Public Safety (PS) Committee Meeting
November 3rd, 2026 @ 1:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: **https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09**

Residents will be able to view documents posted to the meeting tab on the Town website at **https://townsend.delaware.gov** or by joining the meeting via computer.

1:00 p.m. PS Committee Meeting

I. Call to Order:

II. Opening Ceremonies

- **a.** Roll Call:
- **b.** Pledge of Allegiance:
- **c.** Recognition of Visitors:
- **d.** Announcements:

III. Citizens Comments & Participation

IV. Adoption of Agenda.

V. Approval/Rejection of Meeting Minutes.

VI. **ACTION ITEM:** Discussion and review of Emergency Preparedness Procedures as part of insurance program requirements.

VII. **ACTION ITEM**: Discussion and Review of Police Building Updates and Progress

VIII. Ongoing Business Updates.

IX. Recap of directives received at meeting & confirming assignments.

X. Discussion of future agenda items.

XI. Discussion regarding next meeting dates.

XII. Adjournment.

Public Participation Procedures: Speakers shall state their name and place of residence for the record, address remarks to the Council or Commission as a whole, and limit comments to the matter under consideration. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.

From: Longo Robert (Townsend PD) <Robert.Longo@CJ.State.de.us>
Sent: Wednesday, August 7, 2024 11:49 AM
To: Julie Goodyear; Mariaelena Rivera; Paul DiMartino
Subject: EMERGENCY OPERATION PLANS AND FORMS.
Attachments: TOWNSEND Emergency Operations Plan-DRAFT.doc; DISASTER OPERATION PLAN TOWN OF TOWNSEND.docx; Support forms.docx

This message originated from outside the organization

Good morning,

Please see the attached plans I drafted a while ago and approved by 2 other towns, I changed them Townsend earlier this year to help us, and the public safety committee if they wish to undertake this task before presenting to council. The PD does have additional internal plans that go with the aforementioned.

Our COOP we currently have does not appear to cover disaster response like we were discussing today, but I could have overlooked it.

Some of the forms are specific to the pd but they can be changed for other departments IE public works and administrative staff.

I will look on my home computer and flash drives for any additional information.

Have a wonderful day and please stay safe.

Sincerely

Robert J. Longo
Chief of Police
Townsend Police Department
661 South Street, PO Box 223
Townsend, DE 19734
302-464-1262 Phone
302-378-7099 Fax
302-739-4865 DISPATCH

"Blessed are the Peacemakers"

TOWN OF TOWNSEND
Emergency Operations Plan DRAFT ONLY

I. PURPOSE:

The purpose of the Town of Townsend Emergency Operations Plan (TEOP), is to provide the basis for a coordinated response operation before, during and after an emergency or disaster affecting the Town of Townsend. The guidance contained in this plan is designed to develop a state of readiness for all conditions of an emergency, including, but not limited to, civil disorder, natural disasters or nuclear attacks. This plan also provides for the necessary coordination with New Castle County and the State of Delaware.

II. SCOPE

A. The Town of Townsend Emergency Operations Plan (TEOP) provides a basis for preparing for and executing emergency operations to prevent, minimize, respond to and recover from injury or damage that may be caused by natural or technological disasters or enemy attack. The Town Government must also ensure the continuity of government operations during such disastrous situations.

B. This plan pre-determines, to the extent possible, actions and interactions to be taken by the government of Townsend and cooperating agencies to prevent and minimize disasters. These actions include reduction of the vulnerability of its citizens to disasters, protection of life and property of citizens residing in Townsend as well as visitors to the Town, quick an effective response to disaster occurrences and the implementation of timely recovery actions.

III. DESIGN:

A. **The Basis Plan**: The Basic Plan provides an overview of the Emergency Operations organization and policies. It describes the overall approach to disaster operations and assigns responsibilities for emergency planning and operations. In general terms, it states WHO will do WHAT and WHEN and HOW they will do it.

B. **Appendices**:

1. **General**: These Appendices provide information related to organization, position responsibilities, administrative forms and financial record keeping, initial damage assessment procedures and emergency response resource inventories.

2. **Hazard-Specific**: These Appendices provide guidance unique to a given hazard or situation.

C. **Annexes**: The Annexes provide guidance for response to events and for those involved in emergency evacuation.

IV. AUTHORITIES:

A. **Local Government**:

1. Code of the Town of Townsend, Chapter _____, titled "Emergency Operations", as amended.

2. Ordinances and resolutions enacted by the Townsend council pertinent to civil defense and operations, as amended.

B. **State Government**:

1. Delaware Code Annotated, Title 20, Part II, Chapter 31, "Basic Civil Defense," as amended.

2. Delaware Code Annotated, Title 20, Part II, Chapter 33, "Interstate Civil Defense and Disaster Compact" as amended.

3. Delaware Code Annotated, Title 29, Section I, Chapter 77, "Emergency Location of Government," Part I, State Government and Part II, "Political Sub-divisions of the State" as amended.

4. Delaware Code Annotated, Title 7, Chapter 57 as amended.

C. **Federal Government**:

1. Federal Civil Defense Act of 1950, as amended.

2. Public Law 606, 91st United States Congress (Federal Disaster Act), as amended.

3. Public Law 93-288, "Natural Disaster Relief Act of 1974" as amended.

4. Public Law 93-288, "The Robert T. Stafford Disaster Relief and Emergency Assistance Act" of1998, as amended.

V. POLICY STATEMENTS:

A. **Limitations**: Due to the nature of the emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude and duration of the event.

B. **Suspension of Routine Activities and Availability of Employees**: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, Town employees not otherwise assigned emergency/disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other Town departments if required.

C. **Households of Emergency Response Personnel**: Town employees may not be at peak efficiency or effectiveness during a disaster if the status of their household is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangements with other employees, friends, neighbors or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the Townsend Emergency Operations Center (TEOC).

D. **Non-Discrimination**: All local activities will be carried out in accordance with Federal non-discrimination laws. It is the Town's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or disability.

E. **Citizen Preparedness**: This Plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the Town's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self sufficient following a disaster. The Town will make every effort to provide information to the public, via media outlets or other means to assist citizens in dealing with the emergency.

VI. REVIEW AND UPDATE:

A. An update of this Plan, including a review of the TEOC responsibilities and procedures, if required, will be conducted by the Fire Chief, Police Chief and Town Manager annually, or as deemed necessary by the Mayor & Council.

B. Additional revisions or enhancements required following activation of the TEOC or as a result of the findings resulting from exercises may also be required.

VII. SITUATIONS AND ASSUMPTIONS:

A. Situations:

1. **Hazards**:
    a. The Town of Townsend is vulnerable to many of the twenty-one hazards defined by the Capability and Hazard Identification Process (CHIP) for New Castle County.

    b. Other existing hazards include civil disorder, drinking water contamination, earthquakes, tornadoes, hurricanes, north easters, severe winter storms, power failures, fixed nuclear facility accidents, mobile hazardous material accidents, train derailment and terroristic incidents.

2. **Characteristics of Townsend**:
    a. **Location**
    b. **Elevation**:
    c. **Size**:
    d. **Populations**:

3. **Major Highways**: There is one major roadway that provide ingress and egress to the Town of Townsend.
    a. Route 71

4. **Chemical Using Facilities**: The following is a list of chemical using facilities affecting the Town of Townsend.
    a.
    b.
    c.
5. **Fixed Nuclear Facilities**:
    a. The Artificial Island Generation Station, located in New Jersey

    b. The Calvert Cliffs Generation Station, located in Maryland

6. **Drinking Water Sources/Intakes**: EXAMPLE ONLY…... The Town of Townsend's water supply comes from three (3) ground wells. The wells are screened at shallow depths within and unconfined aquifer, creating a vulnerability to contamination at the ground surface.

7. **Target Points for Nuclear Attack**: There are no nuclear targets located within the Townsend area (as determined by FEMA). However, Townsend could expect to receive relatively heavy concentrations of radioactive fallout if weapons were detonated around the Dover AFB, Washington, D.C., Baltimore, MD, or Philadelphia, PA.

8. **Non-English Speaking Populations**: New Castle County EOC maintains contact with an agency that provides interpretive services. If the EOC or the agency cannot provide the service needed, they will pass along requests for assistance to the State level.

9. **Hearing Impaired Populations**: A telecommunication device for individuals with hearing impairments is located within the New Castle County Fire and Ambulance Call Board (#911).

B. **Assumptions**:

1. Assistance would be available from the Federal, State, County and private and/or volunteer agencies should the Town deplete its resources or require equipment or expertise which it does not presently have available.

2. Figure 1 reflects an overview of typical response and recovery actions among Federal, State and local governments during a major disaster or emergency.

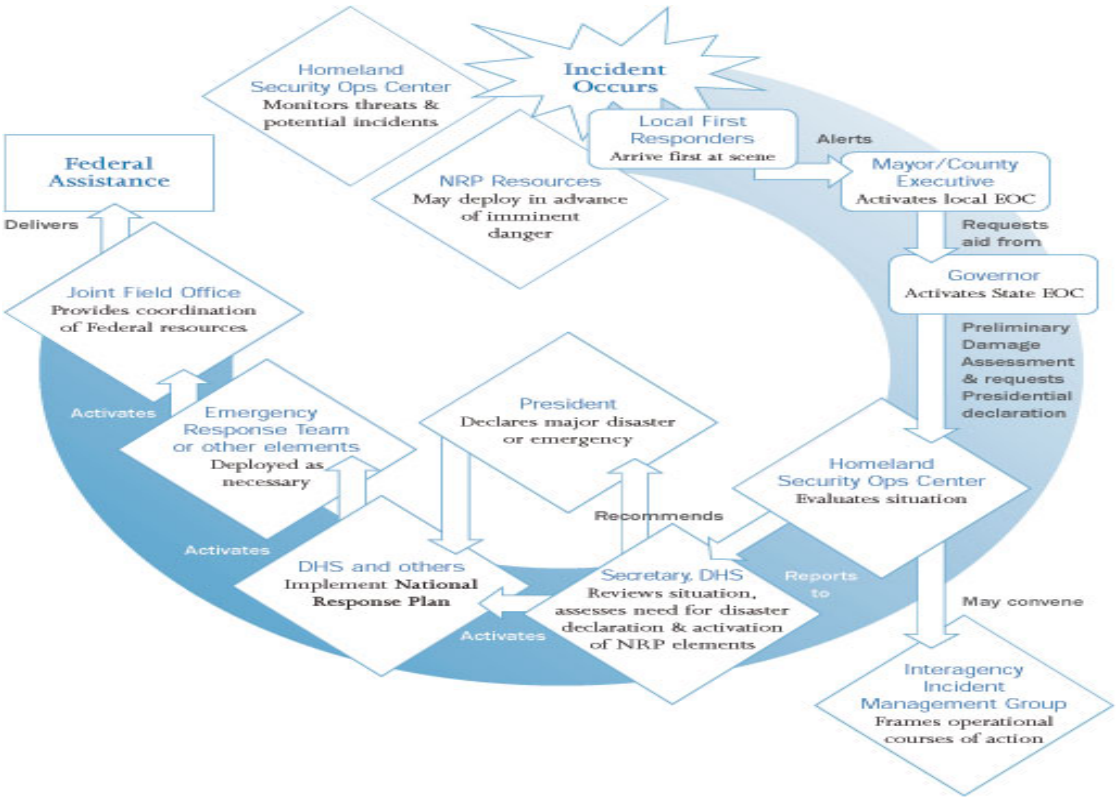


Figure 1 - Overview of Disaster Operations

VIII. CONCEPTS OF OPERATIONS:

A. **General**:

1. It is the responsibility of the Town of Townsend government to provide for a comprehensive emergency management program that meets the needs of those who may have been or might be affected by an emergency or disaster. The Council & Mayor will initiate the Emergency Operations Plan if necessary.

2. To the extent possible, initial emergency management response will be conducted by the Town of Townsend. It is recognized that the nature of certain disaster agents does not allow for any warning or lead-time prior to occurrence. When this happens, or when the duration of an emergency or disaster incident is expected to be relatively short, the management of the emergency operations will be directed at or near the site. For emergencies for which there is lead-time or for disasters which are expected to be lengthy in duration, management of the operations will be from the TEOC, located at _____.

3. Response to a disaster will parallel normal day-to-day functions as closely as possible and will utilize the Town of Townsend's resources to the extent possible before seeking assistance from Federal, State, County and private and/or volunteer organizations.

B. **Phases of Emergency Management**:

1. Actions performed during an emergency management process fall into one of the following categories:
    a. Mitigation: The mitigation process involves the prevention or reduction of the probability of a disaster occurring and attempting to minimize the undesirable effects of unavoidable hazards.

    b. Preparedness: The preparedness process develops the response capabilities needed in the event an emergency should arise.

    c. Response: The response process occurs after the onset of an emergency, or directly preceding the onset given enough lead time. This process serves to reduce disaster damage and possible casualties and to expedite the recovery process.

    d. Recovery: The recovery process consists of both a short-term and a long-term process.
        - Short-term: Operations that seek to restore vital services to the community, while providing for the basic needs of the public.

        - Long-term: Operations that strive to restore the community to its normal or improved status.

C. Direction and Control:

1. Town of Townsend Mayor
    a. The Mayor has the authority to issue a Local State of Emergency within the Town of Townsend and, if necessary, order evacuations. In the absence of the Mayor, the Designee will assume responsibility for the direction and control of the incident. Sample Resolutions are provided in the Appendix.

    b. The Mayor authorizes the implementation of the TEOP and, as needed, authorizes the TEOC to be activated.

c. In the absence of the Mayor, action by their designee is required to issue a Local State of Emergency; order evacuation; implement the TEOP; or activate the TEOC.

d. In situations of extreme emergency, activation of municipal emergency operations plans may be ordered by the Governor or the President of the United States.

Because of the devastating affect that one community's actions could have on other local communities, any intention of declaring a Local State of Emergency or ordering an evacuation, must first be discussed and coordinated through the New Castle County Emergency Operations Center.

IX. TOWN OF TOWNSEND EMERGENCY OPERATIONS CENTER (TEOC)

A. The TEOC, when activated, will operate using the National Incident Command System (NIMS) with command staff designated to direct, control and coordinate the Town's response and recovery operations.

B. The Mayor or the Designee in partnership with the Fire Chief and Police Chief work in a Unified Command. Under Delaware State Law the Fire Chief will serve as the Incident Commander.

C. The Mayor or Designee will be responsible for the planning, direction and coordination of the activities of town employees within the Town. The Mayor or Designee will direct these activities through the coordination with the TEOC, New Castle County EOC. With assistance of the New Castle County EOC, the TEOC will direct the planning for and performance of emergency operations within the regularly constituted governmental structure augmenting it where necessary.

D. In organizing the initial response to the incident and staffing the TEOC, the Incident Commander will consider the needs of the incident. The number of staff personnel and the organizational structure are dependent upon the size and complexity of the incident. **There is no absolute standard.** As the incident dictates, the response operation grows and additional staff, as required will be activated.

E. TEOC staff position assignments (EOC Organization Chart) and Position Checklists are included as Appendix 2 and 3 respectively.

F. _____ will house the Town of Townsend's EOC. There will be dedicated space within the building that would contain work areas for each EOC staff position with the necessary equipment.

G. As a back-up emergency operations facility to the _____, the _____ is designated to serve as the Town's temporary (alternate) EOC.

H. The TEOC is the general coordination point for complete emergency operations. All major changes, decisions and actions will be reported to this control point. The Mayor's staff will report to the EOC where the Mayor or the Designee will coordinate the plan and the Town's response operations among the designated EOC staff. Any questions or "alterations" in this plan should be reported to the EOC immediately.

I. Appendix 4, Administrative Forms, provides forms, as needed, for 24-hour operations scheduling, sign-in for TEOC staff and visitors, Event Action Message logs, and Message logs.

J. Appendix 5, Summary Records, provides six (6) ICS Summary Record forms designated to assist in maintaining accurate documentation of emergency related costs (reproduce forms locally as needed). Completed forms must be submitted to the Administration/Finance Section Chief after termination of the response operation. Each form includes an instruction page; however, if you have any questions, contact the Administration/Finance Section Chief or the Financial Specialist for assistance. The Summary Records are:

1. *Force Account Labor Summary Record: used to record personnel costs.

2. Applicant's Benefits Calculation Worksheet: used to calculate fringe benefits paid on an employee's salary.

3. *Force Account Equipment Summary Record: used to record equipment costs.

4. Material Summary Record: used to record supplies and materials that have been purchased or taken out of existing stock.

5. Rented Equipment Summary Record: used to record the cost of rented or leased equipment.

6. Contract Work Summary Record: used to record the cost of work done by contract.

*The term "Force Account" refers to the Town's own personnel and equipment. It is essential that all EOC staff members accurately document their expenses incurred during disaster response and recovery.

Accurate documentation will help the Town recover all eligible costs, provide information necessary to develop projects, have information available for the State and FEMA, and to be prepared for any State or Federal audits in the future. The information provided by the Summary Record forms is also critical to support the State's request for a Presidential Disaster Declaration at a later time.

K. Emergency Resources Inventories, provides listings of response equipment, facilities, communications assets, and emergency points of contact for the Town, Public Works Departments, Fire and Police Departments.

X. REQUESS FOR ASSISTANCE:

A. The Incident Commander or their designee may request assistance from voluntary and private sector groups by mutual aid agreements, letters of understanding or contact by telephone or any number of such agencies.

B. The Incident Commander or their designee may request assistance from New Castle County, via telephone, to the New Castle County EOC, when the required effort for response and/or recovery is beyond the capabilities of the Town of Townsend.

C. Should assistance be required beyond the capabilities of the Town and New Castle County, the New Castle County EOC will request necessary assistance from the State of Delaware.

D. Should assistance be required beyond the capabilities of the Town, New Castle County and the State of Delaware, the Director of the Delaware Emergency Management Agency (DEMA) will request necessary assistance from the Federal Emergency Management Agency (FEMA)

XI. CONTINUITY OF TOWN GOVERNMENT:

Continuity of Government (COG) preserves, maintains or reconstitutes the government's ability to maintain and preserve its lawful leadership an authority under the threat or after the occurrence of any enemy attack, terrorist attack, or catastrophic natural event. The purpose of COG is to reduce or mitigate disruptions to normal government operations. Specifically, COG achieves a timely and orderly recovery from an emergency and ensures the restoration of full government services to the residents of Townsend by:

1. Preserving lawful leadership and authority;

2. Preventing the unlawful assumption of authority;

3. Preserving vital government documents;

4. Assuring that mechanisms and systems necessary for continued government direction and control are in place prior to the crisis;

5. Assuring that government services essential to the continues welfare of the public can be delivered during an emergency, using the following:

   A. Lines of Succession: Established to list the order or line of those entitles to succeed one another under emergency conditions.

   B. Pre-Delegation of Authority: The Code of the Town of Townsend, Chapter _____, "Emergency Operations", assigns the pre-delegation of authorities as necessary to allow for Town government to continue to operate. It contains the Powers and Duties of the Mayor to declare a disaster upon determining that such a disaster has occurred or is imminent. The Townsend Council shall ensure that officials in leadership positions are prepared to respond to emergency conditions.

   C. Emergency Operations Centers (EOCs): The Council of Townsend has designated _____ to serve as a centralized facility for the direction and control of disaster operations. Upon notification of an actual or impending disaster, the Council Mayor, or their designee, activates the EOC and declares the emergency response phase of operation to be in effect.

   D. Preservation of Records: Each Town department shall develop and maintain procedures to preserve essential records, files and reference materials.

   E. Protections of Government Resources, Facilities and Personnel: The Townsend Council, with the advice of department heads, will act as necessary to disperse resources, facilities and personnel in a manner that facilitates sufficient redundancy to ensure that Town government can continue to function during an emergency.

F. COG Responsibilities:

1. **Town Manager & Public Works Departments**:
   a. The Town Manager or their designee(s) are responsible for the continuity of the Town government and capability of the Town government to function during periods of an emergency situation or disaster. The ultimate responsibility for the effectiveness of the Town's emergency operations, in conjunction with operational unit's for the normal demands of providing Town services to its citizens.

   b. During normal office hours, and when existing conditions permit, the Town Manager's office, as well as the Town Office, will remain open and will continue to provide normal services. The office staff will provide up to date information on the status of the existing or impending emergency situation.

   c. As the need may dictate and at the discretion of the Council, Mayor, the Town Manager's office will be manned during other hours that it is not normally open, to receive inquiries from the public and to relay pertinent information to the TEOC.

   d. The Mayor or their designee(s) will define and detail emergency responsibilities for all Town and Public Works employees.

   e. The Mayor or their designee(s) will identify all essential Town and Public Works provided services that must be maintained and those activities that may be temporarily suspended.

   f. The Mayor or their designee(s) will coordinate all efforts, prior to the activation of the TEOC, with the New Castle County EOC concerning forecasts and warning of impending emergencies or disasters.

   g. The Mayor or their designee(s) will be responsible for coordinating the assessment of damage occurring within the Town of Townsend, resulting from a disaster.

2. **Police Department**: The purpose of the Police Department is to maintain law and order within the Town limits of Townsend, to provide early and/or the first line of warning as to the severity of existing conditions of an impending disaster or emergency situation, to provide an on-going status report of conditions, to limit access to an affected area, to assist with evacuation and to provide security for an affected area.

3. **Public Works Departments** (Street's): The function of the Street operations is to maintain essential Town provided services in conjunction with the demands created by an actual or impending emergency or disaster situation.

4. **Public Works Departments** (Water & Sewer): The function of the Public Works Departments will be to mitigate hazardous conditions, provide for restoration of public utility services, and to assist in times of emergencies with appropriate manpower and equipment.

5. **Fire Department**: Although not an entity of the Town of Townsend, the function of the Fire Department is to provide fire fighting and rescue services as well as necessary emergency medical service and transportation to Medical Centers.

XII. IDENTIFICATION REQUIREMENTS:

A. Identification will be required during emergency operations in order to control the movement of individuals within areas of the Town of Townsend affected by the disaster.

B. Normally issued Town identification cards will be honored. Department heads are responsible for the issuance of identification cards through the Town Manager

C. Individuals requiring access to the area will be required to present one of the following forms of identification:

1. Essential Personnel: Town-issued employee identification card.

2. Press Personnel: Valid and current Press Pass

3. Homeowners/Business Owners: Valid State of Delaware Driver's license (with Townsend address), a copy of real estate tax bill (with some form of picture identification) or a recent utility bill that indicates a Townsend address (with some form of picture identification).

XIII. OPERATIONS BY TIME FRAME (PHASES):

A. In order to minimize the effects of a natural disaster, provide emergency response capabilities and to facilitate recovery efforts, the various Town Departments shall endeavor to provide services in the areas of mitigation, preparedness, response and recovery from disasters to the best of their ability during all operational time phases.

B. The following color-coded checklists for the phases of emergency preparedness and response within the Town will be used as a basis for preparing for and responding to disaster events. There are four preparedness/response phases, identified below by a description and corresponding color. From the highest to the lowest, the phases and colors are:

- Mitigation & Preparedness Phase = CODE GREEN: This phase consists of ROUTINE MITIGATION AND PREPAREDNESS activities conducted by Town staff.

- Readiness Phase = CODE BLUE: This phase consists of READINESS activities during the period when Tropical Storm Force Winds are forecast to arrive within 120 to 72 hours (5 days to 3 days).

- Increased Readiness Phase = CODE YELLOW: This phase consists of INCREASED READINESS activities during the period when Tropical Storm Force Winds are forecast to arrive within 72 to 48 hours (3 days to 2 days).

- Response Phase = CODE RED: This phase consists of RESPONSE activities during the period when Tropical Storm Force Winds are forecast to arrive within 48 to 24 hours (2 days to 1 day).

C. A detailed Emergency Preparedness & Response Time Delineation Schedule should be included as Appendix___ to this plan. The time delineation schedule provides general guidelines for disaster preparedness and response actions prior to, during and after a disaster event.

D. With the departure of tropical storm force winds (or other effects), the RECOVERY PHASE begins and includes actions related to emergency relief from the effects of the event. Recovery activities include, but are not limited to, the following:

1. Assist with life-saving operations and with the restoration of essential services;

2. Assess the needs of the community and complete detailed damage assessments that will be the basis for requesting Federal Disaster assistance.

3. Compile and submit required forms and documentation required to claim reimbursement of disaster related expenses through FEMA's Public Assistance Program.

4. Represent the Town on Federal/State Preliminary Damage Assessment (PDA) Teams and facilitate their access to damaged areas.

5. Prioritize recovery projects and assign functions accordingly.

6. Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

7. Preserve and file all documentation of the event, including the events log, cost analyses and estimated recovery costs.

8. Facilitate the establishment of Disaster Assistance Centers, when necessary, to assist private businesses and citizens with individual recovery.

9. Incorporate emergency plans from other entities into recovery and reconstruction activities.

XIV. WARNING:

A. The purpose of the warning process is to provide efficient alerting and warning to the Town's elected officials, the department heads of the Town, responding emergency personnel and the general public of an actual or impending emergency situation. The Town Manager or their designee will have the primary responsibility for the warning process.

B. The primary method of public notification and information of situations requiring prompt action such as evacuation or sheltering-in-place will be through the State-wide Delaware Emergency Notification System (DENS). DENS is a Reverse-911 system that uses a Geographic Information System (GIS) database to identify and provide emergency notification and information to the entire state or to and area specifically defined.

DENS is capable of dialing as many as 300 phone numbers within one minute. The system is activated through the New Castle County EOC or the Town Manager via the Townsend "Code Red" system.

C. Advance notification warnings will also be disseminated by radio, television, and the National Weather Service.

D. When required, Townsend Police personnel will alert the public using loudspeakers and making door-to-door contact.

XV. EVACUATION:

A. This process provides for the evacuation of people in the Town of Townsend from areas where hazards from a natural or technological disaster threatens their safety and health. The Council Mayor or his/her designee has the primary responsibility for the safe evacuation and sheltering of the citizens of Townsend.

B. Prior to any order for evacuation, the Mayor or his/her designee will contact the New Castle County EOC to discuss and coordinate the intentions of evacuation before any such evacuation takes place.

XVI. SHELTERING:

This function provides for the use of local facilities for the purpose of sheltering people who need to be evacuated due to natural or technological disasters, and to provide for their congregate care and basic human needs. The New Castle County EOC will be responsible for designating a shelter location and notifying the American Red Cross if necessary.

XVII. DAMAGE AND NEEDS ASSESSMENTS:

A. The overall objectives of damage/needs assessments can be summarized as follows:

1. Determine immediate needs and priorities of the disaster victims;

2. Determine the damages to housing, agriculture, lifelines, and critical facilities;

3. Identify stoppages, i.e., obstacles or interruptions to emergency operations or impediments to relief efforts;

4. Identify secondary threats, i.e., unsafe buildings that are still occupied, areas at risk to rising flood waters, etc;

5. Estimating the economic impact of the disaster, especially damages to commerce and industry, loss of jobs and work, and the effect insurance may or may not have on mitigating losses;

6. Monitoring public health;

7. Determining the resources available to respond to the disaster and identifying the gaps between that need to be filled from outside resources.

B. The composition of each Damage Assessment Team will vary depending on the type and severity of the damage and the availability of personnel. Each team will have a team leader who ensures that the team members have the proper forms, equipment and transportation.

C. Depending on the disaster, two distinct types of assessments may be conducted as follows:
    1. Initial Assessment: Initial damage assessment activities are the responsibility of the Damage Assessment Coordinator assigned to the TEOC (see Position Checklist at Appendix BP-3 of this Plan). Initial damage assessments will be accomplished in accordance with New Castle County instructions contained in Appendix BP-8, New Castle County Initial Damage Assessment (IDA) of this plan. Report forms required for compiling and submitting damage assessment data are included. Initial Assessments are handled as follows:
        a. conducted immediately in the early and critical stage of a disaster, as soon as the conditions allow survey personnel to operate;

        b. used to determine relief and immediate response requirements;

        c. is broad in scope and focuses on overall patterns and trends;

        d. is used to identify:
            - Magnitude of the disaster

            - People's capacity to cope

            - Most urgent relief needs and potential methods for delivery

- Priorities for action
- Utilization of resources for immediate response
- Need for detailed assessment of specific geographical areas or substantive sectors
- Level of continuing or emerging threats
- Need for Federal and/or State assistance

2. Detailed Assessment: Detailed damage assessment activities are the joint responsibility of the Town Manager or his/her designee. Below are details of a Detailed Assessment:

    a. Detailed Assessment activities include the following:
        - Assembling and designating damage teams;
        - Identifying areas to be assessed and assigning damage assessment teams to those areas;
        - Conducting detailed damage assessments
        - Compiling damage assessment reports and providing them to the New Castle County EOC, State EOC and FEMA;
        - Keeping the public informed of the unsafe areas;
        - Providing assistance to the County, State and Federal Damage Assessment officials.

    b. Aims at determining the long-term recovery and development requirements.

    c. Conducted days to weeks after a disaster, depending on the accessibility of the affected areas.

    d. Covers critical areas in terms of the Town's future economic and social development strategy.

e. Identifies:
   - Recovery program options;
   - Estimates on financial and material recovery requirements;
   - Estimates on value of loss dues to damages;
   - Damage to the social structure;
   - Links between relief and development;
   - Continuing need for relief assistance;
   - Need for State and/or Federal assistance.

D. Both the Initial and Detailed Assessments will contain:
   1. A situation assessment that depicts a picture of the situation by describing the magnitude of the disaster and the impact on the population and infrastructure of the Town of Townsend (What has happened?).
   2. A needs assessment that defines the level and type of assistance required for the affected population of the Town of Townsend (What need to be done?).

E. During Joint Damage Assessment activities involving DEMA and/or FEMA, the Town will designate a representative to assist DEMA and/or FEMA Damage Assessment Team members at all times.

XVIII. PUBLIC INFORMATION:

Providing prompt, authoritative and easily understandable emergency information to the public during natural, technological and civil emergencies is an essential responsibility of local government.

Emergency Public Information (EPI) activities are the responsibility of the Public Information Officer assigned to the TEOC. EPI activities will be accomplished in accordance with the instructions provided in Appendix BP-9, Emergency Public Information (EPI), of this Plan.

The following telephone numbers and other information are provided for you convenience to obtain up-dated status reports of impending emergency situations and to report situations that need to come to the attention of the TEOC, the Town Manager's Office and the Public Works Departments (Police & Fire Department emergencies should be directed to the 911 Center)

Town Office	302-378-8082
(Business hours are 8:30 A.M. - 4:30 A.M., Mon-Fri.)	
Townsend Police Department	302-464-1262 or 1237
Townsend Fire Department	302-378-8111
Public Works Departments	302-378-8082
(Business hours are 8:30 A.M. - 4:30 A.M., Mon-Fri.)	
New Castle County Emergency Operations Center	302-395-2700
Delaware Emergency Management Agency	800-659-3362
In State only:	877-729-3362
Police and Fire Dispatch	302-739-4865

XIX. REMEMBER:

Latest storm related information will be available on NOAA Weather radio and commercial radio and television. Do not tie up telephone lines by calling local officials or the National Weather Service if you can obtain the information you need from these two resources. Listen carefully to broadcasters serving you immediate area.

- NOAA Weather Radio Frequencies:

162.550 MHz	Lewes
162.474 MHz	Salisbury

- Emergency Alert System (EAS) Radio Stations:

WZBH-FM	93.5
WSSR-FM	90.0
WGMD-FM	92.7
WKIX-FM	106.0
WRLF-FM	101.7
WECY-FM	98.3
WWTR-FM	95.9
WXPZ-FM	95.9
WECY-AM	1280

The location of a hurricane given by the weather service is the location of the eye. The average storm is 250 miles in diameter, thus the danger zone extends some 100 miles on either side of the coordinates. If a storm is projected to hit our area, maximum conditions would exist if the storm eye crossed over us, or to the immediate south. Lesser conditions would be expected if it crossed to the north of the area.

FACTS: TEOC should expect the following after a direct hit of a hurricane: possible polluted water, limited communications, no electricity, possible sewer back-up and structure damage.

XX. TELEPHONE DIRECTORIES:

DIRECTORY FOR THE **TOWN OF TOWNSEND**

Administrative:	
,Town Manager	302-378-8082
Police Department:	
Robert Longo, Chief of Police	302-464-1262 or 1237
Public Work Department:	
Paul DiMartino, Superintendent	302 378-8082
Fire Department	
Pat Gilchrist, Fire Chief	302-378-8111
Water Department:	
Sewer Department:	

DIRECTORY FOR LOCAL **UTILITIES**

Delaware Electric Cooperative	302-349-9090
Delmarva Power	800-898-8045
Comcast	302-856-4591
Verizon	800-942-5000

DIRECTORY FOR LOCAL **HOSPITALS**

Christiana Care Middletown	302-203-1300
BayHealth Kent Campus Dover	302-674-4700
Christiana Care Newark	302-733-1000
Saint Francis Hospital Wilmington	302-421-4100

TOWN OF TOWNSEND DRAFT
DISASTER OPERATION PLAN

PREFACE:

This is the recommended Emergency Operations Plan for the Town of Townsend. Once adopted by the Town, it will serve as the suggested basic Operations Plan upon which all Town departments may base their respective plans, since the Plan is likely to be implemented by the Mayor, in whole or in part, during a declared emergency

PURPOSE:

The Emergency Operations Plan sets forth a recommended course of action which may be readily implemented by the Mayor during a declared emergency and which will assist in minimizing hazards to life and property. It is recognized that the Town has limited preparedness and recovery options. The Town must be prepared for initial response alone until outside assistance is requested and mobilized.

While this plan is recommended, it is understood that the plan is merely advisory in nature. This plan is not intended to replace the scope or range of judgment expected to be exercised by those individuals implementing the plan given the particular circumstances of any disaster or emergency.

Rather, this plan is intended to provide a range of recognized guidelines which are uniform and which may or may not be appropriate given any specific occurrence. In the final analysis, however, the success of any plan remains in the firm discretion and judgment of the participants.

With this in mind, the Emergency Operations Plan is offered as the advisory framework within which recommended actions may be considered by emergency operations personnel when deciding an appropriate response to the task at hand.

The Town of Townsend is subject to a variety of hazards, natural and man-made. Any one of these hazards can cause a disaster, which would result in the disruption of social processes, endangering lives, and destroying property.

Effective emergency operations are dependent upon the coordination and cooperation of all of the various public and private agencies that may be called upon to perform duties in conjunction with the occurrence. Each incident may differ by type, area, location, number of persons affected, and extent of damage but the basic responsibilities of involved agencies remain the same.

Toward this end, in the event of a proclamation of a local state of emergency pursuant to Delaware Law, the Mayor may implement this recommended and recognized plan in the Town of Townsend and/or promulgate local emergency orders or take other measures to bring the emergency situation under control.

EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

ARTICLE TOPIC PAGE

I. OVERVIEW ……1

II. DISASTER PLAN ……3

A. Disaster Prevention …….....3

1. Hazard Analysis ……..3

a. High Hazard Occurrence Potentials ……4

b. Moderately High Hazard Occurrence Potentials ….....5

c. Moderately Low Hazards ……6

d. Low Hazards …….....7

B. Preventative Measures, Coordination, Integration, Responsibilities…...7

C. Response Plans ……..13

1. Emergency Operations Center …….....13

2. Concept of Operations ……..13

3. Plan Activation ……15

4. Continuity of Government ……....15

5. Mission Assignment ……16

6. Emergency Calls and Disaster Reports ……16

7. Emergency Facilities and Equipment ……..18

D. Coordinating Actions ……18

E. Supporting Agencies ……19

F. Recovery ……19

1. Post Disaster ……20

2. Relocation (Recovery) Period ……20

III. ADMINISTRATION SECTION ANNEX ……23

IV. POLICE SERVICE ANNEX ……25

V. FIRE SERVICE ANNEX ……...27

VI. EMERGENCY MEDICAL SERVICES ANNEX ……30

VII. DEPARTMENT OF PUBLIC WORKS - Division of Highway……..32

VIII. TOWN COMPTROLLER'S ANNEX ……34

IX. DEPARTMENT OF HUMAN RESOURCES ……36

X. CHAPLAIN SERVICE ANNEX ……39

XI. CONCLUSION ……..40

APPENDICES

A. Summary of Pertinent Sections State and Local Natural and Man-made

Disaster Preparedness A-1 - A-4

B. Emergency Management Organizational Chart B-1

C. Continuity of Town Government C-1

(Chapter Town Code)

ORGANIZATION FOR EMERGENCY OPERATIONS

I. OVERVIEW

An Emergency Management Coordinator for the Town of Townsend shall be named by, and serve at the pleasure of, the Mayor of the Town of Townsend. In the absence of a named Emergency Management Coordinator, the Mayor, or his/her designee, shall serve as such coordinator.

The Emergency Management Coordinator is responsible for coordinating all Disaster Preparedness and Emergency Management within the Town. The Emergency Management Coordinator shall act under the direct authority and control of the Mayor, reporting directly to the Mayor or their designee.

In an emergency, the Town Emergency Management Coordinator acts under the provisions of the Law relating to disaster preparedness. The Town Emergency Management Coordinator shall be responsible for the direction and control of emergency operations and the organization of personnel, resources, and facilities.

The Town Mayor/Emergency Management Coordinator will coordinate the activities of Emergency Operations in all Town wide emergency operations. To assist the Emergency Management Coordinator in a time of a recognized and declared disaster or large-scale emergency, there is an incident-based system.

This system provides clearly defined areas of responsibility and accountability in the areas of public safety, support services, and public works. A Coordinator has been assigned to each of these areas and reports directly to the Town Emergency Management Coordinator (see Town of Townsend Emergency Management Organizational Chart. Appendix B-1). The Incident Command System is hereby designated as the disaster control procedure for the Town.

All department heads of the Town of Townsend are responsible for disaster and emergency functions in their respective agencies and departments to the extent such personnel may be specifically trained and assigned such duties.

All Town agencies and departments not specifically assigned missions in the plan will be expected to provide support to their Town government for emergencies covered by the plan, as may be directed by authorized personnel and within their perspective capabilities and training.

The Town of Townsend Emergency Management Committee shall serve in an advisory capacity to the Town Mayor/Emergency Management Coordinator by providing advice and making recommendations on all emergency preparedness matters, including the formulating of all policies affecting disaster preparedness and the management of emergencies.

The Town Emergency Operations Plan Review Committee shall meet at least annually to review and make recommendations on this Emergency Operations Plan.

The Town Emergency Management Coordinator is responsible for an evaluation of the emergency and advising the Town Mayor with recommendations of actions to be taken including, but not limited to:

1. Alerting agencies, departments, & individuals who have an assigned responsibility in this plan

2. Emergency data dissemination.

3. Emergency Operations Center staffing and functioning.

4. Communications coordination.

5. Radiological defense.

6. Hazard analysis.

7. Development of the shelter system.

8. Emergency public information.

9. Warning system coordination.

10. Coordinating outside assistance.

11. Coordinating emergency operations control and use of resources.

12. Development of identification and pass system.

Mutual aid agreements in effect at the time of the emergency will be implemented to the extent it may be feasible. It is not possible to predict disaster emergency situations with any degree of accuracy.

Nevertheless, disasters do occur and may occur at any time, with or without advance warning. This plan is designed to incorporate three (3) phases:

A. Prevention.

B. Response.

C. Recovery.

II. DISASTER PLAN

A. DISASTER PREVENTION

1. Hazard Analysis

The Town of Townsend, in conjunction with the New Castle County Emergency Management Office, conducted a hazard analysis using an automated program. This is an interactive spreadsheet that asks specific questions on potential hazards and evaluates the responses to these questions. The process includes historical and expert data on selected hazards. Each hazard is evaluated using the following criteria.

- Area of potential impact
- Frequency of incidents
- Hazard duration
- Cascade effects
- Onset
- Recovery time
- Impact

A group of individuals representing Police, Fire, EMS, and local government assembled to conduct this hazard analysis. The group should analyze potential hazards that could affect the Town. The values are categorized as follows:

- 321 – 400 High Hazard
- 241 – 320 Moderately High Hazard
- 161 – 240 Moderately Low Hazard
- 44 – 160 Low Hazard

a. High Hazard Occurrence Potentials

1) Hazardous Materials in Transit

a) The potential for a catastrophic hazardous material release apparent throughout the Town due to the populated areas.

2) Transportation Accidents

a) The potential for a large-scale transportation accident is extremely high. There are many heavily traveled routes and roads that dissect the Town, and the continuous air traffic at the Georgetown Airport.

b) Moderately High Hazard Occurrence Potential

1) Fire

a) Large scale past events in the Town such as the NAPA Fire.

2) Terrorism – 303.5

a) Potential targets of terrorist acts throughout the Town were identified, including many public facilities, stores, and the yearly parades, concerts and festivals that occur within the town.

3) Hazardous Materials at Fixed Sites

a) Many sites throughout the Town have significant chemical storage areas including the Town's water treatment plant and LIST ANY BUSINESSES

4) Ice Storm

5) Wildfire

6) Structural Collapse

7) Winter Storm (Severe) – 245.2

c. Moderately Low Hazards

1) Flood
    a) The Town encounters flooding in isolated areas on a somewhat regular basis.

2) Power Failure

3) Windstorm

4) Tornado

5) Extreme Temperatures

6) Epidemic

7) Ice Jam

8) Radiological in Transit

9) Infestation

10) Earthquake

11) Dam Failure

12) Water Supply Failure

d. Low Hazard

1) Drought

2) Fuel Shortage

3) Air Contamination

4) Civil Unrest

B. PREVENTATIVE MEASURES, COORDINATION, INTEGRATION, AND RESPONSIBILITES

The Town of Townsend has many facilities, utilities, and industries which serve not only the Town of Townsend, but potentially national and international markets as well. Such a Town must take preventative steps to avert disaster. Such preventative steps should include a role for each of the Town's agencies.

Responsibilities of the various Town Departments, in case of an emergency, shall be defined as those within the normal range of their duties. Equipment, work force, facilities, and resources shall be utilized as needed and deemed appropriate given the disaster. As it may be deemed appropriate, Town Department records shall be maintained relative to each Department's disaster preparedness capabilities.

When the aforementioned personnel must report for duty, emergency notifications pursuant to Local Law for Continuity of Government as authorized by state Law shall be through use of the information lists provided by departments and agencies as prescribed in the Resource Manual maintained at the Emergency Operations Center.

It is recommended that regularly scheduled practice drills be conducted so that all affected personnel will become familiar with their respective emergency duties. Such drills may be called by the Emergency Management Coordinator, upon approval of the Mayor.

In order to keep departmental lists current, an updated file of all Town Departments is to be maintained in the Emergency Operations Center for easy reference. This file should be furnished and updated in January and July by each department head.

It is recommended that the Mayor and members of the Town Board become aware of the Town's facilities and its disaster preparedness capabilities. A listing and maps of all facilities, utilities,

industries, waterways, and transportation systems should be maintained within the Town Emergency Operations Center.

Maintenance of records, lists of materials, and lists of occupancies containing hazardous materials will be kept by the Townsend Fire Department.

A map showing the census tracts within the Town should be posted in the Town Emergency Operations Center and current population figures within each tract should be compiled and indicated on said map. Population figures should be updated as often as changes within the area occur in order that the numbers of persons that may be potentially affected by any hazard can be ascertained.

It is recommended that Fire Prevention and Investigation maintain, in their offices, immediately available information regarding industries within the Town that use and store hazardous substances and equipment. As may be required by law, or by voluntary cooperation, inspections of those industries should be conducted annually, at which time; the lists of their inventories should be updated. As may be required by law, or by voluntary cooperation, those industries should develop in-house disaster preparedness plans that should be requested to be forwarded to the Town and made an attachment to the Town's Emergency Operations Plan.

The Townsend Fire Department, with assistance from the Town of Townsend Police on a regular basis should conduct safety or fire drills at schools and at public and private buildings; to the extent such entities wish to cooperate. It is advised that the building management should instruct residents of multiple dwellings in proper prevention and emergency escape procedures. Fire and safety drill records should be kept by the Town of Townsend Fire Department and forwarded to the Coordinator on a regular basis.

The following actions are recommended: Inspect all bridges and waterways regularly to ensure they are operable and capable of functioning in an emergency situation. Inspect all sewers to ensure they are operable and capable of functioning in an emergency situation. Monitor waterways to ascertain water levels to take steps necessary to avert overflow and flooding.

Check the drinking water supply and develop a plan for a course of action for meeting water demands in an emergency. A plan should be developed to meet sewer needs in an emergency. A plan should be developed for moving groups of people, large or small, if an emergency arises; which also should become part of the Town's Emergency Operations Plan.

Where there are legal impediments to implementation of the above procedures, the Town Attorney should be responsible for interpretation of the laws and presentation of legislation aimed at removing the impediments.

It is recommended that each department and individual responsible for fulfilling a role either in prevention, in response to an occurrence, or in recovery should be required to read and keep readily available a copy of the Town's Emergency Operations Plan.

While duties and responsibility of all Town departments are briefly outlined above and in the Town Department Directory, specific responsibilities for the following departments are covered in Articles III to X of this Plan, as noted below:

III. Administration

IV. Police Service

V. Fire Service

VI. Emergency Medical Service

VII. Department of Public Works - Division of Highway

VIII. Town Comptroller

IX. Human Resources Department

X. Chaplain Service

Responsibilities of agencies and organizations outside of the jurisdiction of the Town, i.e., the school districts, the Salvation Army, the hospitals, the local chapter of the American Red Cross, etc., should be defined by prior execution of joint statements of understanding in order to be operable in case of emergency. Should the emergency be deemed greater than that which can be handled by the Town, the Mayor may contact the New Castle County Emergency Management Office for assistance.

The County Emergency Management may then deem it necessary to call upon the services of the Delaware Emergency Management Agency (DEMA), or other appropriate agency or governmental unit. Further escalation of the emergency may result in the summoning of state and federal services and offices with those contacts being made by DEMA through an already established network system.

Whatever the emergency, the Mayor/Emergency Management Coordinator should immediately assess the magnitude, assemble key personnel in the Emergency Operations Center, establish priorities dependent upon the circumstances, and pinpoint resources, both primary and secondary, that are needed, as it shall be deemed appropriate. The Mayor may delegate responsibilities, keeping free of specific duties, in order to give full attention to overall decision making.

It is recommended that the departmental representatives assembled would have decision making authority during immediate response in keeping with their regular areas of responsibility, unless otherwise directed by the Emergency Management Coordinator, Mayor or other authorized individual. Townsend Police and Fire Departments should initiate primary safety controls. The Delaware State Police and National Guard shall be used as deemed appropriate.

Communications links should be maintained with the press and with other governmental levels. The Mayor or his/her designee should be the sole source of information, unless otherwise authorized. Where there are injuries, the EMS Coordinator should coordinate all provision of Emergency Medical Services, including interaction with area hospitals. Should persons need to be evacuated, buses or other available means should be used.

The Appoquinimink School District Transportation authorities will be contacted to assist in coordinating the operation, as long as the school districts agree. Where circumstances necessitate, the evacuation of residents to or from adjoining communities beyond the Town, the Mayor or Emergency Management Coordinator may contact the New Castle County Office of Emergency Management to set in motion Red Cross coordination of evacuation procedures.

Streets to be blocked off should be determined by the Police Department on instructions from the Emergency Management Coordinator or designee, as deemed appropriate. Barricades will be installed at assigned locations as they may be requested.

Damage to public facilities shall be evaluated and plans for repair shall begin as soon as practical with assistance and cooperation from outside resources if necessary.

The Mayor or Emergency Management Coordinator should require a constant alert by key personnel and periodic updating progress reports from them of the situation. Changes in the situation may require action changes.

VEHICULAR RESTRICTIONS

During a declared disaster, certain travel and parking restrictions may be enacted, where necessary, upon direction of the Mayor or Emergency Management Coordinator.

EXEMPTIONS

Persons engaged in or traveling to or from the following activities may be exempt from the travel restrictions:

1. Commercial, Industrial and Governmental Security and Maintenance

2. Health and Hospital Services

3. Medical, Pharmaceutical, and Hospital Suppliers

4. Wholesale and Retail Food Distributors

5. Public Utility Services

6. General Distribution Print and Broadcast Media

7. Police and Fire Protection / National Guard

8. Publicly Owned or Contracted Tow Trucks, Snow Plows, & Snow Removal Equipment

9. Mass Public Transport

10. Fuel Supply Activity

11. US Postal Delivery

12. Red Cross

13. Salvation Army

14. Other exemptions as deemed necessary

C. RESPONSE PLANS

1. EMERGENCY OPERATIONS CENTER

In most small-scale emergencies, it is more efficient to exercise command and control from a mobile headquarters at the scene of the incident. However, when the emergency is widespread, or a major emergency occurs requiring use of the total resources of the Town, or the magnitude of the emergency exceeds the Town's ability to provide resources, it is recommended that control be exercised from the Town of Townsend Emergency Operations Center located at ????????

* See floor layout of EOC (Appendix B-2 & B-3)

2. CONCEPT OF OPERATIONS

Increased Readiness means intensified activities in varying degrees of time span, from minutes to weeks, in preparation of conducting emergency actions. Emergency Phase including disaster operations, means actions commencing with or without warning. This involves the following actions by the Town of Townsend, to the extent some may be deemed appropriate.

a. Centralized use of resources, work force, and services utilizing existing organizations and lines of authority.

b. Locate, procure, process, transport, store, maintain, distribute and use of materials, facilities, and services.

c. Warn populations who are or may be endangered.

d. Arrange for activating local and volunteer forces.

e. Establish communication priorities and liaison with county, state, federal, and private facilities.

f. Plan for coordinated evacuation procedures, including the establishment of temporary housing and other necessary facilities.

g. Establish priorities in the restoration of vital services and debris removal.

h. Provide for training of local government and volunteer personnel in disaster response operations.

i. Provide public information.

j. Care for the injured.

k. Identify and dispose of the dead.

l. Control ingress and egress to and from a disaster area.

m. Assist with coordination of county, state, federal disaster assistance.

3. PLAN ACTIVATION

a. All or part of this plan may be activated by the Mayor or, in his/her absence, the Vice Mayor or designee.

b. In the event of a disaster or in the event of the imminence thereof, the Mayor may proclaim that a State of Emergency exists. In doing so, the Mayor shall sign a Town of Townsend State of Emergency or Proclamation Declaration.

(See Appendix A-4)

c. The town shall be responsible for implementing this plan, as it shall be deemed appropriate, for the safeguarding of all people and properties within their boundaries, to the limits of their resources.

d. Under current operational concepts, emergency operations will be carried out principally by local forces, supported by County and State forces when available.

4. CONTINUITY OF GOVERNMENT

a. For continuity of government, the Emergency Management Coordinator serves as an aid to the Town Mayor in carrying out duties assigned by the Mayor. The responsibility remains with the Mayor or the Mayor's successors as determined by local law.

b. The Mayor or the Mayor's successors shall be the head of the Emergency Operations Center.

c. The Mayor shall be responsible for all operations and decisions relating to the emergency, as provided by law.

d. The Mayor may delegate authority to select subordinates.

e. In the absence or incapacity of the Mayor, the continuity of government shall be as prescribed pursuant to Chapter ???? of the Code of the Town of Townsend. (See: Appendix C, list showing continuity of government)

5. MISSION ASSIGNMENT

The following common tasks are recommended for all agencies and departments:

a. Pre-emergency training of personnel in all aspects of the ICS (Incident Command System).

b. Development of a system for alerting personnel.

c. Develop plans for the department regarding emergency duties and responsibilities of personnel and lines of succession.

d. Development of a department resource list.

e. Protection of vital records.

6. EMERGENCY CALLS AND DISASTER REPORTS

a. Emergency calls and disaster reports will be received by the Town's Police and Emergency Dispatchers at the Communication Center via 911. Calls of a non-emergency nature will be received at the Town's Emergency Operations Center at 123-4567 or other non-emergency published number.

b. As deemed appropriate, the EOC will notify Town of Townsend officials in the order listed below:

i. Town Mayor

ii. Vice Mayor.

iii. Emergency Management Coordinator.

c. As deemed appropriate, the EOC will advise the persons reached concerning:

i. Details of the actual or imminent emergency or disaster.

ii. Severe weather warnings (not watches) such as tornado or flood.

iii. Radiation accidents after having notified County and State Health officials.

iv. In the event of a severe weather warning, keep in touch with the New Castle County Emergency Management to determine if an emergency actually develops. If so, broadcast of the message should be attempted over all means possible without further delay.

v. In the event of a radiation accident, attempt to ascertain whether representatives of the County and State Health Departments have been notified.

vi. Public Information Local radio, television, and print media should be contacted for assistance if required and for delivering public information. A list of media contact numbers is to be kept current and readily available at the Communications Center.

7. EMERGENCY FACILITIES & EQUIPMENT

a. **EMERGENCY OPERATIONS CENTER**

The Town of Townsend Emergency Operations Center (EOC) is located at _____ in the Town of Townsend (See Appendix B). The Emergency Operations Center has communications and telephone capabilities for fire, EMS, police, and other town agencies.

The "Voice" of emergency communications facilities and systems will be the Emergency Broadcast System (EBS). The New Castle County Emergency Management Office will activate the EBS.

D. COORDINATING ACTIONS

1. Coordinate with all local, county, state, and federal agencies with monitoring responsibilities.

2. Coordinate with Communications to insure disaster intelligence is gathered and disseminated.

3. Assist all agencies with monitoring requirements needed for their operations.

4. Coordinate all response actions that are required.

E. SUPPORTING AGENCIES

1. County, state, and federal emergency management and disaster agencies

2. Delaware State Police

3. Delaware National Guard

4. Civil Air Patrol

5. US and State Departments of Agriculture

6. Federal Aviation Agency

7. US and State Departments of Commerce

8. State and County Health Departments

8. American Red Cross

9. Salvation Army

10. State and County Departments of Social Service

F. RECOVERY

This plan is intended to provide guidance in addressing all identified types of disasters with the exception of a radiological incident. Responsibility for this particular potential disaster is by law, because of the specialized knowledge and resources required, the function of

Local and State Health Departments.

1. Post-Disaster Recovery

During the post-emergency period, citizens may need to be sheltered, fed, clothed, given financial support, ministered with their religious needs, reunited with their families, etc. These activities will require a combined effort on the part of all Town agencies. Recovery from the effects of a disaster is presented as the opportunity to restructure and redevelop all aspects of a community. Planning should attempt to avoid similar disasters in the future if possible.

2. Relocation (Return) Period should include the following steps:

a. Notify and advise agency and department personnel of situation.

b. Release equipment and personnel from the risk area.

c. Return to normal work shifts and operations.

d. Assess losses or gains of resources in terms of numbers and cost.

There are four general steps in Recovery following a disaster of any type.

STEP 1. ATTENDING TO THE NEEDS OF PEOPLE PLACED IN TEMPORARY HOUSING, shall proceed as follows:

The designee acting as Housing and Shelter Coordinator should be prepared to accept disaster victims and assign them to areas already chosen. Those areas should be designated in advance. Other responsibilities would also include coordination of Salvation Army and/or Red Cross for food distribution.

Counseling by qualified social service personnel should be made available to persons who are emotionally upset, frightened, angry, or suffering from any distress caused by the disaster.

Agencies like: Family Services, New Castle County Department of Social Services, etc., should be contacted to provide such services if ever needed.

Finances for immediate supplies (medical or general) may initially be available from the Town of Townsend under coordination of the Comptroller. Reimbursements shall be sought from appropriate state, county, and federal agencies as provided by law.

STEP 2. CALCULATION AND INSPECTION OF THE SCOPE OF THE TOWN AREA AFFECTED shall be implemented as soon as reasonably possible following the disaster occurrence. The Building Department Director as may be authorized by law, should coordinate the recovery phase and the inspection team after communication with the police, fire, and emergency management officials, and begin a thorough inspection of the disaster area using preplanned procedures.

Each member of the inspection team should be properly equipped with identification badges, hard hats, flashlight, tools, inspection forms, and materials for posting the condition of structures and grounds.

Damage inspection reports should be returned to the Emergency Operations Center promptly so that a determination may be made by the Building Department Director, with consultation from the Emergency Operations Center, regarding the necessity for rebuilding or demolition of structures, as may be appropriate and authorized.

Food and water supplies at the disaster scene should be examined by health officials for contamination. Food distribution should be under the direction of the Red Cross, Salvation Army, or other similar agency.

STEP 3. REINSPECTION AND GEARING FOR REBUILDING AND CLEAN UP shall proceed as soon as reasonably possible after the initial inspection. Re-inspection of structures in order to determine exact damage and what may be done by Town employees should be conducted by the Code Enforcement Officer and inspection team. Posting by card or sticker should be implemented in order to warn of dangers and to assure care in rebuilding. A contractor may be employed as a backup to Town forces as authorized by law, if deemed necessary.

Citizens and property owners should be informed of legal procedures (such as permits, finances, responsibilities for clean up).

Removal of hazardous debris should be done by qualified personnel only and subsequent reimbursement shall be provided as authorized by law. Reimbursements should be sought by the Town when available and appropriate. Accurate records should be maintained at all levels of responsibility, as it is deemed appropriate.

STEP 4. REASSESSMENT OF ALL WORK DONE RELATIVE TO THE DISASTER shall proceed in a reasonably prompt manner to help assure that all possible human and structural needs have been met and to provide information for future disaster planning. A formal reassessment session including all Emergency Operations Center and other key personnel should be held within two (2) weeks or as soon as is reasonably practical after primary recovery has been completed.

ADMINISTRATION SECTION ANNEX

I. RESPONSIBILITIES

Provide for the physical maintenance of the Town of Townsend Emergency Operations Center and
its provisioning, to include food, lodging, and other necessities to sustain the health and life of the occupants and furnish the supplies, equipment, and transportation necessary for operations.

II. PREPARATION/MITIGATION

Operational requirements and available resources will be reviewed and necessary steps taken to arrange equitable distribution of all resources. All general supplies should be centrally stored, inventoried, and secured. During a declared emergency, rescue and relief operations will be conducted from the Emergency Operations Center as deemed appropriate.

The Mayor, members of the Town Board, the Emergency Management Coordinator, other key Town officials, and private agency liaison personnel will locate at the Emergency Operations Center as deemed appropriate. The Emergency Operations Center should be able to function on a self-sustaining basis for at least one (1) week. Operations from the Emergency Operations Center will continue for an indefinite period of time pending the recovery and rehabilitation of the economic, political, and social structure of the Town, as determined by the Mayor and as may be authorized by law.

III. RESPONSE

When the Town Mayor declares a state of emergency, the Emergency Management Coordinator, upon advice and consent of the Mayor, will implement this plan to the extent same may be deemed appropriate in his/her judgment and attempt to accomplish the following functions:

1. All Emergency Operations Center physical plant equipment should be checked for operability.

2. All food and lodging resources should be inventoried and safeguarded.

3. Inspection should be made to ensure that all measures related to the protection and security of the Emergency Operations Center and its occupants, including screening procedures for the admission of personnel, are placed in effect.

IV. CONTROL

The Emergency Management Coordinator will implement this plan to the extent it deemed appropriate in his judgment, upon the advice and consent of the Mayor. The chain of command is:

1. Town Mayor Preparedness Coordinator

2. The Emergency Management Coordinator; and

3. The Assistant Emergency Management Coordinator.

POLICE SERVICE ANNEX

I. RESPONSIBILITIES

The Police Chief has major responsibility for:

1. Maintenance of law and order and protection of life and property.

2. Control of traffic and aid to the movement of military equipment, Emergency Management forces, evacuees, and essential supplies.

3. Protection of vital installations.

4. Controlling and limiting access to the scene of emergency and patrolling areas to prevent and detect crime and apprehend criminals.

5. Providing special vehicles – tow wagon, prisoner vans, buses, etc.

6. Coordinating operations between State and local police for preventing, controlling, and restoring order in civil disorders.

7. Emergency communications.

8. Assist with technical role in establishing and activating the EOC.

II. PREPARATION/MITIGATION

Under disaster conditions, the police are vital to the welfare of the Town. Initial responsibility to form response plans for any specific disaster potential rests, in large part, with the local police organizations. After a disaster potential has been established, several factors should be considered in advance for mitigation purposes, as follows:

1. Disaster areas – establish a command post and possible staging area.

2. Traffic control – designate use of highways to and from the scene.

3. Morgue – establish a morgue location and identification system.

4. Logistics – list of available emergency equipment.

5. Communications – to and from the disaster scene with the Emergency Operations Center.

III. EMERGENCY RESPONSE

When the Chief of Police or his designated alternate is notified that the Emergency Operations Center is to be activated, the Chief should assign necessary staff to the Emergency Operations Center as deemed appropriate, to act as advisor in Police matters and in manning the operations table. The assignment should remain in effect on a 24-hour basis until otherwise released by the Mayor or his/her designee.

IV. CHAIN OF COMMAND

1. Police Chief

2. Police Chief designee

V. ORGANIZATION

The Police Service is organized around regular police units within the Town. The listing of all police units and personnel in the Town should be available at the Emergency Operations Center.

FIRE SERVICE ANNEX

I. RESPONSIBILITIES

The Fire Service has the major responsibility to:

1. Direct, coordinate, and control Town wide fire service activities.

2. Contain and suppress fires.

3. Search for and rescue persons trapped in structures or vehicles.

4. Aid in the recovery and protection of critical materials, supplies, and equipment from areas affected by fire.

5. Communications from fire vehicles to the Emergency Operations Center.

6. Radiological monitoring for their personnel, as deemed appropriate and for reporting of data control centers.

7. Prepare and keep current the Fire Mutual Aid Plan and invoke the plan if necessary.

II. PREPARATION/MITIGATION

The initial responsibility to form response plans for any specific disaster potential rests in large part with the local fire organization. After a disaster potential has been established, several factors should be considered in advance for mitigation purposes –

1. Disaster area – Command post and staging area.

2. Traffic control – Designate use of highways to and from the scene.

3. Communications to and from the scene with the Emergency Operations Center.

4. Logistics – List of emergency equipment.

III. RESPONSE

When the Fire Chief or his designated alternate is notified that the Emergency Operations Center is to be activated, the Coordinator should immediately assign one Deputy Coordinator to advise the Emergency Management Coordinator in fire emergency matters. He should also assign two

(2) Deputy Coordinators to assist in manning the Emergency Operations table. The assignment should remain in effect on a 24-hour basis until otherwise released by the Town Mayor.

IV. CHAIN OF COMMAND

1. Town Fire Chief

2. Deputy Coordinators (listing is maintained at the Emergency Operations Center)

Alerting: After the fire service is advised of a disaster, the recall, if needed, from any off-duty status will be in accordance with all present rules and regulations and initiated by the Chain of Command.

Mobilization: Personnel will mobilize at their usual workstation unless ordered to proceed to a staging area near the disaster.

Response: Assignment of personnel and/or mobile units to the disaster scene will be made in the usual manner by the officer in charge or by the above-mentioned Chain of Command, which is standard operating procedure.

Field Operations: Will be headed by the Senior Officer at the scene and his location will be the

Staging Area: if the disaster is of such magnitude to warrant such action.

Reconnaissance of the Disaster Scene will be accomplished by the first officer on the scene. The officer will report back to his station or officer in charge, the kind and extent of damage, injuries, and deaths, if any.

Assistance from other local departments may be requested through the Town or County Fire Mutual Aid Agreement in effect with input from the highest officer in command at the scene. This will be accomplished in the usual manner (radio and/or telephone).

V. ORGANIZATION

A listing of the fire departments and fire districts, along with the fire departments' incident command system should be available at the Emergency Operations Center.

EMERGENCY MEDICAL SERVICES ANNEX

I. RESPONSIBILITIES

The Emergency Medical Services Department has the general responsibility to:

1. Direct, coordinate, and control Town wide emergency medical activities.

2. Work in cooperation with police and fire officers.

3. Assist in the rescue of persons trapped in structures or vehicles.

4. Attempt initial scene stabilization and medical treatment appropriate to the situation.

5. Assist the situation and provide report to the Emergency Operations Center.

6. Keep current Multiple Casualty Incident Plan and invoke the plan if necessary.

II. PREPARATION/MITIGATION

The initial responsibility to form a response plan for any specific disaster potential rests in large part with the Director of Emergency Medical Services. After a disaster potential has been established, several factors should be considered in advance for mitigation purposes.

1. Disaster area - command post and staging area.

2. Traffic control – designate use of highways to and from the scene.

3. Communications to and from the scene with the Emergency Operations Center.

4. Logistics – list of EMS equipment.

III. RESPONSE

When the EMS Chief is notified that the Emergency Operations Center is to be activated, the director should immediately respond or assign personnel to advise the Emergency Management Coordinator, as he shall deem appropriate, and to assist in manning the Emergency Operations table. The assignment should remain in effect on a 24-hour basis until otherwise released by the Town Mayor.

IV. CHAIN OF COMMAND

1. Director of Emergency Medical Services

2. Deputy Director of Emergency Medical Services

DEPARTMENT OF PUBLIC WORKS ANNEX

I. RESPONSIBILITIES

1. Direct and coordinate Town wide operations to provide emergency replacement for essential facilities such as streets, highways, bridges, gas, electricity, and public buildings, as deemed appropriate and authorized by law.

2. Regulate the use of the Town highway system in emergencies.

3. Mobilize publicly owned construction equipment and construction and sanitation personnel, as appropriate.

4. Integrate, if necessary, privately owned construction equipment and personnel and to contract for their services in emergency situations beyond the capabilities of the department, as may be authorized by law.

II. PREPARATION/MITIGATION

Under disaster conditions, Department of Public Works personnel are vital to the welfare of the community.

1. Disaster Potential – each DPW foreman should constantly be on the alert for any potential disaster with his area.

2. Public Works personnel should advise the local Office of Emergency Management of any threatening conditions that might require action and coordination.

3. Personnel should maintain communication and liaison with other county, city, town or village representatives to ensure the cooperation and coordination of agencies during a disaster.

III. RESPONSE

When the Town Mayor or designee declares a state of emergency, the Commissioner of Public Works or his designee should implement the Emergency Operations Plan to the extent same may be deemed appropriate in his judgment, and the department should be prepared to accomplish the following:

1. Clear streets and highways to allow free flow of vehicles.

2. Assist in rescue to the Fire Services.

3. Maintain repair of roads.

4. Salvage operations.

IV. ORGANIZATION

The department is organized to cope with disaster and emergency situations by putting into effect the emergency call-out procedure.

V. CONTROL

The Commissioner of Public Works will implement this plan as deemed appropriate. The chain of command is:

1. The Commissioner of Public Works

2. The Commissioner of Public Works Designee

3. The DPW Divisional Department Heads

TOWN FINANCE OFFICE ANNEX

I. RESPONSIBILITIES

Provide financial assistance in accordance with authorized expenditures as designated by the Town Board during and following a natural or man-made disaster that may occur at any time with little or no warning.

II. PREPARATION/MITIGATION

The Finance Office is organized to provide normal funding procedures and, thereby, could provide technical and financial advice during and after disaster situations.

III. RESPONSE

When the Town Mayor announces or declares a disaster emergency, the Office of the Finance should:

1. Alert his second-in-command and necessary staff.

2. Implement this Emergency Plan and be prepared to accomplish the following:

a. Provide financial assistance as dictated by the emergency.

b. Negotiate for equipment and contractual services on a purchase or loan basis within limitations prescribed by law.

c. Keep accurate records of payrolls and expenditures for the above mentioned activities for possible reimbursement from State and Federal funds should the disaster be declared by the Governor and/or the President of the United States and an audit is requested.

III. ORGANIZATION

The Comptroller's Office is organized to handle financial matters in its daily activities. An emergency call-out procedure should be initiated to advise his executive staff of a major disaster.

V. CONTROL

The Town Finance officer will implement this as deemed appropriate. The chain of command is:

1. The Mayor or designee

2. The Town Finance officer

DEPARTMENT OF HUMAN RESOURCES ANNEX

I. RESPONSIBILITIES

The Human Resources and Civil Service Departments are responsible in large part for the overall management of work force resources within the Town.

II. PREPARATION/MITIGATION

The Human Resources and Civil Service Departments have the capability to help in survival and recovery in the event of disaster. Initial responsibility to form response plans for disaster potential rests in large part within the departments. Several factors should be considered in advance for mitigation purposes, as follows:

1. Development of an information center capable of processing job requirements into "job placements" from the existing Town wide work force.

2. Establish a job code listing which could be utilized by local agencies, departments, and the civilian businesses, as they require essential workers.

3. Coordinate job placement activities with the work force resource pool.

4. Coordinate the dissemination of work force information requirements to the general public.

5. Establish and maintain contingency plans for administrative procedures for processing, assigning, and paying the temporary work force.

6. Establish procedures for control of the "Essential/Special Workers" identification cards for designated workers from the work force resource pool.

III. EMERGENCY RESPONSE

When the Town Mayor announces or declares a disaster emergency, the Mayors of the aforementioned departments will:

1. Alert their next in command and necessary staff.

2. Implement this Emergency Plan and be prepared to accomplish the following:

a. Support the Emergency Operations Center with staff to coordinate the dissemination of the work force.

b. Furnish advice to essential workers and management concerning employment situations.

IV. ORGANIZATION

The Mayors of the aforementioned departments will implement this plan, as deemed appropriate. The chain of command is:

1. The Departmental Mayors

2. Assistants, as may be deemed necessary

CHAPLAIN SERVICE ANNEX

I. RESPONSIBILITIES

Provide counsel and comfort to the people and to satisfy their spiritual needs, minister to the dying, bereaved, homeless, and emotionally distressed.

II. PREPARATION/MITIGATION

A natural or man-made disaster may occur at anytime with very little or no warning. This would impose unprecedented demands upon the religious resources in the Town. Clergy of all Faiths will be required to provide religious ministrations to people under unparalleled stress. The uncertainties, tensions, fears, and insecurities caused by death or injury of close relatives, the breaking up of families, the loss of homes and the relocation of individuals will make the ministrations of the clergy important in recovery operations. The Chaplain Service should maintain a current roster of participating ministers and make the roster available at the Town Emergency Operations Center.

III. RESPONSE

When the Mayor or their designee declares a state of emergency, the Chaplain Service should implement this Emergency Operations Plan, and the service should be prepared to accomplish the following primary functions:

1. Report to the Town Emergency Operations Center.

2. Determine and assess the Town's emergency situation as related to the service responsibilities.

3. Coordinate any necessary readjustment of Chaplain Service strength and resources.

IV. CONTROL

The Chief of the Chaplain Service will implement this plan. The chain of command is:

1. Leader of Chaplain Services

2. Assistant Leader of Chaplain Services

TOWN OF TOWNSEND EMERGENCY OPERATIONS PLAN

CONCLUSION

As noted in the Preface, "the purpose of this plan is to minimize the effects of disasters by (1) identifying appropriate local measures to prevent disasters, (2) developing mechanisms to coordinate the use of local resources and work force for services during and after disasters and the delivery of services to aid citizens and reduce human suffering resulting from a disaster, and (3) providing for recovery and redevelopment after disasters".

In keeping with the above objectives and, in the interest of providing a plan for coordination of resources for the safety and well-being of the Town of Townsend residents, this plan was prepared by the Town of Townsend Disaster Preparedness Review Committee in 2016.

The Plan has since been modified by the Town of Townsend Emergency Management Committee.

APPENDIX "A"

SUMMARY OF PERTINENT SECTIONS OF EXECUTIVE LAW, STATE AND LOCAL. NATURAL AND MAN-MADE DISASTER PREPAREDNESS

MAYOR Responsibilities: Initiate planning for community prevention/mitigation, response, and recovery.

Local Emergency Operations Plan: Each town is authorized to prepare Emergency Operations Plan. The Emergency Management Committee shall provide assistance and advice for the development of such plans.

DECLARATION OF A STATE OF EMERGENCY

Local state of emergency: local emergency order by the Mayor of Townsend. Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, rioting, catastrophe, or

similar public emergency within the territorial limits of any county, city or town, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the Mayor. thereof, that the public safety is imperiled thereby, the Mayor may proclaim a local, state of emergency, within any part or all of the territorial limits Townsend.

Following such proclamation and during the continuance of such local state of emergency, the Mayor may promulgate local emergency orders to protect life and property or to bring the emergency situation under control.

UTILIZATION OF LOCAL RESOURCES

Use of local government resources in a disaster

1. Upon the threat or occurrence of a disaster, the Mayor of any political subdivision is hereby authorized and empowered to and shall use any and all facilities, equipment, supplies, personnel, and other resources of his/her political subdivision in such manner as may be necessary or appropriate to cope with the disaster or any emergency resulting therefrom.

2. Upon the threat or occurrence of a disaster, a Mayor may request and accept assistance which is coordinated and directed by the County Emergency Management Office.

3. A Mayor may also request and accept assistance from any other political subdivision and may receive therefrom and utilize any real or personal property or the service of any personnel thereof on such terms and conditions as may be mutually agreed to by the Mayors of the requesting and assisting political subdivisions.

COORDINATION

Coordination of local disaster preparedness forces and local Emergency Management forces in disasters

Upon the threat or occurrence of a disaster, the Mayor of a county may coordinate responses for requests for assistance made by the Mayor of any political subdivision within the county.

LINE OF SUCCESSION

Continuity of local governments. Every county, city, or town, shall have power to provide by local law, and every other public corporation, district corporation or public benefit corporation shall have power to provide by resolution, for its continuity and that of its elective and appointive officers, including members of its legislative or governing body when, in the event of a disaster and the emergency conditions caused thereby, any of such officers is unable to discharge the powers and duties of his office or is absent from the political subdivision.

TOWN OF TOWNSEND

STATE OF EMERGENCY OR PROCLAMATION DECLARATION

A State of Emergency is hereby declared in the Town of Townsend, Delaware, beginning at _____ hours on the date of _____, and continuing in effect for a period not to exceed _____ days, and ending at _____ hours on the date of _____.

A State of Emergency has been declared due to emergency conditions produced by:

_____

_____

_____

_____

_____.

Such conditions threaten or imperil the public safety of the citizens of the Town of Townsend.

As Mayor of the Town of Townsend, I, _____, have exercised the authority given to me under Delaware Law, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of the community.

I hereby direct all Town agencies to take whatever steps necessary to protect life and property, public infrastructure, and other such emergency assistance as deemed necessary.

Signed: _____ _____

Mayor, Town of Townsend Delaware Date

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
ICS 201 (12/93) NFES 1325	PAGE 1	5. PREPARED BY (NAME AND POSITION)	

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. OPERATIONAL PERIOD (DATE/TIME)

5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)

6. WEATHER FORECAST FOR OPERATIONAL PERIOD

7. GENERAL SAFETY MESSAGE

8. ATTACHMENTS (4 IF ATTACHED)

ORGANIZATION LIST (ICS 203) _____ MEDICAL PLAN (ICS 206) _____

ASSIGNMENT LIST (ICS 204) _____ INCIDENT MAP _____

COMMUNICATIONS PLAN (ICS 205) _____ TRAFFIC PLAN _____

9. PREPARED BY (PLANNING SECTION CHIEF)	10. APPROVED BY (INCIDENT COMMANDER)

HURRICANE PERSONAL PREPAREDNESS SHEET

The purpose of the Hurricane Personal Preparedness Plan is to provide personal information to the Town regarding the Town Council, Emergency Management Members, and other Town Designees during a disaster and to give guidelines in preparation for such disaster.

_____

Name

_____

Mailing Address

_____

Physical Address

Phone #_____ Cell #_____

Vehicle Information: Make Model/Year Plate#

EVACUATION INFORMATION:

In the event my family leaves home, and in the event I choose to or am directed to evacuate, our destination(s) will be.

_____

_____

_____

In the event I am injured, notify:

_____

Name

_____

Address

_____

Telephone

Medical Conditions: _____

Medications: _____

Blood Type_____ Organ Donor YES NO

Allergies: _____

* *Copy of picture identification attached and on person throughout event.

TOWNSEND POLICE DEPARTMENT

CHRONOLOGICAL LOG - MAJOR INCIDENTS / DISASTERS

TIME INFORMATION RECEIVED / ACTION TAKEN

PAGE OF

S GPO: 1009-793-975

GENERAL MESSAGE

TO:	POSITION
FROM	POSITION
SUBJECT	DATE

MESSAGE:

DATE	TIME	SIGNATURE/POSITION

PERSON RECEIVING GENERAL MESSAGE KEEP THIS COPY

SENDER REMOVE THIS COPY FOR YOUR FILES

45: Committed Resources

Agency	CRW 1		CRW 2		HEL 1	HEL 2	HEL 3	ENGS		DOZR		VWDR	OVHD	Camp Crews	Total Personnel
	SR	ST	SR	ST	SR	SR	SR	SR	ST	SR	ST	SR	SR		
Total															

46: Cooperating and Assisting Agencies Not Listed Above:

Approval Information

47: Prepared by:	48: Approved by:	49: Sent to: by: Date: Time:

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

RENTED EQUIPMENT SUMMARY RECORD

Page [ ] of [ ]

APPLICANT	PA ID NO.	PROJECT NO.	D
[ ]	[ ]	[ ]	
LOCATION/SITE		**CATEGORY**	P
[ ]		[ ]	

DESCRIPTION OF WORK PERFORMED

[ ]

TYPE OF EQUIPMENT Indicate size, capacity, horsepower, make and model as appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.
		W/OPR	W/OUT OPR			
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	$ [ ]	[ ]	[ ]
				GRAND TOTAL		

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE

CERTIFIED	TITLE
	[ ]

TOWNSEND POLICE DEPARTMENT
OVERTIME Voucher

Date:_____ Officer _____

Hrs. Worked_____ Time/ Shift _____

EMERGENCY NAME

Description of Activity:

_____

_____

_____

_____

_____

_____

_____

_____

I certify that I worked the above date and hours

Officer Signature:_____ Date: _____

Approved:_____ Date:_____

EMERGENCY	DAILY EXPENDITURES	

Event:	PEP Task
Prepared by:	Date:

Time	Payee	Inv. #	Wages	Travel	Supplies/ Materials	Food	Misc.	Total

Approved by:_____

Distribution: Finance

Page _____ of _____

Application Identifier: State Number:
Federal Disaster Number:

Federal Catalog Number: 97.036 Title: Public Assistance Grants

Declaration Date:

Applicant's FEMA Project Application Number:

Legal Applicant Recipient:

Applicant's Name:

Street Address:

Mailing Address: County:

City: State: Zip Code

Applicant Agent: NAME _____ PHONE:_____

E-mail- _____

Signature:_____ Date: _____

Alternate Applicant Agent:

Name _____ Phone: _____

_____ Fax: _____

E-mail: _____Signature

_____ Date: _____

Type of Applicant:

A - State F - Higher Educational Institution
B - County G - Indian Tribe
C - City H - Private NonProfit
D - School District - Other (Specify)_____
E - Special Purpose District

Enter Appropriate Letter_____

Congressional District Number: _____

State Legislative District Number: _____

Governor's Authorized Representative:

Signature_____ Date:_____

TOWNSEND POLICE DEPARTMENT EMERGENCY OPERATIONS INVOICE VOUCHER

EMERGENCY NAME		

AGENCY NAME		INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services Show complete detail for each item
Town of TOWNSEND — Police Department		
VENDOR OR CLAIMANT		Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials. merchandise or services rendered to (he Stale of Washington. and that all goods furnished and/or services rendered have been provided without discrimination because of age. sex. marital status, race creed. color, national origin, handicap. religion, or Vietnam era or disabled veterans status BY_____ (SIGN IN INK) TITLE_____ DATE_____
FEDERAL I.D. NO. OR SOCIAL SECURITY NOD (For Reporting Personal Services Contract Payments to IRS)	RECEIVED BY DATE	

DISASTER ASSISTANCE PAYMENT REQUEST

Payment requested for disaster assistance to help in the repair or restoration of damaged public facilities

Contract No: _____

Disaster No: _____

Type of Request:

Small Project Payment

Large Project Payment

DSR

Indirect Administrative Allowance

Final Payment

Project Costs

Proj/Sub _____ $_____ (F)

Proj/Sub _____ $_____ (S)

Administrative Costs:

Proj/Sub _____ $_____(F)

	TELEPHONE NUMBER	DATE	AGENCY APPROVAL	DATE

DOC DATE	PMT DUE DATE	CURRENT DOC NO	REF. DOC. NO	VENDOR NO.	VENDOR MESSAGE	USE TAX	UBI N UMBER

oc	TRANS CODE	O D	FUN D	MASTER INDEX		SUB OBJ	SUB SUB OBJ	ORG INDE x	WORK CLASS	COUNTY	CITYITOWN	ROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NO.
				APPN INDE	PROGRAM INDEX				ALLOC	BUDGET UNIT	MOS					

REQUEST FOR RESOURCES OR ASSISTANCE

Event:		Request #:
PEP Task		Date: Time:
Precedence Level:	Emergency Priority Routine	Critical Resource Status [2 Requires EOC Director's Approval
Staff/Agency Requesting:		
Contact Person's Name and Position:		
Telephone or Contact #:		

Brief description of problem or task to be accomplished:
Specific Resource Requested & Number Required:
Potential Substitute:
Capacity (Size, Voltage, etc.):
Supporting Equipment, Fuel, Water, Etc.:
Personnel Required to Operate/Support:
Transportation Required:
How Long is Resource Needed:
Where to Deliver or Report:
Specific Resource Requested & Number Required:
Potential Substitute:
Capacity (Size, Voltage, etc.):
Supporting Equipment, Fuel, Water, Etc.:
Personnel Required to Operate/Support:
Transportation Required:
How Long is Resource Needed:
Where to Deliver or Report:
Report to Whom (Name, Title, Agency):
Resource Request completed by (Name and Position):

Resource Request Approved by (EOC Operations Chief): _____ (Name and Signature) Date and Time:	Resource Request Approved by (EOC Director): _____ (Name and Signature) Date and Time:
Distribution List: Planning Section Logistics Section	Finance and Administration Section EOC Director Other

Response to Resource Request (Completed by Logistics — Supply Unit)

Resource Available: Yes No # of Resources Deployed: _____

Request filled by: _____ Time of DISPATCH _____
(Name and Signature) Time of Arrival: _____

8. RESOURCES SUMMARY				
RESOURCES ORDERED	RESOURCES IDENTIFICATION	ETA	ON SCENE √	LOCATION/ASSIGNMENT

EVACUATION PLANNING FOR PERSONS WITH DISABILITIES

List self-identified disabled persons who request evacuation assistance during an emergency.

	NAME:	Address	Phone.	Disability
1.				
2				
3				
4				
5				
6				
7				
8				
9				
10				

LOCATION FOR EVACUATED PERSONS

List self-identified disabled persons who request evacuation assistance during an emergency.

	Name	Location	Phone.	Point of Contact
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Incident Status Summary (ICS 209)

l: Date	2: Time	3: Initial	Jpdate	Final	4: Incident Number	• Incident Name

6: Incident Kind	7 Start Date Time	8. Cause	9: Incident Commander	10: 'MT Type	11: StateUnit

12: County	3: Latitude and Longitude Lat: Long:	4: Short Location Description (in reference to nearest town):

Current Situation

15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date: Time:	18: Line to Build	19: Costs to Date	20: Declared Controlled Date: Time:

21: Injuries this Reporting Period:	22: Injuries to Date:	3: Fatalities	24: Structure Information

25: Threat to Human Life/Safety:

- ☐ Evacuation(s) in progress
- ☐ No Evacuation(s) imminent
- ☐ Potential future threat
- ☐ No likely threat

Type of Structure	Threatened	Damaged	Destroyed
Residence			
Commercial Property			
Outbuilding/Other			

26: Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):

12 hours:

24 hours.

8 hours:

72 hours:

27: Critical Resource Needs (kind & amount, in priority order):

1 .

2.

3.

28: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.

29: Resources threatened (kind(s) and value/significance):

From: Julie Abrams <jabrams@townsend.delaware.gov>
Sent: Monday, October 26, 2026 1:54 PM
To: Richard Boyer; Julie Goodyear
Cc: Colin Sebastian; Sarah Coleman
Subject: Resident Questions for Public Works

Internal (jabrams@townsend.delaware.gov)

Safe Spam Phish More... FAQ Protection by INKY

Hi Rick and Julie,

A resident came in last week with a few questions that were more suited to Public Works and I wasn't sure how to respond to her.

She and her family just moved in at 301 Helen Dr and she let me know that her 7-year-old son is autistic and has a habit of wandering off; she was wondering how she would go about getting an "Autistic Child" sign near her home so that drivers are aware of a potential hazard. Is that something that would come through us since she's on Helen Dr and that's maintained by us, or does a road sign this specific need to come from DelDOT?

Secondly, she said that during the repaving on Helen, some amount of debris/paving material made its way onto the sidewalk in front of her house and she was wondering if this was her responsibility to clean up.

If either of you would like to speak with her, her name is Jacqueline Adams and she can be reached at 267-909-4615. If you don't reach her, you can try her husband, Dana, at 215-485-3656; she said he's a long-haul trucker, so you might not be able to reach him but she figured she'd pass it on anyway 🙄

I'm happy to manage calling her back if you let me know how best to respond.

Thank you!

Julie Abrams
Administrative & Events Coordinator
Phone: 302-378-8082
Fax: 1-302-378-7099

jabrams@townsend.delaware.gov

P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 |
www.townsend.delaware.gov

Confidentiality Notice: The information contained in this e-mail communication and any attached documentation may be privileged, confidential or otherwise protected from disclosure and is intended only for the use of the designated recipient(s). It is not intended for transmission to, or receipt by, any unauthorized person. The use, distribution, transmittal or re-transmittal by an unintended recipient of this communication is strictly prohibited without express approval in writing or by e-mail. If you are not the intended recipient of this e-mail, please delete it from your system without copying it and notify the above sender so that the e-mail address may be corrected.