



**CITY OF
LANCASTER**

Emergency Operations Plan (EOP)

Prepared by:

Chris DeLong

Emergency Management Coordinator

Updated January 1, 2025

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Promulgation

The City of Lancaster’s Emergency Operations Plan (EOP) establishes the principles for the City of Lancaster’s emergency management program.

This foundational document describes how the City government organizes and acts to protect lives and property in the event of emergencies and disasters.

The EOP details policies and procedures applicable to the management of all-hazard events to include natural disasters, accidents, and terrorist or significant criminal incidents.

The scope of the plan extends from pre-incident preparedness, prevention, and mitigation, to response and recovery activities.

This plan is applicable to all organizations acting for or on behalf of the City of Lancaster and is consistent with state and national emergency management statutes, plans, systems, and principles.


The EOP serves as the base plan through which the City’s portfolio of hazard-specific and functional plans are activated and executed.

The EOP outlines broader concepts, organizational structures, and general rules and regulations.

Hazard-specific and functional plans describe agency roles and responsibilities, operational strategies, resource availability, and applicable procedures in more detail.

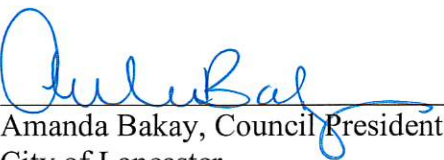
Acknowledgements:

This plan was adopted by the City of Lancaster under Resolution No. 84-2024 Dated 11/12/24. It supersedes all previous plans.



Danene Sorace, Mayor
City of Lancaster

11/18/24
Date



Amanda Bakay, Council President
City of Lancaster

11/26/24
Date

Certification of Review

A regular (biannual or sooner) review of this Emergency Operations Plan has been performed by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator.

Date	Signature

Record of Changes/Updates

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)
1	01/01/2025	11/12/24	EMC DeLong

Distribution List

COPY #	ORGANIZATION	INDIVIDUAL RECEIVING	DATE
1	Mayor	Danene Sorace	1/1/25
2	City Council President	Amanda Bakay	1/1/25
3	Emergency Management Coordinator	Chris DeLong	1/1/25
4	Deputy Chief of Staff	Wyatt Behringer	1/1/25
5	Department of Administrative Services	Tina Campbell	1/1/25
6	Department of Public Works	Steven Campbell	1/1/25
7	Department of Neighborhood Engagement	Milzy Carrasco	1/1/25
8	City Solicitor	Barry Handwerger	1/1/25
9	Bureau of Police	Richard Mendez	1/1/25
10	Bureau of Fire	Todd Hutchinson	1/1/25
11	Director of Community Planning and Economic Development	Chris Delfs	1/1/25
12	Lancaster County Emergency Management Agency	Ben Herskowitz	1/1/25
13	Lancaster Emergency Medical Services Association	Jerry Schramm	1/1/25

1. Purpose and Scope

The City of Lancaster's Emergency Operations Plan (EOP) establishes the policy and principles for the City of Lancaster's emergency management program. This foundational document describes how the City government organizes and acts to protect lives and property in the event of emergencies and disasters.

The plan consists of a Basic Plan, which describes principles; a Notification and Resource Manual, which provides listings and means of contacting local agencies and securing needed resources; and a series of functional checklists that provide detail for the accomplishment of the specifics of the operation, and hazard plans to address specific ongoing known vulnerabilities that exist.

The scope of the plan extends from pre-incident preparedness, prevention, and mitigation to response and recovery activities. This plan is applicable to all organizations acting for or on behalf of the City of Lancaster and satisfies the requirements of the Pennsylvania Emergency Management Service code (35 PA. C.S. Section 7101 et seq., as amended) to have a disaster emergency management plan for the municipality. Incident Action Plans or emergency action plans may augment this if necessary to provide better detail when responding to specific disasters or emergencies.

2. Situation and Assumptions

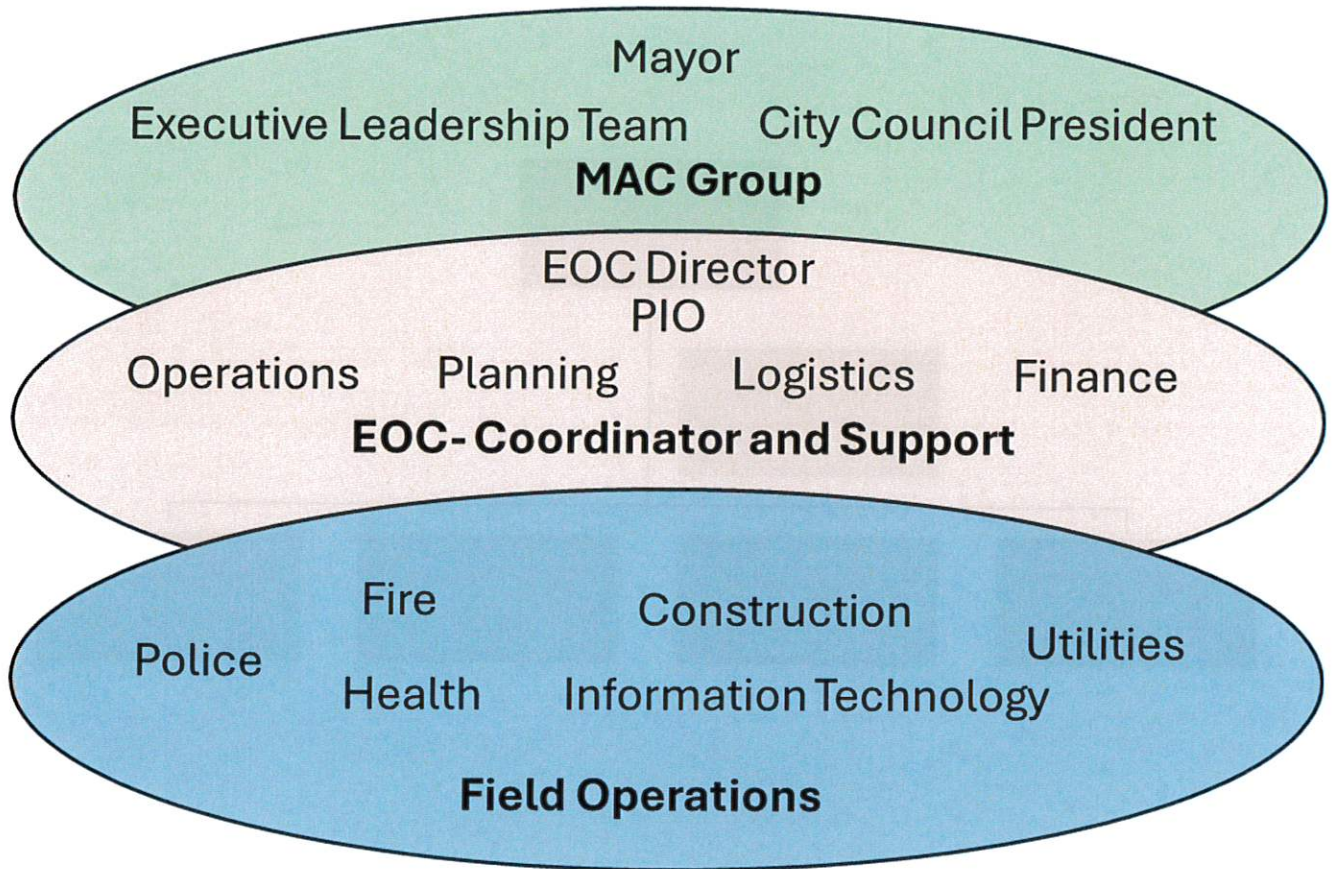
- A. Lancaster City is a city located in Lancaster County in South Central Pennsylvania. The population as of 2022 is 57,453 in 21,234 housing units with a population density of 8,000 per square mile. Over 23 percent of the population is under the age of 18, approximately 9.3 percent are over the age of 65, and the median age is 30 years old.
- B. As of 2022, the median household income was \$61,014 per year and 18.7 percent of persons live below the poverty level. Generally, the poorest populations are located south of King Street, and they are more susceptible to natural, manmade and technological disasters. This population also has a higher household occupant number and may have limited resources in preparation and response to an emergency or disaster.
- C. Immigration of foreign-born residents continues to increase and as of 2022, the population is approximately 13 percent. This demographic is particularly important because these populations are historically unprepared for the emergencies and disasters that are prevalent in our area of Pennsylvania.
- D. The geography covers 7.4 square miles with .14 percent being water. The main body of water is the Conestoga River which flows through the east and south sections of the city.

- E. Climatologically, the average annual temperature is 52.8. The highest temperature on record is 103 and lowest temperature on record is -16. On average the city receives 44.15 inches of rain and 21.4 inches of snow.
- F. A major part of the city's economy includes trade, transportation and utilities, educational institutions, health and social services, professional and business services, manufacturing, leisure and hospitality services. The city's top employers are Penn Medicine- Lancaster General, County of Lancaster, and School District of Lancaster.
- G. Critical infrastructure, schools, healthcare facilities, city and county government buildings, etc. are specified in the notification and resource manual (NARM) annex of the plan.
- H. Individuals are responsible for taking reasonable measures to ensure their own preparedness, consistent with their means and abilities. Many individuals will not be sufficiently prepared in the event of disaster and will require lifesaving and life-sustaining assistance. Some citizens may experience access and functional needs during a disaster.
- I. Lancaster City partners with non-governmental organizations to provide feeding, sheltering, and transportation during a disaster or emergency.
- J. Lancaster City water supplies residents in Lancaster Township, Millersville Borough, Manor Township, East Hempfield, West Hempfield, Manheim Township, East Lampeter Township, West Lampeter Township, and Pequea Township.
- K. Lancaster City wastewater treats wastewater from Manheim Township, Lancaster Township, West Lampeter Township, East Lampeter Township, Manor Township, Pequea Township, Upper Leacock Township, Strasburg Borough, and West Earl Township.
- L. When resources or specially trained personnel are needed that exceed the capability of the city, assistance will be requested through Lancaster County Emergency Management Agency (LEMA) through the on-call duty officer. If they cannot fulfill the request, it will be sent to the Pennsylvania Emergency Management Agency (PEMA) and possibly the Federal Emergency Management Agency (FEMA).
- M. Whenever warranted, the Mayor will declare an emergency for Lancaster City in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35 Pa CS, 7501).

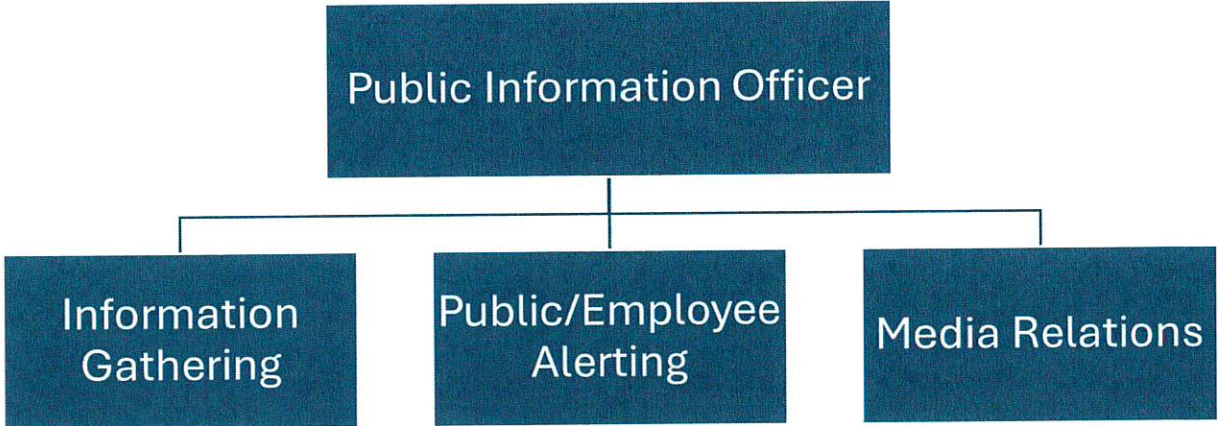
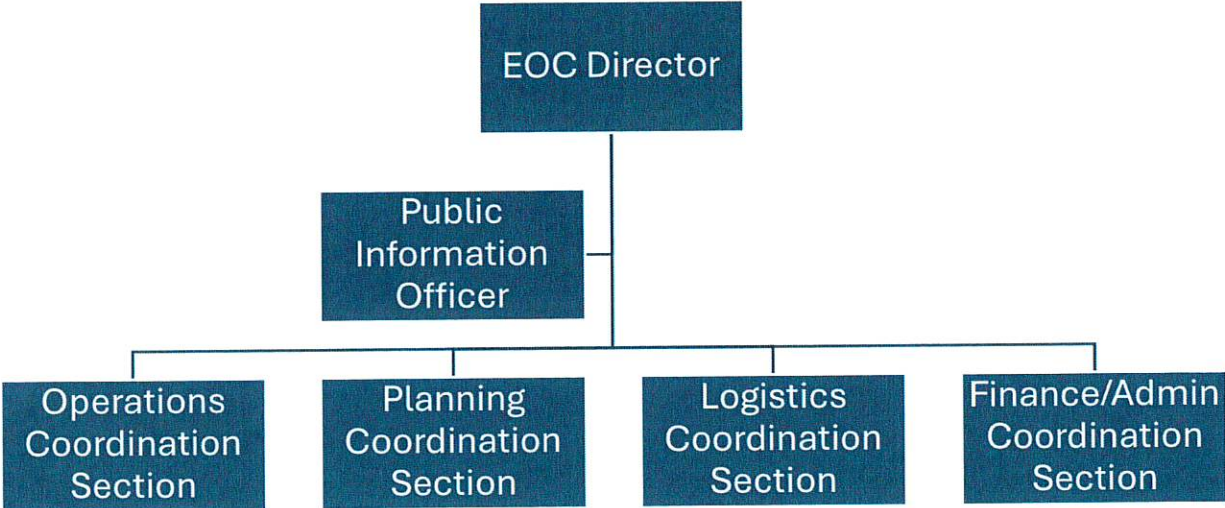
- N. In the event of an emergency that requires public notification for sheltering or evacuation of a part of or all of Lancaster City, the City's communications team will communicate using the Emergency Alert System (EAS) and/or the Everbridge platform or similar system.
- O. In the event of an evacuation, those that are able are encouraged to take reasonable measures to evacuate and take shelter with family, friends or in hotels outside the affected area. Vulnerable populations will need to be transported to safe havens and/or shelters. The safe havens and/or shelters may or may not be outside the city limits and may require a transportation plan.
- P. Emergency shelters will be activated using the evacuation shelter list that is provided in the notification and resource management. If these shelters need support or assistance beyond their initial capability, this request will go through Lancaster County Emergency Management Agency.
- Q. Critical facilities such as infrastructure, hospitals, extended care facilities and adult education should have some level of emergency power available to accommodate for situations involving loss of commercial power.

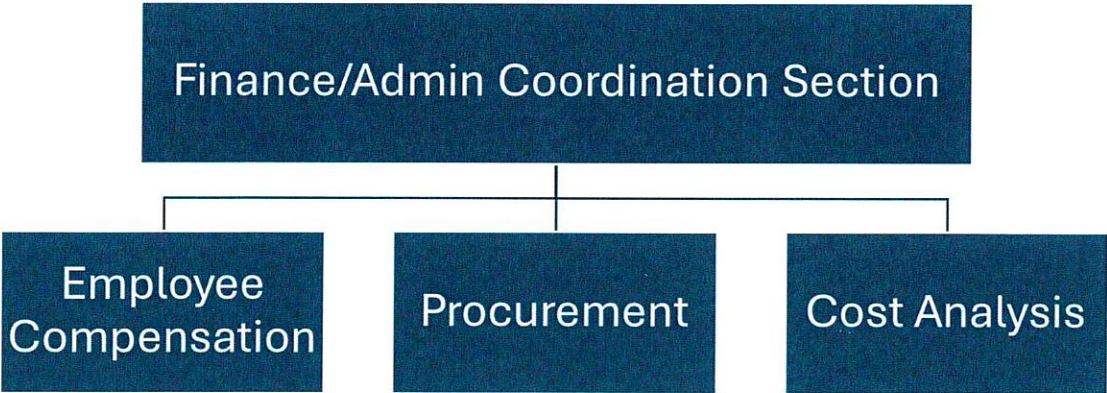
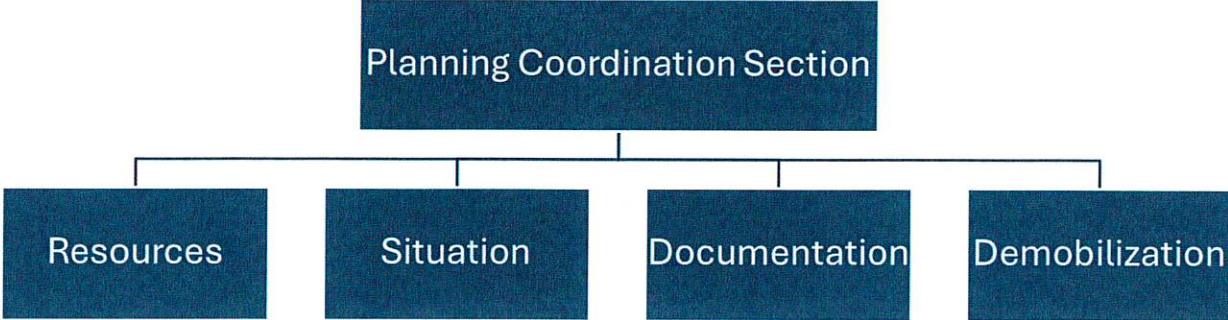
3. Concept of Operations/Continuity of Government

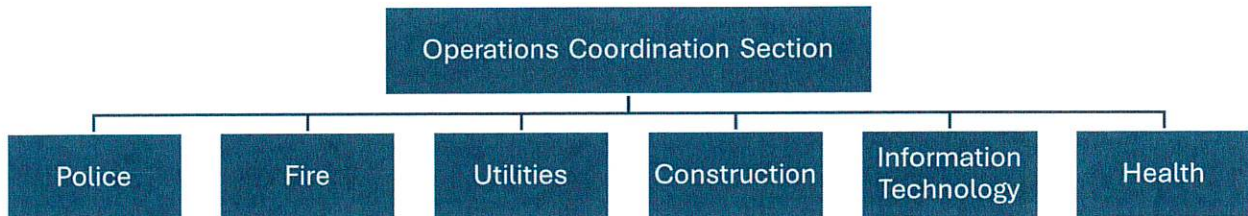
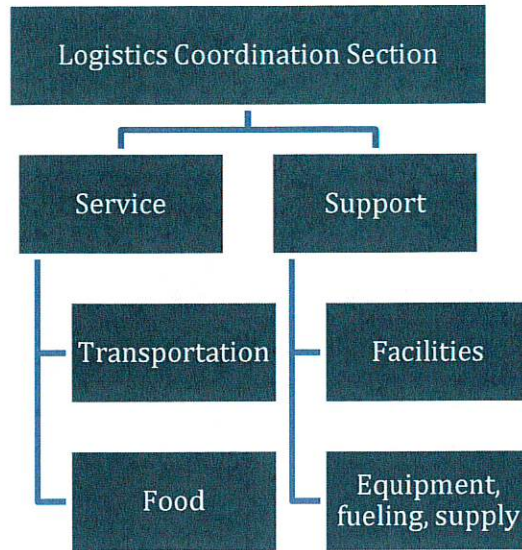
- A. This plan embraces an "all hazards" principle that most emergency response functions are similar, regardless of hazard. The EMC will coordinate resources and information dissemination as required for the emergency.
- B. Lancaster City, PA uses an incident command structure style emergency operations center model to organize the coordination with six branches of operations that could exist during an emergency.
- C. Multi Agency Coordinating Group is composed of the Mayor and executive leadership team in consultation with city council. Their primary duties are major decisions, policy making, and maintaining situational awareness of all emergency situations. They communicate as a single voice when the emergency operations center is activated and will be in constant contact with the Emergency Operations Director or be at the Emergency Operations Center to communicate directly. They are responsible for the protection of the lives and property of the citizens.



D. The Emergency Operations Coordinating group provides coordination and support to field operations to fulfill long term planning, logistics, operations, finance, liaison with other agencies, and public information. This group is managed by the emergency operations director, which is usually the Emergency Management Coordinator (EMC). The coordination usually occurs at the Emergency Operations Center (EOC).







E. Field operations are conducted by the Department of Public Works, Fire Bureau and Police Bureau, and at times the Health and Information Technology Bureaus. They will follow [homeland security presidential directive 5](#) when conducting daily operations. They will adhere to the national incident management system when managing emergency

response in their area of operations and will establish a unified command whenever multiple bureaus/departments are operating together. In situations where emergency management is activated to coordinate and support multiple independent incident command structures, they will move to branch directors and could be supervised by an operations section.

- F. Joint Information System (JIS) is the collection of incident information from field operations that is analyzed and organized for distribution. The JIS can operate at a Joint Information Center (JIC) or at the Emergency Operation Center (EOC). The personnel that staff the JIC are the communications team, with one designated as the Public Information Officer (PIO) for the incident. The PIO may be assigned to Field Operations or at the EOC.

Levels of Response

Emergency Management will use a 3-level response system to activate the emergency management system. The Federal Emergency Management Agency uses 5 types to classify incidents and resources. Typing is also how resources will be requested during an emergency. Type five is the lowest level of emergency and one is the highest or most complex emergency.

Response Level	Emergency Management Description	Incident Description	FEMA Incident Typing
Level 1	Normal Operations EMC receives and sends situational awareness information to ELT and branch directors.	<p>Police: Emergencies that do not require additional personnel, equipment, and last no longer than one shift.</p> <p>Fire: Emergencies that do not require additional personnel, equipment, and last no longer than one shift.</p> <p>Construction: Snowstorms that do not exceed 8 inches, rainstorms that do not incur widespread flooding.</p> <p>Utilities: Water operation outages that last up to 8 hours, wastewater operations that do not incur outages.</p> <p>Health: Monitor health related trends at the local, state, and national level.</p> <p>Information Technology: Monitor city cyber security and strengthen connectivity reliability.</p>	Type 5

<p>Level 2</p>	<p>Partial EOC activation</p> <p>During intermediate level emergencies, logistics and public information are likely to be staffed remotely or in person at the EOC.</p>	<p>Police: Emergencies that require mutual aid for personnel or resources, last longer than one shift, or require support activities.</p> <p>Fire: Emergencies that require staff call backs or any resource that comes in from outside of the city.</p> <p>Construction: Snowstorms that exceed 8 inches in snow depth, any ice storm, rainstorms that have flash or river flooding at minor-moderate stage, sinkholes with utilities affected, city facilities with issues that result in delaying or canceling operations.</p> <p>Utilities: Water or wastewater operations that result in an outage of 16 hours to 24 hours. Activation level may be elevated if power outages cause loss of service.</p> <p>Health: Any emergency that requires public notice.</p> <p>Information Technology: Any internet or network outage for city services or employees. Any cyber-attack that results in public information needs.</p>	<p>Type 4</p>
<p>Level 3</p>	<p>Full EOC activation</p> <p>All EOC positions are filled remotely or in person at the EOC. In person positions that are filled will need additional shift schedules for continuous staffing.</p>	<p>Police: Any emergency that exceeds 10 hours in length.</p> <p>Fire: Any emergency that exceeds 10 hours in length.</p> <p>Construction: Snowstorms that exceed 16 inches, ice storms that exceed 10 hours in length or have major impacts, river flooding at the major flood stage, sinkholes with major utility disruptions for residents.</p> <p>Utilities: Water or wastewater operations that result in an outage of 24 hours or more or loss of service in wastewater pumping operations or treatment.</p> <p>Health: Long term health emergency that results in an emergency declaration.</p> <p>Information Technology: Any long-term outage of city services or employees that lasts longer than 24 hours.</p>	<p>Type 1-3</p>

1. Level 1- Normal Operations
 - a. General communication announcement of an upcoming weather system or information that may require future status changes (winter storm, summer storm, criminal intelligence, terrorism, etc.) can be used as preparation of additional activations.
 - b. Emergency planning occurs in departments/bureaus with writing or revising emergency plans.
 - c. Sharing resources and personnel during normal operations will prepare the city network for large scale emergencies.
 - d. All branches are still operating individually and reporting through normal chains of command.
2. Level 2- Partial Activation
 - a. Used for initial phases of minor/moderate impact storms.
 - b. The Emergency Management Coordinator will prepare an incident action plan.
 - c. When the IAP is completed, they will send a text to ELT members and then email the plan out to all personnel that are involved that a partial activation has occurred.
 - d. Bureaus that are involved in the plan will be assigned Branches with appropriate ICS 204 forms.
 - e. The mobile EOC from police may be used if the other status EOC's are not available.
 - f. Notification to County EMA occurs through a phone call to the LEMA duty officer to establish a WebEOC incident.
3. Level 4- Full Activation
 - a. This level is when the Emergency Operations Center will be fully staffed.
 - b. Emergency management personnel will set a time for an EOC briefing to assign positions in the EOC.
 - c. Personnel that are committed to the EOC will coordinate with the LEMA and other contributing agencies.

4. Organization and Assignments of Responsibilities

Multi Agency Coordination Group

- A. Composed of the Mayor and executive leadership team in consultation with city council.
- B. Provide for continuity of operations.
- C. Recommend an EMC for appointment in accordance with the Emergency Management Services Code.
- D. Issue proclamations of disaster emergency and recommend protective actions (evacuation or shelter in-place) if the situation warrants.
- E. Apply for federal post-disaster funds, as available.

Emergency Operations Coordination Group

A. EOC Manager (EMC):

1. Prepares and maintains an EOP for the municipality subject to the promulgation of the elected officials; reviews and updates as required.
2. Maintains coordination with the county EMA, and provides prompt information on emergencies, as available.
3. Identifies hazards and vulnerabilities that may affect the municipality.
4. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and request needed resources from mutual aid partners or the county EMA.
5. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
6. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency.
7. Compiles cost figures for the conduct of emergency operations; and
8. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.
9. Collects and communicates information about the incident to the MAC through the Mayor or Acting Mayor.
10. Determines status and tracking of resources.
11. Prepares and documents incident action plans.
12. Assembles all documents, writes an after-action report/corrective action plan, then develops a final report.
13. Establishes information requirements and reporting schedules.
14. Supervises preparation of an incident management plan.

B. Public Information Officer (PIO)

1. Develops and maintains the checklist for the Public Information function.
2. Assists in the development, review, and maintenance of the EOP.
3. Responds to the EOC or the field, as needed.
4. Coordinates all information released to the public or to the media.
5. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations.
6. Advises the EMC about Public Information activities.
7. Develops pre-scripted emergency announcements for use in the time of an emergency.
8. Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.
9. Operates as a part of the Joint Information Center (JIC) as established by the County, State or Federal officials.

- A. **Liaison Officer** – Serves as the primary contact for supporting agencies assisting with the incident.
- B. **Operations Coordination Section** - Section Chief coordinates work assignments of the branch director(s) and reports to the EOC director on the progress and status of assigned missions.

1. Fire Branch

- a. Develops and maintains the checklist for the firefighting function.
- b. Assists in the development, review, and maintenance of the EOP.
- c. Coordinates fire and rescue services.
- d. Assumes primary responsibility for route alerting of the public.
- e. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured.
- f. Provides for emergency shutdown of light and power.
- g. Provides emergency lights and power generation.
- h. Assists in salvage operations and debris clearance.
- i. Advises the EMC about fire and rescue activities; and performs other responsibilities as assigned by the Section Chief.
- j. Coordinates search and rescue operations.
- k. Coordinates with the Hazardous Materials Team as appropriate.
- l. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards.
- m. Advises the EMC about HAZMAT activities.

2. Police Branch

- a. Develops and maintains the checklist for the Public Safety and Security function.
- b. Assists in the development, review, and maintenance of the EOP.
- c. Coordinates security and law enforcement services.
- d. Establishes security and protection of critical facilities, including the EOC if necessary.
- e. Provides traffic and access control in and around affected areas.
- f. Assists with route alerting and notification of threatened population.
- g. Assists in the installation of emergency signs and other traffic movement devices.
- h. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured.
- i. Advises the EMC about Public Safety and Security operations.
- j. Establishes and provides security services to any shelter locations operating in the municipality.
- k. Assists shelter operators with the screening of clients regarding criminal history background checks including sex offenders.
- l. Establishes security patrols for any evacuated areas, conditions permitting.
- m. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.

3. Utilities Branch

- a. Assists in the development, review, and maintenance of the EOP.

- b. Maintains a listing of utility assets, including emergency power status.
 - c. Serves as a liaison between the EOC and the energy / utilities.
 - d. Provides information on water and wastewater status and operational needs.
 - e. Coordinates the dissemination of information to the energy / utilities.
 - f. Advises the EMC regarding power/utility issues.
4. **Construction Branch**
- a. Assists in the development, review, and maintenance of the EOP.
 - b. Coordinates with streets and operates during storms and sinkholes.
 - c. Coordinates city owned facilities and parks.
 - d. Advises the EMC regarding streets, facilities and parks issues during normal operations.
 - e. Provides information on road construction and repair, engineering, building inspection and maintenance.
5. **Health/Medical Branch**
- a. Develops and maintains the checklist for the Health/Medical Services function.
 - b. Assists in the development, review, and maintenance of the EOP.
 - c. Maintains a listing of special needs residents, providing copies to municipal and county EMAs.
 - d. Coordinates emergency medical activities within the municipality.
 - e. Assists the County EMA (ESF # 6) in maintaining a listing of Mass Care – Shelter facilities including capacities.
 - f. Coordinates with American Red Cross and other appropriate agencies.
 - g. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care, personal care homes or any custodial care facilities.
 - h. Assists in mortuary services.
 - i. Assists in provisions of inoculations for the prevention of disease.
 - j. Advises the EMC about Public Health/Medical Services activities during normal operations.
 - k. Coordinates the immunization of emergency workers.
 - l. Refers transportation needs (Health Care, Special Needs) to the Logistics Officer.
 - m. Coordinates and cooperates with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
 - n. Coordinates medical services as needed to support shelter operations.
 - o. Coordinates local animal shelter activities and food supply.
6. **Information Technology Branch**
- a. Advises the EMC about information technology activities during normal operations.
 - b. Coordinates building resilience into city IT systems.
 - c. Coordinates recovery measures that improve city systems.

E. Planning Coordination Section

- 1. Assists in the development, review, and maintenance of the EOP.

2. Maintains a record of the EOC.
3. During activation, this position is staffed with a knowledgeable person related to the incident that is being coordinated.
4. Develops plans using the planning “P”- see appendix including an EOC meeting schedule that mirrors the incident command meeting schedule.
5. Develops long term resources plans that support the EOC and incident objective needs and works with logistics.
6. In law enforcement incidents, works with intelligence to develop long term strategy (MUST be staffed with law enforcement, if needed).
7. Develops a demobilization plan for the EOC and incident command field operations.
8. Prepares emergency recovery plan for the incident(s).

F. Logistics Coordination Section - Assists in the development, review, and maintenance of the EOP. Responds to the EOC or the field, as needed.

1. Service Branch

- a. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality.
- b. Coordinates the supply of transportation resources during an emergency.
- c. Advises the EMC about Transportation activities and issues.
- d. Obtains, tracks, and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.).
- e. Facilitates the acquisition of supplies for emergency workers including food, water, and necessities.
- f. Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators.

2. Support Branch

- a. Coordinates materials, services, and facilities in support of the emergency.
- b. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use.
- c. Participates in the preparation of the Incident Management Plan.
- d. Establishes staging areas for supplies and transportation resources.
- e. Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities, and evacuees as appropriate; and
- f. Performs other responsibilities as assigned by the Section Chief.

G. Finance/Admin Coordinating Section

1. Maintains oversight of all financial and cost analysis activities associated with the emergency.
2. Tracks costs and personnel time records.
3. Coordinates the conduct of damage assessment and reporting to the county EMA.
4. Coordinates and records bulk purchases after an emergency is declared.

5. Administration

- A. Emergency management personnel will coordinate with Lancaster Emergency Management Agency (LEMA) using WebEOC and/or call the LEMA duty officer whenever a situation affects multiple municipalities or a request for personnel or resources is needed.
- B. Lancaster Emergency Management Agency will at times notify city emergency management by email, phone call or alert message for situational awareness purposes.
- C. Mutual aid resource requests for utilities may be made through PA Water and Wastewater Emergency Response Network (PAWARN).
- D. When city resources or personnel are exhausted and mutual aid has also been exhausted, we will request assistance from Lancaster County, Pennsylvania Emergency Management Agency and ultimately the Federal Emergency Management Agency.

Emergency and Disaster Declarations

The Mayor is authorized to declare a State of Emergency if he/she finds that the city or any part thereof is suffering or is in imminent danger of suffering civil disturbance, disorder, riot, or other occurrence, which will seriously and substantially endanger the health, safety, and property of the citizens. By declaring a State of Emergency, the Mayor may take any measure necessary to keep the community safe.

State Declaration of Disaster Emergency

The Governor of Pennsylvania may declare a disaster emergency by executive order or proclamation if a disaster has occurred or if the threat of a disaster is imminent. When two or more counties are affected by a disaster emergency, the Governor will exercise directional authority and control through PEMA. The PEMA Director shall be prepared to become the Executive Officer in charge of carrying out the decisions of the gubernatorial administration for direction, coordination, and support of response activities for all Commonwealth departments/agencies, counties, municipalities, and designated institutions. PEMA will exercise this authority through the affected county emergency management agencies. When a disaster exceeds the resources of the Commonwealth, the Governor may request assistance from the Federal government through a variety of programs including a Presidential Disaster Declaration.

Under a declaration of disaster emergency, the Governor is granted powers over temporary housing, debris and wreckage removal, distribution of community disaster loans, individual and family assistance, and grants for hazard mitigation, appropriation of federal funds, and the

suspension of certain laws during emergency assignments. In addition to the powers listed above, the declaration grants the Governor the authority to take any of the following measures:

- A. Suspend the provisions of any regulatory statute prescribing the procedures for conduct of Commonwealth business, or the orders, rules, or regulations of any Commonwealth agency, if strict compliance with the provisions of any statute, order, rule, or regulation would in any way prevent, hinder, or delay necessary action in coping with the emergency.
- B. Utilize all available resources of the Commonwealth Government and each political subdivision of the Commonwealth as reasonably necessary to cope with the disaster emergency.
- C. Transfer the direction, personnel or functions of Commonwealth agencies or units thereof for performing or facilitating emergency services.
- D. Subject to any applicable requirements for compensation under section 7319(10) (relating to powers and duties) of the Pennsylvania Emergency Services Code, commandeer or utilize any private, public, or quasi-public property if necessary, to cope with the disaster emergency.
- E. Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the Commonwealth if this action is necessary for the preservation of life or other disaster mitigation, response, or recovery.
- F. Prescribe routes, modes of transportation, and destinations about evacuation.
- G. Control ingress and egress to and from a disaster area, the movement of persons within the area, and the occupancy of premises therein.
- H. Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives, and combustibles.

Pennsylvania Emergency Services Code (35 Pa. C.S. Section § 7301)

Federal Disaster Declarations

If the Governor deems that the disaster exceeds the capacities of the Commonwealth, he/she may submit a request for assistance via FEMA to the President of the United States, who upon approval may direct supplemental assistance to the affected jurisdiction(s).

The Robert T. Stafford Act provides for two types of federal assistance:

- A. Emergency Declarations - The President can issue an Emergency Declaration for any occasion or instance when the President determines federal assistance is needed.

Emergency Declarations supplement state and local efforts in providing emergency services, such as the protection of lives, property, public health, and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The total amount of assistance provided for a single emergency may not exceed \$5 million. If this amount is exceeded, the president shall report to Congress.

- B. Major Declarations - The president can declare a Major Disaster Declaration for any natural event, 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, fire, flood, or explosion, that the president believes has caused damage of such severity that it is beyond the combined capabilities of state and local governments to respond.

During Major Declarations, there are three main types of federal assistance that may be provided. Federal assistance may be provided individually or in conjunction, depending on the needs identified:

- A. Individual Assistance - Assistance to individuals and households
- B. Public Assistance - Assistance to state and local governments and certain private nonprofit organizations for emergency work and the repair or replacement of disaster-damaged facilities
- C. Hazard Mitigation Assistance - Assistance to state and local governments and certain private nonprofit organizations for actions taken to prevent or reduce long-term risk to life and property from natural hazards

6. Training and Exercises

- A. Training Authority- The EMC may activate this plan as required to evaluate and maintain the readiness posture of Lancaster City.
- B. Exercise Requirements
 - 1. To provide practical, controlled operations experience at all levels of emergency response, the EMC will activate this plan and/or subsequent annexes in an annual tabletop exercise.
 - 2. The EMC will activate this plan at least every three years to exercise those who have EOC responsibilities.
- C. Training Policy
 - 1. MAC Group Members
 - a. Will be provided to this group in review of the revised emergency operations plan or the addition or revision of annexes when they occur.
 - b. Will be encouraged so that elected officials and department directors and bureau chiefs understand the roles and responsibilities of them and the rest of the response and recovery structure.

2. EOC Group Members
 - a. Onboarding
 - i. Members will complete the G191- Incident Command System/Emergency Operations Interface course.
 - ii. Members wishing to become a member of this level will complete a position task book verifying that they can operate in the EOC position.
 - iii. Position task books are separately published and completed copies are provided to the members.
 - b. Continuing Education
 - i. Annual incident or exercise participation is required to stay current with each EOC position that has a complete position task book completed.
 - ii. Will participate in state/federal training programs as prescribed by PEMA or to follow certification guidance.
3. Field Operations
 - a. Personnel serving as individual branch directors or incident commanders will achieve NIMS 300 and 400.
 - b. Personnel serving in supervisor or manager roles that will oversee subordinates will achieve NIMS 100, 200, 700, and 800.
 - c. Operational branches will exercise hazard annexes once every three years to confirm validity and relevance.

7. Plan Requirements, Maintenance, and Distribution

- A. EMC Responsibilities:** The municipal EOP is the responsibility of the elected officials, but the EMC will coordinate development and maintenance of the plan. The plan will be reviewed every two years and updated as needed with the approval of city council. Hazard plans may be added to or revised more frequently. Whenever portions of this plan are implemented in an emergency or exercise, a review will be conducted to determine necessary changes.
- B. Enforceability:** This plan is enforceable under the provisions set by the Resolution of the City of Lancaster lawfully adopted by its City Council.
- C. Execution:** This plan provides the standing framework for management of natural disasters, accidents, and terrorist or major criminal incidents affecting the City of Lancaster. City agencies will activate functional and hazard-specific plans in concert with this plan as circumstances require.

D. Distribution: This basic plan is a public document developed by the EMC in consultation with City executives and approved by Resolution of the Lancaster City Council. Additionally, the checklists, notification and resource manual, and hazard annexes contain specific response and personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to the designated plan stakeholders. Revisions or changes are documented by means of the “record of changes” (add page number).

Appendix A: Authorities and References

1. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
2. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment,” as amended
3. Commonwealth of Pennsylvania, Emergency Operations Plan, 2023, with amendments
4. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5
5. 2023 Lancaster County Emergency Operations Plan
6. 2019 Lancaster County Hazard Mitigation Plan
7. Pennsylvania 2020 Hazard Mitigation Plan. Retrieved February 17, 2024

Appendix B: Definitions and Glossary

- Access Control Points (ACP) - Posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for controlling entry during an emergency.
- Activate - To start or place into action an activity or system.
- Control - To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)
- Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments, and Federal agencies.)
- Deploy - To move to the assigned location to start operations.
- Direction - Providing authoritative guidance, supervision, and management of activities/operations along a prescribed course to reach an attainable goal.
- Disaster - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy, or property.
 - Human Caused Disaster - Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, terrorism acts of vandalism or sabotage and civil unrest which threaten or cause substantial damage to property, human suffering, hardship, or loss of life.
 - Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.
- Disaster Emergency - Those conditions which upon investigation may be found, or likely to:
 - Seriously affect the safety, health, or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.
 - Be of such magnitude or severity as to render essential state supplementation of regional, county, and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering, or hardship faced.

- Have been caused by forces beyond the control of humans, due to civil disorder, riot, natural occurrence, terrorism, or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.
- Emergency Alert System (EAS) - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state or federal emergency management agencies or the national weather service.
- Emergency Management - The judicious planning, assignment, and coordination of all available resources in an integrated program of prevention, preparedness, response, and recovery for emergencies of all kinds.
- Emergency Services - The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, search, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.
- Emergency Support Function (ESF) – A distinct function that may need to be performed during emergency response, but which is not necessarily dependent on the type of disaster or emergency that causes the need for the support function. ESFs define an organizational structure for the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. Use of ESFs allows for planning, training, and organization to be made without consideration for the cause. This plan uses fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP.
- Explosive Ordnance Disposal (EOD) - An active U.S. Army organization tasked with the retrieval and disposal of military ordnance. Also, available to assist civilian authorities in life threatening situations dealing with explosive devices when civilian explosive technicians or bomb squads are not available.
- External Affairs – Those emergency activities that deal with the public and other entities outside the immediate disaster area. This includes public information and media relations activities.
- Governor's Proclamation of "Disaster Emergency" – A formal declaration or proclamation by the Governor of Pennsylvania that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. As part of this proclamation, the Governor may waive or

set aside time-consuming procedures and formalities prescribed by state law (excepting mandatory constitutional requirements.) The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.

- Hazardous Materials (HAZMAT) - Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear, or explosive.
- Hazards Vulnerability Analysis (HVA) - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity and risk to population and property.
- 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 co-locate at the JIC.
- Local Emergency - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.
- Mass Care Centers - Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.
- Municipality - As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township or similar unit of government..." (Article IX, Section 14, The Constitution of Pennsylvania).
- National Incident Management System (NIMS) - A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. The NIMS includes a core set of concepts, principles, and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking and Reporting of incident information.
- Notification - To make known or inform, to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff, and associated organizations; (2) over the Emergency Alert System to the public immediately after the sirens have been sounded.

- Notification and Resource Manual (NARM) – One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.
- Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources.
- Political Subdivision - Any county, city, borough, township, or incorporated town within the Commonwealth.
- Presidential Proclamation of "Emergency" - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
- *IMPORTANT NOTE* - Before federal assistance can be rendered, the Governor must first determine that the situation is beyond the capabilities of the State and affected municipal governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for proclamation of a major disaster by the President may be accepted, downgraded to emergency, or denied.
- Presidential Proclamation of "Major Disaster" – “Major Disaster” means any natural catastrophe, or any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
- Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
- Public Information Officer (PIO) - That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities (ESF # 15.) If no PIO is appointed, those responsibilities stay with the EOC manager.
- Public Information Statements - Public announcements made by PEMA, county or local official spokespersons via newspapers, radio, or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.

- Reception Center - A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.
- Re-entry - The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.
- Resource Typing – A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications and training will allow resources from other parts of the U.S. to work together. Resources are assigned a “Type” number that indicates the size/capacity of the resource i.e. a Type 1 Team will have more people and capabilities than a Type 2 or a Type 3 team.
- Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
- Special Needs – Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network.
- Standby - To be ready to perform but waiting at home or other location for further instructions.
- Support - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
- Traffic Control Points (TCP) - Posts established at critical road junctions for controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency requires it.
- Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
- Weather Warning - Severe weather is occurring or is about to occur.
- Weather Watch - Conditions and ingredients exist to trigger severe weather.

Appendix C: Hazard Specific Annexes

A. Target Hazard Sites

- a. Penn Medicine Lancaster General Hospital
- b. School District of Lancaster
- c. Park City Mall
- d. Thaddeus Stevens College of Technology
- e. Franklin and Marshall College
- f. College of Art and Design
- g. Millersville University
- h. Wastewater PPC plan
- i. AHF Quality Manufacturing
- j. Amtrak Emergency Response

B. Offsite Response Plans (SARA Facilities)

- a. Comcast - 1131 S. Duke Street
- b. Costco - 1875 Hempstead Road
- c. Donnelley Financial LLC - 391 Steel Way
- d. High Steel Service Center - 400 Steel Way
- e. J.L. Clark LLC - 303 N. Plum Street
- f. Kunzler & Company Inc. - 652 Manor Street
- g. Lancaster General Hospital - 555 N. Duke St
- h. National Novelty Brush Company - 505 E. Fulton Street
- i. Packaging Corporation of America - 1530 Fruitville Pike
- j. Verizon Lancaster Central Office - 130 N. Duke Street

C. Day Care Centers

Appendix D: Emergency Declaration

DECLARATION OF DISASTER EMERGENCY

WHEREAS, on or about _____ a (disaster) has caused or threatens to cause injury, damage, and suffering to the persons and property of City of Lancaster; and

WHEREAS the (disaster) has endangered the health, safety and welfare of a substantial number of persons residing in City of Lancaster, Pennsylvania, and threatens to create problems greater in scope than City of Lancaster, may be able to resolve; and

WHEREAS emergency management measures are required to reduce the severity of this disaster and to protect the health, safety and welfare of affected residents in City of Lancaster:

NOW, THEREFORE, we, the undersigned City Council and Mayor of City of Lancaster, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, do hereby proclaim the existence of a disaster emergency in City of Lancaster.

FURTHER, we direct the City of Lancaster Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

STILL FURTHER, we authorize officials of City of Lancaster to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted.

This Proclamation shall take effect immediately.

Mayor, City of Lancaster

President, City Council

Attest: _____

Date: _____

Appendix E: Planning P

