

MANHEIM TOWNSHIP EMERGENCY OPERATIONS PLAN

I. PURPOSE

The purpose of this plan is to establish those activities to be taken by the Manheim Township government to protect the life and property of the citizens in the event of a natural, technological or terrorism emergency or disaster and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq.), as amended.

II. SITUATION AND ASSUMPTIONS

A. Township Location and Description

1. Manheim Township is located in Lancaster County, Pennsylvania. Manheim Township is the second most populated municipality within the county, second only to the city of Lancaster that borders to the south. The population of the Township as of 2000 was about 34,000. Manheim Township is a first class township within Lancaster County and contains a wide diversity of housing, commercial, light industry, heavy industry, and agricultural usage.

B. Township Capabilities and Resources

1. Facilities and Services

- a. Manheim Township has a combination of governmental and volunteer emergency services and facilities that are sufficient to handle emergencies. However, due to economic, manpower and equipment considerations, these assets may not be sufficient to deal with a major disaster.
- b. The response to any disaster must rely upon established operational plans, organizations, trained personnel, and inter-municipal and mutual aid resources that will facilitate the prompt mobilization and delegation of the total resource capabilities of government and the private sector.

2. Warning System

- a. Emergency announcements will be broadcast over the Emergency Alert System (See Task A.)

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C. Summary of Township Vulnerability to Hazards

1. Natural Hazards

a. Manheim Township is subject to the following natural hazards.

- (1) Drought
- (2) Earthquake
- (3) Flash floods and flooding
- (4) Hurricanes
- (5) Lightning
- (6) Tornadoes
- (7) Wind Storms
- (8) Winter Storms

2. Man-Made Disasters

a. Manheim Township is subject to the following man-made disasters

- (1) Energy Emergencies
- (2) Fires
- (3) Hazardous Materials Accidents
- (4) Transportation Accidents
- (5) Water Supply Deficiencies

3. Terrorism and War-Caused

a. Manheim Township is subject to be exposed to weapons of mass destruction either by a direct or indirect attack

- (1) Biological and Chemical Agents
- (2) Bombs and Explosives
- (3) Conventional and Nuclear Missiles
- (4) Radiation fallout
- (5) Sabotage

b. The Township is designated as an evacuation point for residents who live within 10 miles of Three Mile Island and could be tasked with providing shelter for evacuees.

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4. Resource Management

- a. The Township will be responsible for acquiring any resources necessary to maintain essential services that would impact the health, safety and welfare of the citizens. This may be accomplished through emergency purchase orders, stockpiling of supplies and requests for assistance from other municipalities and Lancaster County Emergency Management.

III. CONCEPT OF OPERATIONS

A. General

1. Requirements of Elected Officials

- a. The Manheim Township Board of Commissioners will exercise primary supervision and control over emergency management and those activities necessary for the protection of the lives and property of the citizens.

2. Emergency Management

- a. The plan will provide an effective organization through the use of designated personnel and resources operating under the Unified Incident Command System to cope with emergencies and to mitigate any disaster that may strike and/or affect the Township.

3. Declaration of Disaster Emergency

- a. The Manheim Township Board of Commissioners may declare a disaster emergency should the need arise for the response and recovery operations and to provide authorized aid and assistance to the citizens. (See Attachments PG. C-5)
- b. The declaration will be filed with the Pennsylvania Emergency Management Agency through the Lancaster County EMA.

B. Inter-Jurisdictional Assistance

1. Obtaining Assistance

- a. The Board of Commissioners may enter into inter-municipal, automatic-aid and mutual-aid agreements for personnel and resources required to manage an emergency and mitigate a disaster.
- b. Any request for State and/or Federal Government assistance must follow established protocol through Lancaster County EMA.

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C. Operations

1. Emergency Management

- a. An Emergency Management Coordinator (EMC) will be appointed by the governor upon recommendation of the Board of Commissioners. The EMC will have responsibility for the office of Emergency Management and the Emergency Operations Center.

2. Emergency Operations Center

- a. The EOC is located in the basement of the Manheim Township Police Department located at 1825 Municipal Drive, Lancaster, Pennsylvania.

3. Incident Command System

- a. The Incident Commander (IC) at the incident site will be from Fire, Police, or Emergency Medical Services, depending on the nature of the incident and will follow the established Lancaster County Incident Command System. (See Attachments PG. C-8)
- b. When the EOC is activated, the EMC or designee will coordinate between the Incident IC and County EMA.

D. Continuity of Government

1. Line of Succession

a. Board of Commissioners

- (1) President, Vice President and Board members designated by the President.

2. Relocation of the EOC

- a. If the EOC cannot be used then the control may be transferred to the Mobile Command Post or the Lancaster County EOC.

3. Orientation of New Officials

- a. The Emergency Management Coordinator will brief all elected/appointed officials on their responsibilities and emergency procedures at least annually or on an as needs basis.

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4. Preservation of Records

- a. All recorded public and private documents of the EOC will be protected from unauthorized disclosure and will be stored in a fireproof file cabinet.

5. Relocation of Government

- a. In the event of a requirement to relocate government operations from the Municipal Building located at 1821 Municipal Drive the following facilities may be used to temporarily relocate government.

- (1) Stauffer Park Mansion
- (2) Boettcher House
- (3) Manheim Township Fire Stations

E. Phases of Emergency Management

1. Mitigation

- a. The efforts to eliminate or reduce the impact of hazards that exist within a community and are a threat to life and property and comprises the operation of emergency management.

2. Preparedness

- a. Being ready to react promptly and effectively to an emergency and/or disaster with a plan of action conducted through training and exercising.

3. Response

- a. Occurs after the onset of an emergency or disaster. Provides for the emergency assistance for casualties through search and rescue, shelter, and medical care and reduce damage by efforts such as sandbagging of floodwaters, diking of waterway to control hazardous spills and shoring up and boarding of property to prevent further damage.

4. Recovery

- a. The efforts to restore essential services (electric, gas, water, sewer, i.e.) and basic needs through the use of temporary housing, food distribution, psychological counseling, restoration of vital services, reconstruction of damaged areas and measures to prevent future occurrences.

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IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. Emergency/Disaster Situations

- a. Governmental, private and volunteer organizations are mobilized to implement specific emergency response activities and operations.
- b. The EOC and the Mobile Command Post are operated by the governmental, private and volunteer organizations to manage emergency/disaster situations.

B. Responsibilities

1. Board of Commissioners

- a. The elected officials are responsible for the health, safety and welfare of the citizens within the Township.
- b. The elected officials have the overall responsibility for direction and control over Township operations related to emergencies and/or disasters.

2. Emergency Management

- a. Coordination of the governmental, private and volunteer organizations contributing to the operation of an emergency and/or disaster.
- b. Provide information on the threats to the Township, plan for emergencies and conduct recovery operations.

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3. Emergency Management Coordinator

a. Coordination, Planning and Training

- (1) Overall pre-planning of emergency/disaster operations.
- (2) Disseminate alert/warning information through the Emergency Alert System.
- (3) Maintain and operate the Emergency Operations Center and the Mobile Command Post.
- (4) Coordinate operations with the County Emergency Management Coordinator.
- (5) Provide services and resources as needed.
- (6) Coordination of municipal governmental, private and volunteer emergency forces.
- (7) Provide for the re-entry of evacuees after the disaster situation is secured.
- (8) During emergency/disaster operations coordinate the duties and responsibilities of personnel in situations not covered in the Emergency Operations Plan.
- (9) Act as a Public Information Officer (PIO) when needed.

4. Amateur Radio Operator

a. Maintain progress of an emergency and/or disaster

- (1) Assist Emergency Management Coordinator in dissemination of alert/notification information.
- (2) Maintain communications with emergency shelters.
- (3) Maintain communications with route alert teams during evacuations.
- (4) Maintain communications with other emergency agencies.
- (5) Provide health and welfare communications regarding Manheim Twp. residents to family members when telephone communications fail.
- (6) Provide sky warn communications for severe weather conditions.
- (7) Provide Manheim Township officials with necessary communications.
- (8) Maintain communications with County Emergency Operations Center.
- (9) Help, aid and assist Manheim Township Emergency Services with emergency communications.

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6. Resource Advisor

d. Coordination

- (1) Maintain a complete list of available equipment and supplies.
- (2) Maintain liaison with servicing utilities, i.e., gas, electric and water agencies.
- (3) Assist Police Services in obtaining material for traffic control purposes.

7. Shelter and Transportation Advisor

a. Public Evacuation Sites and Transportation resources

- (1) Maintain current list of available shelter locations with capacities.
- (2) Coordinate all evacuations with the American Red Cross.
- (3) Coordinate efforts with the County Mass Care Chief.
- (4) Maintain current list of available transportations resources, such as trucks and buses.
- (5) Coordinate efforts with County Transportation Group Chief.

8. Health/Medical Advisor

a. Health and Sanitary conditions

- (1) Maintain Communications with the Manheim Twp. Ambulance Association.
- (2) Coordinate the sanitation efforts.
- (3) Assist the Haz-Mat 2 Team in identification of biological and chemical agents.
- (4) Assist in the proper care for radiological contamination.
- (5) Review and coordinate the available medical staff facilities within Manheim Township.
- (6) Coordinate efforts with the County EOC Medical Group Chief.
- (7) Responsible for the enforcement of isolation, quarantine, and closure and decontamination of any identified premises.

9. Audio Visual Advisor

a. Visual evidence of an emergency and/or disaster

- (1) Collect visual data for damage assessment.
- (2) Photographs and videotape of damage.

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10. Township Manager

a. Acts in behalf of the Manheim Township Commissioners

- (1) In charge of the municipal staff.
- (2) Handle any disputes between local emergency officials.
- (3) Provide recommendations to the Commissioners.

11. Fire and Rescue Services

a. Services provided by Eden, Neffsville and Southern Manheim Township Fire Companies

- (1) Responsible for the fire and rescue service and hazardous materials incidents.
- (2) All Fire Chiefs and officers must operate all incidents under the unified Incident Command System.
- (3) Provide supplemental communications.
- (4) Provide assistance to Police in the Alert and Warning and Evacuation of the public.
- (5) Provide emergency medical services and first aid to the level of training and available equipment.
- (6) Provide hazardous materials containment and support to the County's Hazardous Materials Unit.
- (7) Provide a representative upon activation of the EOC.

12. Police Services

a. Services provided by Manheim Township Police Department

- (1) Maintain law and order within the Township and under automatic aid to East Petersburg Borough.
- (2) Organize the Alert and Warning of the public.
- (3) Organize the evacuation of affected public.
- (4) Assist in the return of the evacuated citizens.
- (5) Coordinate with other police authorities.
- (6) Provide a representative upon activation of the EOC.

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13. Emergency Medical Services

a. Services provided by Manheim Township Ambulance Association

- (1) Provide emergency pre-hospital medical and first aid service to the public.
- (2) Responsible for the medical needs of all injured persons after rescue operations are completed by the Fire and Rescue Service.
- (3) Establish working relations with the area hospitals.
- (4) Maintain radio communications with the hospitals to provide patient data and transport information.
- (5) Establish proper procedures to interface with additional medical services.
- (6) Work with the Manheim Township Emergency Management and the Director of Manheim Township Public Works to provide Manheim Township residents with adequate community sanitation.
- (7) Transport the injured to the appropriate hospital or other health care facility.
- (8) Provide a representative upon activation of the EOC.
- (9) Coordinate efforts with other Emergency Medical Services organizations.

14. Public Works

a. Services provided by Manheim Township

- (1) Maintain and clear roads to ensure passage of traffic.
- (2) Coordinate public water and sanitation services and return of , electrical, gas and phone utilities for the public as soon as possible.
- (3) Establish temporary fresh drinking water and sanitary portable lavatory for the public.
- (4) Perform other services as requested to assist with emergency/disaster recovery.
- (5) Provide a representative upon activation of the EOC.

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V. ADMINISTRATION AND LOGISTICS

A. Administration

1. Municipal Reports and Records

a. Township Government Reports

(1) The Emergency Management Coordinator will provide damage assessment reports, situation reports and requests for assistance to the County EMA.

b. Expenditures and Obligations

(1) Records of expenditures and obligations in operations will be maintained by the Township Finance Department.

c. Emergency Operations Center Records

(1) The Emergency Management Coordinator will maintain all narrative and Event Action log records in a fire-protected file cabinet.

2. Nondiscrimination

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

B. Agreements and Understanding

1. Automatic Aid, Inter-Municipal and Mutual Aid Agreements

a. Manheim Township will use pre-established agreements by Lancaster County EMA to help supplement depleted Township resources.

b. Duly authorized officials may enter into all agreements and understandings for the protection of Manheim Township.

c. Copies of any agreements are to be maintained in the Office of the Emergency Management Coordinator and the EOC.

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VI. AUTHORITY AND REFERENCES

A. Pennsylvania Emergency Management

1. Pennsylvania Emergency Management Services Code (35 PA C.S.), as amended and Resolution #88-7.
 - a. Assigns functions as necessary to support a comprehensive emergency management program.

VII. DEFINITIONS OF TERMS

Access Control Points (ACP) – Manned posts established by Township police, augmented by Fire Police or by the National Guard, on roads leading into a disaster area, for the purpose of controlling entry during an emergency.

Activate – Start or place into action an activity or system.

Biohazard Detection System: Device install at the U.S. Post Office performs a rapid, on-site test for a biological hazard and provides immediate on-site notification alarm.

Control – Exercise authority with the ability to influence actions, compel, or hold in restraint.

Coordination – Arranging in order, activities of equal importance to harmonize in a common effort.

Deploy – To move to the assigned location in order to start operations.

Direction – Providing authoritative guidance, supervision, and management of activities/operations along a prescribed course to reach an attainable goal.

Disaster – A man-made, natural or war caused catastrophe.

1. Man-Made – Any industrial, nuclear or transportation accident explosion, conflagration, power failure, natural resource shortage or other condition, except enemy action resulting from manmade causes, such as oil spills and other injurious environmental contamination, which threatens or causes substantial damage to property, human suffering, hardship, or loss of life.
2. Natural – Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire or other catastrophe which results in substantial damage to property, hardship, suffering, or possible loss of life.

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3. War-Caused – Any condition following an attack upon the United States resulting in substantial damage to property or injury to persons in the Township caused by use of bombs, missiles, shellfire, or nuclear, radiological, chemical or biological means, or other weapons or overt paramilitary actions, or other acts such as sabotage or terrorism.

Disaster Emergency – Those conditions that upon investigation are found to:

1. Affect Safety – Affect seriously the safety, health, or welfare of the citizens or preclude the operation or use of essential public facilities.
2. Require State Assistance – Be of such magnitude or severity as to render State support of County and municipal efforts to alleviate the danger, damage, suffering, or hardship faced by the citizens.
3. Have Causes Not Covered by Law – Conditions caused by forces beyond the control of man, by reason of civil disorder, riot or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.

Emergency – A sudden unexpected happening or occasion for action, constraint or pressing necessity to prevent the loss of life and/or property. An event handled by local emergency services until it escalates beyond the capability of available resources.

Emergency Alert System (EAS) Announcements – Official announcements made at the County level for the specific purpose of providing information, instructions, or directions from the County Commissioners, or their designated official representative, to the permanent and transient residents of the County. Announcements are made over the EAS network. EAS announcements at the State level are made only when they are applicable statewide. Restriction on the use of EAS announcements does not preclude appropriate use of newspapers, radio, and television for public information statements.

Emergency Management – The judicious planning, assignment, and coordination of all available resources in a program of mitigation, preparedness, response, and recovery for emergencies of all kinds, whether from enemy attack, manmade, or natural sources.

Emergency Management Agency (EMA) – Recognized agency in Manheim Township to attain specific goals or objectives in an organized effort to mitigate against, prepare for, respond to, and recover from any emergency and/or disaster.

Emergency Management Coordinator (EMC) – Recognized staff position by the Manheim Township Commissioners and appointed by the Governor of Pennsylvania for the coordination of all emergency and disaster services within Manheim Township.

Emergency Operations Center (EOC) – A designated place where personnel and communications are available to control operations during a disaster through the implementation of the preparedness plan.

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Full Emergency Condition – A situation in which a total mobilization of all resources of the Emergency Management Agency is required on a 24-hour basis to cope with the emergency and/or disaster.

Governor’s Proclamation of Disaster Emergency – The Governor is empowered to declare a state of “Disaster Emergency” upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation by executive order authorizes counties and municipalities to exercise vested powers without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) pertaining to performance of public works, employing of temporary workers, entering into contracts, incurring obligations, renting of equipment, purchasing materials and supplies, levying taxes and appropriation and expenditure of public funds. 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, or explosive.

Hazards Vulnerability Analysis (HVA) – A compilation of natural and man-made hazards and their predictability, frequency, duration, intensity, and risk to population and property.

Limited Emergency Condition – A situation in which a potential hazard has reached dangerous level and could affect the safety of the threatened population with very little warning. The Emergency Management Coordinator will activate the EOC on a 24- hour basis with selected staff and emergency response personnel. This condition recognizes a serious situation and provides posture of operational readiness in place until the situation has been resolved or full emergency condition is necessary.

Infectious Disease – A disease that spreads person-to-person or capable of spreading rapidly to others.

Isolation – The separation and restriction and movement or activities of ill infected persons who have an infectious disease.

Local Disaster Emergency (When declared by the Township Commissioners) – The condition declared by the Commissioners when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused. 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, when he/she deems the threat or actual occurrence of a disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby.

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Mass Care Centers – Fixed facilities suitable for providing emergency lodging for victims of disasters left temporarily homeless and capable of providing all essential social services. Feeding may be done within a mass care center in suitable dining facilities or nearby.

Mobilize – To augment staff and resources in order to accomplish the mission at an indicated location on a 24-hour/day basis.

Presidential Declaration of 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, public health and safety, or lessen or avert the threat of a catastrophe. Before any federal assistance can be rendered the Governor must first determine that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected county and 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 Commonwealth Emergency Operations Plan. The Governor's request for declaration of a major disaster by the President may be accepted, downgraded to emergency or denied.

Presidential Declaration of "Major Disaster" – Means any natural catastrophe, or regardless of cause, any fire, flood, or explosion, 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.

Public Information Statements – Public announcements made by the Township Commissioners' 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.

Quarantine – The separation and restriction of movement or activities of persons who are not ill but who are believed to have been exposed to infection, for the purpose of preventing transmissions of diseases.

Reception Center – A pre-designated site outside the disaster area through which evacuees needing shelter will be able to obtain information, services and direction to shelters.

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.

Route Alerting – Accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.

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Temporary Suspension of Formal Requirements – Each political subdivision included in a declaration of disaster emergency declared by either the Governor or the governing body of the political subdivision affected by the disaster emergency is authorized [pursuant to Section 7301 © of (35 PA C.S.) as amended (relating to general authority of Governor)] to exercise the powers vested under this section in light of the exigencies of the emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements pertaining to the performance of public works, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditure of public funds.

Traffic Control Points – Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. T.C.P.s are used to control evacuation traffic from the emergency or disaster site.

Unmet Needs – Capabilities and/or resources required supporting emergency operations but neither available nor provided for at the respective levels of government.

Weather Warning – Previously expected severe weather is occurring or is about to occur.

Weather Watch – Indicates that conditions and ingredients exist to trigger severe weather.

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VIII. TRAINING AND EXERCISE

A. Training Authority

1. The Emergency Management Coordinator may activate this plan as required to evaluate and maintain the readiness posture of the Manheim Township response teams at least annually through a Tabletop, Functional or Full Scale Operational exercise.

B. Training Policy

1. Response and Recovery Training

- a. Realistic training must be conducted on an as need basis to evaluate the response and recovery actions of the plan.

- (1) The Emergency Management Coordinator in coordination with the Township response agencies will decide on the type and scope of an exercise.

- (2) Any request from a local agency for an exercise to test their capabilities will only be accomplished if required by Township, County, State or Federal law.

2. Professional Development

- a. Training will be provided to the Emergency Management Coordinator and any staff on techniques of writing emergency plans, professional development skills, and security issues related to emergency preparedness.

- b. Minimum of two State/Federal sponsored sessions per year or 16 hours of documented training.

IX. PLAN DEVELOPMENT AND MAINTENANCE RESPONSIBILITIES, ENFORCEABILITY, EXECUTION, AND DISTRIBUTION

A. Development and Maintenance Responsibilities

1. Emergency Management Coordinator is responsible for the development and maintenance of this plan.

- a. Components will be updated under a five-year schedule and reviewed at least annually.

- b. An emergency or exercise may determine a need for changes or upgrade of this plan.

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B. Enforceability

1. Enforceable under the provisions of Manheim Township Resolution 2003-20 adopted June 9, 2003.

C. Execution

1. Plan is executed upon order of the Township Commissioners or their authorized representatives, the Township Manager and/or Emergency Management Coordinator.

D. Distribution of the Manheim Township Emergency Operations Plan

1. Emergency Management Coordinator
2. Mobile Command Post/EOC
3. Command Car
4. Commissioners Conference Room
5. Township Manager
6. Police Department
7. Ambulance Association
8. Eden Fire Department
9. Neffsville Fire Department
10. Southern Manheim Township Fire Department
11. Public Works
12. Lancaster County E.M.A.
13. Lancaster County Haz-Mat Team.

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X. EMERGENCY OPERATIONS CENTER (EOC)

A. REQUIRED MATERIALS AND INFORMATION

1. Verify the following materials and information are available:
 - a. Copy of County Emergency Operations Plan
 - b. Copy of Manheim Township Operations Plan
 - c. Copy of EOC/staff officers SOPs.
 - d. Notification and Resource Manual
 - e. Event Action Log (Attachments PG. C-7)
 - f. Sign in/out Log (Attachments PG. C-16)
 - g. Manheim Township Organization (Attachments PG. C-10)
 - h. Staff Schedule for 24-hour operations (Attachments Pg. C-11)
 - i. Action Status Board
 - j. Municipal Map
 - k. Adequate office supplies for 24-hour operation

B. General

1. Mission
 - a. To permit coordination and implementation of actions at Township level to save lives, protect property, and alleviate human suffering during periods of natural, man, and war caused emergencies and disasters.
2. Staffing
 - a. Rapid mobilization of key personnel.
3. Location
 - a. Basement 1825 Municipal Drive
 - b. Alternate is the Mobile Command Post or the County Emergency Operations Center.

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4. Guidelines

- a. The Township Emergency Management Coordinator (EMC) monitors emergency conditions and recommends to the President of the Board of Commissioners to mobilize the EOC.
- b. The EOC is mobilized under authority of the President.
- c. The Emergency Management Coordinator functions for the Commissioners in control of operations and supervising the EOC staff during the absence of the Township Manager.

C. MOBILIZATION AND OPERATION OF THE EOC.

1. Limited Emergency Condition

- a. Could affect the safety of Manheim Township with very little warning.
- b. EMC may mobilize at the Mobile Command Post and open EOC.
- c. Provide for advanced readiness.

2. Full Emergency Condition.

- a. Situation exceeds the public safety level.
- b. Requires total mobilization of all emergency resources.
- c. Establish 24-hour operation to cope with the major emergency and/or disaster.