

BOROUGH of LIGONIER

120 East Main Street
Ligonier, PA 15658
[724-238-9852](tel:724-238-9852)

2017

EMERGENCY ACTION PLAN

MUNICIPALITY OF

LIGONIER BOROUGH

IN

WESTMORELAND COUNTY

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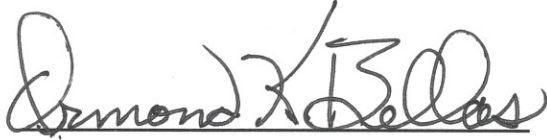
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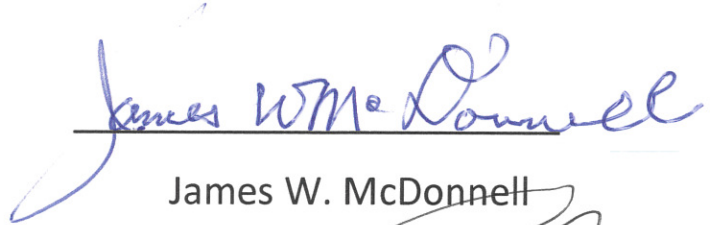
PROMULGATION

THIS PLAN WAS ADOPTED BY LIGONIER BOROUGH COUNCIL (elected officials) UNDER RESOLUTION NO. 2017-1 DATED JULY 13, 2017.

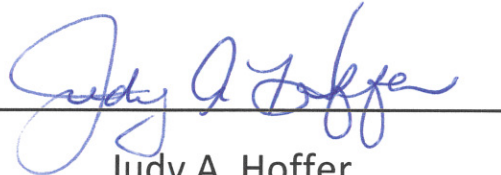
IT SUPERCEDES ALL PREVIOUS PLANS



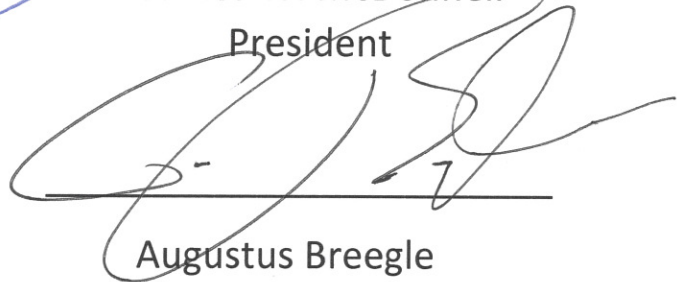
Ormond K. Bellas
Mayor



James W. McDonnell
President



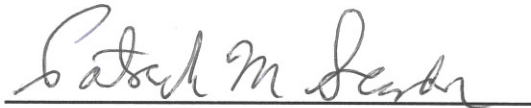
Judy A. Hoffer
Vice President



Augustus Breegle
Council



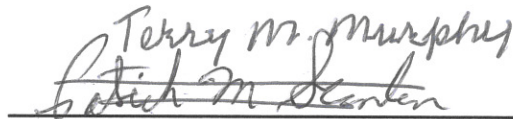
Chick Cicconi
Council



Patrick M. Scanlon
Council



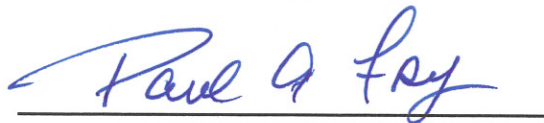
Mathew S. Smith
Council



Terry M. Murphy
Council



George E. Stouffer
EMA Director 16



Paul A. Fry
Secretary

CERTIFICATION OF REVIEW

A regular biennial review of this Emergency Operations Plan has been done by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator and a representative appointed by the Ligonier Borough Council.

DATE	SIGNATURE

RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY

DISTRIBUTION LIST

The following have received Copies of this Plan.

COPY #	ORGANIZATION	INDIVIDUAL COPY (INITIALS)	DATE

EMERGENCY CONTACT INFORMATION

LIGONIER BOROUGH OFFICIALS

George (Gene) Stouffer Director 16	724-309-6224
Steve Barron – Fire Chief	724-331-2656
John Berger – Police Chief	724-875-3293
Scot Graham – EMS Chief	724-953-6409
Butch Bellas – Mayor	724-244-4119
James McDonnell-Council President	724-237-0400
Paul Fry – Public Works	724-396-3870

LIGONIER CAMP AND CONFERENCE

Patrick Meyers – Executive Director	724-238-6428
Larry Shean – Facilities Director	
Mike Davis – Guest Services Director	

BETHLEN HOME

Gregg Bakich – Director of Facilities Maintenance	724-238-7611
	724-875-1462 (cell)

LODESTAR BUS SERVICE

Office – Oak Grove	724-238-5400
Office – New Florence	724-235-2121
Donna Custer – Manager, Oak Grove	814-322-7224
Larry Penrose – Lead Mechanic	814-322-7223

YMCA

Larry Stormer – CEO	724-757-1726 (cell)
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I. PURPOSE AND SCOPE

THE purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or a man-caused, (e.g. terrorism) emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section et seq., as amended, to have a disaster emergency management plan for the municipality. The plan consists of: Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and a series of functional checklists which provide detail for the accomplishment of the specifics of the operation.

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, response, and recovery phases. This plan is applicable to all response organizations acting for or on behalf of the government or citizens of Ligonier Borough, Westmoreland County. Incident specific Plans” may augment this plan if necessary to more efficiently cope with specific requirements presented by specific hazards. Such plans are listed in Appendix C.

II. SITUATION AND ASSUMPTIONS

- A. The **Borough of Ligonier** is located in **Westmoreland County**, Pennsylvania. The population is approximately 1,570 people. Terrain features that effect emergency response include: steep residential streets, narrow alleys, 4 lane highway, (Route 30) and the Loyalhanna and Mill Creeks.
- B. Identified special facilities: Ligonier Gardens Nursing Facility, Agway Farm Store, YMCA, Ligonier Borough Municipal Government Facility, Ligonier Borough Public Works, Ligonier Valley School District Administration Building, along with several child care facilities throughout the borough, indicated in the Notification and Resource Manual (NARM) section of this plan.
- C. The Borough is subject to a variety of hazards. The most likely and damaging of these are flooding, storm related, fire, explosion, and hazardous materials through transportation.
- D. Historically, certain geographic areas of this Borough are more vulnerable to the effects of these hazards. These include Route 30,

Borough Business District, and lower end of the Borough along Mill Creek.

- E. Training, response checklists and other accompanying documents are based on the statements in 2 A, B, C, and D of this plan.
- F. Adjacent municipalities and governments will render assistance in accordance with the provisions of the written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- G. When Borough resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the County Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the County requires additional assistance, it can call for mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Commonwealth of Pennsylvania. Ultimately, the commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.
- H. In the event of an evacuation of the Borough, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation as appropriate.
- I. Special facilities will develop, coordinate and furnish emergency plans to the Emergency Management Organization of this Borough, county and state departments. and agencies as applicable and required by codes, laws, regulations, or requirements.
- J. Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, power plant, etc. posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- K. Whenever warranted, the Mayor or Borough Council will declare an emergency for the Borough in accordance with the provision of the Pennsylvania Emergency Management Services Code (35 Pa CS

[7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the Borough Council will make the recommendation and communicate the information to the populace by appropriate means including Emergency Alert System (EAS), Route Alerting, or other technologies.

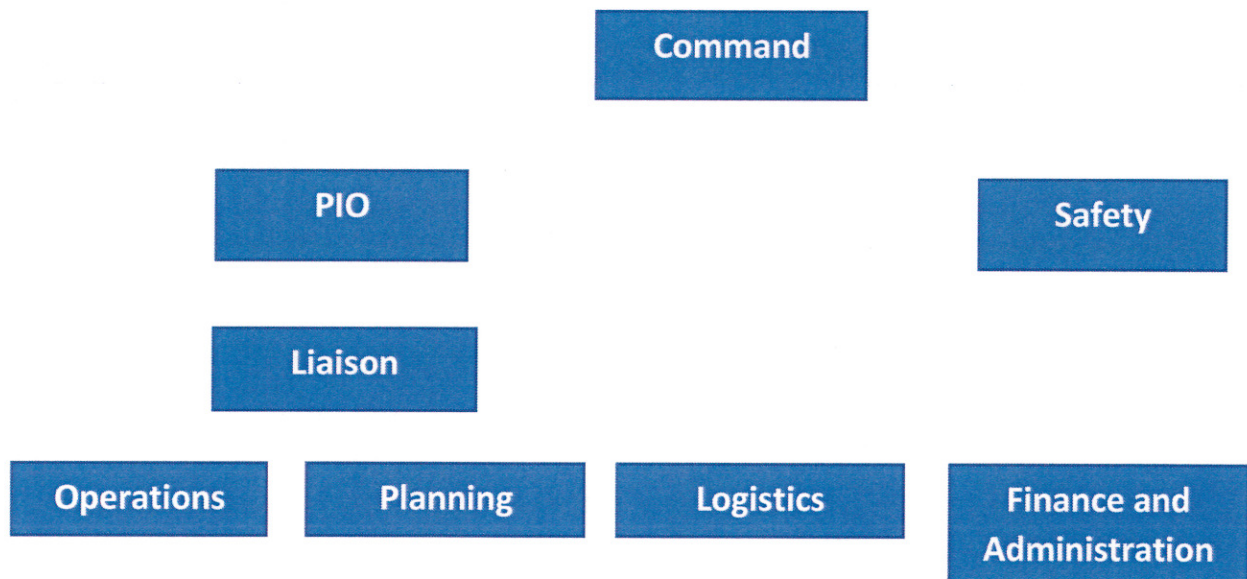
- L. In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens. Depending on the hazard factors, the host areas may be located within or outside the Borough.
- M. Emergency shelters will be activated by the county EMA using public schools or public colleges/universities (per the provisions of the Pennsylvania Emergency Management Services Code or other designated shelters. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelters operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter.
- N. Critical care facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources.

III. **CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT**

- A. The **Ligonier Borough Council** and the **Mayor of Ligonier Borough** are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response, and recovery) of the emergency management activities within the municipality.
- B. A local Emergency Management Coordinator, **George E. Stouffer, Director 16**, shall act on behalf of the above officials. An Emergency Operations Center, (EOC) located at **120 East Main Street**, has been designated by the Borough, and may be activated by the EMC **Director 16**, Mayor, and/or the Borough Council during an

emergency. A Deputy EMC and Alternate EOC have been designated to function in case the primary EMC and/or EOC are not available.

- C. This plan embraces an “all hazards” principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.
- D. The EMC and Borough officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.
- E. The Borough will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see Below)



1. The Incident Commander (IC) at the incident site will be trained accordingly to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.
2. The incident Command System (ICS) should have:
 - a. a manageable span of control (3 to 7 staff; optimum is 5);
 - b. personnel accountability (each person reports to only one person in the chain of command); and

- c. functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

EMERGENCY OPERATIONS CENTER (EOC)

DIRECTOR 16

PIO
Kaelyn McKlveen

SAFETY

LIAISON
LVSD, Westmoreland

OPERATIONS

PLANNING SECTION

LOGISTICS

**FINANCE
ADMIN.**

POLICE

FIRE

EMS

HAZ-MAT

S & R

RED CROSS

SALV.
ARMY

**EMERGENCY
MANAGEMENT**

TRANSPORTATION

PUBLIC WORKS
ENGINEERING

HOUSING &
HUMAN SERVICES

RESOURCE
SUPPORT

AGRICULTURE

ENERGY

**LONG TERM
COMMUNITY
RECOVERY
AND
MITIGATION**

- F. When the Borough EOC is activated, Director 16 or designee will coordinate between the site IC and the county EMA. To insure consistency with the operations at the incident site, the EOC will also follow an incident command structure. Director 16 will assume the role of EOC Manager (Command) and, initially, all remaining roles. As additional staff arrive at the EOC, Director 16 may delegate activities to them.
- G. Availability of staff and operational needs may allow or require positions to be combined, or positions not be filled (responsibilities held by the next higher [position]).
- H. The above chain of command diagram aligns Emergency Support Functions (ESF) with the ICS Staff. This alignment may be modified as required by the disaster situations.
- I. Continuity of government procedures are specified in the Elected Officials checklist.
- J. When Director 16 receives notification of a potential emergency from the Federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency may be considered.
- K. Communications, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be utilized as available.
- L. During non-emergency periods, information regarding emergency plans and actions will be provided to the Borough in the form of information/education materials via municipal newsletters brochures, Borough web sites, etc.
- M. In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicle(s) or be transported from affected areas to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the Borough.
- N. Evacuees are expected to follow direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designed evacuation routes will be

whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate and orderly flow of traffic.

- O. Emergency workers should complete pre-emergency “family plans” addressing such issues as transportation and evacuation locations.

IV. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. COMMAND

1. Elected Officials (Mayor/Council)

Ligonier Borough Officials are required to:

- a. Establish a municipal management organization.
- b. Provide for continuity of operations.
- c. Establish lines of succession for key positions.
- d. Designate departmental emergency operating centers and alternatives.
- e. Prepare and maintain this EOP in consonance with the Westmoreland County Emergency Operations Plan.
- f. Establish, equip, and staff an EOC.
- g. Recommend an EMC for appointment in accordance with the Emergency Management Services Code.
- h. Issue proclamations of disaster emergency and recommend protective actions (evacuate or shelter in place) if the situation warrants.
- i. Apply for federal post-disaster funds as available.
- j. Establish a hazard mitigation plan.

2. EOC Manager-Director 16 (George E. Stouffer)

- a. Prepare and maintain the EOP for Ligonier Borough subject to promulgation of the Borough Council; reviews and updates as required.
- b. Maintain coordination with Westmoreland County EMA, and provides prompt information on emergencies, as available.
- c. Identify in coordination with the Westmoreland EMA, hazards and vulnerabilities that may affect Ligonier Borough.

- d. Identify resources within Ligonier Borough and surrounding municipalities that can be used for a major emergency or disaster situation and requests needed resources of the community.
- e. Develop and maintain a trained staff and current emergency response checklist appropriate for the emergency needs and resourced for Ligonier Borough.
- f. Mobilize the EOC and acts as or delegate the Command function within the EOC during an emergency.
- g. Compile cost figures for the conduct of the emergency operations.
- h. Attend training and workshops provided by Westmoreland County and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.
- i. Mobilize Westmoreland County Mobile Command Unit as needed.

3. Public Information Officer (PIO)

- a. Develop and maintain the checklist for the Public Information function.
- b. Assist in the development, review and maintenance of the EOP.
- c. Respond to the EOC or the field as needed.
- d. Coordinate all information released to the public or the media with Westmoreland County PIO/JIC (Joint Information Center).
- e. Coordinate public awareness information to the media before an incident and insures accurate and timely information about response and recovery operations.
- f. Advise the Ligonier Borough Officials and Director 16 about Public Information activities.
- g. Develop pre-scripted emergency announcements for use in the time of an emergency.

- h. Develop and disseminate public information/educational materials regarding emergency measures to be taken during an emergency regarding shelter-in-place, evacuation routes, location of shelters, transportation pick-up points, etc.
- i. Interface with the PIO for Westmoreland County and the Commonwealth of Pennsylvania as applicable.
- j. Operate as a part of the Joint Information Center (JIC) as established by Westmoreland County, Pennsylvania State, or Federal Officials.

4. Safety Officer

- a. Monitor safety conditions and develop measures for assuring the safety of all assigned personnel.

5. Liaison Officer

- a. Serve as the primary contact for supporting agencies assisting with the incident.

B. OPERATIONS SECTION (EMC or as Delegated)

Responsible for ensuring the duties of all assigned branches. The Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. The Section Chief coordinates work assignments of the branch director(s) and reports to Director 16 on the progress and status of the assigned missions.

1. Communications Branch

- a. Develop and Maintain the checklists for the Communications functions.
- b. Assist in the development, review and maintenance of the EOP.

- c. Train staff members on the operation of the communication system.
- d. Ensure ability to communicate between the EOC, field operations and Westmoreland County EMA.
- e. Assist with notification of citizens of Ligonier Borough.
- f. Respond to the EOC or the field, as needed.
- g. Advise Ligonier Borough Council and Director 16 about Communications activities.
- h. Perform other responsibilities as assigned by the Sections Chief.

2. Firefighting Branch

- a. Ligonier Volunteer Hose Co. #1 develop and maintain the checklist for the Communications function.
- b. EOP.
- c. Respond to the EOC or the field, as needed.
- d. Coordinate all fire and rescue services.
- e. Assume primary responsibility for route alerting of the public.
- f. Assist with evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured.
- g. Provide emergency shutdown of light and power.
- h. Provide light and power generation.
- i. Assist in salvage operations and debris clearance.
- j. Advise Ligonier Borough Officials and Director 16 about fire and rescue activities.
- k. Perform other responsibilities assigned by the Section Chief.

3. Health/Medical Branch

- a. Develop and maintain the checklist for Health/Medical Services function.
- b. Assist in the development, review and maintenance of the EOP.
- c. Respond to the EOC or the field as needed.

- d. Maintain a listing of specials needs residents, providing copies to Ligonier Borough and Westmoreland County EMA'S.
- e. Coordinate emergency medical activities within Ligonier Borough.
- f. Coordinate institutional needs for transportation if evacuation or relocation becomes necessary for nursing home, day care, personal care homes, or any custodial care facilities.
- g. Coordinate medical services as needed to support shelter operations.
- h. Assist with search and rescue operations.
- i. Assist with mortuary services.
- j. Assist in provisions of inoculations for the prevention of disease.
- k. Advise Ligonier Borough Officials and Director 16 about Public Health/Medical Service activities.
- l. Coordinate immunization of emergency workers.
- m. Refer transportation needs (Health Care, Specials Needs) to the Logistics Officer.
- n. Coordinate and cooperate with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and the establishment of quarantine areas.
- o. Perform other duties as assigned by the Section Chief.

4. Search and Rescue Branch

- a. Assist in the development, review and maintenance of the EOP.
- b. Respond to the EOC of the field, as needed.
- c. Coordinate search and rescue services.
- d. Advise Ligonier Borough Officials and Director 16 about search and rescue.
- e. Perform other responsibilities as assigned by the Section Chief.

5. HAZMAT Responsibilities

- a. Assist in the development, review and maintenance of the EOP.
- b. Respond to the EOC or the field, as needed.
- c. Coordinate with the Hazardous Materials Team as appropriate.
- d. Coordinate decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards.
- e. Advise Ligonier Borough Officials and Director 16 about HAZMAT activities
- f. Perform other responsibilities as assigned by the Section Chief.

6. Public Safety/Security Branch

- a. Develop and maintain the checklist for the Public Safety and Security function.
- b. Assist in the development, review and maintenance of the EOP.
- c. Respond to the EOC or the fire, as needed.
- d. Coordinate security and law enforcement services.
- e. Establish security and protection of critical facilities, including the EOC.
- f. Provide traffic and access control in and around the affected area.
- g. Assist with route alerting and notification of the threatened population.
- h. Assist with the evacuation of the affected citizens, especially those who are institutionalized, immobilized or injured.
- i. Assist with search and rescue operations.
- j. Assist with the installation of emergency signs and other traffic movement devices.
- k. Advise Ligonier Borough Officials and Director 16 about Public Safety and Security operations.
- l. Establish and provide security services to any shelter locations operating in Ligonier Borough and evacuation centers.

- m. Assist shelter operators with the screening of clients with regard to criminal history background checks including sex offenders.
- n. Establish security patrols for any evacuated areas, conditions permitting.
- o. Cooperate with other law enforcement agencies regarding investigations, crime scene security, etc.
- p. Perform other responsibilities assigned by the Section Chief.

C. PLANNING SECTION (EMC or as delegated) Responsible for ensuring the accomplishment of the Emergency Management branch duties. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and the availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of the assigned missions.

1. Emergency Management Branch

- a. Collects evaluates and provide information about the incident.
- b. Determine status and the tracking of resources.
- c. Prepare and document Incident Action Plans
- d. Establish information requirements and reporting schedules.
- e. Supervise preparation of an Incident Management Plan.
- f. Assemble information on alternative strategies.
- g. Perform other responsibilities as assigned by the Section Chief.

D. LOGISTICS SECTION (EMC or as designated) Responsible for ensuring the accomplishment of responsibilities of all assigned duties. Section Chief may retain branch director responsibilities, or delegate them, depending of the situation and availability of personnel. Section Chief coordinates work assignment to the branch director(s) and the reports to Director 16 of the progress and status of assigned missions. Logistics Section provides internal logistic support for the EOC itself.

1. Transportation Branch

- a. Assist in the development, review and the maintenance of the EOP.
- b. Respond to the EOC, or the field as needed.
- c. Maintain a list of Transportation Resources and contact information including capacities in Ligonier Borough.
- d. Coordinate the supply of transportation resources during an emergency.
- e. Advise Ligonier Borough Council and the Director 16 about transportation activities.
- f. Perform other responsibilities as assigned by the section chief.

2. Public Works and Engineering Branch

- a. Assist in the development, review and the maintenance of the EOP.
- b. Respond to the EOP or the field as needed.
- c. Maintain a list of Public Works assets and resources.
- d. Serves as a liaison between municipal Public Works and EOC.
- e. Coordinate the assignment of Public Works resources.
- f. Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance.
- g. Advise Ligonier Borough Council and Director 16 about Public Works and Engineering activities.
- h. Perform other responsibilities as assigned by the section chief.

3. Mass Care, Housing, and Human Services

- a. Assist in the development, review and maintenance of the EOP.
- b. Respond to the EOC or the field as needed.
- c. Assist with Westmoreland County EOC in maintaining a listing of Mass Care Shelter facilities including capacities.
- d. Coordinate with American Red Cross and other appropriate agencies.
- e. Request Mass Care-Shelter support from Westmoreland County during an emergency.

- f. Coordinate with Transportation and Resource Management regarding evacuation issues.
- g. Advise Ligonier Borough Council and Director 16 about Mass care, Evacuation and Shelter activities.
- h. Perform other responsibilities as assigned by the section chief.

4. Resource Support Branch

- a. Coordinate materials, services and facilities in support of the emergency.
- b. Develop procedures for rapidly ordering supplies and equipment and tracking their delivery and use.
- c. Participate in the preparation of the Incident Management Plan.
- d. Facilitate the acquisition of supplies for emergency worker including food, water, and basic necessities.
- e. Facilitate the acquisition, as requested, of supplies of food, water, and necessities for shelter operators.
- f. Obtain, track, and coordinate the dissemination of emergency fuel supplies for emergency vehicles, critical facilities and evacuees as appropriate.
- g. Establish staging areas for supplies and transportation resources.
- h. Obtain, track, and coordinate transportation resources (buses, vans, additional ambulances, trucks, etc.)
- i. Perform other responsibilities as assigned by the section chief.

5. Agriculture and Natural Resource Branch

- a. Assist in the development, review and maintenance of the EOP.
- b. Respond to the EOC or the field as needed.
- c. Maintain a listing of food, animal care, and control assets.
- d. Serve as a liaison between the EOC and the food community.
- e. Coordinate the dissemination of information to the food. Animal care, and control community.
- f. Advise Ligonier Borough Council and Director 16 regarding agriculture, animal care, and control issues.
- g. Coordinate local animal shelter activities with Westmoreland County and the County Animal Response Team (CART) liaison.

- h. Perform other responsibilities and assigned by the section chief.

6. Energy Branch

- a. Assist in the development, review and maintenance of the EOP.
- b. Respond to the EOC or the field as needed.
- c. Maintain a list of energy and utility assets as needed,
- d. Serve as liaison between the EOC and the energy/utilities.
- e. Coordinate the dissemination of information to the energy/utilities.
- f. Advise Ligonier Borough Council and Director 16 regarding energy/utility issues.
- g. Perform other responsibilities as assigned by the section chief.

1. **FINANCE and ADMINISTRATION SECTION (elected officials and/or as delegated):** Responsible for ensuring the accomplishment of duties of the Long-Term Recovery and Mitigation Branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to Director 16 on the progress and status of assigned missions. Section also maintains finance and personnel records of response activities.

1. Long term Community Recovery and Mitigation Branch

- a. Maintain oversight of all finances and cost analysis activities associated with the emergency.
- b. Track cost and personnel time records.
- c. Coordinate the conduct of damage assessment and reporting to Westmoreland County EMA.
- d. Start planning for recovery of vital community functions.
- e. Perform other responsibilities as assigned by the section chief.

2. **Action Plan (elected officials and/or as delegated.** Responsible for ensuring the accomplishment of duties action through the governance of Public Safety for resolving any incident which may occur within the

boundaries of Ligonier Borough. This action will take in consideration though the mitigation of safety at the time of the incident that has occurred.

1. Fire Chief or the Officer in Charge of the Day.

- a. Will report directly to the scene.
- b. Will assume command of the incident.
- c. Will advise updated reports to the EOC.
- d. Will be responsible for request of additional on scene Mutual Aid support.
- e. Will assign a designee to the EOC, Mobile Command Unit, and YMCA
- f. Will delegate additional duties to other Ligonier Borough Hose Co. #1 (Station 43) members and mutual aid members as needed.

2. Police Chief or designee.

- a. Will report directly to the incident.
- b. Will assign an officer to report to the Borough EOC.
- c. Will assign an officer to report to the mobile command unit provided by the Westmoreland County EMA.
- d. Will assign an officer to the YMCA to assist with traffic and crowd control.
- e. Will assign officers as needed to the evacuation centers.

3. Emergency Medical Service

- a. The EMS chief will report to the Borough EOC
- b. One ALS unit will report to the scene.
- c. Additional units will be requested as needed for designation.
- d. A temporary first aid station will be set up at the YMCE and evacuation centers for the evacuees.

4. Public Works

- a. Public Works Director will report to the Borough EOC.

- b. A designee will report to the on-scene command.
- c. A designee will report to the mobile command unit.
- d. All other public works personnel will report directly to the Public Works building.

5. Transportation

- a. Evacuee transportation provided by POV.
- b. If POV access cannot be provided, transportation will be provided by public safety.
- c. Public safety transportation will be dropped off at the YMCA.
- d. Transportation from the YMCA to the evacuation centers will be provided by Lodestar Bus Lines.

6. Evacuation

- a. All evacuation will be self-evacuation or conducted through public safety.
- b. All evacuation will be voluntary unless otherwise necessary.
- c. Mandatory evacuation will come through an Emergency Disaster Proclamation of the Ligonier Borough Mayor.
- d. All evacuees will report to the YMCA.
- e. Evacuees will be moved to the Evacuations Centers by POV or bus provided by Lodestar.

7. Evacuation Centers

- a. First line evacuation will report to the YMCA.
- b. Long term evacuation centers will be the Ligonier Camp and Conference and Bethlen Home Facilities.
- c. In the event that more centers are needed a third will be situated at the Waterford Fire Department.

8. Incident/Disaster - In the event of any incident/disaster that may occur within the boundaries of Ligonier Borough, the Emergency Manager Coordinator (Director 16) will immediately

be notified of such incident. The EMC along with the Police, Fire, and EMS will decide at that time the size and scope of effort needed to mitigate the incident safely.

An activation of the EOC along with notification of the emergency contact numbers may be necessary to notify the proper personnel to resolve the incident.

Within 48 hours of the incident, a briefing will be held with all department heads for the purpose to resolve any errors and improve next such incident. Within 30 days of incident a meeting will be held for the purpose of billing and dealing with the accumulation of expenditures during the incident. This report will be presented to the Pennsylvania Emergency Management Agency (PEMA).

Director 16
George (Gene) Stouffer
6-22-17