

public officials
emergency
resource
guide



**PENNSYLVANIA REGION 13
EMERGENCY TASK FORCE
AND UNIVERSITY OF PITTSBURGH
INSTITUTE OF POLITICS**

Key Phone Numbers

Emergency Management
Coordinator (EMC)

EMC Substitute

Fire Chief

Police Chief

Emergency Medical Services

Municipal Office

Municipal Elected Officials

County Elected Officials

School Districts

Public Works

Hospital(s)

Health Department

Public Information Officer

Electric Provider

Water Provider

Gas Provider

PEMA	717-651-2007
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State Police	717-508-0033
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Governor's Office	717-787-2500
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PA Department of Health	877-724-3258
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DEP Southwest Office	412-442-4000
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Emergency Response Checklist

- Alert Emergency Management Coordinator (EMC).
- Start and maintain a personal event log. Include date, time, persons reporting, key information, factors weighed, and decisions reached.
- Implement local Emergency Operations Plan (EOP).
- Provide public warnings.
- Activate local Emergency Operations Center (EOC).
- Notify county emergency management agency director of EOC activation and status of the emergency.
- Notify town's legal advisor.
- Designate (if not already designated) a single public information officer.
- Remind staff to keep logs of actions, financial transactions, and calls.
- Mobilize community resources.
- Gather situation reports.
- Assess immediate needs for evacuation, shelter, emergency feeding, medical care, law enforcement, security, and traffic clearance.
- Evaluate need for outside assistance.
- Communicate with county emergency management agency director regarding status of the emergency and unmet needs.
- Notify amateur radio groups, American Red Cross, county sheriff, volunteer groups, social service agencies, and hospitals of the emergency.

If You Go to the Scene

- Do not interfere with the work of emergency response personnel. Respect their requests. You may be the policy expert, but they are the emergency response experts.
- Tell your immediate family members where you are going and how to contact you.
- Consider taking food, water, medications, clothes, and toiletries with you, in case you are detained longer than anticipated.
- Park your car at a safe distance from the incident and at a location where it will not obstruct traffic or emergency access.
- Do not attempt to enter areas where fire, police, or emergency response staff have restricted entry.
- Go to a location upwind and uphill from the incident if possible.
- Report to the incident command post (see next section) before entering the immediate area of the emergency. You may need special protective clothing or equipment before proceeding further.
- Watch where you walk. Be sure to avoid creating any risk of spreading infection or contamination.

Dealing with the Public

- Maintain a calm, assuring tone.
- Collect any useful information that constituents may have. You may be able to direct helpful information to the right agency or emergency responder.
- Assure constituents that the appropriate authorities are responding to the situation, that government is still operating, and that trained professionals are working to get things back to normal as quickly as possible.
- Do not offer assessments or make promises that go beyond what you know with absolute certainty about the situation.

Dealing with the Media

- Refer initial media inquiries to the designated public information officer.
- Keep any subsequent media comments limited to information you receive in briefings from emergency response personnel.

Evacuation

- Can be **ordered** (NOT compelled)
- If affecting only one municipality, evacuation can be directed by mayor or senior township official
- If affecting more than one municipality, county or local officials have authority to order evacuation



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