**NOTIFICATION & RESOURCE MANUAL  
  
OF THE  
  
EMERGENCY OPERATIONS PLAN (EOP)**

**for**

**(Name of Municipality)**

**Lycoming County, Pennsylvania**

**LAST UPDATED:**

***The contents of this Notification &   
Resource Manual are not subject to   
Pennsylvania’s Right to Know Law.***

**Updated: December 2021  
  
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**CERTIFICATION OF REVIEW**

A regular (biennial or sooner) review of this Notification & Resource Manual has been done by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator.

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| **Date** | **Signature** | **Title** |
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**CRITICAL PERSONNEL/EOC STAFF NOTIFICATION LIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **NAME** | **ADDRESS** | **PHONE** | **EMAIL** | **CERTIFICATIONS** |
| **ELECTED OFFICIALS** |  |  | H: |  |  |
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| C: |
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| C: |
| **ROADMASTER** |  |  | H: |  |  |
| W: |
| C: |
| **EMC** |  |  | H: |  |  |
| W: |
| C: |
| Deputy EMC/ Alternate |  |  | H: |  |  |
| W: |
| C: |

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**CRITICAL PERSONNEL/EOC STAFF NOTIFICATION LIST (cont.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **NAME** | **ADDRESS** | **PHONE** | **EMAIL** | **CERTIFICATIONS** |
| **EOC STAFF** | | | | | |
| **Safety Officer** |  |  | H: |  |  |
| W: |
| C: |
| Deputy/  Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Liaison Officer** |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Public Information Officer** (ESF #15) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **OPERATIONS SECTION CHIEF** |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Communications** (ESF #2) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Firefighting** (ESF #4) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |

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**CRITICAL PERSONNEL/EOC STAFF NOTIFICATION LIST (cont.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **NAME** | **ADDRESS** | **PHONE** | **EMAIL** | **CERTIFICATIONS** |
| **EOC STAFF** | | | | | |
| **Public Health &**  **Medical** (ESF #8) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Search & Rescue** (ESF #9) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Oil & Hazmat** (ESF #10) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Public Safety & Security** (ESF #13) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **PLANNING SECTION CHIEF** |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Emergency Management** (ESF #5) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |

**DO NOT DISTRIBUTE**

**CRITICAL PERSONNEL/EOC STAFF NOTIFICATION LIST (cont.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **NAME** | **ADDRESS** | **PHONE** | **EMAIL** | **CERTIFICATIONS** |
| **EOC STAFF** | | | | | |
| **LOGISTICS SECTION CHIEF** |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Transportation** (ESF #1) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Public Works/ Engineering**  (ESF #3) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Mass Care/ Housing/Human Services** (ESF #6) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Resource Support** (ESF #7) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Ag. & Natural Resources** (ESF #11) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |

**DO NOT DISTRIBUTE**

**CRITICAL PERSONNEL/EOC STAFF NOTIFICATION LIST (cont.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **NAME** | **ADDRESS** | **PHONE** | **EMAIL** | **CERTIFICATIONS** |
| **EOC STAFF** | | | | | |
| **Energy** (ESF #12) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **FINANCE/ ADMIN CHIEF** |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
| **Long-Term Recovery**  (ESF #14) |  |  | H: |  |  |
| W: |
| C: |
| Deputy/ Alternate |  |  | H: |  |  |
| W: |
| C: |
|  |  |  | H: |  |  |
| W: |
| C: |
| **Lycoming County EMA** |  |  | H: |  |  |
| W: |
| C: |
| **Adjacent  Municipal EMAs** |  |  | H: |  |  |
| W: |
| C: |
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**DO NOT DISTRIBUTE**

**CRITICAL FACILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **FACILITY** | **ADDRESS** | **POINT OF CONTACT** | **PHONE** |
| **Emergency Operatons Center (EOC)** |  |  |  |
| **Alternate Emergency Operations Center (EOC)** |  |  |  |
| **Emergency Shelters/Warming Centers** |  |  |  |
| **Logistics Points of Distribution (POD)** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Strategic National Stockpile (SNS) Points of Distribution** |  |  |  |
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**DO NOT DISTRIBUTE**

**SPECIAL FACILITIES**

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| --- | --- | --- | --- | --- |
| **FACILITY TYPE** | **FACILITY NAME** | **ADDRESS** | **POINT OF CONTACT** | **PHONE** |
| **Utilities/ Public Works** |  |  |  |  |
|  |  |  |  |  |
| **Hospitals** |  |  |  |  |
|  |  |  |  |  |
| **Nursing Homes** |  |  |  |  |
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|  |  |  |  |  |
| **Personal Care Homes** |  |  |  |  |
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| **Group Homes** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Child Care Centers/Homes** |  |  |  |  |
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| **Schools** |  |  |  |  |
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**DO NOT DISTRIBUTE**

**SPECIAL FACILITIES (cont.)**

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| --- | --- | --- | --- | --- |
| **FACILITY TYPE** | **FACILITY NAME** | **ADDRESS** | **POINT OF CONTACT** | **PHONE** |
| **Prisons** |  |  |  |  |
|  |  |  |  |  |
| **Camps** |  |  |  |  |
|  |  |  |  |  |
| **Businesses** |  |  |  |  |
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| **Others** |  |  |  |  |
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***\*Criteria for industries/businesses are based on the number of employees/residents and the time required for evacuation or shut-down of facility***

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**ROUTE ALERT TEAM PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE** | | | **CERTIFICATIONS** |
| **Home** | **Work** | **Cell** |
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**TRAFFIC CONTROL PERSONNEL**

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| **NAME** | **ADDRESS** | **PHONE** | | | **CERTIFICATIONS** |
| **Home** | **Work** | **Cell** |
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**DO NOT DISTRIBUTE**

**DAMAGE ASSESSMENT TEAM PERSONNEL**

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| **NAME** | **ADDRESS** | **PHONE** | | | **CERTIFICATIONS** |
| **Home** | **Work** | **Cell** |
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**TRANSPORTATION – VOLUNTEER DRIVERS & GUIDES**

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| **NAME** | **ADDRESS** | **PHONE** | | | **CERTIFICATIONS** |
| **Home** | **Work** | **Cell** |
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**DO NOT DISTRIBUTE**

**RESIDENTS REQUIRING AMBULATORY ASSISTANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE** | | | **ASSISTANCE NEEDED** |
| **Home** | **Work** | **Cell** |
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**VISUALLY IMPAIRED RESIDENTS**

|  |  |  |  |  |  |
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| **NAME** | **ADDRESS** | **PHONE** | | | **ASSISTANCE NEEDED** |
| **Home** | **Work** | **Cell** |
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**DO NOT DISTRIBUTE  
  
HEARING IMPAIRED RESIDENTS**

|  |  |  |
| --- | --- | --- |
| **NAME** | **ADDRESS** | **METHOD OF NOTIFICATION** |
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**NON-ENGLISH SPEAKING RESIDENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE** | | | **PRIMARY LANGUAGE** |
| **Home** | **Work** | **Cell** |
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**DO NOT DISTRIBUTE**

**OTHER SPECIAL NEEDS RESIDENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE** | | | **ASSISTANCE NEEDED** |
| **Home** | **Work** | **Cell** |
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**DO NOT DISTRIBUTE**

**MUNICIPAL RESOURCE LISTINGS**

Those resources listed with a “TYPE” are based on the definitions in FEMA’s Resource Typing Library Tool. TYPE generally refers to the capability or sustainability of the resource. Actual definitions can be found on the Resource Typing Library Tool website at: <https://rtlt.preptoolkit.fema.gov/Public>. If your municipality does not have a resource listed, simply put “County EMA/9-1-1” as your contact for that resource. To request resources from the County EMA, complete a Resource Request Form and forward it to the EMC.

***EQUIPMENT RESOURCE LISTING***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EQUIPMENT** | **TYPE** | **# AVAILABLE** | **POINT OF CONTACT** | **PHONE NUMBER** |
| **EMERGENCY MEDICAL** | | | | |
| Air Ambulance, Rotary Wing | I |  |  |  |
| Air Ambulance, Rotary Wing | II |  |  |  |
| Ground Ambulance | I |  |  |  |
| Ground Ambulance | II |  |  |  |
| Ground Ambulance | III |  |  |  |
| Ground Ambulance | IV |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **FIRE & HAZMAT RESPONSE** | | | | |
| Brush Patrol, Firefighting | I |  |  |  |
| Engine, Fire (Pumper) | I |  |  |  |
| Engine, Fire (Pumper) | II |  |  |  |
| Engine, Fire (Pumper) | III |  |  |  |
| Engine, Fire (Pumper) | IV |  |  |  |
| Fire Truck (Ladder) | I |  |  |  |
| Fire Truck (Ladder) | II |  |  |  |
| Fire Truck (Platform) | I |  |  |  |
| Engine, Fire (Pumper) | IV |  |  |  |
| Foam Tender, Firefighting | I |  |  |  |
| Foam Tender, Firefighting | II |  |  |  |
| Hand Crew, Firefighting | I |  |  |  |
| HAZMAT Entry Team | I |  |  |  |
| HAZMAT Entry Team | II |  |  |  |
| Mobile Communications Unit | I |  |  |  |
| Water Tender, Firefighting (Tanker) | I |  |  |  |
| Water Tender, Firefighting (Tanker) | II |  |  |  |
| Water Tender, Firefighting (Tanker) | III |  |  |  |
| Water Tender, Firefighting (Tanker) | IV |  |  |  |
| Decontamination Strike Team |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **LAW ENFORCEMENT** | | | | |
| Bomb Squad/Explosives Team |  |  |  |  |
| Mobile Field Force, Law Enforcement |  |  |  |  |
| SWAT Tactical Team |  |  |  |  |
|  |  |  |  |  |
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**DO NOT DISTRIBUTE**

***EQUIPMENT RESOURCE LISTING (cont.)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EQUIPMENT** | **TYPE** | **# AVAILABLE** | **POINT OF CONTACT** | **PHONE NUMBER** |
| **PUBLIC WORKS** | | | | |
| All Terrain Crane |  |  |  |  |
| Backhoe Loader |  |  |  |  |
| Concrete Cutter |  |  |  |  |
| Dump Truck, On-Road | I |  |  |  |
| Dump Truck, On-Road | II |  |  |  |
| Dump Truck, On-Road | III |  |  |  |
| Generator | I |  |  |  |
| Generator | III |  |  |  |
| Generator | V |  |  |  |
| Hydraulic Excavator (LARGE) | I |  |  |  |
| Hydraulic Excavator(Medium) | II |  |  |  |
| Hydraulic Truck Crane | III |  |  |  |
| Track Dozer | I |  |  |  |
| Track Dozer | II |  |  |  |
| Track Dozer | II |  |  |  |
| Water Truck (Potable) | III |  |  |  |
| Wheel Loader (Med) | III |  |  |  |
| Wheel Loader (Small) | III |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **SEARCH & RESCUE** | | | | |
| Canine Search and Rescue Team | III |  |  |  |
| Swiftwater/Flood Search and  Rescue Team | III |  |  |  |
| Wilderness Search and  Rescue Team | III |  |  |  |
|  |  |  |  |  |
| **VEHICLES** | | | | |
| All-Terrain Vehicles |  |  |  |  |
| Buses |  |  |  |  |
| Trucks (supply) |  |  |  |  |
| Snow Plow |  |  |  |  |
| Vehicles w/Loud Speakers |  |  |  |  |
| Tow Trucks |  |  |  |  |
| Fuel Dispensing |  |  |  |  |
| Water Dispensing (Potable) |  |  |  |  |
| Water Pumping |  |  |  |  |
| Boats(row/motor) |  |  |  |  |
| Farm Tractors |  |  |  |  |
| Snowmobiles |  |  |  |  |
|  |  |  |  |  |
| **COMMUNICATIONS** | | | | |
| Radio: fixed |  |  |  |  |
| Radio: handheld |  |  |  |  |
| Telephone  Remote Unit |  |  |  |  |
| Other |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**DO NOT DISTRIBUTE**

***SUPPLIES RESOURCE LISTING***

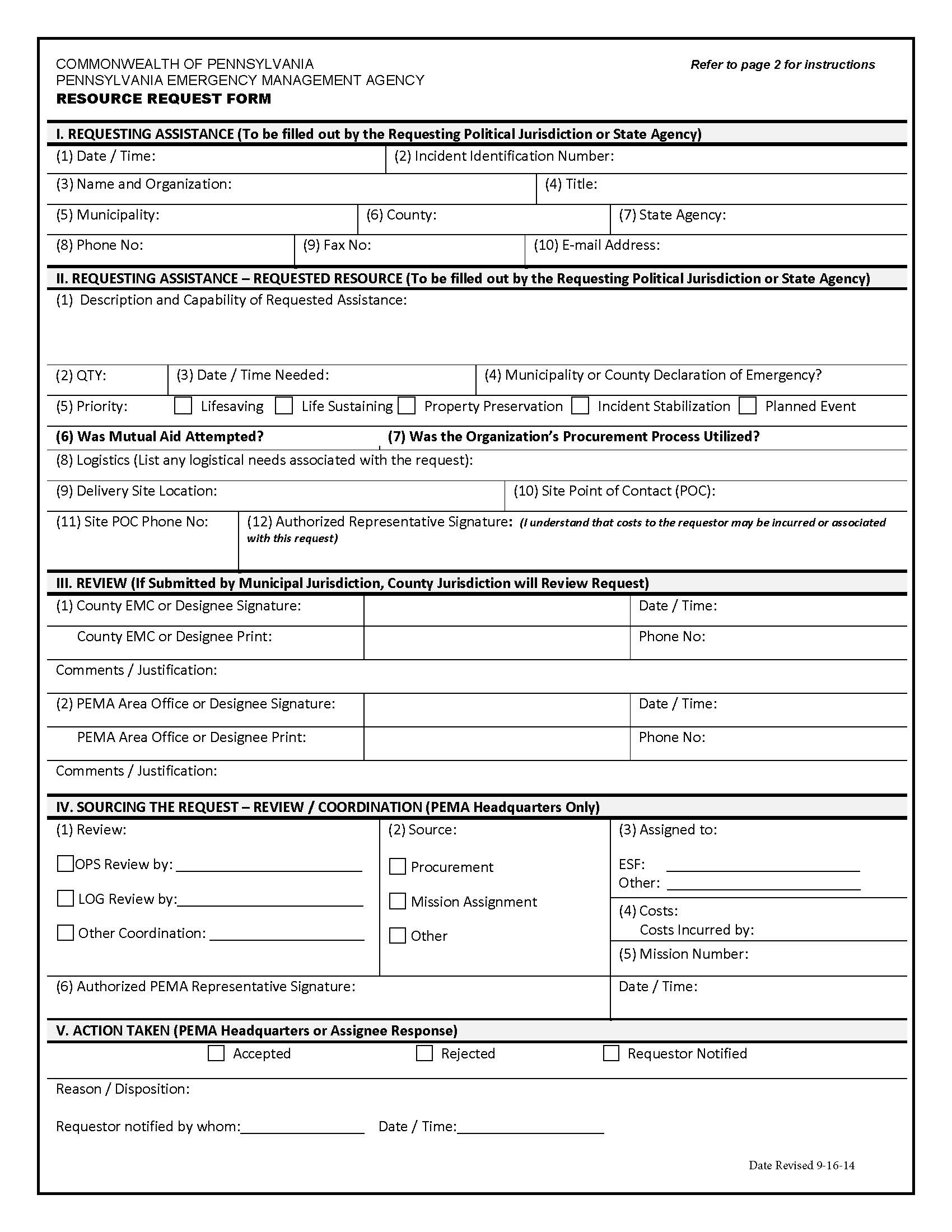
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| --- | --- | --- | --- | --- |
| **ITEM** | **TYPE** | **# AVAILABLE** | **POINT OF CONTACT** | **PHONE NUMBER** |
| Air Conditioning Units (Wheeled) |  |  |  |  |
| Beds/Cots |  |  |  |  |
| Bedding |  |  |  |  |
| Barriers |  |  |  |  |
| Body Bags |  |  |  |  |
| Bull Horns |  |  |  |  |
| Citizens Band Radio Sets |  |  |  |  |
| Clerical |  |  |  |  |
| Dry Ice |  |  |  |  |
| Field Kitchen |  |  |  |  |
| Flares |  |  |  |  |
| Flashlights/Lantern |  |  |  |  |
| Flashlight Batteries |  |  |  |  |
| Flood Light Sets |  |  |  |  |
| Freezer Bags |  |  |  |  |
| Fuel (gas/oil, propane) |  |  |  |  |
| Heaters |  |  |  |  |
| Ice |  |  |  |  |
| Loud Speaker sets |  |  |  |  |
| Lumber |  |  |  |  |
| Medical |  |  |  |  |
| Sand Bags |  |  |  |  |
| Special Clothing (wet/cold weather) |  |  |  |  |
| Special Tools |  |  |  |  |
| Tents |  |  |  |  |
| Tools |  |  |  |  |
| Portable Toilets |  |  |  |  |
| Portable Telephones |  |  |  |  |
| Water Coolers |  |  |  |  |
| Water (bottled) |  |  |  |  |
| Welding Equipment |  |  |  |  |
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**DO NOT DISTRIBUTE**

***SERVICES RESOURCE LISTING***

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| **ITEM** | **TYPE** | **# AVAILABLE** | **POINT OF CONTACT** | **PHONE NUMBER** |
| Amateur Radio Emergency Services |  |  |  |  |
| American Red Cross |  |  |  |  |
| Incident Management Team |  |  |  |  |
| Fuel & Oil |  |  |  |  |
| Hazardous Materials Clean-up |  |  |  |  |
| Maintenance |  |  |  |  |
| Road Clearance |  |  |  |  |
| Septic Pumping & Disposal |  |  |  |  |
| Towing Service |  |  |  |  |
| Transportation |  |  |  |  |
| VOAD |  |  |  |  |
| Water Services |  |  |  |  |
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**PEMA Resource Request Form**

