

TOWNSHIP OF LOWER MERION

POLICE COMMITTEE

**WEDNESDAY, MARCH 11, 2026
7:30 PM (Approximately)**

Chairperson: Louis Rossman

Vice Chairperson: V. Scott Zelov, Chris McGuire, Charles Gregory

AGENDA

1. **AUTHORIZATION TO ADVERTISE ORDINANCE - CHAPTER 145, VEHICLES AND TRAFFIC - RITTENHOUSE PLACE PARKING TIME LIMITS**
2. **AUTHORIZATION TO ISSUE A CONDITIONAL OFFER OF EMPLOYMENT FOR OPEN POLICE POSITIONS**
3. **RESOLUTION - CONFIRMING CONTINUITY OF EMERGENCY OPERATIONS PLAN**
4. **AUTHORIZATION OF DISCIPLINARY ACTION FOR A POLICE OFFICER**



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **AUTHORIZATION TO ADVERTISE ORDINANCE - CHAPTER 145, VEHICLES AND TRAFFIC - RITTENHOUSE PLACE PARKING TIME LIMITS**

Consider for recommendation to the Board of Commissioners authorizing the Township Secretary to advertise notice of intent to adopt an ordinance to amend the Code of the Township of Lower Merion, Chapter 145 thereof entitled Vehicles and Traffic, Article XV, Schedules, §145-122, Schedule XXII: On-Highway Parking Meter Zones, by amending existing regulations to establish a 3-hour parking limitation on Rittenhouse Place, with exception.

PUBLIC COMMENT

ATTACHMENT(S):

[Issue Briefing - Rittenhouse Place 3-Hr Meter Limit 03-06-2026.pdf](#)

[Draft Ordinance - 3 hr parking - Rittenhouse Place 03-11-2026.doc](#)

TOWNSHIP OF LOWER MERION

Police Committee

Issue Briefing

Topic: Increase Maximum Meter Parking to 3 Hours on Rittenhouse Place

Prepared By: Gerald G. Adams, Director of Parking Services

Date: March 6, 2026

- I. Actions To Be Considered by The Board:** Authorize the Township Secretary to advertise notice of intent to adopt an ordinance to amend the Code of the Township of Lower Merion, Chapter 145 thereof entitled Vehicles and Traffic, Article XV, Schedules, §145-122, Schedule XXII: On-Highway Parking Meter Zones, by amending existing regulations to establish a 3-hour parking limitation on Rittenhouse Place, with exception
- II. Why This Issue Requires Board Consideration:** Parking regulation changes require the approval of the Board of Commissioners
- III. Relevant Background Information:** Rittenhouse Place has 99 parking meters, with 85 of those parking meters having a 2-hour maximum parking time. There are also 14 meters that permit 10-hour maximum parking. Rittenhouse Place is in central downtown Ardmore. Several of the businesses offer consulting as well as hair, body, and nail shops. The clients of these businesses often require a minimum of 3 hours to complete their appointments. The current 2-hour limit and restricted meter feeding rules create a conflict for these businesses, to keep their clientele.
- IV. Impact On Township Finances:** The additional hour maximum would not create a significant increase or decrease in Township revenue.
- V. Staff Recommendation:** The Parking Services Director recommends authorizing advertisement of the proposed ordinance to increase maximum meter parking time on Rittenhouse Place, in Ardmore, to 3 hours.

Rittenhouse Place Parking Meters



03-06-2026

AN ORDINANCE

NO _____

AN ORDINANCE To Amend The Code Of The Township Of Lower Merion, Chapter 145 Thereof, Entitled Vehicles And Traffic, Article XV, Schedules, §145-122, Schedule XXII: On-Highway Parking Meter Zones, By Amending Existing Regulations To Establish A 3-Hour Parking Limitation On Rittenhouse Place, With Exception

The Board of Commissioners of the Township of Lower Merion hereby ordains:

Section 1. The Code of the Township of Lower Merion, Chapter 145, entitled Vehicles and Traffic, Article XV, Schedules, §145-122, Schedule XXII: On-Highway Parking Meter Zones, is hereby amended by removing the following regulations:

§145-122. Schedule XXII: On-Highway Parking Meter Zones

<u>Name of Highway</u>	<u>Side</u>	<u>Time Limit;</u>		<u>Location</u>
		<u>Hours</u>		
Rittenhouse Place	East	2		From a point 125 feet south of Lancaster Avenue to Athens Avenue
Rittenhouse Place	East	2		From a point 415 feet south of Lancaster Avenue South for 150 feet
Rittenhouse Place	East	10		From a point 565 feet south of Lancaster Avenue south for 285 feet
Rittenhouse Place	East	1		From a point 850 feet south of Lancaster Avenue to Athens Avenue
Rittenhouse Place	West	2		From 125 feet south of Lancaster Avenue to Athens Avenue

Section 2. The Code of the Township of Lower Merion, Chapter 145, entitled Vehicles and Traffic, Article XV, Schedules, §145-122, Schedule XXII: On-Highway Parking Meter Zones, is hereby amended by adding thereto in alphabetical order the following regulation:

§145-122. Schedule XXII: On-Highway Parking Meter Zones

<u>Name of Highway</u>	<u>Side</u>	<u>Time Limit; Hours</u>	<u>Location</u>
Rittenhouse Place	East	3	From a point 125 feet south for 730 feet
Rittenhouse Place	East	10	From Athens Avenue north for 173 feet
Rittenhouse Place	West	3	From 125 feet south of Lancaster Avenue to Athens Avenue

Section 3. Nothing in this Ordinance or in Chapter 145 of the Code of the Township of Lower Merion, as hereby amended, shall be construed to affect any suit or proceeding in any Court, any rights acquired or liability incurred, any permit issued, or any cause or causes of action existing under the said Chapter 145 prior to the adoption of this amendment.

Section 4. The provisions of this Ordinance are severable, and if any section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any Court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this Ordinance. It is hereby declared to be the intent of the Board that this Ordinance would have been adopted as if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

Section 5. This Ordinance shall take effect and be in force from and after its approval as required by law.

Approved by the Board this day of , 2026.

BOARD OF COMMISSIONERS OF THE
TOWNSHIP OF LOWER MERION

Todd M. Sinai , President

ATTEST:

Jody L. Kelley, Secretary



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **AUTHORIZATION TO ISSUE A CONDITIONAL OFFER OF EMPLOYMENT FOR OPEN POLICE POSITIONS**

Consider for recommendation to the Board of Commissioners authorizing the Township Manager to make a conditional offer of employment to one probationary police candidate who has fulfilled the Civil Service requirements for eligibility.

PUBLIC COMMENT

ATTACHMENT(S):

[Issue Briefing - LMPD Offer of Employment](#)

TOWNSHIP OF LOWER MERION

Police Committee

Issue Briefing

Topic: Conditional Offer of Employment – Open Police Position

Prepared By: Andrew J. Block, Superintendent of Police

Date: March 6, 2026

- I. **Action to Be Considered by the Board:** Authorize the Township Manager to make a conditional offer of employment to one probationary police candidate who has fulfilled the Civil Service requirements for eligibility to begin filling vacant budgeted sworn police officer positions.
- II. **Why This Issue Requires Board Consideration:** Filling vacant positions in the Police Department requires the approval of the Board of Commissioners.
- III. **Current Policy or Practice (If Applicable):** This request is consistent with past practice and Civil Service Regulations.
- IV. **Other Relevant Background Information:** The 2026 budgeted authorized complement of sworn officers for the Police Department is 136. There are currently 122 active officers. This leaves the Department with 14 open positions before the next academy class, which starts on Monday, May 4, 2026. In addition to the vacancies noted above, 11 officers are eligible to retire at this time.

This action will fill one current vacancy from the existing certified list of police officer candidates, which the Civil Service Commission approved on July 29, 2025. This potential candidate has been subject to a thorough background investigation.

If approved, the potential candidate will complete a medical physical, a psychological examination, and other related tasks before attending the police academy.

- V. **Impact on Township Finances:** These requested positions are included in the 2026 adopted budget.
- VI. **Staff Recommendation:** Staff recommends authorizing the Township Manager to make a conditional offer of employment to one probationary police candidate.



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **RESOLUTION - CONFIRMING CONTINUITY OF EMERGENCY OPERATIONS PLAN**

Consider for recommendation to the Board of Commissioners adoption of a resolution confirming the continuity of the Township's Emergency Operations Plan in conformance with the Commonwealth's Emergency Management Service Code.

PUBLIC COMMENT

ATTACHMENT(S):

[Issue Briefing - Emergency Operation Plan Resolution](#)
[LMT Res #2026-XX EOP Adoption](#)

TOWNSHIP OF LOWER MERION

Police Committee

Issue Briefing

Topic: Emergency Operations Plan Resolution

Prepared By: Andrew Block, Superintendent of Police

Date: March 6, 2026

- I. Action To Be Considered By The Board:** Adoption of a resolution confirming the continuity of the Township's Emergency Operations Plan in conformance with the Commonwealth's Emergency Management Service Code.
- II. Why This Issue Requires Board Consideration:** The Commonwealth's Emergency Management Service Code requires each political subdivision to maintain and update their Emergency Operations Plan every two years.
- III. Current Policy Or Practice (If Applicable):** This request is consistent with past practice and policy.
- IV. Other Relevant Background Information:** Pennsylvania's Emergency Management Services Code (35 Pa. C. S. Section 7101-7707) became law in 1978 and consolidated existing state laws and updated the role of emergency management within the Commonwealth. This state law requires that every county and municipal government develop and maintain an emergency management program consistent with the state and federal emergency management program. Lower Merion Township has the responsibility for emergency management activities involving mitigation, preparedness, response and recovery in order to provide for the health, safety and welfare of our residents.

The Emergency Operations Plan (EOP) has been updated and forwarded to the Montgomery County Department of Public Safety. The guidance contained in the EOP is intentionally general in nature. The EOP has been updated to reflect any changes in personnel and contact information related to the plan. The plan includes checklists for changes in procedures, personnel and available resources. The EOP is organized into multiple sections including the Basic Plan, which prescribes general principles and responsibilities. Additional sections provide for the accomplishment of specific functions. The third is a set of appendices and tabs, which provide amplifying information for users of the plan.

Some information in the EOP is considered sensitive and restricted. That information has been placed in the appendices, leaving the basic plan available for distribution to all audiences. The basic plan includes procedures to ensure that sensitive information contained in appendices are protected. The basic EOP can be found on the resource page of the Police Department's website.

V. Impact On Township Finances: This action has no impact on Township Finances.

VI. Staff Recommendation: Staff recommends the adoption of this resolution.

TOWNSHIP OF LOWER MERION

RESOLUTION NO. _____

WHEREAS, the Commonwealth’s Emergency Management Service Code (35 PA C.S. 7101 et seq.), as amended, directs and authorizes each political subdivision of the Commonwealth to prepare, maintain and keep current a local emergency management plan for the prevention and minimization of injury and damage caused by disaster, and to provide for prompt and effective response to disaster and disaster emergency relief and recovery in consonance with the Pennsylvania Emergency Management Plan; and

WHEREAS, the 2026 Lower Merion Township Emergency Operations Plan (the “Plan”), outlines basic operations and procedures to be implemented in the event of an incident, either man-made, or natural that requires a coordinated response, and designates those individuals to serve in the event of an emergency as the Emergency Management Coordinator (“EMC”), the Deputy EMCs and the EMC Team Members; and

WHEREAS, the Plan has been reviewed by the Township Police Department, the Township Fire Department and the Narberth Volunteer Medical Service Corps and found to appropriately provide for the guidance of those providing services to the public in the event of an emergency caused by disaster.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Lower Merion hereby adopts the Plan, the Public Document of which is attached to this Resolution, as the Lower Merion Township Emergency Operations Plan.

BOARD OF COMMISSIONERS
TOWNSHIP OF LOWER MERION

By: _____
Todd M. Sinai, President

ATTEST:

Jody L. Kelley, Secretary

Township of Lower Merion

Emergency Operations Plan

Public Document



2026



TABLE OF CONTENTS

	PAGE
Purpose	02
AUTHORITY	03
SITUATION	03
OBJECTIVE	03
ASSUMPTIONS	03
Access rights	04
Basic Plan	05
PURPOSE AND SCOPE	05
SITUATIONS AND ASSUMPTIONS	05
CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT	07
NIMS AND EOC	08
EMERGENCY OPERATING CENTER EXAMPLE	07
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	09
COMMAND	09
EMERGENCY MANAGER	09
PUBLIC INFORMATION OFFICER	09
SAFETY OFFICER	10
LIAISON OFFICER	10
OPERATIONS SECTION	10
COMMUNICATIONS BRANCH	10
FIRE AND RESCUE SERVICES	10
PUBLIC SAFETY AND SECURITY	11
PLANNING SECTION	11
EMERGENCY MANAGEMENT BRANCH	11
LOGISTICS SECTION	12
TRANSPORTATION BRANCH	12
PUBLIC WORKS AND ENGINEERING BRANCH	12
HUMAN SERVICES BRANCH	12
RESOURCE SUPPORT BRANCH	12
ENERGY BRANCH	13
FINANCE AND ADMINISTRATION SECTION	13
LONG-TERM COMMUNITY RECOVERY AND MITIGATION BRANCH	13
ADMINISTRATION AND LOGISTICS	13
ADMINISTRATION	14
LOGISTICS -- COORDINATION OF UNMET NEEDS	14
TRAINING AND EXERCISES	14
TRAINING AUTHORITY	14
EXERCISE REQUIREMENTS	14
TRAINING POLICY	14
PUBLIC OFFICIALS	14
EMERGENCY SERVICES AND OTHER RESPONDING AGENCIES	15
STATE AND FEDERAL TRAINING	15
PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION	15
EMC RESPONSIBILITIES	15
ENFORCEABILITY	15
EXECUTION	15
DISTRIBUTION	15
CONCURRENCE DOCUMENT	15

PURPOSE

The purpose of this plan is to prescribe those activities to be taken by municipal government and other community officials to protect the lives and property of the citizens in the event of a technological or terroristic emergency or natural disaster and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq), as amended to have a disaster emergency management plan for the municipality and Homeland Security Presidential Directive 5 (National Incident Management System - NIMS).

To establish procedures to alert the public and provide information and protective action instructions, if necessary.

To provide for coordination and use of available municipal resources during an emergency.

To define the role and responsibilities of municipal officials and employees.

To define emergency functions and make assignments to municipal and volunteer staff.

To assure coordination and cooperation with county efforts in accordance with the Montgomery County Emergency Operations Plan.

To set forth procedures for various types of emergencies.

To provide for resources that may be needed during an emergency.

*Access rights to the Emergency Operations Plan (EOP) are based upon regulatory or functional “need to know.” This version of the EOP is available for public distribution. See Page 16 for additional information on distribution and access rights.

AUTHORITY

Through the authority of the Pennsylvania Emergency Management Services Code (35 Pa. C.S., as amended), and a Resolution of the Board of Commissioners of the Township of Lower Merion, this plan assigns functions necessary to support a comprehensive emergency management function.

SITUATION

Due to economic, manpower and equipment considerations, Lower Merion Township resources may not be adequate to deal with major disasters. Therefore, effective response to disasters must rely upon the development of plans, organizations, trained personnel and agreements for mutual aid that will enable the rapid mobilization and utilization of the total resource capabilities of government and the private sector.

OBJECTIVE

The objective of the emergency management plan is to handle all emergencies, whether natural or man-made, by expanding, not changing, individual departmental roles and by utilizing outside agencies, as needed.

ASSUMPTIONS

The community is subject to a variety of hazards. According to our Hazard Vulnerability Analysis, the most likely and damaging of these are working structure fires, tropical storms and associated flooding and hazardous materials incidents.

Historically, certain areas and populations are more vulnerable to the effects of these hazards. These populations include the elderly and those living in, or near, a flood plain.

Training, response procedures and other accompanying documents are based on the above stated assumptions.

Adjacent municipalities and other governments will render assistance in accordance with the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.

When municipal resources are overwhelmed, Montgomery County Office of Emergency Management is available to coordinate assistance and help satisfy unmet needs. Similarly, if the County requires additional assistance, it can call on mutual aid from adjacent counties, its counter terrorism task force, or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.

ACCESS RIGHTS

Department	Name	Full	Read Only	Notes
Township Manager's Office	McNeely	X		
	Ford	X		
Building and Planning	Leswing	X		
	Pendleton		X	
Township Secretary	Kelley		X	
Fire	McCoy	X		Deputy EMC
	Ingvertson		X	
	Henderson		X	
	Waters		X	
	Gulliver		X	
	Murray		X	
EMS	Rowley		X	
Library	Williamson		X	
Parks & Recreation	Heller		X	
	DeAngelis		X	
Police	Block	X		EMC
	Pasternak	X		
	Tucci	X		Deputy EMC
	Judge		X	
	Clifford		X	
	Keenan		X	
	Sarama		X	
	Sharpe		X	
	All other members		X	
Information Services	Zhou	X		EMC Team Member
	Grant		X	
	Wright		X	
	Taylor		X	
	Patwary		X	
Public Information	Jennings		X	EMC Team Member
Public Works	McElhaney	X		EMC Team Member
Finance	Szumski		X	
	Lambert		X	
	Baylor-Caldwell		X	
	Santoleri		X	

BASIC PLAN

PURPOSE AND SCOPE

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Code, (35 Pa. C.S. Section 7101 et seq.), as amended, to have a disaster emergency management plan for the municipality. The Plan consists of: a **Basic Plan**, which describes principles and doctrine; a **notification protocol**, a list of resources (providing means of contacting local and needed resources), and a series of procedures which provide detail for the accomplishment of the details of the operation.

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, and response recovery phases. This plan is applicable to all response organizations acting for, or on behalf of, the government or citizens of the Township of Lower Merion, Montgomery County, Pennsylvania.

SITUATIONS AND ASSUMPTIONS

The Township of Lower Merion is located in Montgomery County, Pennsylvania. Its population is 64,151 as of July 2022 but swells during the day with over 200,000 employees and daily visitors to the Township. Terrain features that affect the emergency response include undulating hills and the presence of a number of watersheds.

The Township of Lower Merion is subject to a variety of hazards. The most likely and damaging of these are building fires and weather-related events.

Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated on the Risk Institutions Tab of this Plan.

Historically, certain areas and populations of this municipality are more vulnerable to the effects of these hazards. These include all properties within the 100-year flood plain.

Training, response procedures and other accompanying documents are based on the statements of this plan.

Adjacent municipalities and other governmental entities will render assistance in accordance with the provisions of intergovernmental and mutual-aid support agreements in place at the time of the emergency event.

When municipal resources are fully committed and mutual-aid from surrounding jurisdictions is exhausted, Montgomery County Office of Emergency Management (Montco OEM) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual-aid from adjacent counties, its Regional Task Force (RTF), or from the Commonwealth of Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency event.

In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation, as appropriate.

Special facilities will develop, coordinate and furnish emergency plans to the Township of Lower Merion Building and Planning Department, the county and state emergency management organizations and agencies, as applicable and required by codes, laws, regulations or requirements.

Any regulated facility (SARA site, power plants, etc.), posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to those entities identified.

Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa. CS § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Blackboard Connect, or other technologies.

In the event of an evacuation, segments of the population will need to be transported from the identified affected areas to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.

Emergency shelters will be activated by the Montgomery County Office of Emergency Management using public schools, or public colleges / universities per the provisions of the Pennsylvania Emergency Management Services Code. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD), such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care and maintain a registration of those housed in the shelter.

Critical facilities such as hospitals and extended care facilities will have some level of emergency power and alternate energy sources available for situations involving the loss of commercial power or other energy sources.

CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

The elected officials are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the township.

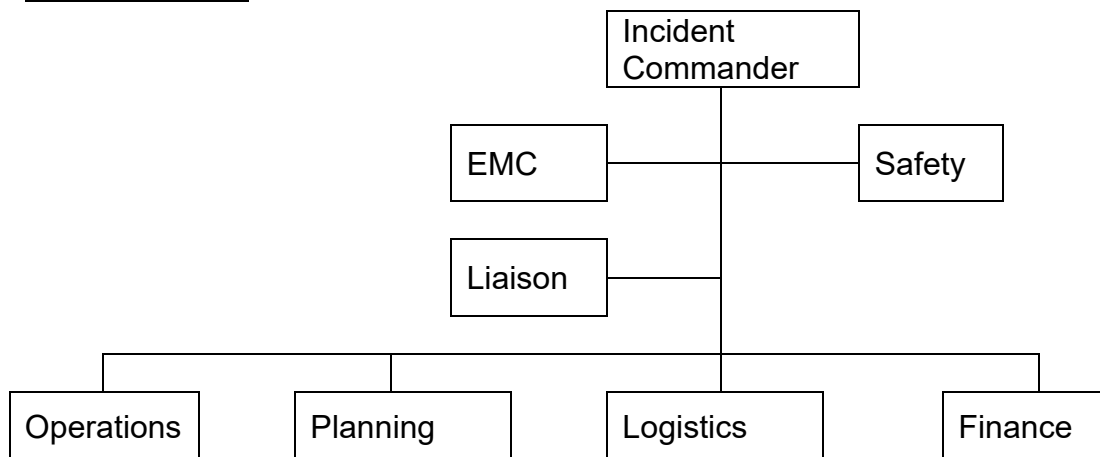
A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC), located in the Lower Merion Township Administration Board or Caucus room, may be activated by the Emergency Management Coordinator or the elected officials during an emergency. Two Deputy EMC's and Alternate EOC have been designated to function in case the primary EMC and / or EOC are not available.

This plan embraces an "**all-hazards**" principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.

The EMC and elected officials will develop mutual-aid agreements with adjacent municipalities for reciprocal emergency assistance, as needed.

The Township of Lower Merion will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).

NIMS and EOC



The Incident Commander at the incident site will be trained according to NIMS requirements. In like manner, the EOC Staff will also be trained to NIMS requirements.

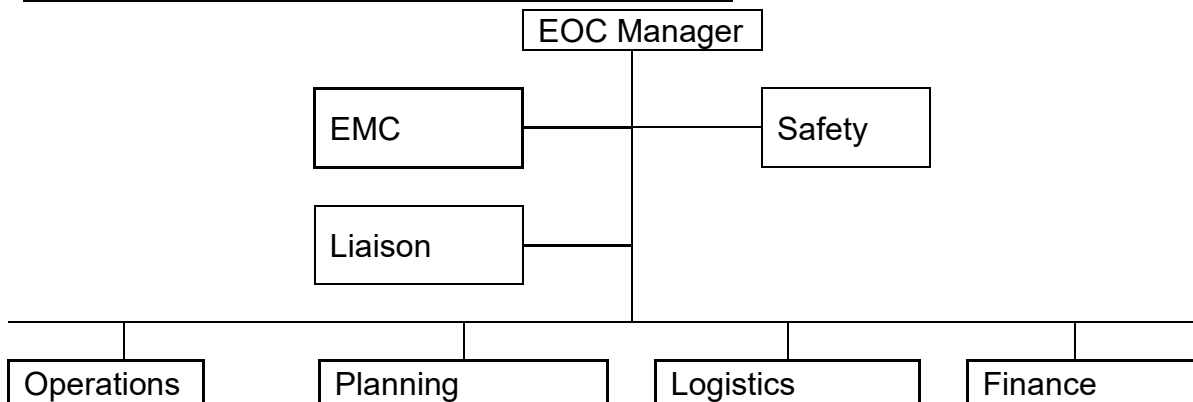
The Incident Command System should have:

A manageable span of control – 3 to 7 staff; optimum of 5

Personnel accountability (each person reports to only one person in the chain of command; and

Functional positions staffed only when needed -- responsibilities for any positions that are not staffed remain with the Incident Commander

EMERGENCY OPERATING CENTER EXAMPLE



When the EOC is activated, the EMC, or designee, will coordinate between the site Incident Command (IC) and EMC. To ensure consistency with operations at the incident site, the EOC will follow an Incident Command Structure (ICS). The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrives at the EOC, the EMC may delegate activities to them.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities withheld by the next higher echelon).

The diagram above aligns Emergency Support Functions with ICS staff sections. This alignment may be modified as required by the disaster situation.

Continuity of government procedures are outlined in the Township's Business Interruption Plan. When the EMC receives notice of a potential emergency from the Federal Homeland Security Advisory System, from the National Weather Service Watches and Warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.

Communications / Alerts and Warnings will be provided to the public via the Emergency Alert System. Other systems will be utilized as available.

During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be

provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, social media, etc.

In the event of an evacuation, the population will evacuate using their own vehicles, or be transported from the identified affected areas to safe havens. Depending on the hazard, the host areas may be located within or outside of the Township of Lower Merion. Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators and other assigned emergency officials. Predesignated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.

Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

COMMAND

Elected officials.

Responsible for establishing a municipal emergency management organization.

Mitigates hazards through ordinance adoption and enforcement.

Provide for continuity of operations.

Establish lines of succession for key positions.

Designate emergency operations centers and alternates.

Establish, equip and staff an emergency operations center.

Recommend an emergency management coordinator to the governor.

Issue declarations for disaster emergencies.

Apply for post-disaster funds, as available.

EMERGENCY MANAGER

Responsible to prepare and maintain an emergency operations plan subject to the direction of the elected officials; mitigates hazards through ordinance adoption and enforcement.

Maintains coordination with the county and provides prompt information, as needed.

Identifies hazards and vulnerabilities within the community.

Identifies resources that may be needed during an emergency.

Develops and maintains trained staff and current emergency response procedures.

Mobilizes the emergency operations center and acts as the Command function.

Compiles cost figures for the conduct of emergency operations.

Attends training and workshops to keep current.

PUBLIC INFORMATION OFFICER

Develops and maintains checklists and procedures for the public information function.

Assists in the development and maintenance of the emergency operations plan.

Responds to the EOC or field, as needed.

Coordinates information to the media with the county PIO or joint information center.

Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations.

Advises elected officials and the EMC about public information activities.

Develops pre-scripted emergency announcements for use in time of an emergency.

Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up points, etc.

Operates as a part of the joint information center as established by the county, state or federal government.

SAFETY OFFICER

Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

LIAISON OFFICER

Serves as primary contact for supporting agencies assisting with the incident.

OPERATIONS SECTION

Responsible for ensuring the accomplishment and responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions.

COMMUNICATIONS BRANCH

Develops and maintains checklists and procedures for communication and warning.

Assists in the development and maintenance of the emergency operations plan.

Trains staff members on the operation of the communication system.

Ensures ability to communicate between the EOC, field operations & county OEM.

Assists with notification of citizens and staff.

Responds to the EOC or the field, as needed.

Advises EMC about communications issues.

Performs other responsibilities as assigned.

FIRE AND RESCUE SERVICES

Develops and maintains checklists and procedures for fire and related emergency response.

Assists in the development and maintenance of the emergency operations plan.

Responds to the EOC or field, as needed.

Coordinates fire and search & rescue services.

Coordinates decontamination.

Assists with evacuation, especially those with special needs.

- Provides for emergency lighting and power.
- Assists in salvage operations and debris management.
- Coordinates emergency medical activities.
- Coordinates medical services as needed to support shelter operations.
- Assists in mortuary services.
- Assists in provision of inoculations, as needed.
- Advises the EMC about fire & rescue services issues.
- Coordinates with hazardous materials teams.

PUBLIC SAFETY AND SECURITY

- Develops and maintains checklists and procedures for police services function.
- Assists in the development and maintenance of the emergency operations plan.
- Responds to the EOC or field, as needed.
- Coordinates security and law enforcement services.
- Establishes security and protection for critical facilities, including the EOC.
- Provides for traffic and access control in and around affected areas.
- Assists with route alerting and notification of threatened populations.
- Assists with evacuation, especially those with special needs.
- Assists with the installation of emergency signs and other traffic movement devices.
- Assists with search and rescue operations, as needed.
- Advises the EMC about police services issues.
- Establishes and provides security services to any shelter location.
- Assists shelter operators with screening of clients with regard to criminal history background checks including sex offenders.
- Establishes security patrols for any evacuated areas, conditions permitting.
- Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.

PLANNING SECTION

Responsible for ensuring the accomplishment of responsibilities of the emergency management branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions.

EMERGENCY MANAGEMENT BRANCH

- Collects, evaluates and provides information about the incident.
- Determines status and tracking of resources.
- Prepares and documents incident action plans.
- Establishes information requirements and reporting schedules.
- Supervises preparation of an incident management plan.
- Assembles information on alternative strategies.
- Performs other duties as required.

LOGISTICS SECTION

Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions.

TRANSPORTATION BRANCH

Responds to the EOC, or field, as needed.
Maintains listing of transportation resources.
Coordinates the supply of transportation resources.
Advises the EMC about transportation activities.
Performs other duties as required.

PUBLIC WORKS AND ENGINEERING BRANCH

Responds to the EOC, or field, as needed.
Maintains listing of public works assets and resources.
Coordinates the assignment of Public Works resources.
Provides information on water, sewerage, road construction and repair.
Advises the EMC about transportation activities.
Performs other duties as required.

HUMAN SERVICES BRANCH

Assists EMC in maintaining listing of mass care shelter facilities, including capacities.
Coordinates with American Red Cross and other appropriate agencies.
Requests mass care-shelter facilities from OEM.
Coordinates with transportation and resource management branches regarding evacuation issues.
Advises the EMC about mass care, evacuation and shelter activities.
Performs other duties as required.

RESOURCE SUPPORT BRANCH

Coordinates materials, services and facilities in support of operations.
Develops procedures for rapidly ordering supplies and equipment and to track their delivery and use.
Participates in the preparation of the incident management plan.
Facilitates the acquisition of supplies and equipment for emergency workers and shelter operators.
Obtains, coordinates and tracks transportation resources.
Establishes staging areas.
Obtains and coordinates the delivery of fuel supplies for emergency vehicles, critical facilities and evacuees, as needed.
Advises the EMC about resource acquisition and tracking activities.
Coordinates local animal shelter activities with OEM and country animal response teams.
Performs other duties as required.

ENERGY BRANCH

Assists in development and maintenance of EOC.
Maintains a listing of energy and utility assets.
Serves as liaison between the EOC and the utilities.
Coordinates the dissemination of information to the utilities.
Advises the EMC about resource acquisition and tracking activities.
Performs other duties as required.

FINANCE AND ADMINISTRATION SECTION

Responsible for ensuring the accomplishment of responsibilities of long-term recovery and mitigation branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch directors and reports to the EOC manager on the progress and status of assigned missions. They also maintain the finance and personnel records of response activities.

LONG-TERM COMMUNITY RECOVERY AND MITIGATION BRANCH

Maintains oversight of all financial and cost analysis activities associated with emergency. Tracks costs and personnel time records.
Coordinates the conduct of damage assessment and reporting to the OEM.
Starts planning for recovery of vital community functions.
Performs other duties as required.

ADMINISTRATION AND LOGISTICS

ADMINISTRATION

Local governments will submit situation reports, requests for assistance and damage assessment reports to the OEM.

OEM will forward reports and requests for assistance to Pennsylvania Emergency Management Agency (PEMA).

The Township of Lower Merion will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

Narrative and log-type records of response actions will be kept by the Lower Merion Township. The logs and records will form the basis for status reports to the OEM and PEMA.

The Township of Lower Merion will make reports to the EMC by the most practical means and in a timely manner.

LOGISTICS - COORDINATION OF UNMET NEEDS:

When municipal resources are fully committed and mutual-aid from surrounding jurisdictions is exhausted, Montgomery County Office of Emergency Management (Montco OEM) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual-aid from adjacent counties, its Regional Task Force (RTF), or PEMA. Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency event.

TRAINING AND EXERCISES

TRAINING AUTHORITY

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of the Township of Lower Merion.

EXERCISE REQUIREMENTS

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.

TRAINING POLICY

PUBLIC OFFICIALS

Response and Recovery training: training programs for response and recovery will be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered by PEMA and the Montgomery County OEM.

Professional Development Training: Training programs will be provided to the emergency management coordinator and EOC staff in skills and techniques of writing plans, professional development skills and national security issues related to municipal emergency preparedness. Training programs are offered by PEMA and the Montgomery County OEM.

Damage Assessment and Reporting: annual training will be conducted in damage reporting procedures, and in damage assessment, for those who will work with damage assessment teams. Training programs are offered by PEMA and the Montgomery County OEM.

EMERGENCY SERVICES AND OTHER RESPONDING AGENCIES

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. The Township Emergency Management Team is responsible to ensure functional annexes are charged with ensuring skills training for personnel who implement provisions of their respective annexes.

STATE AND FEDERAL TRAINING

Township Emergency Management Team will participate in State and Federal training programs as prescribed internally and by PEMA.

PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

EMC RESPONSIBILITIES

Lower Merion's Emergency Management Coordinator will coordinate development and maintenance of this plan. Plan components will be reviewed and updated every two years, or as needed. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.

ENFORCEABILITY

This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.

EXECUTION

This plan will be executed upon order of the Board of Commissioners, the Emergency Management Coordinator, the Township Manager, the Assistant Township Manager, or the Superintendent of Police.

DISTRIBUTION

This plan and its supporting materials is a controlled document. While distribution of the Basic Plan is allowable, all other components contain potentially dangerous or personal information and are not considered to be available to the public. Access rights are based upon regulatory or functional "need to know." Access rights are granted according to an approved control list. Revisions or changes are documented by means of the "Record of Changes" tab in the plan.

CONCURRENCE DOCUMENT

The elected officials of the Township of Lower Merion have assigned the responsibility for the Municipal Emergency Operations Plan (EOP) to the Municipal Emergency Management Coordinator. The EOP will be reviewed and updated as necessary, but at

least bi-annually, by the Emergency Management Coordinator, who will coordinate with all parties, public or private, assigned responsibilities in this EOP.

Development, maintenance and implementation of this EOP will be in accordance with, and under the auspices of, the Montgomery County Emergency Operations Plan which is in conformance with Pennsylvania's Emergency Management Code, the Federal Civil Defense Act of 1950, the Robert R. Stafford Disaster Relief and Emergency Assistance Act, the Federal Superfund Amendments and Reauthorization Act of 1986 and applicable regulations of the Federal Emergency Management Agency.

In witness whereof, we the undersigned adopt, accept, concur with and support the provisions of the Emergency Operations Plan for the Township of Lower Merion. It has been reviewed with appropriate changes being made and recorded on the "Record of Changes" page, indicating that this review has been accomplished:

Andrew J. Block
Emergency Management Coordinator

Ernie B. McNeely
Township Manager

Todd M. Sinai
President, Board of Commissioners

Attest: _____
Jody Kelley, Township Secretary



Township of Lower Merion
A FIRST CLASS TOWNSHIP

AGENDA ITEM INFORMATION

COMMITTEE: Police

ITEM: **AUTHORIZATION OF DISCIPLINARY ACTION FOR A POLICE OFFICER**

Consider for recommendation to the Board of Commissioners approval of a disciplinary action for a police officer as recommended by the Superintendent of Police.

PUBLIC COMMENT