan Conner

717-264-5225

Franklin County Hazmat Specialist

Jerry Houpt

(o) 717-264-2813 (c) 717-729-0973

Franklin County Office of Emergency Management

Mary K. Seville, Acting DES Director

717-264-2813

Rochelle Barvinchack, Planning Coordinator

717-264-2813

Franklin County Transportation

(In 2016 they transitioned to Rabbitransit)

800-632-9063

Hazardous Material Clean-up Companies

SERVPRO of Chambersburg

717-261-0310

Elk Environmental Services (*in Reading*)

610-372-4760

J&J Environmental (*in East Norriton*)

610-227-4511

Long Pine Run Dam

Marc Kaiser

(c) 717-377-1487

(h) 717-762-5557

Michelle Blevins

(c) 717-360-0961;

(h) 717-334-7350;

National Weather Service

Chambersburg is serviced by: NWS State College, PA

814-231-2408

PEMA State Emergency Operations Center

717-651-2001

Central Area Office

717-261-7060

Pennsylvania Department of Transportation

Emergency Notification

717-265-7600

Radio Stations

Alpha Media

717-263-0813

Verstandig Communication 717-597-9200

Railroads

CSX - Report Railroad Emergency 800-232-0144
CSX Intermodal Terminals 717-709-7800
Norfolk Southern 717-541-2138 or 717-461-6069

Salvation Army 159 Lincoln Way West 717-264-6169

Television Stations

WDVM 301-797-4400
WHTM 717-236-1444

Wilson College

Leonard Horton, *Director of Facilities* 717-264-4035

PART THREE – OTHER RESOURCES & SUPPLIES

Blankets

Rural King 223-220-3346
Walmart 717-264-2300 (open 24 hours/day)

Board-up Company

SERVPRO of Chambersburg 717-261-0310
Service Master Restore 717-267-2223/541-0614
Tuckey Restoration (*in Carlisle*) 717-249-7052

Bulldozers

Franklin Equipment Rental 717-709-1080
RentEquip, Shippensburg 717-530-1200

Fayetteville Contractors	717-352-2186
David H. Martin	717-264-2168

Drinking Water

Tulpehocken Water (<i>in Northumberland</i>)	717-261-5955 (<i>Greencastle Office</i>)
Rural King	223-220-3346
Walmart	717-264-2300

Dumpsters

Waste Connections of PA	717-709-1700
Start to Finish Roll Off (secondary resource only)	717-637-2022
Rotz's Hauling & Dumpster	717-658-1841

Food

McDonald's	1075 Lincoln Way East	717-263-4601
Burger King	1066 Lincoln Way East	717- 894-1261
Chick-fil-A	970 Norland Ave	717-263-0477
Wendy's	1001 Wayne Ave	717-264-3561
Arby's	1099 Wayne Ave	717-236-5181
KFC	1226 Lincoln Way E	717-264-5083
Sonic Drive-In	861 Norland Ave	717-496-8455
Five Guys	924 Norland Ave	717-753-3562
Hardee's	625 Lincoln Way E	717-264-3630
Taco Bell	901 Lincoln Way W E	717-267-3359
Dairy Queen	1720 Lincoln Way W E	717-660-2319

Fuel Suppliers

McCleary Oil Co.	717-264-6181
Tevis Oil	717-264-8174

Generators

Mid-Atlantic Repairs (industrial)	240-347-0151
Tuckey (standby generators, secondary resource only)	717-249-1535
Franklin Equipment Rental	717-709-1080
RentEquip - Shippensburg	717-530-1200

Locksmith

Nancy's Lock & Key	717-263-2099
Betsy's Lock & Hardware	717-263-3412

Lumber

Carter Lumber Yard	717-263-0822
Lowes	717-709-1900
Myers Building Product specialist	717-263-9151

Paper Products

Johnnie's Restaurant Supplies	800-262-1214
Staples	717-263-2550

Portable Toilets

Chamberlin & Wingert's	888-725-4180 717-264-7630 (emergency)
Lake Portable Toilets (secondary resource only)	814-259-0011

Storage Buildings – Portable

Container Solutions	866-823-1227
PODS	877-770-7637
U-Haul of Chambersburg	717-264-8782

Tool Rental Companies

Chambersburg Rental Services, Inc.	717-263-7275
Franklin Equipment Rental	717-709-1080
RentEquip, Shippensburg	717-530-1200
Access Lift Equipment	866-709-0820

Tent Rental Companies

Chambersburg Rental Services, Inc.	717-263-7275
Tents for Rent	717-733-9700
Event Central	717-591-7368

Tow Trucks

Rife's	717-263-8518 or 717-816-7615
Cramer's Towing	717-261-6572
Abe's Auto Service	717-375-4524

VFW

Tom Holden, Community Affairs	717-264-9845
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Next Day Supply Delivery

WB Mason
Amazon

APPENDIX – AGREEMENT WITH AMERICAN RED CROSS



Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster.

Parties and Facility

Owner:

Legal name: Borough of Chambersburg

Address: 100 South Second Street

Chambersburg, PA 17201

24-hour Point of Contact:

Name and title:

David Finch Asst. Mgr / EMC

Work phone: 717 264 5151

Cell phone/pager:

Address for Legal Notices (only if different from address above):

Mr. David C. Finch, Emergency Management Coordinator 100

South Second Street

Chambersburg, PA 17201



Red Cross:

Legal name: The American National Red Cross Chapter South Central Pennsylvania
Name: _____

Chapter 724 South George St. address: _____
York; PA. 17401 _____

24-Hour Point of Contact

Name and title: Allen A. White Jr.- Disaster Program Manager
Work phone: 717.243.5211 X1665 Cell phone/pager: 717.606.2472

Address for Legal Notices:

724 South George St.
York, PA. 17401

Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List," and attach facility list, including complete street address of each building that is part of this agreement. In addition, if only a portion of the building is part of this agreement, then include a description of that portion of the building.)

Eugene C. Clarke Jr. Community Center, 235 South Third Street, Chambersburg, PA 17201



Terms and Conditions

1. **Use of Facility:** Upon request by the Red Cross and if the Owner, in its sole discretion, determines the request to be feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities, in the event of a local, state, or national state of emergency. The Facility may be used for any of the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.

3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's [Facility/Shelter Opening /Closing Form](#) to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.

4. **Food Services** (*This paragraph is applicable only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, as determined by the Owner, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.

5. **Custodial Services** (*This paragraph is applicable only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources exist and are available, as determined by the Owner, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of these services at the direction of and in cooperation with the Red Cross Manager.

6. **Security/Safety:** In coordination with the Facility Coordinator; the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.



7. Signage and Publicity: The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross's activities at the Facility are concluded. Except for confirming that the Facility is being used as a Red Cross shelter, the Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the expressed, written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.

8. Closing the Facility: The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. In addition, the Owner may close the shelter at any time after notifying the Red Cross in writing at least seven (7) days prior to closing the shelter. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions.

9. Fee (This paragraph is not applicable when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.): Both parties must initial the applicable statement below:

- a. Owner will not charge a fee for the use of the Facility in recognition of the services the Red Cross provides to the community. Owner initials: [signature] Red Cross initials: [signature]
b. The Red Cross will pay \$ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: Red Cross initials:

10. Reimbursement: The Red Cross will reimburse the Owner for the following:

- a. Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Owner will select from among bids from at least three reputable contractors, or from among public bids in accordance with all applicable laws if the cost of repairs will exceed the then-current public bidding thresholds. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
b. (Only when Facility is used as a shelter or Service Center) Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
c. Reasonable, actual, out-of-pocket costs for the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities to be reimbursed by the Red Cross):

Table with 3 columns: Utility Type, Owner initials, Red Cross initials. Rows include Water/Sewer, Gas, Electricity, Waste Disposal.

American Red Cross

Facility Use Agreement
Disaster Cycle Services Job Tools
DCS JT-C DMWT / Facility Management

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any and all claims, suits, causes of action, damages, liabilities, and expenses (including reasonable attorneys' fees and costs) for damage or injury to any person or any property arising from the negligence of the Red Cross during the use of the Facility.

13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Borough of Chambersburg

THE AMERICAN NATIONAL RED CROSS

Owner (legal name)

(legal name)

By (signature)

By (signature)

Name (printed)

Name (printed)

Title

Title

Date

Date

Heath E. Talhelm

Allen A. White, Jr.

Heath E. Talhelm

Allen A. White, Jr.

President of Council

Disaster Program Manager -
South Central Pennsylvania

6-3-19

June 26th, 2019

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: N 1'A Facility: Chambersburg Recreation Center

Parties and Facility

Owner:

Legal Name: Borough of Chambersburg
Chapter: _____
24-Hour Point of Contact: _____
Name and title: David Finich, Asst. Mgr / EMC
Work phone: 717-264-5151 Cell phone/pager: _____
Address for Legal Notices:
100 S. 2nd Street
Chambersburg, PA 17201-2512

Red Cross:

Legal name: The American National Red Cross
Chapter: _____
24-Hour Point of Contact: _____
Name and title: Allen White, Disaster Program Specialist
Work Phone: 717-243-5211 x 1665 Cell phone/pager: 717-606-2472
Address for Legal Notices:
American Red Cross of South Central PA
724 South George Street
York, PA 17401

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington, DC 20006 and
The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

Chambersburg Recreation Center
235 South 3rd Street
Chambersburg, PA 17201

APPENDIX -

MEMORANDUM OF UNDERSTANDING BETWEEN

**BOROUGH OF CHAMBERSBURG
FRANKLIN COUNTY PENNSYLVANIA**

and

**CHAMBERSBURG AREA SCHOOL DISTRICT
Chambersburg Area Senior High School**

April 10, 2023

April 10, 2023 – July 1, 2028

Introduction

The purpose of this MOU is to establish an agreement between the Borough of Chambersburg (“Borough”) and the Chambersburg Area School District (“District”) concerning the use of certain District facilities by the Borough in the event of an emergency.

This MOU will become effective immediately upon approval, and shall remain in effect indefinitely, terminable at will by either party, effective upon written notice.

WHEREAS, in accordance with the relevant provisions of the Borough’s Emergency Operations Plan (EOP), the District is agreeable to work with the Borough to make facilities available in the event of an emergency evacuation that requires school facilities to be open as the evacuation site,

NOW THEREFORE, it is agreed that in the event of circumstances requiring an emergency evacuation of Borough of Chambersburg residents, the following Chambersburg Area School District facilities will be available to provide temporary shelter to the evacuees, at the times stated below, under the following conditions:

1. Available Facilities:
*Chambersburg Area Senior High School
511 South Six Street
Chambersburg, PA 17201*

If this site is untenable because of proximity to the disaster, then contact must be made by the Borough Manager or the Borough’s Emergency Management Coordinator with the Superintendent of Schools or the Assistant Superintendent to utilize other appropriate and available facilities of the District (either in or out of the Borough) to serve as the evacuation site.

2. Times Facilities will be available:
These facilities will be made available as soon as possible after notification is received

from the Borough Emergency Management Coordinator. Borough or Red Cross staff will remain on site so long as there are evacuee occupants of Chambersburg Area School District facilities.

3. **Evacuee Supervision:**

The sole responsibility of the District shall be to provide access to their facilities referenced in paragraph 1. Above. Supervision of the evacuees will be solely the responsibility of the Borough staff or the Red Cross. Borough or the Red Cross staff will remain responsible for the care, welfare, and safety of evacuees occupying District facilities at all times.

General Provisions

- A. This Memorandum does not create any contractual rights or obligations between the parties, or their respective officers, employees, agents or representatives.
- B. This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed by July 2028 and every five years thereafter.
- C. If changes in state or federal law require changes to this Memorandum, the parties shall amend this Memorandum.
- D. All parties to this Memorandum will communicate fully and openly with each other in order to resolve any problems that may arise in the fulfillment of the terms of this Memorandum.
- E. The Borough shall indemnify, protect, defend, and hold harmless the District, including, without limitation, the District's directors, officers, employees, agents, and any of its other contractors, from and against all claims, losses, costs, damages, and expenses (including, without limitation, reasonable attorneys' fees) arising out of any claim, demand, action or suit for any damages, injuries or death to persons or property caused in whole or in part by any act or omission of its agents or employees. This provision does not constitute a waiver or abrogation of any governmental immunity afforded to the Borough or its agents by law, including but not limited to governmental immunity afforded under the Pennsylvania Subdivision Tort Claims Act
- F. Nothing in this MOU shall be deemed a direct or indirect waiver of or limitation to any sovereign or governmental immunity, in any respect, applicable to District (including, without limitation, under the Pennsylvania Political Subdivision Tort Claims Act, 42 Pa. C.S. §8541, et seq.) or impose liability, directly or indirectly, on District from which it would otherwise be immune under applicable law.

And now, this 4/10/2023 the parties hereby acknowledge the foregoing as the terms and conditions of their understanding.



Borough Manager

Borough of Chambersburg
Municipal Entity



Town Council President



Chief School Administrator

Chambersburg Area School District
School Entity



Approving Authority

APPENDIX – DAM EMERGENCY PLAN

EMERGENCY ACTION PLAN

SURVEILLANCE, WARNING AND EVACUATION PROCEDURES

LONG PINE RUN DAM DEP NUMBER D01-082

**LOCATED ON BIRCH RUN
IN FRANKLIN TOWNSHIP, ADAMS COUNTY**

LATITUDE 39° 56' 15" LONGITUDE 77° 26' 43"

**SIZE CATEGORY - A
HAZARD POTENTIAL CATEGORY - 1**

**OPERATED BY: BOROUGH OF CHAMBERSBURG
 LANCE ANDERSON, P.E.
 WATER/SEWER SUPERINTENDENT
 CHAMBERSBURG, PA 17201**
**TELEPHONE: BUSINESS: (717) 264-5151
 CELL: (717) 729-8719
 E-MAIL: landerson@chambersburgpa.gov**

**OWNED BY: BOROUGH OF CHAMBERSBURG
 JEFFREY STONEHILL, MANAGER**
**ADDRESS: 100 SOUTH SECOND STREET
 CHAMBERSBURG, PA 17201**
**TELEPHONE: BUSINESS: (717) 264-5151
 CELL: (717) 645-5431
 E-MAIL: jstonehill@chambersburgpa.gov
 WEB PAGE: www.chambersburgpa.gov**

DATE: DECEMBER 11, 2013

Revision: February 5, 2015

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ATTACHMENTS

ATTACHMENT A	INUNDATION MAP
ATTACHMENT B	TRAFFIC CONTROL POINTS
ATTACHMENT C	LOCATION MAP
ATTACHMENT D	TELEPHONE ROSTER
ATTACHMENT E	MEDIA ANNOUNCEMENT
ATTACHMENT F	NOTICE

PROMULGATION AND CONCURRENCE

We, the undersigned, on date indicated, have reviewed the requested support activity in the Emergency Action Plan for the **Long Pine Run Dam**. Our support action will be executed in accordance with existing recommended operating guidelines and existing municipal or county emergency operation plans.



BOROUGH OF CHAMBERSBURG, DAM OWNER
JEFFREY STONEHILL

12/9/14
DATE



BOROUGH OF CHAMBERSBURG, DAM OPERATOR
LANCE ANDERSON, P.E.

12/15/14
DATE



DAVID DONOHUE - COORDINATOR, FRANKLIN COUNTY EMA

11-26-14
DATE

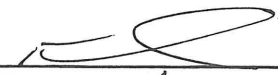


JOHN ELINE - COORDINATOR, ADAMS COUNTY EMA

12-5-14
DATE

PEMA AND DEP APPROVALS

The Pennsylvania Emergency Management Agency hereby approves the Emergency Action Plan for Long Pine Run Dam (D01-082).



Fred Boylestein, Director, PEMA Central Area Office
F13

2/2/15
Date

The Department of Environmental Protection, Division of Dam Safety, approves the Emergency Action Plan for Long Pine Run Dam (D01-082).



Roger Adams P.E., Chief, Division of Dam Safety

2/4/15
Date

I. PURPOSE AND SCOPE

- A. To safeguard the lives as well as to reduce property damage of the citizens living within the dam's potential downstream flood or inundation area.
- B. To provide for effective dam surveillance, prompt notification to local emergency management agencies, citizen warning and evacuation response, when required.
- C. To identify emergency actions to be taken by the dam owner/operator, public officials, emergency personnel, and to outline response actions in the event of a potential or imminent failure of the dam.

II. SITUATION

- A. The dam is a 112-foot-high, 900-foot-long earthen embankment water supply dam, maintaining a normal pool of 5,430 acre-feet of water with a maximum pool capacity of 7,490 acre-feet.
- B. The dam is located on Birch Run 11 miles east of Chambersburg, approximately 0.5 miles north of State Route 233 by way of State Park access road, and approximately 2.5 miles north of U.S. Route 30.

Refer to Location Map at **Attachment C**.

- C. The inundation area resulting from a sudden dam failure extends from the dam and floods the valley along the Conococheague Creek, including State Route 233 to U.S. Route 30. Flooding will include:
 - 1. Caledonia State Park Camp Grounds and the valley floor of Rocky Mountain Creek 3/ 4 mile upstream of U.S. Route 30.
 - 2. A 1,000-foot to 5,000-foot wide flood plain along Conococheague Creek through Chambersburg.
 - 3. Below Chambersburg, a 1,000-foot to 3,000-foot wide flood area will exist downstream to Williamson.
 - 4. Below Williamson, a 1,000-foot to 2,000-foot wide flood area along Conococheague Creek could exist downstream to the West Branch Conococheague Creek.

Refer to the Inundation Map at **Attachment A**.

- D. Within the inundation area is a population of approximately 12,000 people approximately containing 200 businesses, 4 daycares, 3 schools and 3 nursing homes.

Refer to the Inundation Map at **Attachment A**.

III. CONCEPT OF OPERATIONS

A. SURVEILLANCE – NORMAL CONDITIONS – (DAM OWNER OR OPERATOR)

- 1. Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg will conduct an on-site visual inspection of the dam, the dam's spillway(s), control systems, and the toe area below the dam at a minimum of once every three months. Any abnormal or questionable conditions will be immediately brought to the attention of the owner's engineer and the Division of Dam Safety of DEP.

B. SURVEILLANCE – UNUSUAL EVENT CONDITIONS (DAM WATCH)

- 1. Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg will commence surveillance of conditions at the dam site when:
 - a. Severe thunderstorms, heavy rains with local flood warnings, tropical storms and hurricanes, or heavy rains with frozen ground and/or snow cover are occurring.
 - b. The National Weather Service issues a flash flood watch or warning and conditions warrant.
 - c. Any abnormal or questionable conditions as identified in Section III.D.1.

C. EARLY WARNING NOTIFICATION

- 1. Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg is responsible for determining the dam's threat potential. The following conditions constitute a dam early warning notification to the Franklin County 9-1-1 and require 24-hour around-the-clock surveillance.

- a. The water level in the impoundment area has reached the threshold level of 5 feet below the top of the dam and is rising, or
 - b. Following the occurrence of an earthquake in the general region of the dam.
2. Early warning notification will be relayed from the Franklin County 9-1-1 to the PEMA State Emergency Operations Center and all applicable emergency responders and designated government officials and agencies as designated. Refer to Section IV.B for additional notifications.

D. WARNING AND EVACUATION NOTIFICATION

1. Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg is responsible for determining the dam's threat potential. The following conditions constitute a dam emergency requiring warning and evacuation notification to the Franklin County 9-1-1.
 - a. The depth of flow in the emergency spillway has reach a depth of 10 feet; (Staff gage on the spillway might be needed), and
 - b. The water level in the impoundment area has reached the threshold level of 2 feet below the top the dam, or
 - c. Imminent failure of this dam might be indicated by observance of one or more of the following conditions at the dam site:
 - i. The lake level is at or near the top of the dam and water is flowing, or about to flow, over the top of the dam.
 - ii. The overflow pipe or spillway is damaged or clogged with debris or ice, which is resulting in a rapid rise in the lake level.
 - iii. The primary or emergency spillway is experiencing heavy flows which are causing severe erosion to the spillway or the dam embankment.

- iv. Any structural movement or failure of the concrete (masonry) spillway or the spillway abutment walls.
 - v. Any sloughing or sliding of the embankment upstream or downstream slope. Also, earth slides in the spillway channel, either upstream or downstream of the dam's crest, which could impede the flow in the spillway.
 - vi. Subsidence, sinkholes or cracks found in any part of the dam's embankment or abutting slopes.
 - vii. Any new discharge of water is observed through the dam's embankment or abutting slopes, adjacent to any conduit outlets, or under the dam, which appears as a boil along the downstream toe. Should such a discharge occur and the water is cloudy or muddy in color, then a very serious problem exists.
2. Warning and evacuation notification will be relayed from the Franklin County 9-1-1, the PEMA State Emergency Operations Center and all applicable emergency responders and designated government officials and agencies. State Emergency Operations Center and all applicable emergency responders and designated government officials and agencies as designated. Refer to Section IV.B for additional notifications.
 3. Emergency management officials will accomplish the needed actions, which are explained in this Emergency Action Plan (EAP), in accordance with their existing recommended operating guidelines and existing municipal or county emergency operation plans.
 4. Warning and evacuation of the public must commence upon notification by Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg of a potential or imminent failure of the dam. Emergency responders should initiate action in accordance with the plan outline and any existing internal organizational recommended operating guidelines, and existing municipal or county operation plans.

E. TERMINATION OF SURVEILLANCE AND NOTIFICATIONS

1. Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg may terminate 24-hour surveillance of dam site conditions when:

- a. All National Weather Service flash flood watches or warnings have expired, and
 - b. Heavy rains have ended and the water level in the lake has dropped 6 feet below the top of the dam and is receding.
 - c. After a personal inspection of the dam site has been conducted by a knowledgeable professional engineer following an earthquake, overtopping of the dam, or an evacuation of the inundation area as a result of this EAP, or other serious problems resulting in a notification of a dam site emergency and the Department concurs with the results of the inspection.
2. Upon termination of 24 hour surveillance of dam site conditions, Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg shall notify the Franklin County 9-1-1.
 3. Termination of notifications will be relayed from the Franklin County 9-1-1 to the Franklin County Emergency Management Agency, PEMA, Pennsylvania State Emergency Operations Center and all applicable emergency responders and designated government officials and agencies as designated. Refer to Section IV.B for additional notifications.

IV. RESPONSIBILITIES AND DUTIES – EMERGENCY RESPONSE

A. DAM OWNER OR DAM OPERATOR (DAM SITE EMERGENCY)

1. Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg will provide for 24-hour on-site dam surveillance and monitoring as required in Section III.C.1. and initiate Early Warning notification to the Franklin County 9-1-1.
2. When the situation meets the criteria under the warning and evacuation notification guidelines, presented in Section III. D.1., indicating a failure of the dam is possible or a significant threat condition is developing. Lance Anderson, Water/Sewer Superintendent of the Borough of Chambersburg will initiate warning and evacuation communication to the Franklin County 9-1-1.

B. FRANKLIN COUNTY 9-1-1

1. The Franklin County 9-1-1 will notify the following:
 - a. Franklin County Emergency Management Agency
 - b. PEMA State Emergency Operations Center
 - c. Fayetteville Volunteer Fire Company
 - d. Pennsylvania State Police – Chambersburg Barracks
 - e. Adams County 9-1-1
 - f. Chambersburg Police Department
 - g. Chambersburg Fire Department
 - h. Franklin Fire Department
 - i. St. Thomas Volunteer Fire Company
 - j. Marion Fire Department
 - k. Mercersburg, Montgomery, Peters, and Warren Volunteer Fire Department
 - l. Greencastle Rescue Hose Company
 - m. West Shore EMS
 - n. Waynesboro Area ALS

C. FRANKLIN COUNTY DEPARTMENT OF EMERGENCY SERVICES

1. The Franklin County Department of Emergency Services will contact the following personnel and agencies;
 - a. National Weather Service
 - b. Caledonia State Park Superintendent
 - c. Greene Township EMA
 - d. Guilford Township EMA
 - e. Local Media
 - f. American Red Cross – Cumberland Valley Chapter
 - g. Franklin County Board of Commissioners
 - h. Chambersburg Area School District
 - i. Pennsylvania Emergency Management Agency
 - j. Pennsylvania Department of Transportation – District 8-3
 - k. Franklin County Career and Technology Center
 - l. Shalom Christian Academy
 - m. Greencastle-Antrim School District
 - n. Chambersburg Borough EMA
 - o. Hamilton Township EMA
 - p. Antrim Township EMA
 - q. Peters Township EMA
 - r. St. Thomas Township EMA
 - s. Tuscarora School District

2. The Franklin County Department of Emergency Services will ascertain and report to PEMA any unmet needs requirements.
3. The Franklin County Department of Emergency Services will coordinate Damage Assessment and Recovery procedures as the situation requires. Damage assessments will be performed by local municipal EMAs.

D. ADAMS COUNTY 9-1-1

1. The Adams County 9-1-1 will notify the following:
 - a. Buchanan Valley Fire Department
 - b. Pennsylvania State Police – Gettysburg Barracks

E. ADAMS COUNTY DEPARTMENT OF EMERGENCY SERVICES

1. The Adams County Department of Emergency Services will contact the following personnel and agencies:
 - a. Franklin Township EMA
 - b. Adams County EOC staff, as necessary
 - c. American Red Cross – Cumberland Valley Chapter (redundant notification)
 - d. Adams County elected officials
 - e. Pennsylvania Emergency Management Agency
 - f. Pennsylvania Department of Transportation – District 8-1
2. The Adams County Department of Emergency Services will ascertain and report to PEMA any unmet needs requirements.
3. The Adams County Department of Emergency Services will coordinate Damage Assessment and Recovery procedures as the situation requires. Damage assessments will be performed by local municipal EMAs.

F. LOCAL MUNICIPAL EMAs

Franklin Township, Adams County EMA
 Greene Township EMA
 Guilford Township EMA
 Chambersburg Borough EMA
 Hamilton Township EMA
 Antrim Township EMA
 Peters Township EMA
 St. Thomas Township EMA

1. Advise facilities with special needs individuals as outlined in the Emergency Operations Plan (EOP) and identified by the Hazard Vulnerability Analysis (areas impacted due to a dam failure and indicated on the Inundation Map).
2. Notify municipal elected officials and municipal services (water, sewer, etc.).
3. Keep the County EMA apprised of the situation.
4. Coordinate the evacuation (where appropriate).
5. Provide damage reporting to the Franklin County Department of Emergency Services.

G. FIRE DEPARTMENTS

Buchanan Valley Fire Department
 Fayetteville Volunteer Fire Company
 Chambersburg Fire Department
 Franklin Fire Department
 Greencastle Rescue Hose Company
 Marion Fire Department
 St. Thomas Volunteer Fire Company
 Mercersburg, Montgomery, Peters, and Warren Volunteer Fire Department

1. Provide citizen notification and route alerting to advise residents living within their jurisdiction (See Inundation Map – **Attachment A**).
2. Assist in evacuation.
3. Assist police and EMS, as requested.
4. Provide communications support if feasible and requested.

H. POLICE SERVICES

Pennsylvania State Police – Chambersburg & Gettysburg Barracks
 Chambersburg Borough Police Department
 Caledonia State Park Superintendent - Fire Police

1. Franklin County 9-1-1 may dispatch radio vehicle to dam site in order to provide alternate communications link to Franklin & Adams Counties Department of Emergency Services and Pennsylvania State Police.

2. Assist evacuation traffic flow and establish Traffic Control Points (TCP) at pre-designated location (See Inundation Map – **Attachment A** and Traffic Control Points – **Attachment B**).
3. Prevent unauthorized entry and provide security of evacuated areas.
4. Provide assistance with route alerting, if requested.

I. EMERGENCY MEDICAL SERVICES (EMS)

Fayetteville Volunteer Fire Company
 Chambersburg Fire Department
 Greencastle Rescue Hose Company
 Marion Fire Department
 St. Thomas Volunteer Fire Company
 Mercersburg, Montgomery, Peters, and Warren Volunteer Fire Department
 West Shore EMS
 Waynesboro Area ALS

1. Provide evacuation transportation assistance and coordinate with designated fire services agencies for transportation of persons with disabilities and any special needs.
2. Assist fire and police departments as requested.
3. Provide EMS support to any mass care center as requested.

J. AMERICAN RED CROSS

Cumberland Valley Chapter (if requested by County DES)

1. Identify and activate an appropriate shelter, as necessary.
2. Support and maintain operations of the reception center.
3. Maintain communications with County DES and reception center.

K. PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (PENNDOT)

1. Provide services, signs, barricades and guidance on roads and bridges affecting the evacuation and recovery.

V. ADMINISTRATION AND LOGISTICS

A. The NOTICE (**Attachment F**) will be posted in the following public places located within or near the inundation area:

1. Franklin Township Building
2. Caledonia State Park Office
3. Greene Township Building
4. Guilford Township Building
5. Antrim Township Building
6. Chambersburg Borough Hall
7. St. Thomas Township Building
8. Pennsylvania State Police – Gettysburg Barracks
9. Pennsylvania State Police – Chambersburg Barracks
10. Chambersburg Police Department
11. Fayetteville Volunteer Fire Company
12. Chambersburg Fire Department
13. Franklin Fire Department
14. Greencastle Rescue Hose Company
15. Marion Fire Company
16. Mercersburg, Montgomery, Peters, and Warren Volunteer Fire Department
17. St. Thomas Volunteer Fire Company
18. Buchanan Valley Fire Department
19. Fayetteville Post Office
20. Chambersburg Post Office
21. Scotland Post Office
22. St. Thomas Post Office
23. Marion Post Office
24. Greencastle Post Office
25. State Line Post Office
26. Grove Family Library
27. Franklin County Library System
28. Lilian S. Besore Memorial Library
29. Franklin County Court House
30. Peters Township Municipal Building
31. Hamilton Township Municipal Building

B. The NOTICE (**Attachment F**) must state that copies of the Emergency Action Plan for this dam are available for inspection at the following locations:

1. Franklin County Department of Emergency Services
390 New York Avenue
Chambersburg, PA 17201

2. Adams County Department of Emergency Services
117 Baltimore Street, Room 6
Gettysburg, PA 17325
3. Franklin Township Emergency Management Office
55 Scott School Road
Orrtanna, PA 17353
4. Greene Township Emergency Management Office
1145 Garver Lane
Scotland, PA 17254
5. Guilford Township Emergency Management Office
115 Spring Valley Road
Chambersburg, PA 17202
6. Chambersburg Borough Emergency Management Office
Headquarters Fire Station
130 North Second Street
Chambersburg, PA 17201
7. Hamilton Township Emergency Management Office
1270 Cottlestown Road
Chambersburg, PA 17202
8. Antrim Township Emergency Management Office
10655 Antrim Church Road
Greencastle, PA 17225
9. Peters Township Emergency Management Office
5000 Steele Avenue
Lemasters, PA 17231
10. St. Thomas Township Emergency Management Office
965 Hade Road
Chambersburg, PA 17202
11. Borough of Chambersburg
Chambersburg Borough Hall
Office of Water and Sewer Superintendent
100 South Second Street
Chambersburg, PA 17201

- C. A new NOTICE will be sent to those locations in paragraph “A” when the EAP is revised.
- D. The dam owner is responsible to verify posting of the NOTICE and documenting the status in the annual inspection report.

VI. AUTHORITY AND REFERENCES

A. AUTHORITY

1. The Dam Safety and Encroachments Act (32 P.S. Sections 693.1-693.27), May 16, 1985.
2. The Pennsylvania Code – Title 25, Chapter 105 Dam Safety and Waterways Management, Section 105.63 and 105.134.
3. Emergency Management Services Code, 35 Pa C.S. Section 7101 et seq., as amended.

B. REFERENCES

1. Guidelines for Developing an Emergency Action Plan for Hazard Category 1, 2 & 3 Dams. Prepared by the Department of Environmental Protection, Water Management, Bureau of Waterways Engineering, Division of Dam Safety and the Pennsylvania Emergency Management Agency, January 2009.
2. Inspection, Maintenance and Operation of Dams in Pennsylvania. Prepared by the Department of Environmental Protection, Water Management, Bureau of Waterways Engineering, Division of Dam Safety, February 2009.
3. Franklin County Emergency Operations Plan.
4. Adams County Emergency Operations Plan.

VII. DEFINITIONS

- A. **ABUTMENT** – The part of the valley’s hillside against which the dam abuts. Right and left abutments are those on respective sides of the dam as an observer looks downstream.
- B. **AFFECTED COUNTIES/MUNICIPALITIES** – Those jurisdictions within Pennsylvania or adjoining states that, according to the Inundation Map, may experience flooding as a result of a failure of the dam.
- C. **BOIL** – A disturbance in the surface layer of soil caused by water escaping under pressure from behind a water-retaining structure such as a dam or a levee. The boil may be accompanied by deposition of soil particles (usually sand or silt) in the form of a ring (miniature volcano) around the area where the water escapes.
- D. **BREACH** – An opening or a breakthrough of a dam sometimes caused by rapid erosion of a section of earth embankment by water.
- E. **CONDUIT** – A pipe used to convey water through or around or under a dam.
- F. **CONTROL TOWER** – A structure in the dam or reservoir used to control withdraw of water from the reservoir through pipes or culverts.
- G. **CREST OF DAM** – The crown of an overflow section of the dam. In the United States, the term “crest of dam” is often used when “top of dam” is intended. To avoid confusion, the terms **crest of spillway** and **top of dam** should be used for referring to the overflow section and dam proper, respectively.
- H. **CULVERT** – (a) A drain or waterway structure built transversely under a road, railway, or embankment. A culvert usually comprises a pipe or a covered channel of box section. (b) A gallery or waterway constructed through any type of dam, which is normally dry but is used occasionally for discharging water; hence the terms scour culvert, draw off culvert and spillway culvert.
- I. **DAM** – A barrier built across a watercourse for impounding or diverting the flow of water.

- J. **DAM FAILURE** – The uncontrolled release of a dam’s impounded water. It is recognized that there are degrees of failure. Any malfunction or abnormality, outside the design assumptions and parameters which adversely affect a dam’s primary function of impounding water is properly considered a failure. Minor malfunctions or abnormalities can result in a sudden failure of a dam.
- K. **EARTH DAM (EARTHFILL DAM)** – An embankment dam in which more than 50% of the total volume is formed of compacted fine-grained earth.
- L. **EMBANKMENT** – Fill material, usually earth or rock, placed with sloping sides.
- M. **EMERGENCY** – A condition of serious nature which develops unexpectedly and endangers the structural integrity of a dam or endangers downstream property and human life. An emergency requires immediate action.
- N. **EAP** – Emergency Action Plan – A formal document that identifies potential emergency conditions at a dam and specifies preplanned actions to be followed to minimize property damage and loss of life. It contains procedures and information to assist the dam owner in issuing early warning and notification messages to responsible downstream emergency management authorities of the emergency situation. It also contains inundation maps to show the emergency management authorities of the critical areas for action in case of an emergency.
- O. **EOP** – Emergency Operations Plan – “The document...which describes the hazards, vulnerabilities, emergency management situations and assumptions that affect the municipality, the concept of operations during an emergency, and the various roles and assignments of the elected officials, emergency management coordinator and other emergency response personnel, whether paid or volunteer.” (From PEMA Directive D2007-1). The EOP includes checklists for known critical facilities, special facilities, critical personnel, hearing impaired residents, non-English speaking residents, residents requiring ambulance assistance, etc., as identified by local emergency management officials.
- P. **FACE** – With reference to a structure, the external surface that limits the structure, e.g., the face of a wall or dam.
- Q. **FAILURE** – An incident resulting in the uncontrolled release of water from an operating dam. See “Dam Failure”.

- R. **FOUNDATION OF DAM** – The natural material on which the dam structure is placed.
- S. **GROIN** – That area along the contact (or intersection) of the face of a dam with the abutment.
- T. **HAZARD** – A situation which creates the potential for adverse consequences such as loss of life, property damage, and adverse social and environmental impacts. Impacts may be for a defined area downstream of a dam from flood-waters released through spillways and outlet works of the dam or waters released by partial or complete failure of the dam. They may also be for an area upstream of the dam from effects of backwater flooding or effects of landslides around the reservoir perimeter.
- U. **INUNDATION AREA** – The downstream area that would be flooded or otherwise affected by the failure of a dam or large flows. This area can be subject to a fast moving flood wave, 20 top 50 MPH is common, with a height of 1 foot to tens of feet.
- V. **INUNDATION MAP** – A map delineating the area that would probably be flooded in the event of a dam failure. This map must be prepared by a registered professional engineer.
- W. **NOTIFICATION** – To promptly inform appropriate individuals or emergency agency about an emergency condition so they can initiate appropriate actions.
- X. **NORMAL WATER LEVEL (NORMAL WATER POOL)** – For reservoir with a fixed overflow spillway crest, it is the lowest level of that crest.
- Y. **OPERATOR** – The person or position in a company or organization, who is responsible for a dam’s operation and surveillance.
- Z. **OUTLET** – A constructed opening through which water can be safely discharged for a particular purpose from a reservoir.
- AA. **OWNER** – Any person, authority or agency that manages a dam or reservoir.
- BB. **PSAP** – Public Safety Answering Point – an agency in the United States, typically county or city controlled, responsible for answering 9-1-1 calls for emergency assistance from police, fire, and ambulance services.

- CC. **SEEPAGE** – The movement of water that might occur through the dam, its foundation or its abutments. Small amounts of clear water seepage is normal. Increase in the amount of water flow or change in color is a concern for a dam’s safety.
- DD. **SLIDE** – The movement of a mass of earth down a slope. In embankments and abutments, this involves the separation of a portion of the slope from the surrounding materials.
- EE. **SPILLWAY** – A structure over or through which flows are discharged. If the flow is controlled by gates, it is considered a controlled spillway; if the elevation of the spillway crest is the only control, it is considered an uncontrolled spillway.
- FF. **SPILLWAY CHANNEL** – A channel conveying water from the spillway crest to the river downstream.
- GG. **TOE OF DAM** – The junction of the downstream face of a dam with the ground surface. Also referred to as downstream toe. For an embankment dam, the junction of the upstream face with ground surface is called the upstream toe.
- HH. **TOP OF DAM** – The elevation of the uppermost surface of a dam, usually a road or walkway, excluding any parapet wall, railings, etc.
- II. **TRAFFIC CONTROL POINT (TCP)** – Manned or unmanned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement and also limit entry into the inundation area when an emergency situation requires it.
- JJ. **VOAD** - Voluntary Organizations Active in Disasters – collaboration of diverse organizations and citizens trained to meet community needs in the wake of a large-scale disaster.

VIII. EXERCISE AND TRAINING

The dam owner will advise and cooperate with the Franklin and Adams Counties Department of Emergency Services of any exercises scheduled, and coordinates with the Franklin and Adams Counties Department of Emergency Services to exercise all or portions of this EAP as part of the county’s all-hazard program schedule.

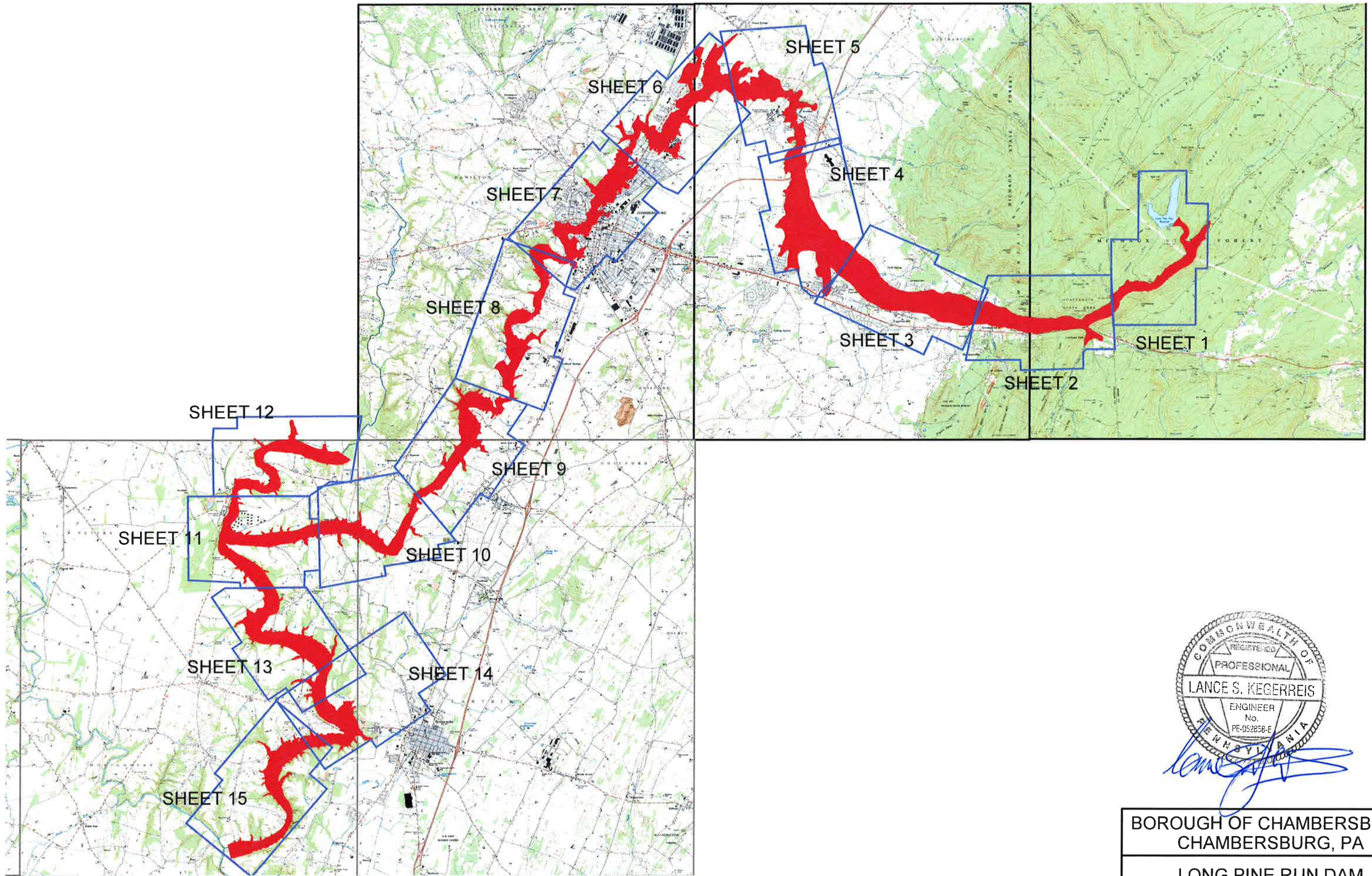
IX. PLAN MAINTENANCE AND DISTRIBUTION

- A. This EAP will be reviewed every five years by the owner or the owner's engineer. During the five year review:
1. The owner or the owner's engineer will conduct an on-site review of the flood (inundation) area for any increase in downstream development and revise the Inundation Map, if needed.
 2. The owner's engineer will review and revise surveillance conditions as needed.
 3. The owner will coordinate with Franklin and Adams Counties Department of Emergency Services if population increase or development within the inundation area could affect the emergency response requirements. If so, a new or revised plan must be developed.
 4. The owner will meet with and obtain concurrence from the Franklin and Adams County Department of Emergency Services.
 5. The owner will submit six (6) copies at a minimum of the revised plan to DEP for review and approval.
- B A copy of the approved EAP will be distributed by the dam owner to those emergency response agencies listed in Section IV. DEP, Division of Dam Safety will distribute a copy of the approved EAP to PEMA's Area Office, the affected county Emergency Management Agency(s), Emergency Operations Center(s), the National Weather Service, and the DEP's Regional Office. Within 60 days, the dam owner will submit a letter certifying distribution of the approved EAP and posting of NOTICE(s) to the DEP, Division of Dam Safety.

ATTACHMENTS:

- ATTACHMENT A INUNDATION MAP
- ATTACHMENT B TRAFFIC CONTROL POINTS
- ATTACHMENT C LOCATION MAP
- ATTACHMENT D TELEPHONE ROSTER
- ATTACHMENT E MEDIA ANNOUNCEMENT
- ATTACHMENT F POSTING NOTICE

ATTACHMENT A
INUNDATION MAP






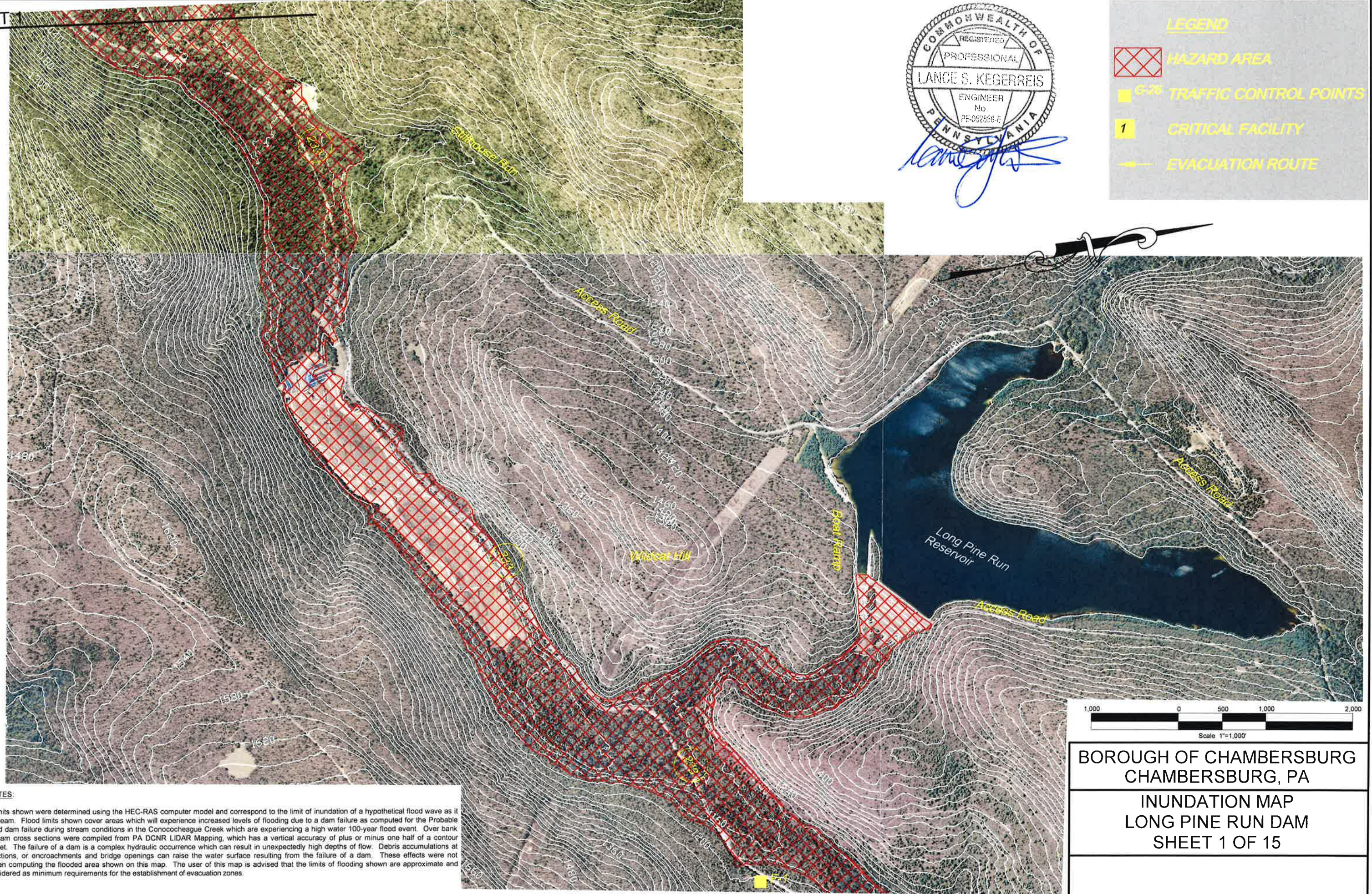
BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA
LONG PINE RUN DAM

SHEET



LEGEND

-  HAZARD AREA
-  G-25 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE



GENERAL NOTES:

The flooding limits shown were determined using the HEC-RAS computer model and correspond to the limit of inundation of a hypothetical flood wave as it travels downstream. Flood limits shown cover areas which will experience increased levels of flooding due to a dam failure as computed for the Probable Maximum Flood dam failure during stream conditions in the Conococheague Creek which are experiencing a high water 100-year flood event. Over bank portions of stream cross sections were compiled from PA DCNR LIDAR Mapping, which has a vertical accuracy of plus or minus one half of a contour interval, or 1 feet. The failure of a dam is a complex hydraulic occurrence which can result in unexpectedly high depths of flow. Debris accumulations at stream constrictions, or encroachments and bridge openings can raise the water surface resulting from the failure of a dam. These effects were not considered when computing the flooded area shown on this map. The user of this map is advised that the limits of flooding shown are approximate and should be considered as minimum requirements for the establishment of evacuation zones.

BOROUGH OF CHAMBERSBURG
 CHAMBERSBURG, PA
 INUNDATION MAP
 LONG PINE RUN DAM
 SHEET 1 OF 15

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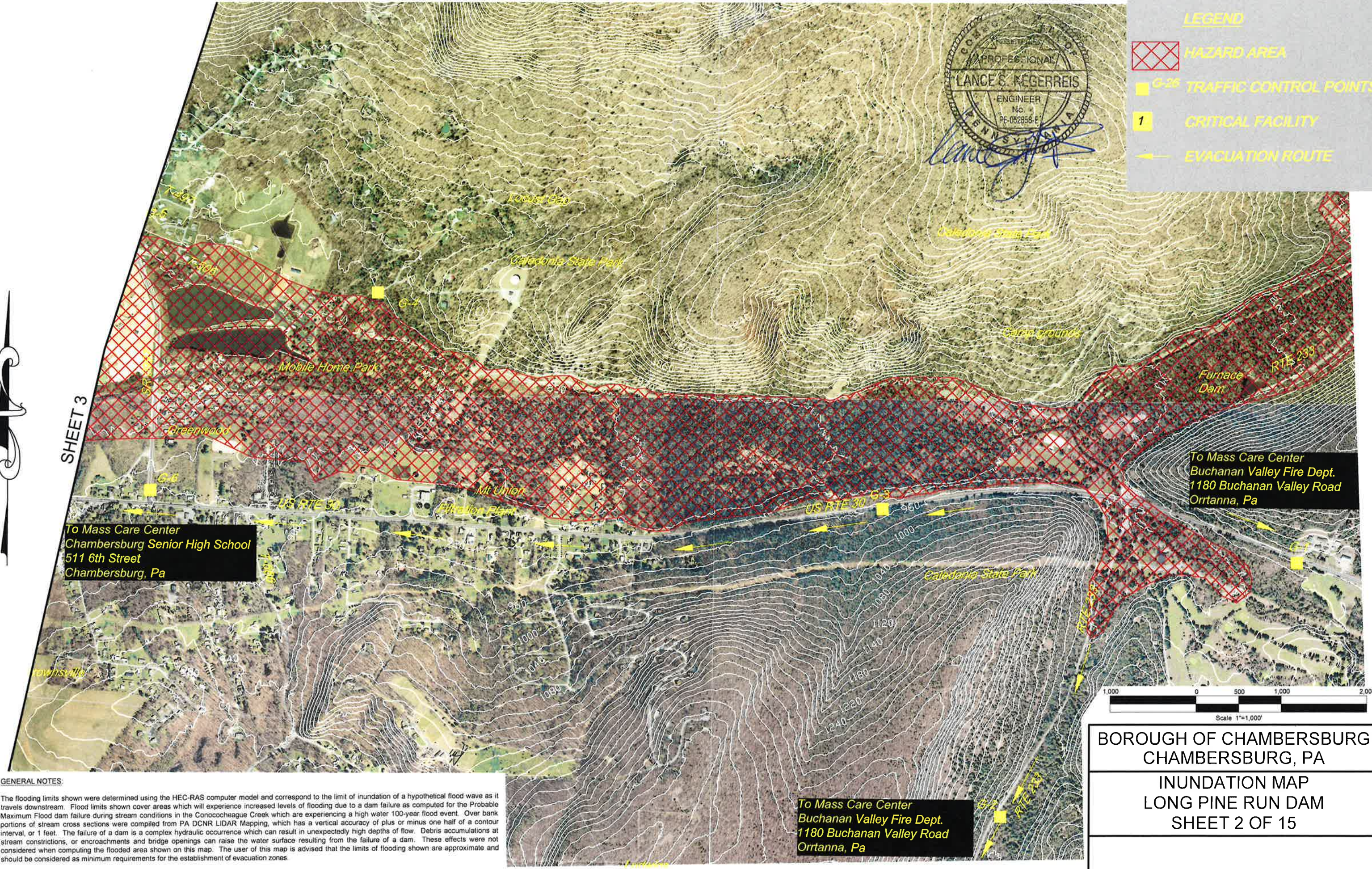


SHEET 3



LEGEND

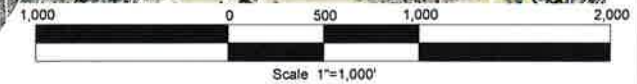
-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE



To Mass Care Center
 Chambersburg Senior High School
 511 6th Street
 Chambersburg, Pa

To Mass Care Center
 Buchanan Valley Fire Dept.
 1180 Buchanan Valley Road
 Orrtanna, Pa

To Mass Care Center
 Buchanan Valley Fire Dept.
 1180 Buchanan Valley Road
 Orrtanna, Pa



GENERAL NOTES:

The flooding limits shown were determined using the HEC-RAS computer model and correspond to the limit of inundation of a hypothetical flood wave as it travels downstream. Flood limits shown cover areas which will experience increased levels of flooding due to a dam failure as computed for the Probable Maximum Flood dam failure during stream conditions in the Conococheague Creek which are experiencing a high water 100-year flood event. Over bank portions of stream cross sections were compiled from PA DCNR LIDAR Mapping, which has a vertical accuracy of plus or minus one half of a contour interval, or 1 feet. The failure of a dam is a complex hydraulic occurrence which can result in unexpectedly high depths of flow. Debris accumulations at stream constrictions, or encroachments and bridge openings can raise the water surface resulting from the failure of a dam. These effects were not considered when computing the flooded area shown on this map. The user of this map is advised that the limits of flooding shown are approximate and should be considered as minimum requirements for the establishment of evacuation zones.

**BOROUGH OF CHAMBERSBURG
 CHAMBERSBURG, PA**

**INUNDATION MAP
 LONG PINE RUN DAM
 SHEET 2 OF 15**

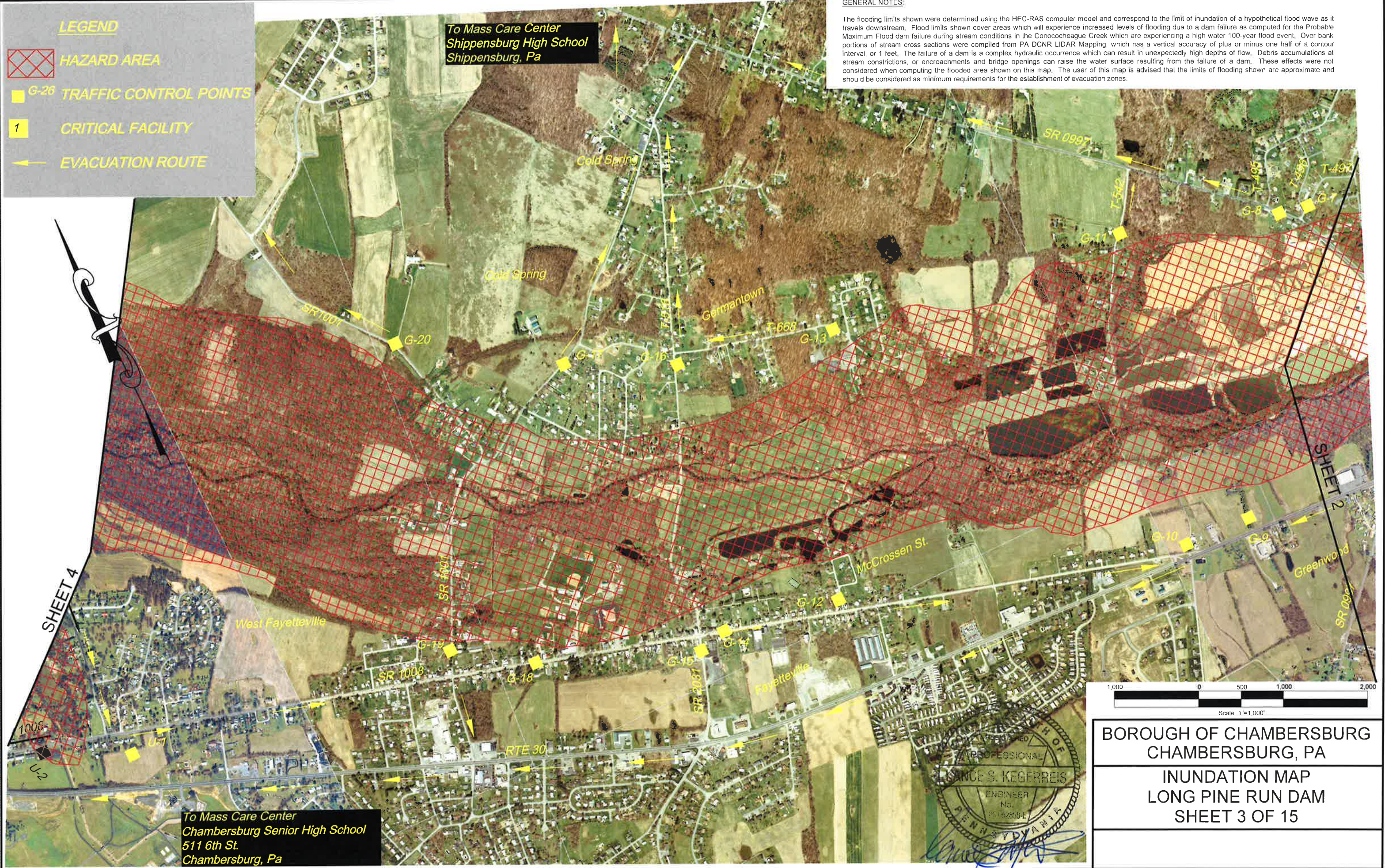
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LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

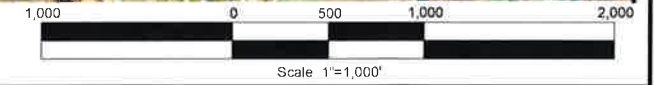
GENERAL NOTES

The flooding limits shown were determined using the HEC-RAS computer model and correspond to the limit of inundation of a hypothetical flood wave as it travels downstream. Flood limits shown cover areas which will experience increased levels of flooding due to a dam failure as computed for the Probable Maximum Flood dam failure during stream conditions in the Conococheague Creek which are experiencing a high water 100-year flood event. Over bank portions of stream cross sections were compiled from PA DCNR LIDAR Mapping, which has a vertical accuracy of plus or minus one half of a contour interval, or 1 feet. The failure of a dam is a complex hydraulic occurrence which can result in unexpectedly high depths of flow. Debris accumulations at stream constrictions, or encroachments and bridge openings can raise the water surface resulting from the failure of a dam. These effects were not considered when computing the flooded area shown on this map. The user of this map is advised that the limits of flooding shown are approximate and should be considered as minimum requirements for the establishment of evacuation zones.



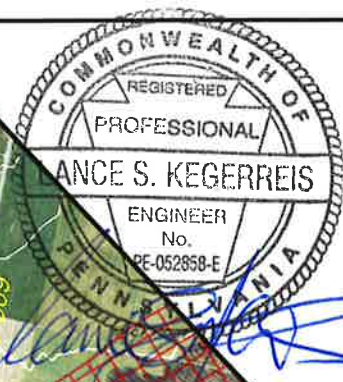
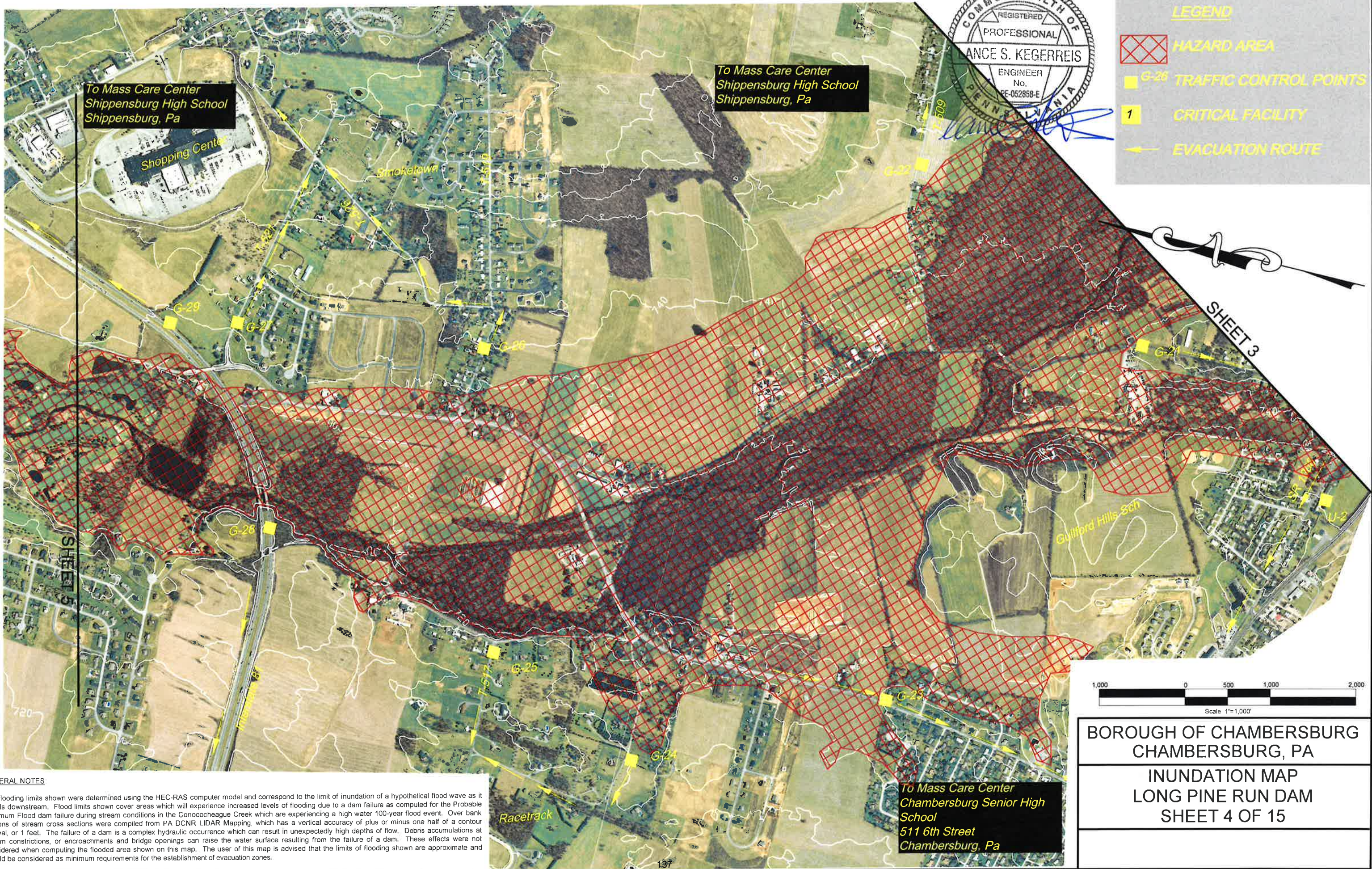
To Mass Care Center
Shippensburg High School
Shippensburg, Pa

To Mass Care Center
Chambersburg Senior High School
511 6th St.
Chambersburg, Pa



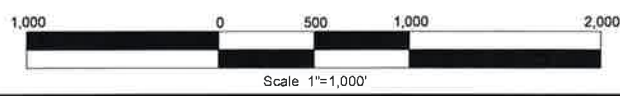
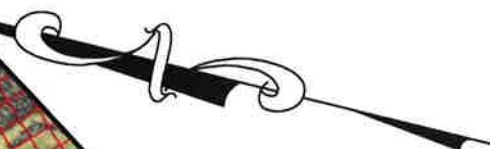
BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA

INUNDATION MAP
LONG PINE RUN DAM
SHEET 3 OF 15



LEGEND

- HAZARD AREA
- G-26 TRAFFIC CONTROL POINTS
- CRITICAL FACILITY
- EVACUATION ROUTE



**BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA**

**INUNDATION MAP
LONG PINE RUN DAM
SHEET 4 OF 15**

GENERAL NOTES:

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GENERAL NOTES:

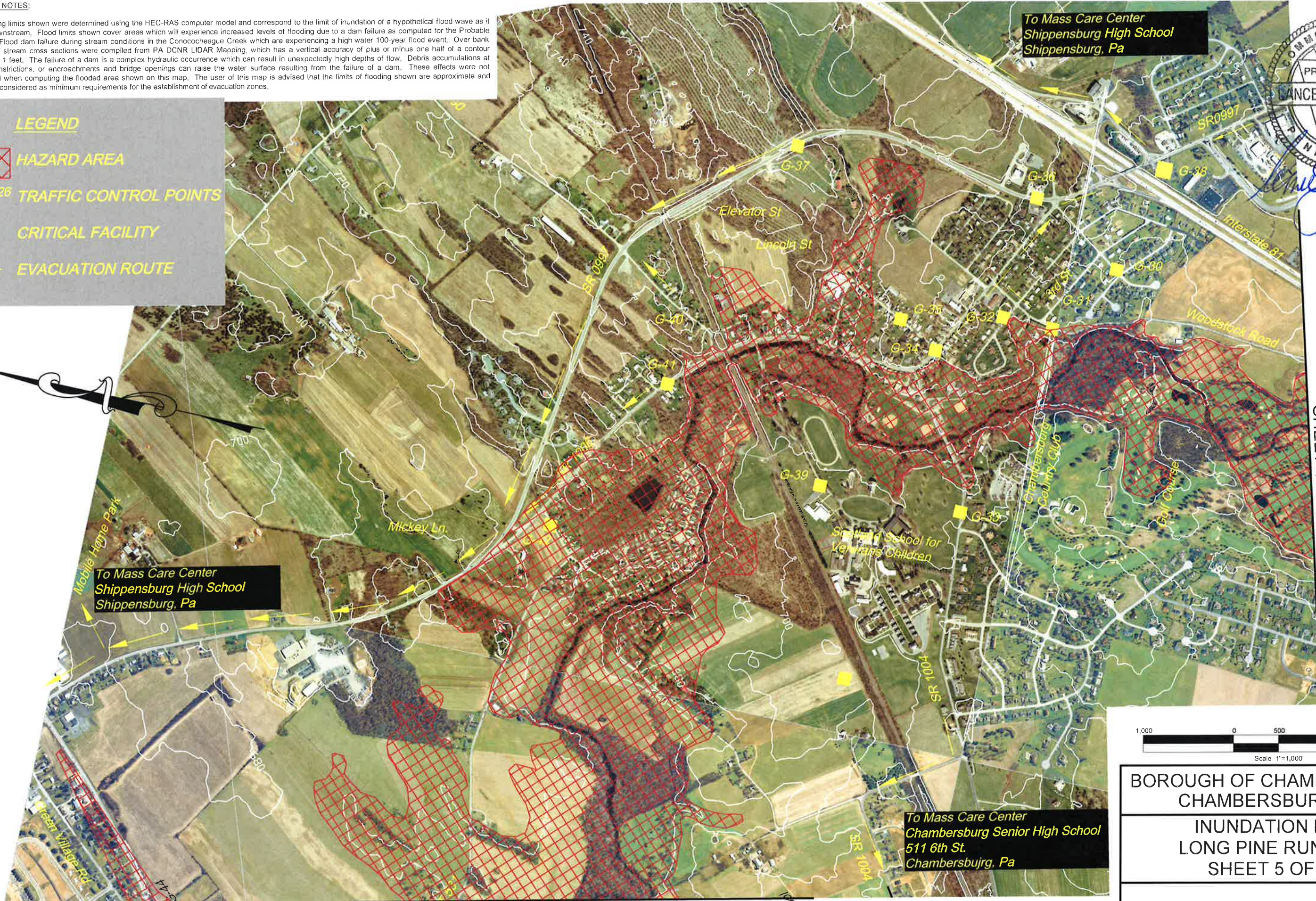
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LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE



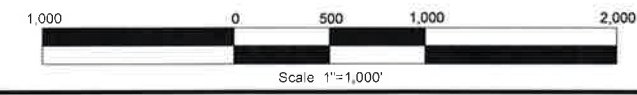
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To Mass Care Center
Shippensburg High School
Shippensburg, Pa

To Mass Care Center
Shippensburg High School
Shippensburg, Pa

To Mass Care Center
Chambersburg Senior High School
511 6th St.
Chambersburg, Pa



BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA
INUNDATION MAP
LONG PINE RUN DAM
SHEET 5 OF 15

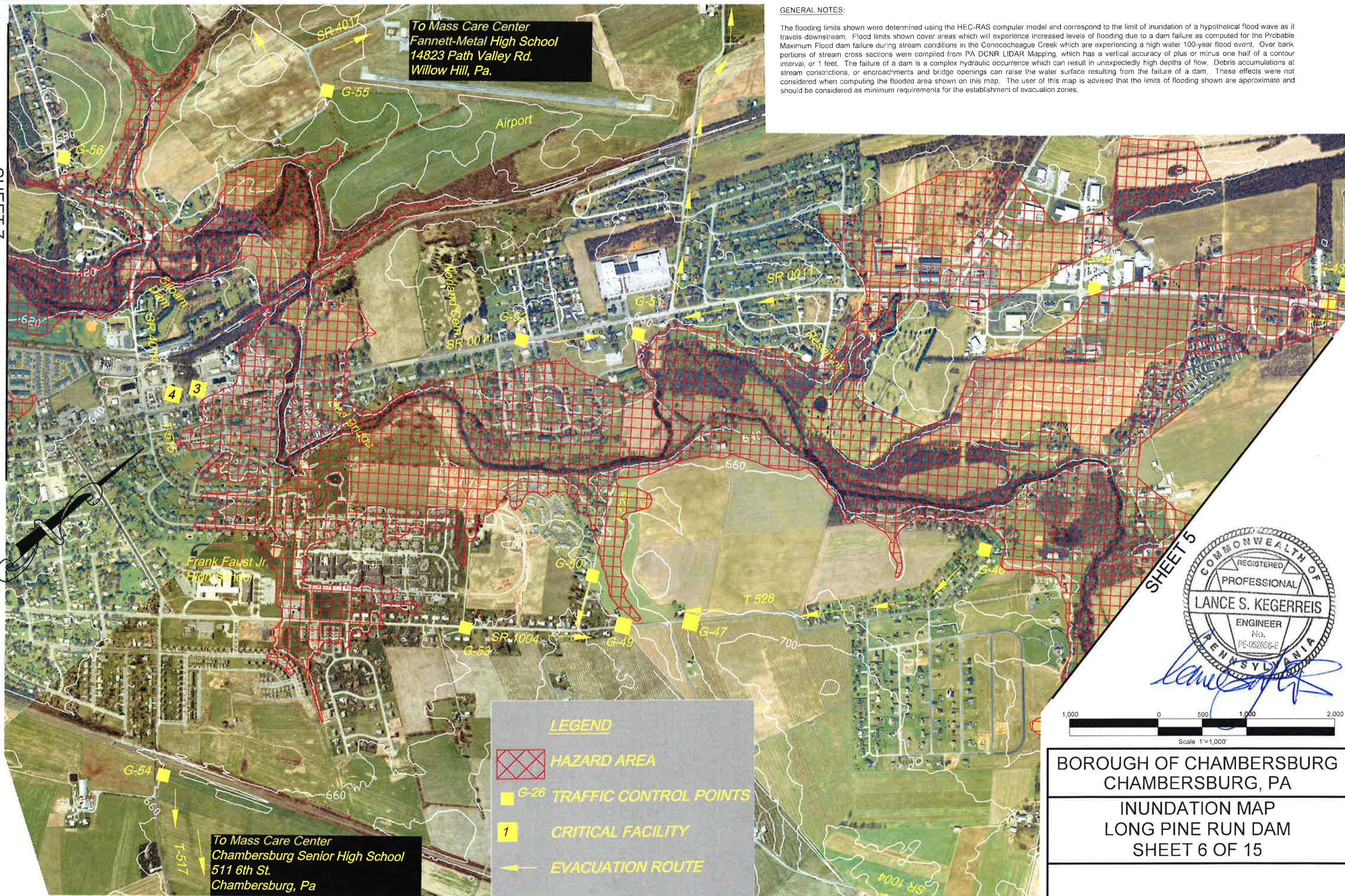
SHEET 4

SHEET 6





SHEET 7

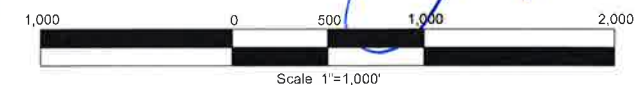
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LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  1 CRITICAL FACILITY
-  EVACUATION ROUTE

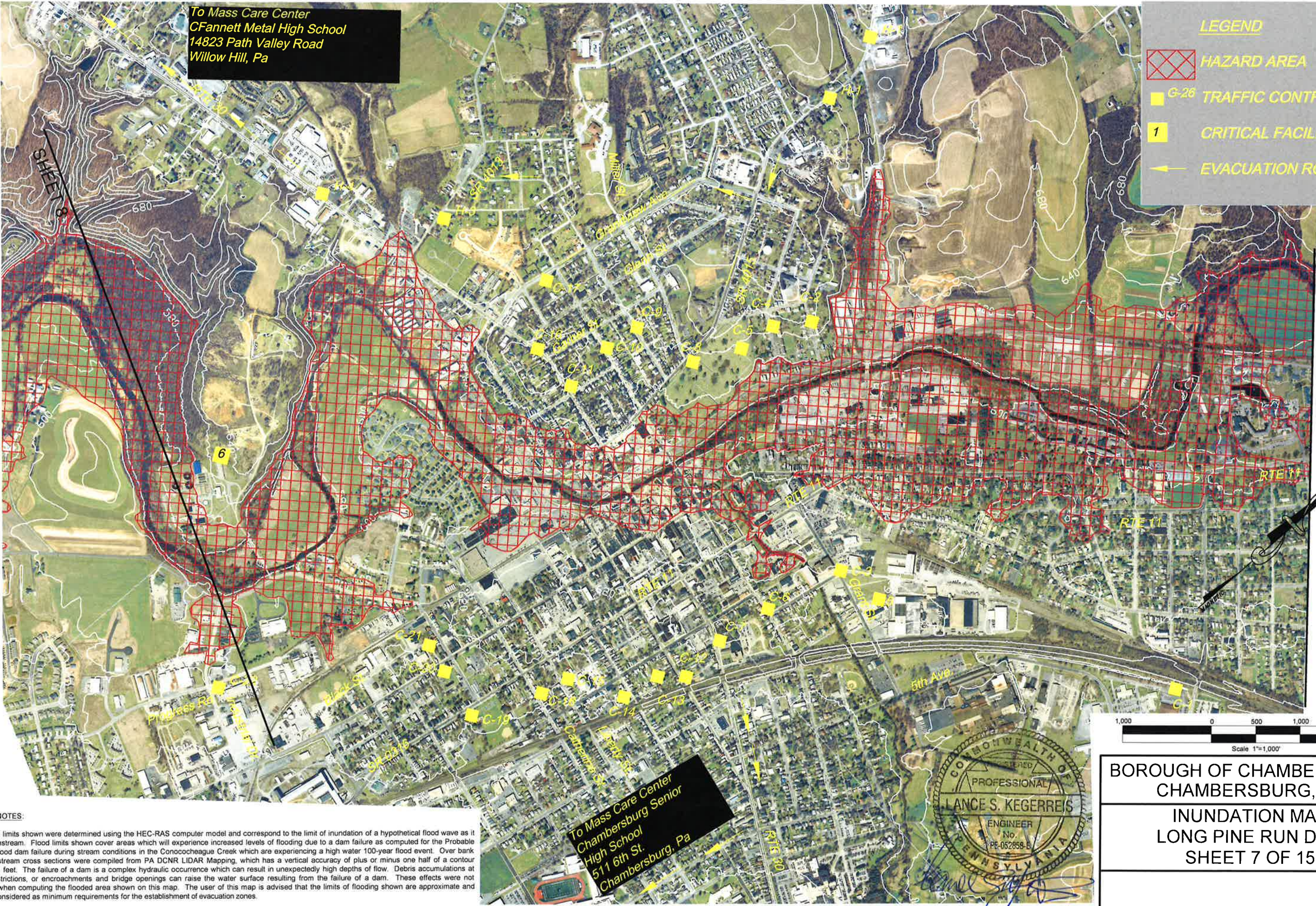


BOROUGH OF CHAMBERSBURG
 CHAMBERSBURG, PA
 INUNDATION MAP
 LONG PINE RUN DAM
 SHEET 6 OF 15

To Mass Care Center
CFannett Metal High School
14823 Path Valley Road
Willow Hill, Pa

LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

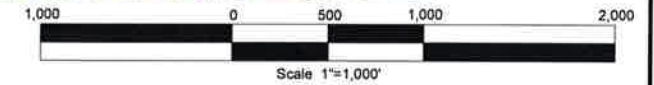


SHEET 6

GENERAL NOTES:





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To Mass Care Center
Chambersburg Senior
High School
511 6th St.
Chambersburg, Pa



BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA
INUNDATION MAP
LONG PINE RUN DAM
SHEET 7 OF 15

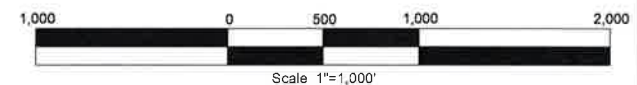
LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

To Mass Care Center
 Fannett Metal High School
 14823 Path Valley Road
 Willow Hill, Pa

Mass Care Center
 Frankling Co. Vo-Tech
 2463 Loop Rd.
 Chambersbujrg, Pa

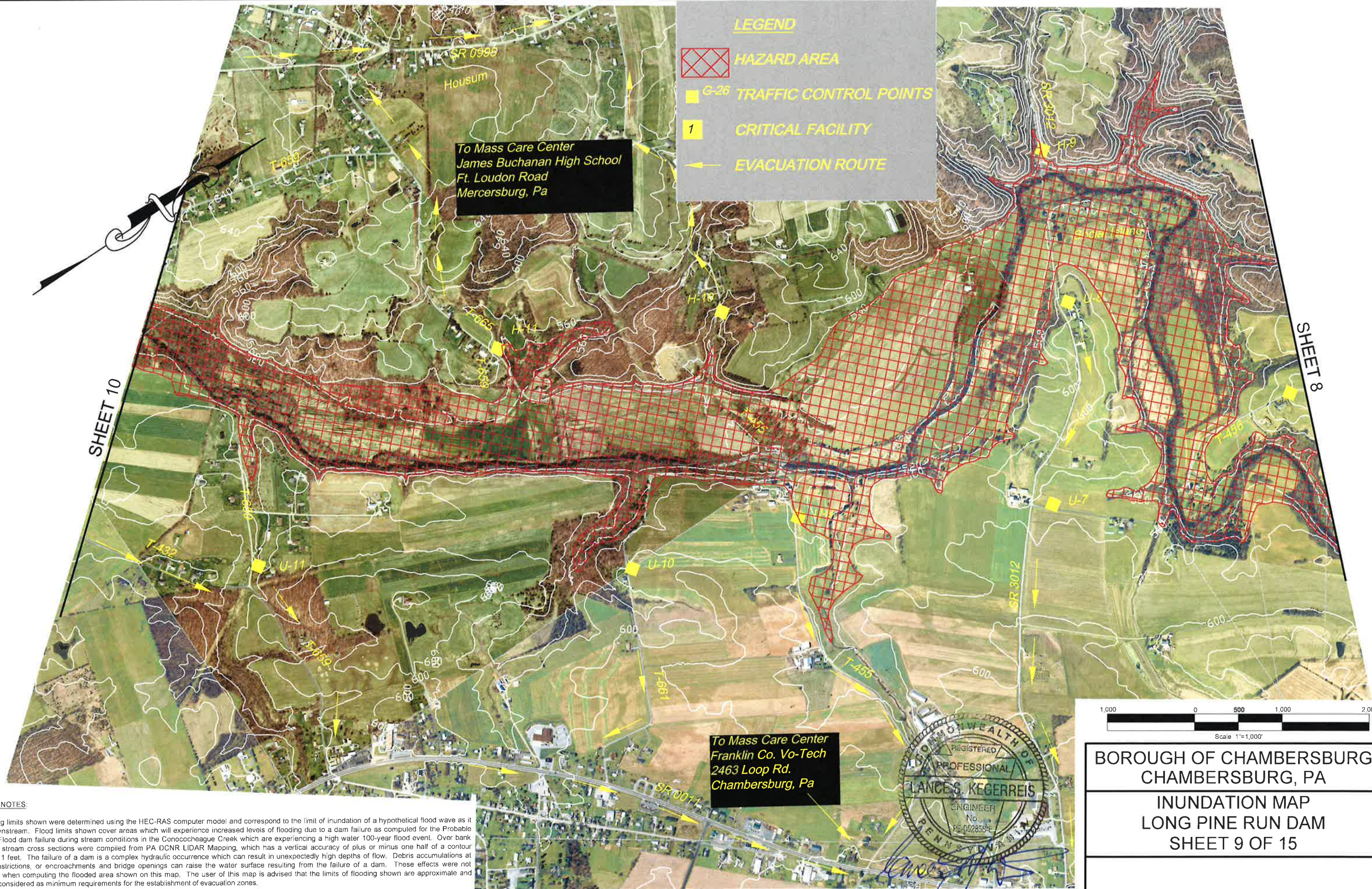
Franklin County Vo-Tech



**BOROUGH OF CHAMBERSBURG
 CHAMBERSBURG, PA
 INUNDATION MAP
 LONG PINE RUN DAM
 SHEET 8 OF 15**

GENERAL NOTES

The flooding limits shown were determined using the HEC-RAS computer model and correspond to the limit of inundation of a hypothetical flood wave as it travels downstream. Flood limits shown cover areas which will experience increased levels of flooding due to a dam failure as computed for the Probable Maximum Flood dam failure during stream conditions in the Conococheague Creek which are experiencing a high water 100-year flood event. Over bank portions of stream cross sections were compiled from PA DCNR LIDAR Mapping, which has a vertical accuracy of plus or minus one half of a contour interval, or 1 feet. The failure of a dam is a complex hydraulic occurrence which can result in unexpectedly high depths of flow. Debris accumulations at stream constrictions, or encroachments and bridge openings can raise the water surface resulting from the failure of a dam. These effects were not considered when computing the flooded area shown on this map. The user of this map is advised that the limits of flooding shown are approximate and should be considered as minimum requirements for the establishment of evacuation zones.

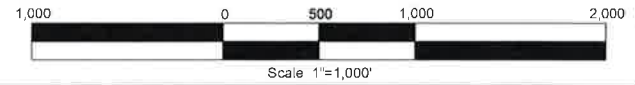


LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

To Mass Care Center
James Buchanan High School
Ft. Loudon Road
Mercersburg, Pa

To Mass Care Center
Franklin Co. Vo-Tech
2463 Loop Rd.
Chambersburg, Pa



**BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA**
**INUNDATION MAP
LONG PINE RUN DAM
SHEET 9 OF 15**

GENERAL NOTES:
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SHEET 10

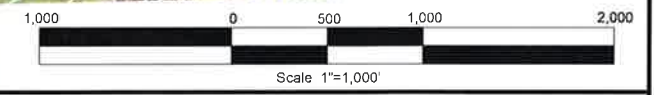
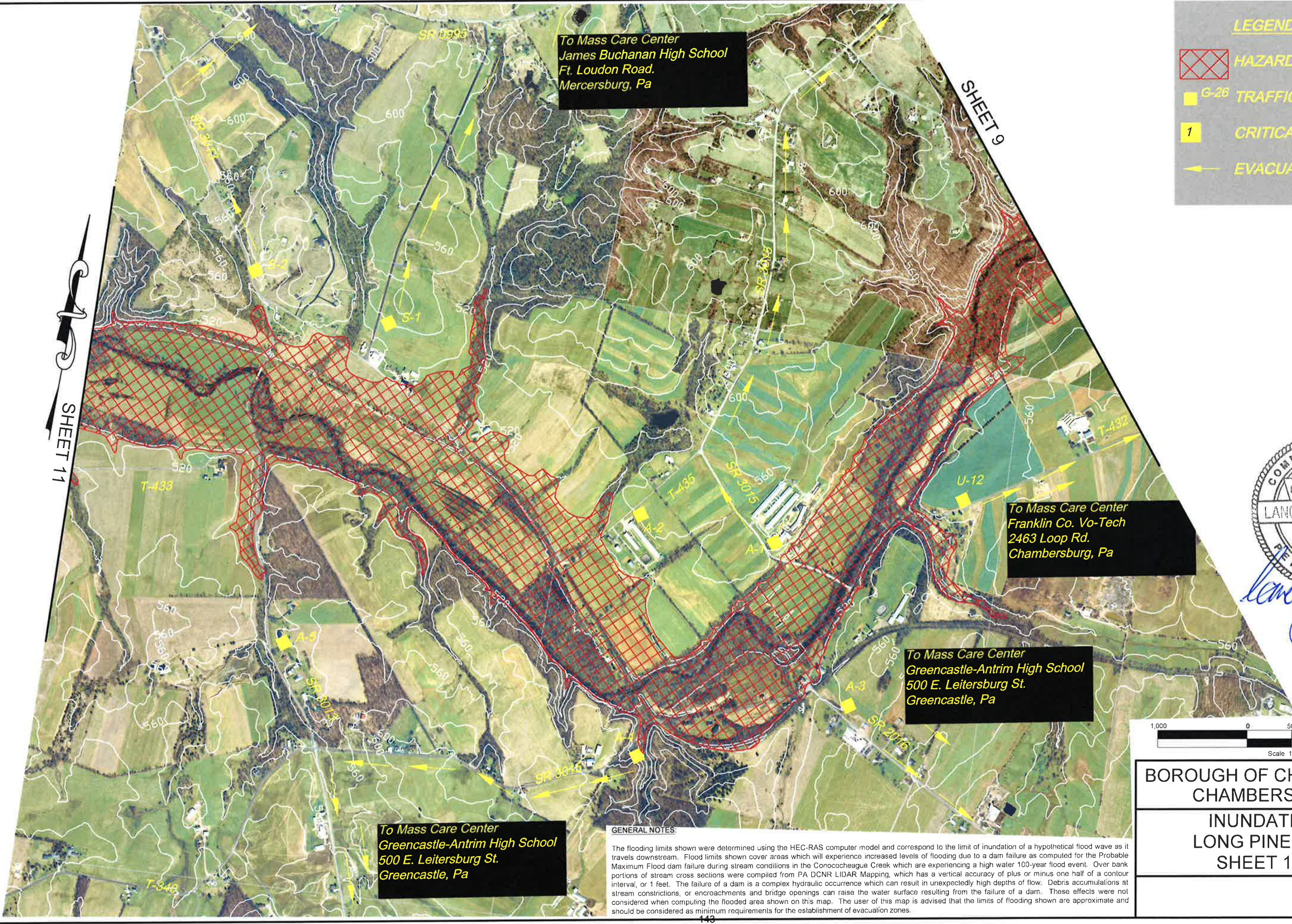
SHEET 8

SHEET 11

SHEET 9

LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

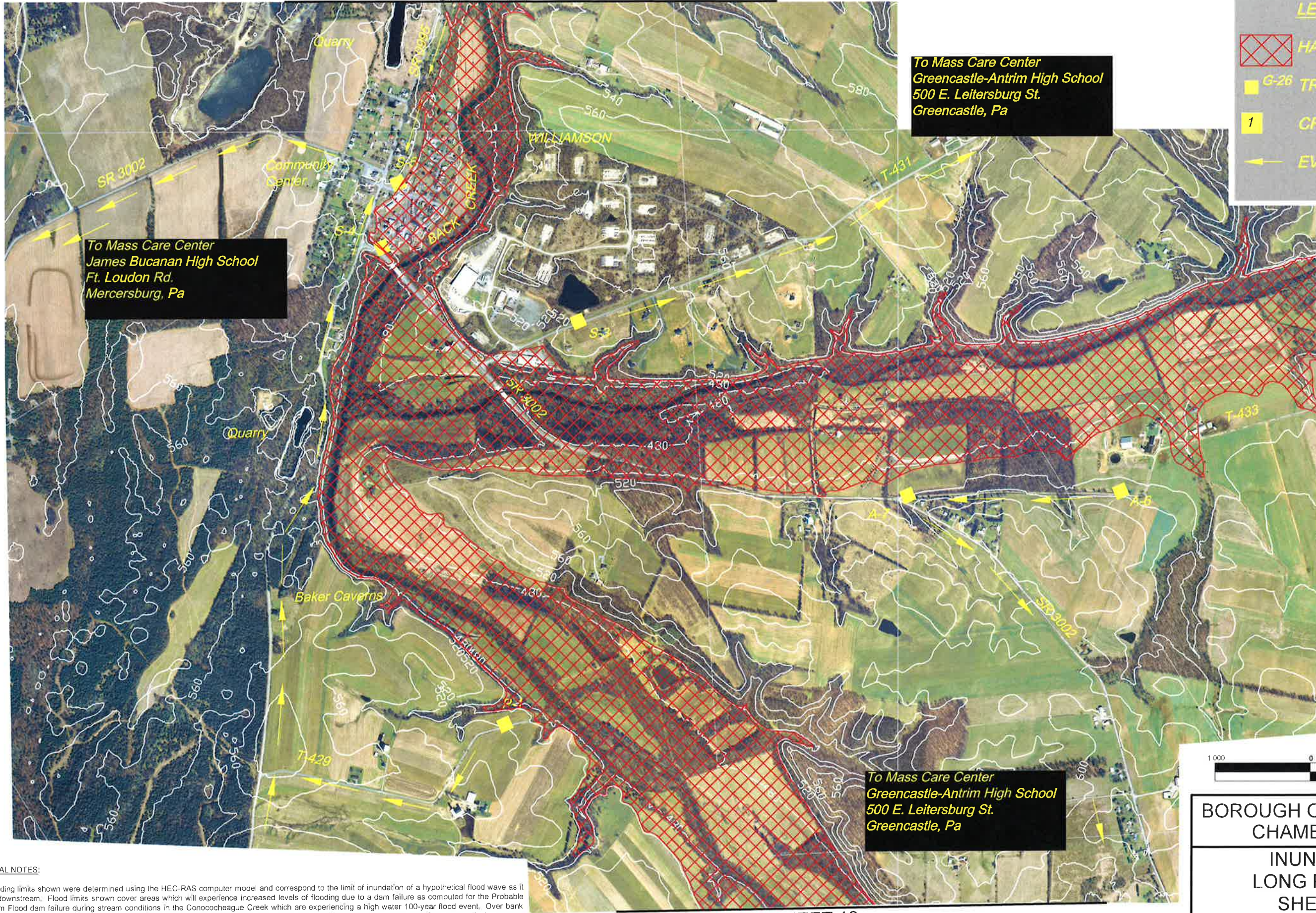


**BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA**

**INUNDATION MAP
LONG PINE RUN DAM
SHEET 10 OF 15**

GENERAL NOTES:

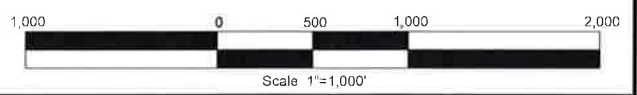
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LEGEND

- HAZARD AREA
- G-26 TRAFFIC CONTROL POINTS
- CRITICAL FACILITY
- EVACUATION ROUTE

SHEET 10



BOROUGH OF CHAMBERSBURG
 CHAMBERSBURG, PA
 INUNDATION MAP
 LONG PINE RUN DAM
 SHEET 11 OF 15

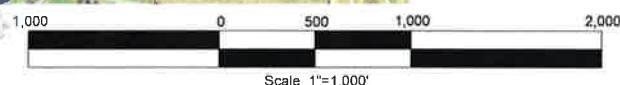
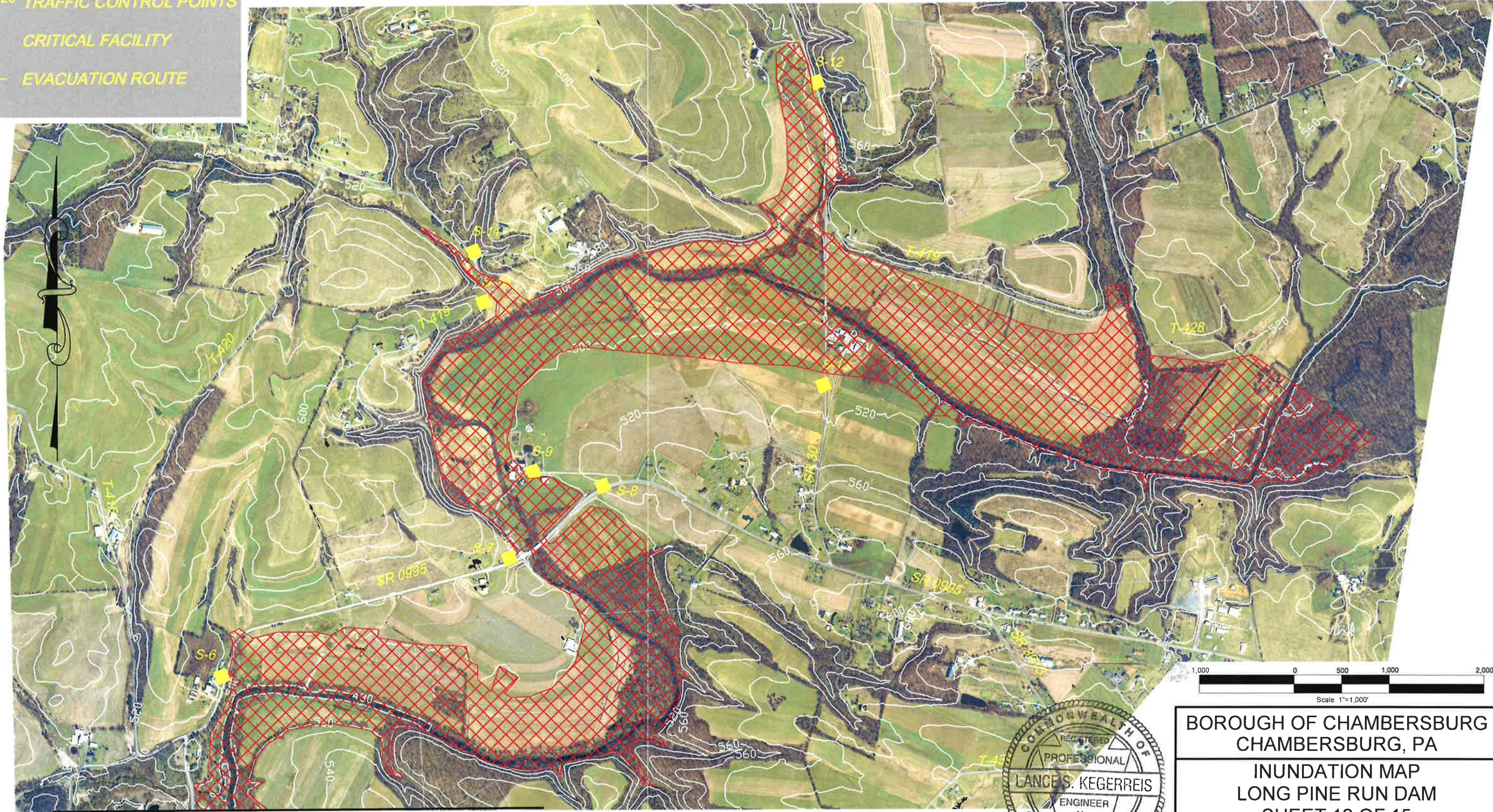
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LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

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SHEET 11



Lance S. Kegerreis

**BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA**

**INUNDATION MAP
LONG PINE RUN DAM
SHEET 12 OF 15**

LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

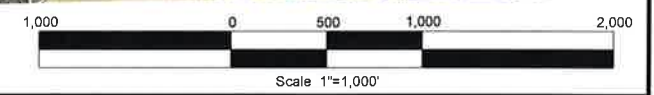
To Mass Care Center
Greencastle-Antrim High School
500 E. Leitersburg St.
Greencastle, Pa

SHEET 11

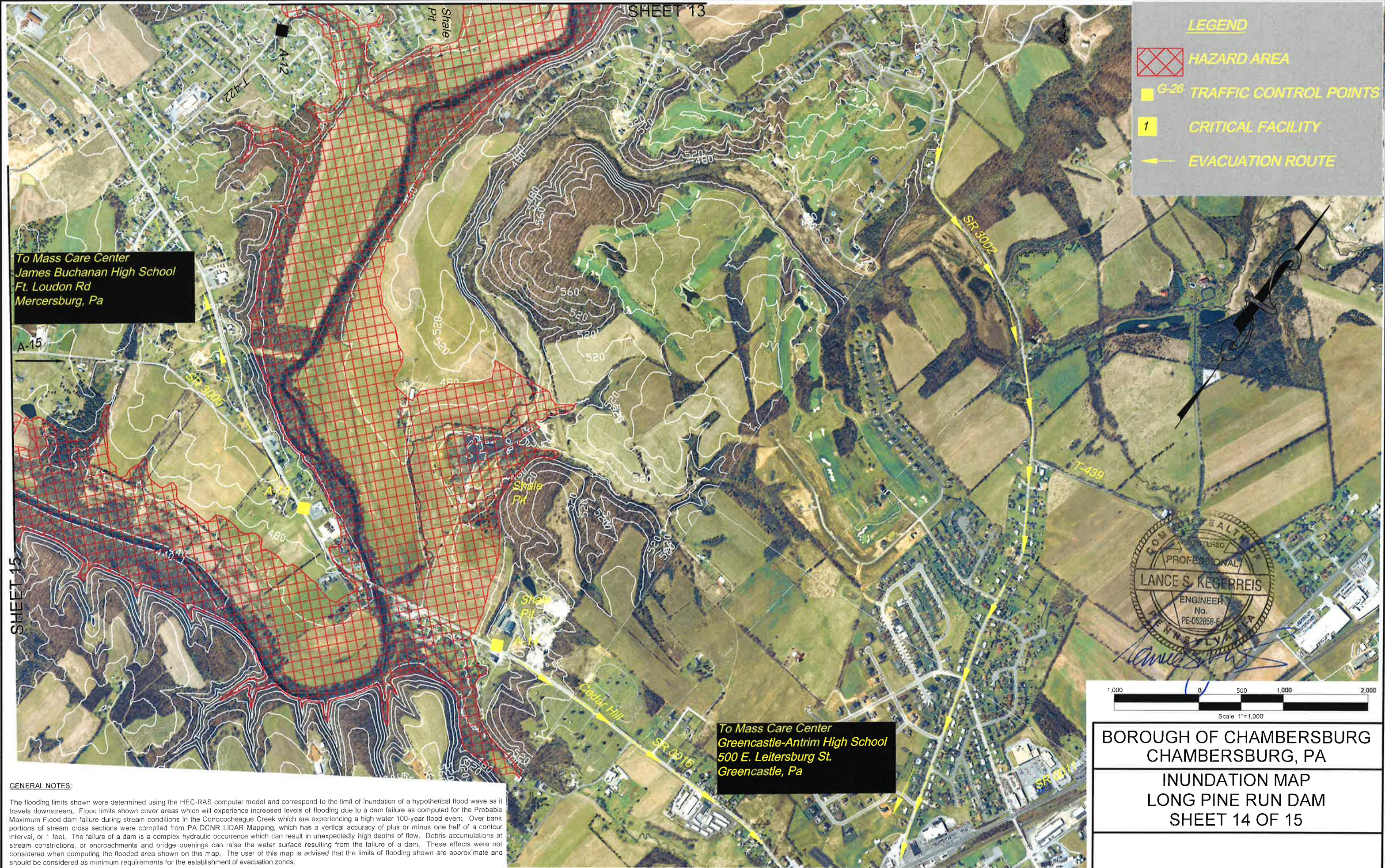
SHEET 14



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**BOROUGH OF CHAMBERSBURG
 CHAMBERSBURG, PA**
**INUNDATION MAP
 LONG PINE RUN DAM
 SHEET 13 OF 15**

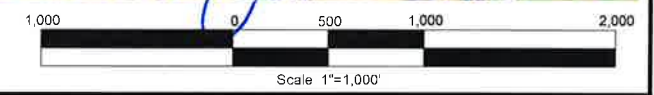


LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE

To Mass Care Center
James Buchanan High School
Ft. Loudon Rd
Mercersburg, Pa

To Mass Care Center
Greencastle-Antrim High School
500 E. Leitersburg St.
Greencastle, Pa



BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA

INUNDATION MAP
LONG PINE RUN DAM
SHEET 14 OF 15

GENERAL NOTES

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To Mass Care Center
James Buchanan High School
Ft. Loudon Rd.
Mercersburg, Pa

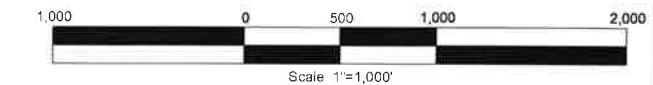
LEGEND

-  HAZARD AREA
-  G-26 TRAFFIC CONTROL POINTS
-  CRITICAL FACILITY
-  EVACUATION ROUTE



SHEET 14

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BOROUGH OF CHAMBERSBURG
CHAMBERSBURG, PA

INUNDATION MAP
LONG PINE RUN DAM
SHEET 15 OF 15



To Mass Care Center
Greencastle-Antrim High School
500 E. Leitersburg St.
Greencastle, Pa

ATTACHMENT B

TRAFFIC CONTROL POINTS

Sheet No.	Township or Borough	No.	Agency Responsible	Location
1	Franklin	F-1	PA State Police – Gettysburg Fire Police	SR 233 at a point 3-1/2 miles SW of intersection with SR 4009
2	Greene	G-1	PA State Police – Chambersburg Fire Police	US 30 at a point 1/2 mile E of intersection with SR 233
2	Greene	G-2	PA State Police – Chambersburg Fire Police	SR 233 at a point 3/4 miles S of intersection with US 30
2	Greene	G-3	PA State Police – Chambersburg Fire Police	US 30 at a point 1/2 mile W of intersection with SR 233
2	Greene	G-4	PA State Police – Chambersburg Fire Police	T 506 at a point 1/2 mile E of intersection with SR 997
2	Greene	G-5	PA State Police – Chambersburg Fire Police	T 497 at a point 300 feet N of intersection with T 506
2	Greene	G-6	PA State Police – Chambersburg Fire Police	SR 997 at a point 300 feet N of intersection with US 30
3	Greene	G-7	PA State Police – Chambersburg Fire Police	T 497 at intersection with T 496
3	Greene	G-8	PA State Police – Chambersburg Fire Police	SR 997 between T 495 and T 497
3	Greene	G-9	PA State Police – Chambersburg Fire Police	Eastern intersection of New St. with US 30
3	Greene	G-10	PA State Police – Chambersburg Fire Police	Western intersection of New St. with US 30
3	Greene	G-11	PA State Police – Chambersburg Fire Police	T 542 at a point 700 feet S of intersection with SR 997
3	Greene	G-12	PA State Police – Chambersburg Fire Police	McCrosen St. at intersection with SR 1008
3	Greene	G-13	PA State Police – Chambersburg Fire Police	T 668 at a point 1/4 mile E of intersection with T 516
3	Greene	G-14	PA State Police – Chambersburg Fire Police	SR 1008 at a point 200 feet E of intersection with T 516
3	Greene	G-15	PA State Police – Chambersburg Fire Police	SR 2031 at a point 200 feet S of intersection with SR 1008
3	Greene	G-16	PA State Police – Chambersburg Fire Police	T 516 south of intersection with T 668
3	Greene	G-17	PA State Police – Chambersburg Fire Police	T 523 at a point 500 feet NE of intersection with T 668
3	Greene	G-18	PA State Police – Chambersburg Fire Police	SR 1008 at a point 900 feet E of intersection with SR 1001
3	Greene	G-19	PA State Police – Chambersburg Fire Police	SR 1001 at a point 300 feet N of intersection with SR 1008
3	Greene	G-20	PA State Police – Chambersburg Fire Police	SR 1001 at a point 1/4 mile N of intersection with SR 1001
4	Guilford	U-1	PA State Police – Chambersburg Fire Police	SR 1008 at intersection with T 520
4	Guilford	U-2	PA State Police – Chambersburg Fire Police	SR 1008 at a point 0.50 mile east of intersection with US 30
4	Greene	G-21	PA State Police – Chambersburg Fire Police	T 520 at a point 1/2 mile N of intersection with SR 1008
4	Greene	G-22	PA State Police – Chambersburg Fire Police	T 509 at a point 0.5 mile N of intersection with T 520
4	Greene	G-23	PA State Police – Chambersburg Fire Police	SR 1003 at a point 1 mile N of US 30
4	Greene	G-24	PA State Police – Chambersburg Fire Police	Unnamed road between T 517 and SR 1003 at a point 900 feet from intersection with SR 1003

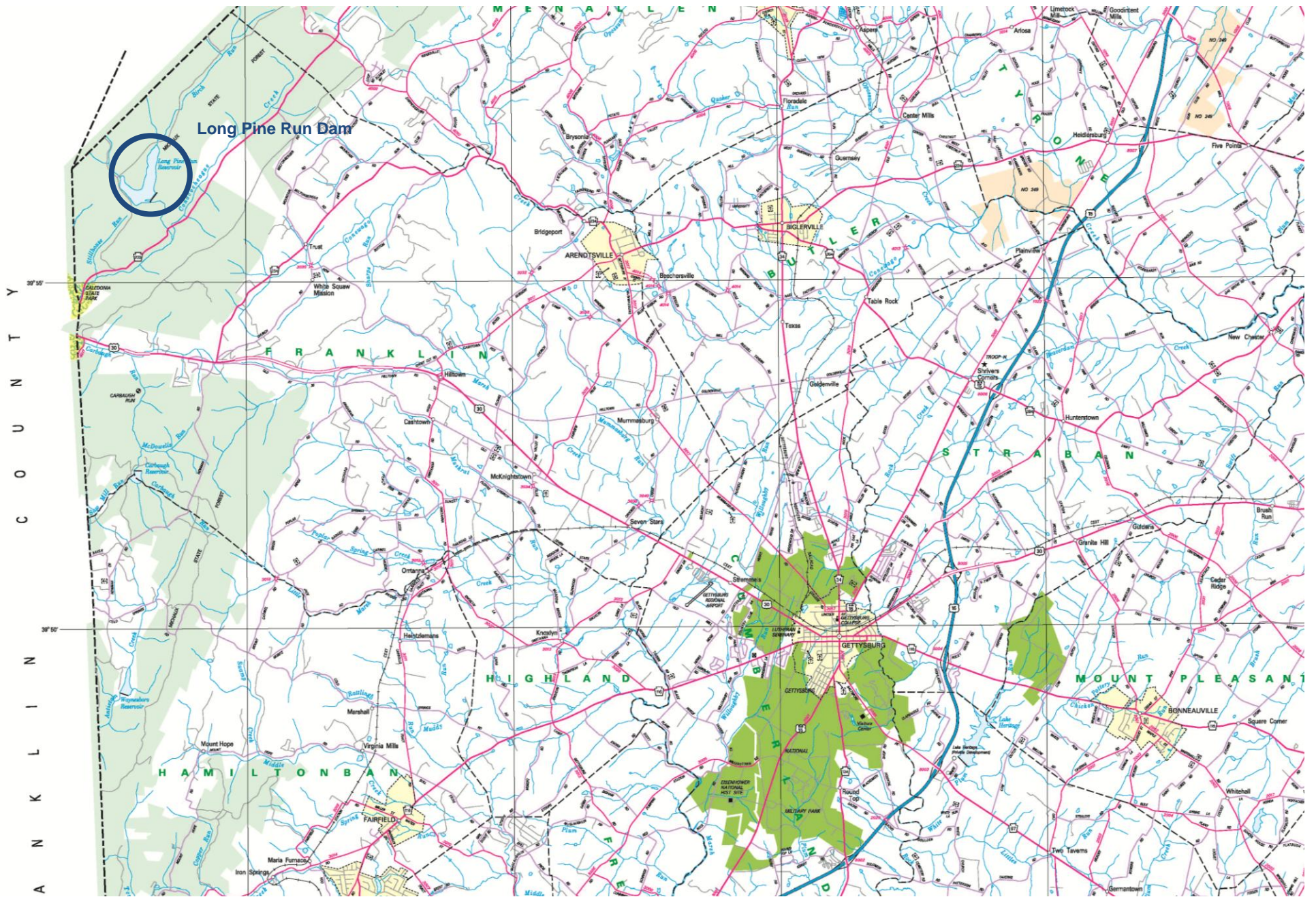
Sheet No.	Township or Borough	No.	Agency Responsible	Location
4	Greene	G-25	PA State Police – Chambersburg Fire Police	T 517 at west side of intersection with T 522
4	Greene	G-26	PA State Police – Chambersburg Fire Police	T 519 at a point 700 feet E of intersection with SR 1003
4	Greene	G-27	PA State Police – Chambersburg Fire Police	T 521 at a point 400 feet E of intersection with SR 1003
4	Greene	G-28	PA State Police – Chambersburg Fire Police	I-81 at west side of Conococheague Creek Bridge
4	Greene	G-29	PA State Police – Chambersburg Fire Police	I-81 at a point 400 feet N of SR 1003 overpass
5	Greene	G-30	PA State Police – Chambersburg Fire Police	Church Street at intersection with 3rd Street
5	Greene	G-31	PA State Police – Chambersburg Fire Police	Woodstock Road at intersection with 3rd Street
5	Greene	G-32	PA State Police – Chambersburg Fire Police	Fiddlers Road at intersection with Woodstock Road
5	Greene	G-33	PA State Police – Chambersburg Fire Police	SR 1004 at entrance to Chambersburg Country Club
5	Greene	G-34	PA State Police – Chambersburg Fire Police	SR 1006 at west side of intersection with Lincoln Street
5	Greene	G-35	PA State Police – Chambersburg Fire Police	Lincoln Street 500 feet north of intersection with SR 1006
5	Greene	G-36	PA State Police – Chambersburg Fire Police	SR 997 at intersection with SR 1006
5	Greene	G-37	PA State Police – Chambersburg Fire Police	SR 997 at a point 0.5 mile south of intersection with T 530
5	Greene	G-38	PA State Police – Chambersburg Fire Police	Intersection of SR 997 with SR 696
5	Greene	G-39	PA State Police – Chambersburg Fire Police	Scotland School service road at intersection with ellipse
6	Greene	G-40	PA State Police – Chambersburg Fire Police	Elevator Street at railroad overpass
6	Greene	G-41	PA State Police – Chambersburg Fire Police	SR 1006 at a point 0.5 mile south of intersection with SR 997
6	Greene	G-42	PA State Police – Chambersburg Fire Police	Mickey Lane at west side of intersection with SR 1006
6	Greene	G-43	PA State Police – Chambersburg Fire Police	Green Village Road at a point 0.5 mile west of intersection with SR 1006
6	Greene	G-44	PA State Police – Chambersburg Fire Police	US 11 at a point 0.5 mile west of intersection with SR 1006
6	Greene	G-45	PA State Police – Chambersburg Fire Police	US 11 at a point 0.25 mile west of intersection with SR 433
6	Greene	G-46	PA State Police – Chambersburg Fire Police	T 528 at a point 0.75 mile east of intersection with SR 1004
6	Greene	G-47	PA State Police – Chambersburg Fire Police	T 528 at a point 100 feet east of intersection with SR 1004
6	Greene	G-48	PA State Police – Chambersburg Fire Police	SR 1004 at a point 0.25 mile east of intersection with T 528
6	Greene	G-49	PA State Police – Chambersburg Fire Police	SR 1004 at a point 500 feet east of intersection with T-529
6	Greene	G-50	PA State Police – Chambersburg Fire Police	T 529 at a point 500 feet north of intersection with SR 1004
6	Greene	G-51	PA State Police – Chambersburg Fire Police	T 529 at east side of intersection with US 11
6	Greene	G-52	PA State Police – Chambersburg Fire Police	US 11 at a point 0.25 mile south of intersection with T 529
6	Greene	G-53	PA State Police – Chambersburg Fire Police	SR 1004 at a point 0.25 mile south of intersection with T-529
6	Greene	G-54	PA State Police – Chambersburg Fire Police	T 517 at intersection with railroad tracks
6	Greene	G-55	PA State Police – Chambersburg Fire Police	SR 4017 at a point 500 feet south of intersection with T 527
6	Greene	G-56	PA State Police – Chambersburg Fire Police	SR 4014 at a point 0.25 west of intersection with SR 4017
7	Hamilton	H-1	PA State Police – Chambersburg Fire Police	SR 4015 at a point 200 feet north of intersection with SR 4010
7	Hamilton	H-2	PA State Police – Chambersburg Fire Police	SR 4015 at a point 300 feet south of intersection with SR 4010

Sheet No.	Township or Borough	No.	Agency Responsible	Location
7	Hamilton	H-3	PA State Police – Chambersburg Fire Police	SR 4013 at a point 500 feet north of intersection with US 30
7	Hamilton	H-4	PA State Police – Chambersburg Fire Police	US 30 at a point 1/4 mile east of intersection with T 533
7	Chambersburg	C-1	Chambersburg Borough Police Department - Fire Police	5th Avenue at railroad underpass
7	Chambersburg	C-2	Chambersburg Borough Police Department – Fire Police	Elder Street 200 feet east of Pleasant Street
7	Chambersburg	C-3	Chambersburg Borough Police Department – Fire Police	Grant Street at intersection with 3rd Street
7	Chambersburg	C-4	Chambersburg Borough Police Department – Fire Police	Center Street 100 feet east of Pleasant Street
7	Chambersburg	C-5	Chambersburg Borough Police Department – Fire Police	Unnamed Road intersection south of Center Street
7	Chambersburg	C-6	Chambersburg Borough Police Department – Fire Police	King Street at intersection with 3rd Street
7	Chambersburg	C-7	Chambersburg Borough Police Department – Fire Police	US 30 at intersection with 3rd Street
7	Chambersburg	C-8	Chambersburg Borough Police Department – Fire Police	SR 4015 at intersection with Miller Street
7	Chambersburg	C-9	Chambersburg Borough Police Department – Fire Police	High Street at intersection with Federal Street
7	Chambersburg	C-10	Chambersburg Borough Police Department – Fire Police	King Street at intersection with Federal Street
7	Chambersburg	C-11	Chambersburg Borough Police Department – Fire Police	US 30 at intersection with Federal Street
7	Chambersburg	C-12	Chambersburg Borough Police Department – Fire Police	US 30 at intersection with 3rd Street
7	Chambersburg	C-13	Chambersburg Borough Police Department – Fire Police	Alley between Washington and Queen Street at intersection with 3rd Street
7	Chambersburg	C-14	Chambersburg Borough Police Department – Fire Police	Washington Street at intersection with 3rd Street
7	Chambersburg	C-15	Chambersburg Borough Police Department – Fire Police	Liberty Street at intersection with 2nd Street
7	Chambersburg	C-16	Chambersburg Borough Police Department – Fire Police	Glen Street at intersection with US 30
7	Chambersburg	C-17	Chambersburg Borough Police Department – Fire Police	Grandview Street at intersection with Bishop Avenue
7	Chambersburg	C-18	Chambersburg Borough Police Department – Fire Police	Catherine Street at intersection with 2nd Street
7	Chambersburg	C-19	Chambersburg Borough Police Department – Fire Police	2nd Street at intersection with South Street
7	Chambersburg	C-20	Chambersburg Borough Police Department – Fire Police	US 11 at intersection with South Street
7	Chambersburg	C-21	Chambersburg Borough Police Department – Fire Police	Black Street at intersection with South Street
7	Chambersburg	C-22	Chambersburg Borough Police Department – Fire Police	Industrial Drive at intersection with Progress Road
8	Chambersburg	C-23	Chambersburg Borough Police Department – Fire Police	Intersection of Elrock Drive and Martina Drive
8	Chambersburg	C-24	Chambersburg Borough Police Department – Fire Police	Mill Road at a point 0.75 mile west of intersection with US 11
8	Hamilton	H-5	PA State Police – Chambersburg Fire Police	T 481 at a point 0.75 mile east of intersection with SR 995
8	Hamilton	H-6	PA State Police – Chambersburg Fire Police	T 467 at a point 0.75 mile east of intersection with SR 995
8	Hamilton	H-7	PA State Police – Chambersburg Fire Police	T 456 at a point 1 mile north of intersection with SR 3012
8	Guilford	U-3	PA State Police – Chambersburg Fire Police	T 489 at a point 0.5 mile west of intersection with US 11
8	Guilford	U-4	PA State Police – Chambersburg Fire Police	T 489 at a point 0.75 mile west of intersection with US 11
8	Guilford	U-5	PA State Police – Chambersburg Fire Police	T 456 at a point 500 feet from the beginning of T 489
8	Guilford	U-6	PA State Police – Chambersburg Fire Police	T 467 at a point 0.5 mile west of intersection with US 11
9	Guilford	U-7	PA State Police – Chambersburg Fire Police	T 456 at intersection with SR 3012

Sheet No.	Township or Borough	No.	Agency Responsible	Location
9	Guilford	U-8	PA State Police – Chambersburg Fire Police	SR 3012 at a point 0.5 mile west of intersection with T 456
9	Guilford	U-9	PA State Police – Chambersburg Fire Police	T 455 at a point 1 mile west of intersection with US 11
9	Guilford	U-10	PA State Police – Chambersburg Fire Police	T 661 at a point 0.5 mile west of intersection with US 11
9	Guilford	U-11	PA State Police – Chambersburg Fire Police	T 659 at a point 0.5 mile west of intersection with US 11
9	Hamilton	H-8	PA State Police – Chambersburg Fire Police	T 456 at a point 0.75 mile north of intersection with SR 3012
9	Hamilton	H-9	PA State Police – Chambersburg Fire Police	SR 3012 at a point 0.75 mile west of intersection with T 456
9	Hamilton	H-10	PA State Police – Chambersburg Fire Police	T 455 at a point 0.75 mile east of intersection with SR 995
9	Hamilton	H-11	PA State Police – Chambersburg Fire Police	T 665 at a point 0.75 mile east of intersection with SR 995
10	Guilford	U-12	PA State Police – Chambersburg Fire Police	T 432 at a point 0.75 mile south of intersection with T 659
10	St. Thomas	S-1	PA State Police – Chambersburg Fire Police	SR 426 at a point 300 feet north of intersection with T 435
10	St. Thomas	S-2	PA State Police – Chambersburg Fire Police	SR 3013 at a point 0.75 mile south of intersection with SR 995
10	Antrim	A-1	PA State Police – Chambersburg Fire Police	SR 3015 at a point 0.25 mile east of intersection with T 435
10	Antrim	A-2	PA State Police – Chambersburg Fire Police	T 435 at a point 0.25 mile south of intersection with SR 3015
10	Antrim	A-3	PA State Police – Chambersburg Fire Police	SR 2016 at a point 300 feet east of intersection with SR 3015
10	Antrim	A-4	PA State Police – Chambersburg Fire Police	SR 3015 at a point 0.75 mile east of intersection with SR 3013
10	Antrim	A-5	PA State Police – Chambersburg Fire Police	SR 3013 at a point 0.25 mile north of intersection with SR 3015
11	Antrim	A-6	PA State Police – Chambersburg Fire Police	T 433 at a point 0.5 mile east of intersection with SR 3002
11	Antrim	A-7	PA State Police – Chambersburg Fire Police	Intersection of SR 3002 and T 433
11	St. Thomas	S-3	PA State Police – Chambersburg Fire Police	T 431 at a point 0.25 mile east of intersection with SR 3002
11	St. Thomas	S-4	PA State Police – Chambersburg Fire Police	Intersection of SR 3002 with SR 995
11	St. Thomas	S-5	PA State Police – Chambersburg Fire Police	Intersection of Cedar Street with SR 995
11	Peters	P-1	PA State Police – Chambersburg Fire Police	T 429 at a point 0.75 mile east of intersection with SR 995
12	St. Thomas	S-6	PA State Police – Chambersburg Fire Police	SR 995 at a point 0.25 mile east of intersection with T 420
12	St. Thomas	S-7	PA State Police – Chambersburg Fire Police	SR 995 at intersection with T 419
12	St. Thomas	S-8	PA State Police – Chambersburg Fire Police	SR 995 at a point 0.25 mile east of intersection with T 419
12	St. Thomas	S-9	PA State Police – Chambersburg Fire Police	Unnamed road on east bank of Back Creek North of SR 995
12	St. Thomas	S-10	PA State Police – Chambersburg Fire Police	T 419 at a point 1 mile north of intersection with SR 995
12	St. Thomas	S-11	PA State Police – Chambersburg Fire Police	T 419 at a point 1 mile north of intersection with SR 995 (opposite bank)
12	St. Thomas	S-12	PA State Police – Chambersburg Fire Police	SR 3013 at intersection with T 459
12	St. Thomas	S-13	PA State Police – Chambersburg Fire Police	SR 3013 at a point 0.5 mile north of intersection with SR 995
13	Antrim	A-8	PA State Police – Chambersburg Fire Police	T 429 at a point 0.25 mile west of intersection with T 340
13	Antrim	A-9	PA State Police – Chambersburg Fire Police	T 340 at intersection with T 423
13	Antrim	A-10	PA State Police – Chambersburg Fire Police	T 423 at bend located 0.75 mile west of intersection with T 340
13	Antrim	A-11	PA State Police – Chambersburg Fire Police	T 422 at a point 0.75 mile north of intersection with SR 16

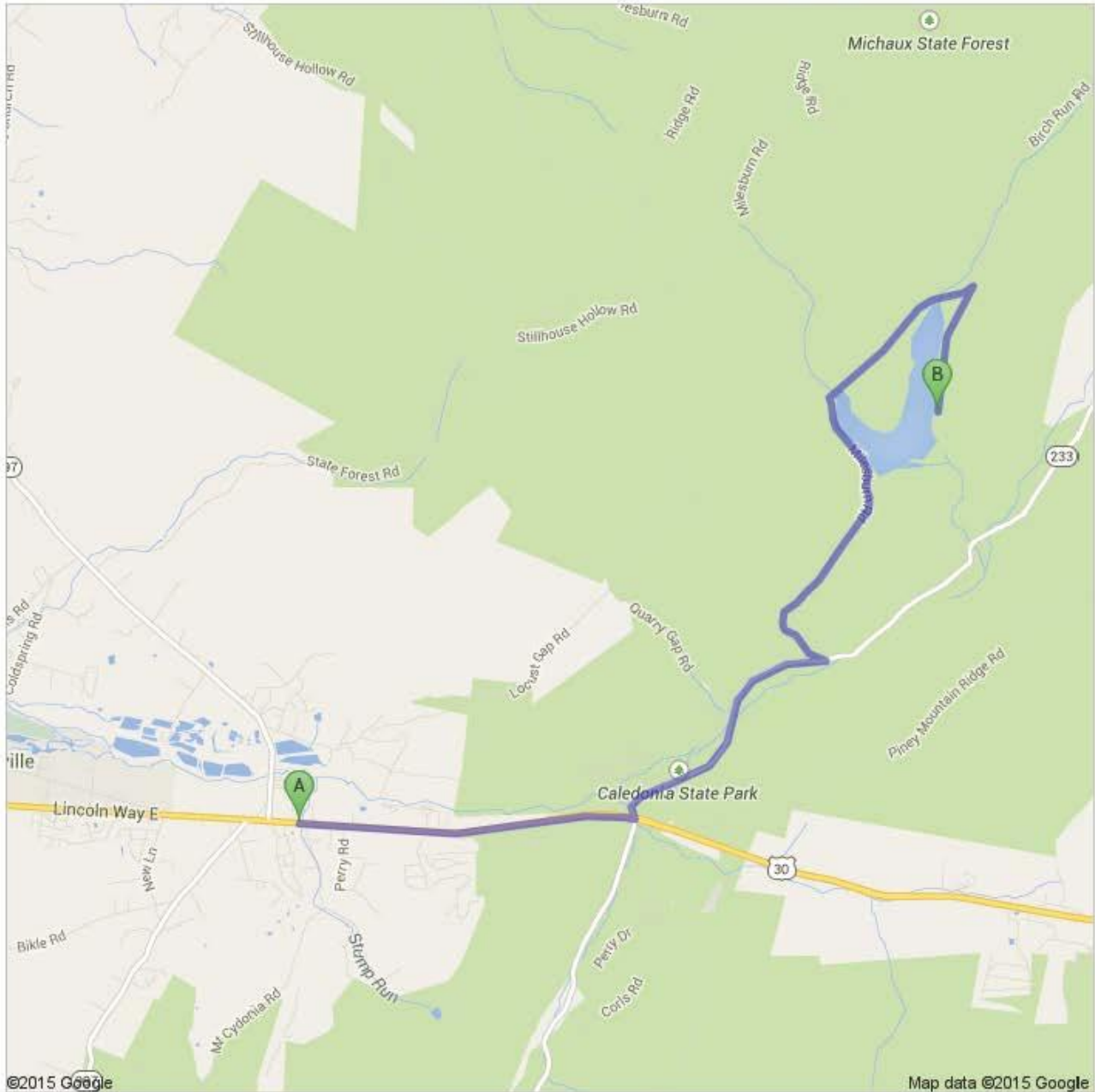
Sheet No.	Township or Borough	No.	Agency Responsible	Location
13	Antrim	A-12	PA State Police – Chambersburg Fire Police	T 422 at a point 0.50 mile north of intersection with SR 16
13	Peters	P-2	PA State Police – Chambersburg Fire Police	T 340 at a point 500 feet southwest of intersection with T 342
13	Peters	P-3	PA State Police – Chambersburg Fire Police	T 342 at a point 500 feet south of intersection with T 340
14	Antrim	A-13	PA State Police – Chambersburg Fire Police	SR 16 at a point 0.25 mile east of intersection with SR 3005
14	Antrim	A-14	PA State Police – Chambersburg Fire Police	SR 16 at a point 1 mile west of intersection with US 11
15	Antrim	A-15	PA State Police – Chambersburg Fire Police	SR 3005 at a point 0.75 mile west of intersection with SR 16
15	Antrim	A-16	PA State Police – Chambersburg Fire Police	SR 3005 at a point 0.50 mile east of intersection with SR 3007
154	Antrim	A-17	PA State Police – Chambersburg Fire Police	T 341 at a point 1 mile south of intersection with SR 3005
15	Antrim	A-18	PA State Police – Chambersburg Fire Police	T 347 at a point 0.50 mile east of intersection with SR 3005
15	Antrim	A-19	PA State Police – Chambersburg Fire Police	SR 3005 at a point 500 feet east of intersection with T 347
15	Antrim	A-20	PA State Police – Chambersburg Fire Police	SR 3005 at a point 500 feet south of intersection with SR 3004
15	Antrim	A-21	PA State Police – Chambersburg Fire Police	SR 3004 at a point 1000 feet west of intersection with SR 3005

ATTACHMENT C
LOCATION MAP





Directions to Long Pine Run Reservoir
7.4 mi – about 15 mins





Chambersburg Water Treatment

7659 Lincoln Way East, Fayetteville, PA 17222



1. Head **east** on **U.S. 30 E** toward **Mt Cydonia Rd**
About 2 mins

go 2.0 mi
total 2.0 mi



2. Turn left onto **PA-233 N**
About 3 mins

go 1.6 mi
total 3.6 mi



3. Turn left onto **Milesburn Rd**
About 5 mins

go 1.9 mi
total 5.6 mi



4. Turn right onto **Birch Run Rd**
About 3 mins

go 1.1 mi
total 6.7 mi



5. Sharp right to stay on **Birch Run Rd**
About 2 mins

go 0.8 mi
total 7.4 mi



Long Pine Run Reservoir

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2015 Google

ATTACHMENT D

TELEPHONE ROSTER

	Non-Emergency	Emergency
Dam Owner: Borough of Chambersburg	717-264-5151	717-645-5431
Dam Operator: Borough of Chambersburg	717-264-5151	717-729-8719
Franklin County Department of Emergency Services	717- 264-2813	9-1-1
Franklin County Emergency Management Agency	717- 264-2813	9-1-1
Adams County Department of Emergency Services	717-334-8603	9-1-1
Adams County Emergency Management Agency	717-334-8603	9-1-1
DEP – Southcentral Region	717-705-4700	877-333-1940
DEP – Division of Dam Safety	717- 787-8568	717-787-4343 800-541-2050
PEMA	717-651-2001 1-800-424-7362	717-651-2001 1-800-424-7362

ATTACHMENT E

MEDIA ANNOUNCEMENT

**SPECIFIC MEDIA ANNOUNCEMENT TO BE
DEVELOPED BY DAM OWNER IN
COORDINATION WITH THE COUNTY
EMERGENCY MANAGEMENT AGENCY AT
SCHEDULED MEETING**

EARLY WARNING MESSAGE:

The Franklin County Department of Emergency Services has advised that due to conditions at **Long Pine Run Dam** in Franklin Township, Adams County, the public should avoid the area downstream of the dam bordered on the south and west by the confluence of the Conococheague Creek and the West Branch Conococheague Creek and including the Borough of Chambersburg and low lying portions of Franklin, Greene, Guilford, Hamilton, St. Thomas, Peters, and Antrim Township along Conococheague Creek. Stay tuned for further information.

REPEAT PERIODICALLY

WARNING AND EVACUATION MESSAGE:

The Franklin County Department of Emergency Services is advising all residents living downstream of **Long Pine Run Dam** in Franklin Township, Adams County to evacuate the area immediately. Evacuate the area bordered on the south and west by the confluence of the Conococheague Creek and the West Branch Conococheague Creek and including the Borough of Chambersburg and low lying portions of Franklin, Greene, Guilford, Hamilton, St. Thomas, Peters, and Antrim Township along Conococheague Creek. If you require shelter during this emergency you should report to one of the following mass care centers:

1. Chambersburg Area Senior High School
2. Fannett-Metal High School
3. Franklin County Career and Technology Center
4. Greencastle-Antrim High School
5. James Buchanan High School
6. Shippensburg Senior High School;
7. Buchanan Valley Fire Department

INCIDENT RESOLVED, SAFE TO RETURN:

The Franklin County Department of Emergency Services is advising residents of the area downstream of **Long Pine Run Dam** in Franklin Township, Adams County that the problem at the dam has been resolved and that residents may return to their homes.

REPEAT PERIODICALLY

Note: The above messages should be modified as necessary to fit the situation.

ATTACHMENT F

NOTICE

LONG PINE RUN DAM HAS BEEN CLASSIFIED BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, DIVISION OF DAM SAFETY, AS A HIGH HAZARD DAM; THIS IS, A DAM SO LOCATED AS TO ENDANGER POPULATED AREAS DOWNSTREAM BY ITS FAILURE.

AN EMERGENCY ACTION PLAN HAS BEEN DEVELOPED FOR

LONG PINE RUN DAM

A COPY OF THIS PLAN, INCLUDING AN INUNDATION MAP NOTING AREAS IN FRANKLIN TOWNSHIP, ADAMS COUNTY, GREENE, GUILFORD, HAMILTON, ANTRIM, PETERS, AND ST. THOMAS TOWNSHIPS AND THE BOROUGH OF CHAMBERSBURG, FRANKLIN COUNTY

SUBJECT TO FLOODING IN THE EVENT OF FAILURE, IS AVAILABLE FOR PUBLIC INSPECTION AT THE FOLLOWING LOCATIONS:

FRANKLIN COUNTY DEPARTMENT OF EMERGENCY SERVICES
390 New York Avenue
Chambersburg, PA 17201

ADAMS COUNTY DEPARTMENT OF EMERGENCY SERVICES
117 Baltimore Street, Room 6
Gettysburg, PA 17325

FRANKLIN TOWNSHIP EMERGENCY MANAGEMENT OFFICE
55 Scott School Road
Ortanna, PA 17353

**GREENE TOWNSHIP EMERGENCY MANAGEMENT OFFICE
1145 Garver Lane
Scotland, PA 17254**

**GUILFORD TOWNSHIP EMERGENCY MANAGEMENT OFFICE
115 Spring Valley Road
Chambersburg, PA 17202**

**BOROUGH OF CHAMBERSBURG
Chambersburg Borough Hall
Office of Water and Sewer Superintendent
100 South Second Street
Chambersburg, PA 17201**

**CHAMBERSBURG BOROUGH EMERGENCY MANAGEMENT OFFICE
Headquarters Fire Station
130 North Second Street
Chambersburg, PA 17201**

**HAMILTON TOWNSHIP EMERGENCY MANAGEMENT OFFICE
1270 Crottletown Road
Chambersburg, PA 17202**

**ANTRIM TOWNSHIP EMERGENCY MANAGEMENT OFFICE
10655 Antrim Church Road
Greencastle, PA 17225**

**PETERS TOWNSHIP EMERGENCY MANAGEMENT OFFICE
5000 Steele Avenue
Lemasters, PA 17231**

**ST. THOMAS TOWNSHIP EMERGENCY MANAGEMENT OFFICE
965 Hade Road
Chambersburg, PA 17202**

This NOTICE is posted per Department of Environmental Protection's
Chapter 105 Dam Safety and Waterway Management §105.134(c).