

MONTGOMERY COUNTY
YOUTH CENTER

540 – 550 Port Indian Road
Norristown, PA 19403
610-631-1893

EMERGENCY OPERATIONS PLAN

EXTERNAL

April 2011

MONTOGMERY COUNTY YOUTH CENTER

EMERGENCY OPERATIONS PLAN

(External)

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Section I General Concept

An external disaster is one arising outside Montgomery County Youth Center (MCYC). These external disasters include but are not limited to fires, floods, tornadoes or severe weather circumstances.

The resources of the Center are available for community emergency needs. The extent of assistance will vary in depth dependent upon whether school is in session or time of day as schedule affects occupancy of buildings and available personnel staff. In any case, MCYC, as a member of the local community extends its willing cooperation to the community.

MCYC is a County residential facility housing thirty six (36) secure detention beds and twelve (12) non-secure beds. The Center is a year-round residential program. The facility is commonly at capacity with approximately one hundred (100) staff persons. It is located at 540 – 550 Port Indian Road, Jeffersonville, PA 19403, on approximately five acres on which there are three buildings (the main residential building and two shelter school buildings). Outdoor recreational areas are also on the grounds.

The adjoining community is largely a suburban residential area with services provided by West Norriton Township. The nearest large city is Norristown, located about four miles from the property.

MCYC depends on the community for utilities, fire, EMS, police protection, and hospital service. The Center has minimal facilities for other than the basic operating and maintenance needs of the facility. An emergency generator is available on site for electric. The food storage room contains food supplies and spring water if needed for an emergency.

The content of this plan will be subject to regular review and updating with the assistance of County and Township emergency personnel.

Section II Emergency or Disaster Help Which Can be Provided by MCYC to the West Norriton Township and Local Community

Emergency or disaster help which can be provided by MCYC to West Norriton Township and local community may include:

A. Facilities (subject to resident occupancy at the time)

1. The maximum facilities for sheltering outside victims would include:

- a. Gymnasium in main building
- b. Shelter classroom buildings (2)
- c. Resident living units (small likelihood of availability)

B. Vehicles

- | | |
|----------------------------|------------|
| 1. Maximum 8-passenger van | Quantity 1 |
| 2. Mini 7-passenger van | Quantity 1 |
| 3. Auto 4-passenger sedans | Quantity 2 |

C. Manpower (subject to the Center's residential needs at the time)

- 1. For use in temporary shelter and feeding, the Center's food service and maintenance staff can be made available.
- 2. For use in First Aid, the Center's Nurses, as available.
- 3. For use in general, human services to victims, the Center's Secure Detention Counselors (SDC) and Youth and Family Advocates (YFA), Caseworkers and Supervisors, as available.
- 4. For use in driving in general assistance, the Center's Administrative, Caseworker and Maintenance Divisions, as available.

Section III Emergency or Disaster Help Which Can be Provided by the County, West Norriton Township and Local Community to MCYC

A. Who to Call: To be able to dial an outside number from inside the Youth Center a 9 must precede the number. Dial 9-911 for emergencies ONLY! Emergencies are immediate threats to life, health, safety, and property.

B. Facilities (for shelter and food)

1. Adjoining Pathway School Field House, Egypt Road, Jeffersonville, PA (Plan A) 610-277-0660 (24-hour number). Ask for the Executive Director or designee who can facilitate emergency sheltering of Youth Center residents.

2. St. Gabriel's Hall, all purpose building, Pawlings Road, Audubon, PA (Plan B) 610-666-7970 (24-hour number) Ask for the Director or designee who can facilitate emergency sheltering of Youth Center residents.

3. Additional schools, churches, restaurants and private homes to the extent available.

4. Hospital services to the extent available from the following:

Contracted:

Montgomery Hospital, Norristown, PA

Non-contracted:

Mercy Suburban Hospital, Norristown, PA

Phoenixville Hospital, Phoenixville, PA

Pottstown Memorial Hospital, Pottstown, PA

C. Transportation

1. Up to three (3) Montgomery County Sheriffs' buses or five (5) passenger vans. Call 9-911 for on-call Sheriff Department Supervisor in transportation division. Driver's responsibilities to be decided based on licensing qualifications and vehicle size.
2. MCYC vehicles, staff or community vehicles, as available.
3. Public vehicles of transportation companies and local school districts to the extent available.
4. Ambulance service from Plymouth Ambulance Squad.

D. Fire Prevention, Suppression & Rescue

West Norriton Fire Department – Jeffersonville Fire Company
Emergency 9-911; non-emergency 9-610-539-3990

E. Security, Traffic Control & Protection

West Norriton Police Department
Emergency 9-911; non-emergency 9-610-630-1700

F. Sanitation

Municipal Authority
Non-emergency 9-610-539-1773; 24-hour number

G. Water

Pennsylvania American Water Company non-emergency 9-610-275-1375; 24-hour number

Note: Water company does not respond for internal plumbing problems but will shut off all water to facility "from the street" if necessary.

H. Utilities

1. PECO: To report gas emergencies 24 hours a day, call toll free: 9-1-800-841-4141. To report loss of electricity, call 1-800-253-0201.

2. Telephones: Call the County Telephone Systems Manager at 610-275-1222

I. Transco Gas Pipeline

24-hour Emergency gas control: 9-1-800-440-8475
Local # 9-1-610-644-7373

MCYC Internal Plan provides more detailed data for implementation of action for an emergency located on the grounds, from internal or external causes.

Section IV MCYC Communication and Control

MCYC will establish a central Operations' Center located in the front administrative area of the main building. (This is known as the Intake/Action Office area)

The Operations' Center will establish communication contact with designated community control points as appropriate. The staffing of the Operations' Center will include telephone switchboard operator, clerical help, and highest administrator or designee as Operations' Center contact.

Available walkie-talkie units and portable phones will be utilized as required. If the action office area cannot be used as an Operations' Center, the secure detention school unit shall serve as an alternate site. Night shift (3rd) would operate from residential units. The purpose of the Operations' Center is to maximize the coordination, control, and the allocation of available MCYC resources to assist the requirements of the community for the emergency. The person in highest authority on duty shall take responsibility for manning the Operations' Center, assigning responsibilities to staff present, and communicating with responding emergency personnel to coordinate needed rescue efforts.

MCYC's telephone number for in-coming calls is 610-631-1893. In the event radio incoming and outgoing communications are needed, request should be directed to the West Norriton Township Police for assistance of a mobile vehicle unit.

A MCYC staff roster shall be attached to this plan. All requests for aid should include:

1. The type of help needed; i.e., grass fire, explosion, medical need, etc.
2. The location of the incident and the assembly point for assistance.
3. The name and identity of the requesting person or the person who to contact upon arrival.

Section V Training

The Executive Director or designee shall initiate an exercise drill at least once a year to train all staff and evaluate the readiness of the personnel and procedures of this Disaster Plan.

Each supervisor of the Youth Center's operation shall ensure that their division's personnel are cognizant of the plan and their involvement. A record of training time spent and comments thereof shall be submitted to the Executive Director.

The Executive Director or her designee shall participate with representatives of the local community in planning for community emergency requirements involving the resources of MCYC.

Section VI Distribution

Community:

1. Commissioner's Office
2. Montgomery County Public Safety Dept.
3. West Norriton Township 1630 W. Marshall Street, Jeffersonville, PA 19403
4. Montgomery County Health Dept.