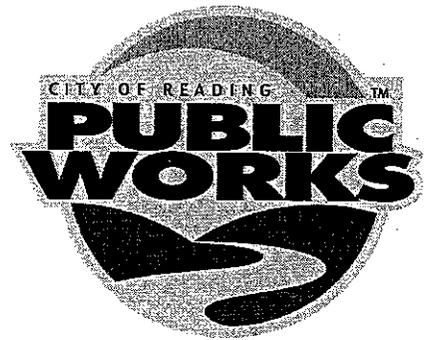


Final Draft 12/2/11

EMERGENCY OPERATIONS PLAN

SNOW REMOVAL

City of Reading, Pennsylvania



November, 2011

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I. PLAN GOAL

To quickly and effectively mobilize all available City resources to remove snow from roadways during a declared snow emergency.

Objective 1

To provide safe passage of vehicles on all snow emergency routes to facilitate uninterrupted access to schools, fire stations, hospitals and public transportation.

Objective 2

Establish an emergency operations center to respond to citizen concerns and coordinate emergency operations.

Objective 3

To effectively clear snow from all municipal streets.

II. INTRODUCTION

The Emergency Operations Plan details a procedure to organize and deploy a response team in the event of an emergency. Although the plan addresses snow emergencies specifically, it is designed to be of use in any type of crisis situation. Wind storms, floods, chemical spills or other natural or human-made disasters may require Public Works personnel and equipment to assist in an emergency effort. This plan will help mobilize a response team in those situations.

The plan will go into action once there is a potential for of a snow emergency. The success of the plan centers around the teamwork and cooperation of all Public Works employees, as well as key people from other departments. All of us have important roles that contribute to the success of the snow removal effort. Understanding individual responsibilities and following the strict chain of command is critical to the success of the operation.

In an emergency situation, all available Public Works employees not involved in a vital City function, will be assigned to the effort. City non-Public Works employees may also be assigned to the effort. Such employees must have appropriate licenses to operate trucks and other equipment. These employees must also have prior training in winter operations provided by Public Works staff. The snow emergency is the top priority and takes precedence over all other non-emergency City business.

It is our commitment to continue with this plan as a dynamic process that requires annual improvement. For us to meet the needs of our community, we must continually strive for our goals, monitor the success of our plan and re-evaluate the information so we can build upon our new plan. Only then will we be responsive and focused on our mission.

III. DECLARING A SNOW EMERGENCY

The following procedure shall be followed for declaring a snow emergency:

Step 1. Weather Monitoring.

The Streets Foreman will monitor weather conditions through reports on local cable access channels and the City's contracted weather service. When the forecast shows a snow accumulation of 15 inches or greater within a 24 hour period, the Streets Foreman, the Operations Coordinator, Police Chief, Fire Chief and Director of Public Works shall set up a conference. In partnership, they will determine if a snow emergency should be declared or if there is a potential for snow emergency.

Step 2. Director Recommendations.

The Director of Public Works shall contact the Mayor and Managing Director to recommend that he declare a snow emergency should be declared in conformance with Article 517. A meeting shall be held in the Public Works Center. The Public Works Director and/or assistant shall also notify the Police Chief, Fire Chief, and EMC to attend the meeting. (Attending the meeting should be the Mayor, Managing Director, Police Chief, Fire Chief, EMC, Streets Foreman and Operations Coordinator.)

Step 3. Mayoral Declaration.

The Mayor shall declare a snow emergency. The snow emergency shall be declared between the hours of 7 am and 11 p.m. and shall go into effect 4 hours after the declaration. Prior to the Mayor declaring a snow emergency the Executive Director of the Reading Parking Authority shall be informed of this decision. He shall be reminded to keep the gates open for off street parking.

Step 4. Activate Emergency Operations Plan.

The Director of Public Works shall activate the emergency operations plan and set a briefing time. He shall call the Operations Coordinator to set the process in motion and contact the Public Information Officer who will immediately notify the local media. In the briefing, the Director will explain the level of response and assess availability of personnel and equipment to combat the expected storm. The Director will then delegate day to day management of the emergency to the Operations Coordinator.

Step 5. Alert Procedure.

Once the Mayor declares a snow emergency, all individuals on the Alert Flow Chart shown in Figure 1 shall be contacted. If the primary individual cannot be reached, a designated alternate will be contacted. Crew members shall be alerted that they are on standby and may be called in within the next 12 hours.

If there is a problem contacting individuals identified in Figure 1, the individual attempting the contact shall immediately contact the Operations Coordinator to assign a new individual to the vacancy.

IV. OPERATION PLAN NARRATIVE

Emergency Operations Center (EOC)

In a snow emergency, the Operations Coordinator will first implement the alert procedure and then immediately proceed to open the EOC. The EOC will be the Public Works Center, located at 503 North 6th Street. He shall establish power and communication in the EOC and prepare the building for the scheduled briefing.

The EOC is equipped with telephones, radios, fax machine, computers, status boards, maps and other equipment necessary for providing command of the entire snow emergency operation. The public has direct access to this center by dialing **610-655-6236**, **610-655-6285**, and **610-655-6322** and will be answered by several message controllers between 7 a.m. and 12 midnight, and one standby between 12 midnight. and 7 a.m.

The EOC is the command center where the Director of Public Works, Team Leaders and other key personnel will come together to handle City wide snow emergency issues, make decisions, establish media relations, mobilize crews and procure resources. Having all Team Leaders in one central location will improve communication with all aspects of the operation. Other details:

- There is a dedicated work area for the Public Information Officer, who will coordinate and disseminate major policy and operational decisions made by the Mayor, Managing Director and Director of Public Works.
- The EOC also has a dedicated media line for the press to call. The public Information Officer shall be the only person to communicate with the media on this line.

Alternate EOC

The Department of Fire and Rescue is the alternate site of the emergency operations center should some event/situation render the Public Works Center inoperable.

Chain of Command

Effective coordination relies on following the chain of command. It is important that all individuals recognize the shift in chain of command once a snow emergency is declared. At no time shall members of the Public Works Team provide information on the status of the emergency to elected officials or the media. This is critically important to minimize rumors and misinformation. The only contact with the media or elected officials shall be through the Director of Public Works and Public Information Officer

unless such responsibility is otherwise delegated.

The Director of Public Works is available around the clock to respond to questions or to provide direction to the Mayor, Managing Director, Council or Operations Coordinator. Telephone numbers will be provided as necessary

Contracted Services

The magnitude of the storm event may require the use of contracted services to supplement City forces. The Operations Coordinator will work with the shift superintendents to identify equipment needs. If those equipment needs involve City funds in excess of \$10,000 per day, the Operations Coordinator shall contact the Director of Public Works to receive authorization. If a full scale contracted service is necessary that requires City funding of \$20,000 or greater per day, the Director of Public Works will call the Managing Director to receive authorization.

Once contracted services are authorized through the chain of command, the Contracted Services Coordinator (CSC) will call the contractors on the official list (Figure 2) to solicit their availability. The CSC shall direct all contracted vehicles to report to the EOC at the beginning and end of their shifts. At the EOC, vehicles will be logged, tagged and drivers will be checked for CDL's. The CSC will then give each driver a map and direct them to the proper location.

The CSC shall report equipment availability to the Operations Coordinator who will then authorize the deployment.

Designated Snow Emergency Routes

Once a snow emergency is declared, removing snow within the travel lanes on snow emergency routes is the priority. Routes are designated to provide primary feeders for traffic moving through the City. Also, they link schools, hospitals, bus routes and fire stations. Figure 3 is a map showing these routes. Figure 4 shows all emergency bus routes.

The streets listed below have been designated with priority status and the snow removal efforts will concentrate on these streets.

- North & South 5th Street
- Lancaster Avenue
- Walnut Street
- Washington Street (including 2nd Street from Washington to Penn Streets)
- Penn Street
- Franklin Street
- North 13th Street
- Perkiomen Avenue
- Schuylkill Avenue
- Spring Street
- Front Street (Franklin to Walnut Streets)

Eleventh Street (Franklin to Walnut Streets)
Kenhorst Boulevard
Museum Road

Once snow is removed from all snow emergency routes, the snow removal will concentrate on local streets.

Vehicle Breakdowns

Inevitably, as snow removal vehicles are tested to their limits, there will be breakdowns. Equipment Operators must work closely with the shift superintendent to communicate breakdowns and to schedule immediate service with the City garage. The Shift Superintendent will also determine how the void will be filled in the interim. Depending on the severity of the breakdown, contracted vehicles may be necessary in lieu of placing the snow removal effort on temporary hold in that particular quadrant.

Transportation

Should a member of the snow removal team be unable to get to the emergency operations center, they shall call the Public Works Center immediately for transportation. All calls must be made at least two hours prior to their scheduled shift. The shift superintendent will deploy special teams or other available personnel with four-wheel drive vehicles to pick-up the individual or will assign others.

Pump Stations and Bridges

When snow removal operations on City streets is under control, the shift superintendent shall direct Special Teams to begin removing snow from pump stations, fire stations, libraries, and other City-owned facilities.

Parks

Removal of snow in City parks is a low priority until all roadways are cleared. Once parks crews are available, they shall immediately proceed to remove snow along sidewalks and within parks.

Police Enforcement

The Police Department shall take whatever steps necessary to enforce Article 517 relative to parking of vehicles on designated snow routes and coordinate these activities with the Department of Public Works. The Department shall assign a Police Officer with a portable radio to the Emergency Operations Center to transmit vital information to Police Officers in the field.

Vehicle Impoundment

Towed vehicles shall be stored at the municipal stadium main parking lot along North Front Street.

Snow Storage Areas

When snow is removed from City streets, it shall be placed at one of the following possible locations. Sites shall be authorized for dumping by the Shift Superintendent.

1. 6th & Canal Pumping Station lot (City - grass), also lot across the street (Redevelopment Authority - grass).
2. Reading Tube, plant lot at 7th & Canal (private - paved).
3. 7th & Franklin, railroad station lot (BARTA - concrete).
4. Schlegel Park (City - grass & paved).
5. Bernhart's Dam parking lot (City - dirt).
6. Park's Woodshed, off of Hill Road (City - dirt).
7. 6th & Douglass lot in rear of Reading Station Outlet (private - mixture of gravel & dirt).

Front-end loaders must be stationed at the dumping locations to move snow and clean out dump boxes.

Fleet Inventory

Figure 6 lists all available equipment for a snow emergency.

V. TERMINATION OF EMERGENCY

The Director of Public Works shall consult with the Operations Coordinator, Shift Superintendent, Police Chief and Fire Chief to assess the condition of City streets. Collectively, they shall determine when the snow emergency can be terminated. The Director of Public Works shall report to the Mayor. Once the Mayor terminates the snow emergency, the Director of Public Works shall notify the Operations Coordinator to phase out the emergency operations. The same communication flow chart in Figure 1 shall be used to communicate the termination to department personnel.

The Emergency Operations Team shall be relieved of duty as necessary by the Operations Coordinator and shift supervisors. Once the Public Information Officer is relieved of duty, the EOC shall be declared closed and the building will return to normal operations. The Operations Coordinator shall notify the Director of Public Works as soon as the EOC is formally closed.

All news and media that were contacted for the snow emergency must be contacted to report the date and time of the snow emergency termination. Also they should remind City residents who used the parking garages for off street parking to remove their vehicles from the garages.

VI. STORM LEVELS

There are a wide range of storm events that our team must be prepared to handle during a declared snow emergency. The magnitude of the storm may prompt a variety of different responses and deployments. To help categorize storms into definable ranges, we have assigned five (5) storm levels to help us organize our response team. Figure 7 shows a storm level matrix that summarizes the appropriate response for each

Figure 7 shows a storm level matrix that summarizes the appropriate response for each storm. Figure 8 shows the one way streets that will be designated in a level 4 storm.

VII. RESPONSE TEAM SUMMARY

Figure 9 summarizes the response team and their designated shifts. The shifts may be modified as a result of an individual's availability at the time of an event.

POSITION RESPONSIBILITIES

MAYOR

The Mayor is responsible for declaring a snow emergency which engages the provision of Article 517, snow emergencies (Figure 10). The Director of Public Works will provide regular oral reports to the Mayor. The Mayor's declaration shall immediately engage this emergency operations plan.

The Mayor shall also work with the Director of Public Works to determine when the snow emergency can be terminated.

POSITION RESPONSIBILITIES

MANAGING DIRECTOR

The Managing Director shall be kept apprised of the overall snow emergency effort. He shall also perform the Mayor's responsibilities in his absence. The Director of Public Works shall make regular oral reports to the Managing Director on the status of the operation. The Managing Director must also approve the use of contracted services or other items that may have a budget impact. If necessary, the Managing Director may delegate this responsibility to the Director of Public Works.

POSITION RESPONSIBILITIES

DIRECTOR OF PUBLIC WORKS

The Director of Public Works or designated alternate is the head of the emergency operations before, during and after a declared snow emergency. He shall delegate day to day planning and management activities to Division Managers in accordance with this plan. The Director of Public Works shall coordinate with all Departments and agencies throughout Reading, both public and private to ensure that an effective emergency operations plan is implemented.

After the Mayor declares a snow emergency, the Director of Public Works will serve as the chief of staff to the Mayor, functioning in the emergency operations center located at the Public Works Center, 503 North 6th Street. The Director of Public Works shall be the chief technical advisor and official liaison on behalf of the Mayor and City.

The Director of Public Works shall work with his management team to assess severity of the snow emergency. He shall then advise the Mayor when a snow emergency should be declared. The Director of Public Works is responsible to keep the Mayor and Managing Director informed of the operation. He also must authorize all costs that have a budget impact.

Upon termination of the snow emergency, the Public Works Director shall summarize the costs of the emergency and critique the emergency operations for possible improvement in future emergencies.

POSITION RESPONSIBILITIES

OPERATIONS COORDINATOR

Immediately upon notification of the declaration of an emergency by the Director of Public Works, the Operations Coordinator shall initiate the organization of the emergency operations plan by calling all Team Leaders, and directing them to proceed to initiate the emergency operations plan. They shall communicate any special instructions that will assist to expedite the emergency effort.

The Operations Coordinator is directly responsible to the Director of Public Works and will have total responsibility for the coordination of all personnel and equipment during the snow emergency and shall ensure that all operating procedures are in accord with the emergency operations plan. The Operations Coordinator shall make arrangements with private property owners and other government agencies for off street parking and snow storage. All activity shall be coordinated with County Emergency Management, Fire Department, Water Authority, Police Department, National Guard, Department of Transportation or necessary volunteer groups or agencies, as appropriate.

POSITION RESPONSIBILITIES

SHIFT SUPERINTENDENTS

Immediately upon notification of the declaration of a snow emergency by the Operations Coordinator, the Shift Superintendent shall coordinate all available personnel and equipment and implement the emergency operations plan. The Shift Superintendent shall inventory availability of working equipment and available personnel and distribute assignments accordingly. The Shift Superintendent shall assess the need for contracted equipment and advise the Operations Coordinator accordingly.

The Shift Superintendent is responsible to assign snow fighting equipment and personnel to specific areas and monitor the work accomplished in the field to assure that streets are being plowed and areas cleared. They shall follow-up on all complaints received by investigating and taking appropriate action. The Shift Superintendent shall report immediately, to the Operations Coordinator any problems which develop with the equipment and manpower and take the necessary steps to remedy the problem as deemed necessary or as directed.

The Shift Superintendent is directly responsible to the Operations Coordinator and shall have total responsibility for the assignment of personnel and equipment used for the snow removal operations and shall assure that field operations are in accord with the emergency operations plan.

POSITION RESPONSIBILITIES

CONTRACTED SERVICES COORDINATOR

Immediately upon notification of the declaration of a snow emergency by the Operations Coordinator, the Contracted Services Coordinator shall report to the snow emergency center. Responsibilities include hiring and scheduling various types of equipment necessary to assist City forces in implementing the emergency operations plan.

The Director of Public Works and Operations Coordinator are the only individuals who can authorize the CSC to proceed with contracting services.

The CSC is responsible for the following:

- Contact contractors listed on the equipment rental roster to obtain and schedule pieces of rental equipment.
- Arrange for the equipment and operators to report to a designated location so they can be assigned their work schedule.
- On an hourly basis, maintain all records, time sheets in order to compute the cost of each piece of equipment used per shift.
- Provide magnetic vehicle identification markers to all contracted equipment.
- Maintain a sign-in and sign-out log for all contracted equipment.
- Check commercial drivers licenses.
- Provide maps and instructions for drivers.

POSITION RESPONSIBILITIES

RADIO OPERATOR

Immediately upon notification of the declaration of a snow emergency by the Shift Superintendent, the Radio Dispatcher will proceed to the EOC and report for assignment and instructions.

The Radio Operator is directly responsible to the Shift Supervisors. Duties include receiving and dispatching messages and documenting necessary information on a "request for service" card, maintain direct contact and coordinate with the Shift Supervisor mobilizing forces to handle requests and perform related duties as assigned.

POSITION RESPONSIBILITIES

MESSAGE CONTROLLERS

Immediately upon notification of the declaration of a snow emergency by the Operations Coordinator, the Message Controllers shall proceed to the EOC and report for assignment and instructions.

The Message Controller is the vital link between the emergency operations team and the community. Duties include receiving telephone calls, documenting complaints on the request for service forms and distributing all messages to the Shift Supervisor or appropriate individual. The Message Controller is key in reassuring callers of the operation, informing them of general information provided by the Operations Coordinator. Handling irate citizens calmly and reassuring them of the City's efforts will be critical in the public's perception of the overall operation. Message Controllers shall also inform the Public Information Officer of complaint trends. To document complaints, message controllers shall use the request form.

The team leader is responsible for coordinating the staffing of message controllers. She shall make sure enough controllers are on duty to meet the demand.

POSITION RESPONSIBILITIES

PUBLIC INFORMATION OFFICER

Immediately upon notification of the declaration of a snow emergency by the Director of Public Works, the Public Information Officer (PIO) shall report to the emergency operations center (EOC). The first responsibility is to give notice and advise the Public via radio, television and newspaper of the emergency procedures being taken by the City, inform them of their responsibilities and request their cooperation. Parking restrictions and snow emergency routes must be clearly explained, as well as, petitioning residents to avoid shoveling snow onto the streets.

The PIO is responsible for providing current information to all local and state news media and shall maintain a current media contact list as shown in Figure 11. The PIO shall only distribute information that is authorized by the Director of Public Works. The PIO shall draft and disseminate all press release information, assist the Director of Public Works with rumor control, prepare statements to the media and perform interviews with the local media.

PIO shall have a dedicated space at the emergency operations center with exclusive access to a telephone, computer and fax machine.

The PIO shall also monitor the complaints logged by the message controllers and evaluate whether additional public information is necessary to control rumors or provide instructions. The PIO shall regularly advise the Director of Public Works of complaint trends.

POSITION RESPONSIBILITIES

SIGN POSTING/REMOVAL TEAM

Immediately upon notification of the declaration of a snow emergency by the Shift Superintendent, the sign posting/removal team leader shall report to the emergency operations center for assignment and instructions. The sign posting removal leader shall assemble and schedule the team as directed by the Shift Superintendent.

Responsibilities include preparing signage and posting streets no parking and removing signage after roads are cleared. Coordination and timing of posting operations are critical to the efficient deployment of personnel and equipment.

The team shall be equipped with reflective safety vests, radios, flashlights, vehicle flashers, and an abundant supply of signs and permanent marking pens. They shall always work as a group, especially in the late evening or early morning hours.

POSITION RESPONSIBILITIES

EQUIPMENT MAINTENANCE COORDINATOR

Immediately upon notification of the declaration of a snow emergency by the Operations Coordinator, the Equipment Maintenance Coordinator shall proceed to the emergency operations center for assignment and instructions.

The Equipment Maintenance Coordinator is responsible for monitoring the performance of all City equipment and coordinating all repairs at the City garage. After the briefing at the EOC, the Equipment Maintenance Coordinator shall set up a 24 hour operation at the City garage to repair breakdowns. He shall have two mechanics on duty at all times and keep a minimum of three mechanics on call around the clock should their services be necessary. He shall also take inventory of parts that may be needed in a snow emergency in the fall and stock parts in advance of a snow emergency.

POSITION RESPONSIBILITIES

SPECIAL ASSIGNMENT TEAM

Immediately upon the notification of the declaration of a snow emergency by the Shift Supervisor, the Special Team Leaders shall proceed to the emergency operations center for assignment and instructions.

When directed by the Shift Supervisor, the Team Leader shall mobilize a crew to perform specialized tasks and provide emergency services. This team will have a wide range of possible assignments from digging out fire hydrants, crosswalks or providing field repairs and assistance. The work could involve providing assistance at public buildings or to private citizens with emergency needs. This team will handle crisis situations that require an immediate response.

Each team shall be equipped with reflective safety vests, radios, flashlights, vehicle flashers, flares, chains, shovels and blankets.

The Team Leader shall mobilize on-call forces and call them in for assignment as needed.

POSITION RESPONSIBILITIES

POLICE ENFORCEMENT TEAM

Immediately upon the notification of the declaration of a snow emergency by the Director of Public Works, the Police Enforcement Team Leader shall report to the emergency operations center.

The Team Leader is responsible to coordinate police forces as directed by the Shift Superintendent. He shall deploy two teams of two officers to enforce parking restrictions.

POSITION RESPONSIBILITIES

EMERGENCY MANAGEMENT COORDINATOR

Immediately upon notification of a declaration of a snow emergency by the Director of Public Works, the Emergency Management Coordinator shall report to the EOC.

The EMC is responsible for contacting the National Guard, FEMA, the County Emergency Management Office or other groups for assistance during a snow emergency. The EMC shall keep records and document activities eligible for state or federal aid.

EMERGENCY OPERATIONS PLAN FLOW CHART

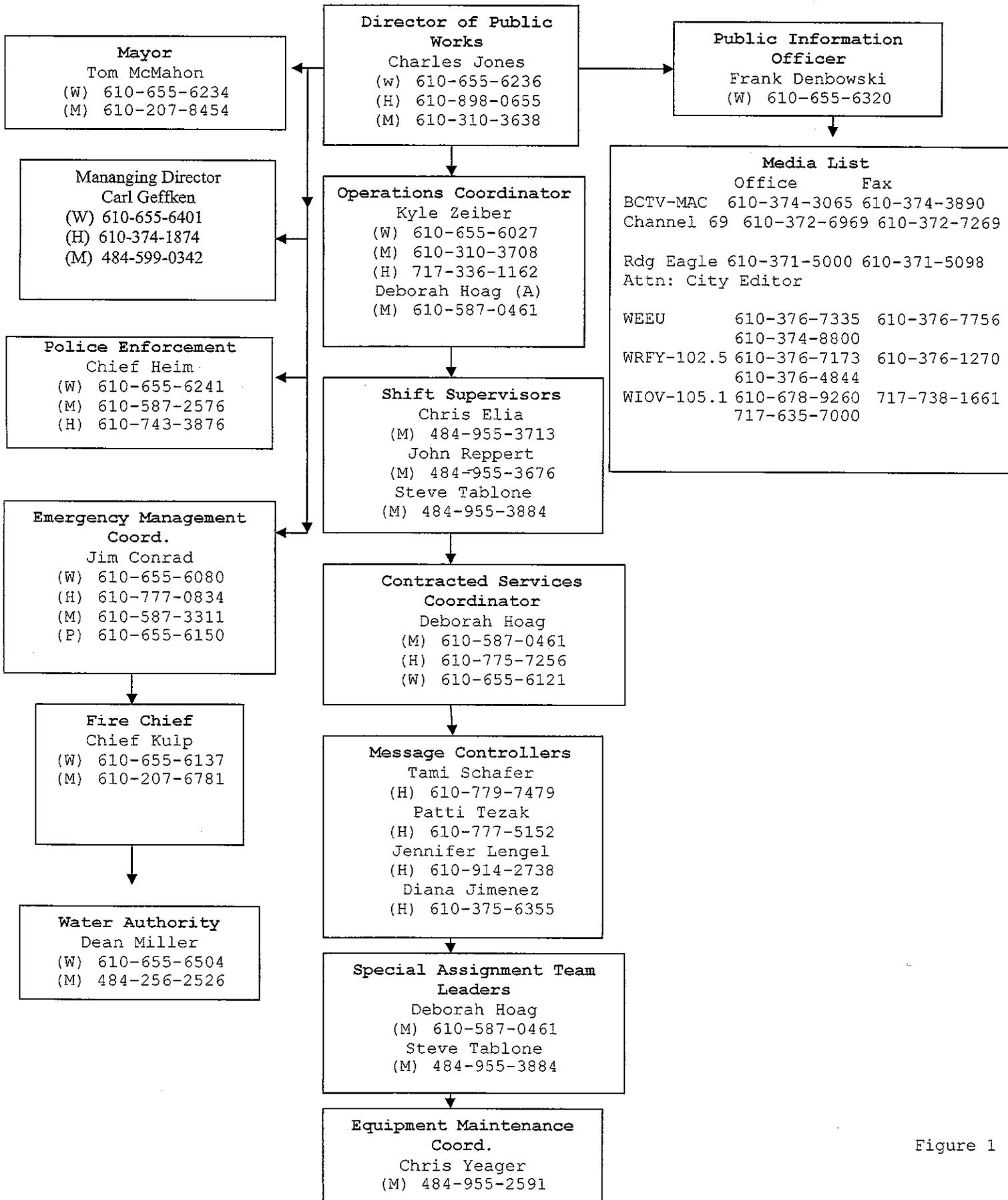
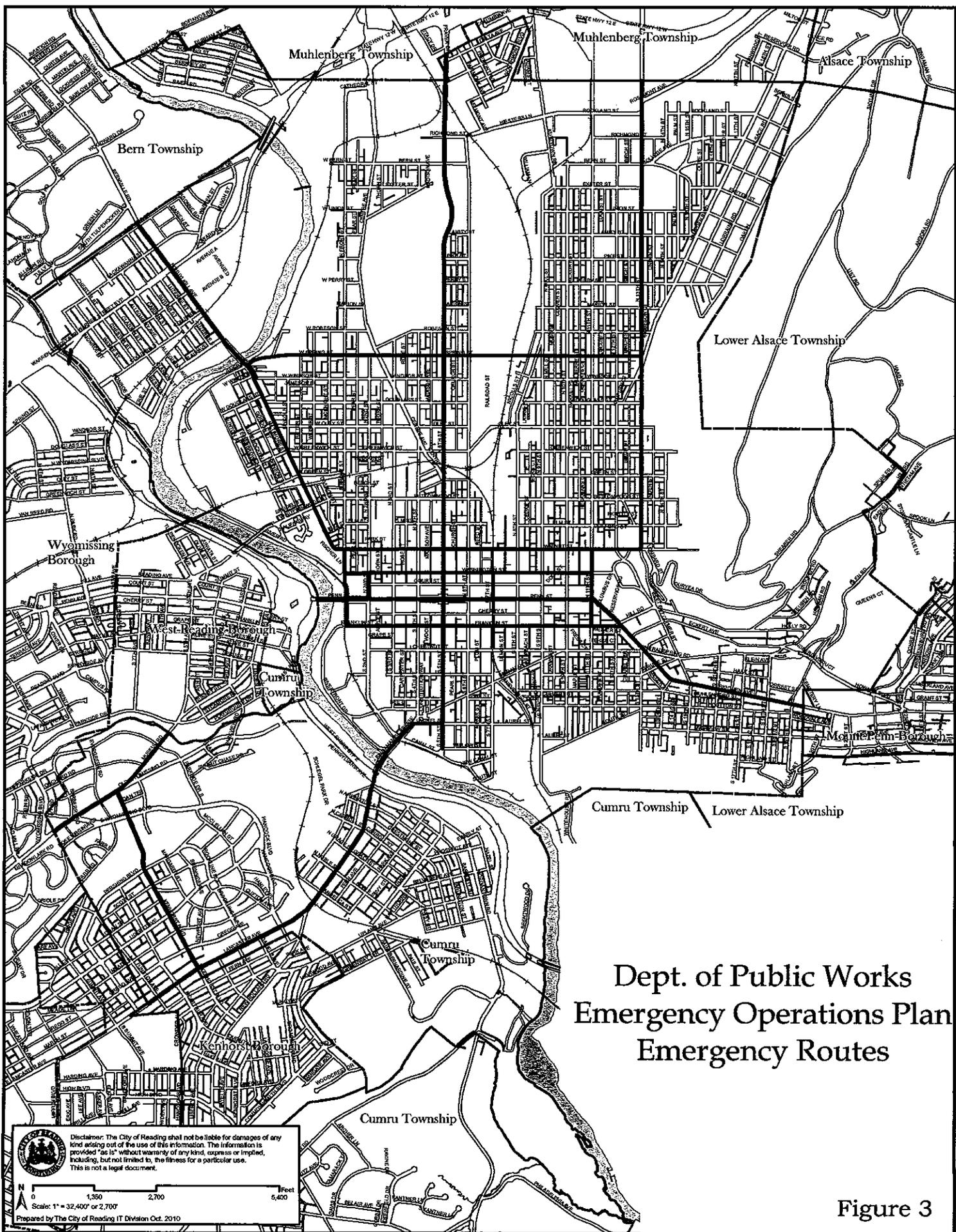


Figure 1

CONTRACTORS

Windsor Service
2415 Kutztown Road
Reading, PA 19605
Rodney Kline
610-929-0716

Empire Services
1420 Clarion Street
Reading, PA 19601
Larry Ulrich
484-955-7985

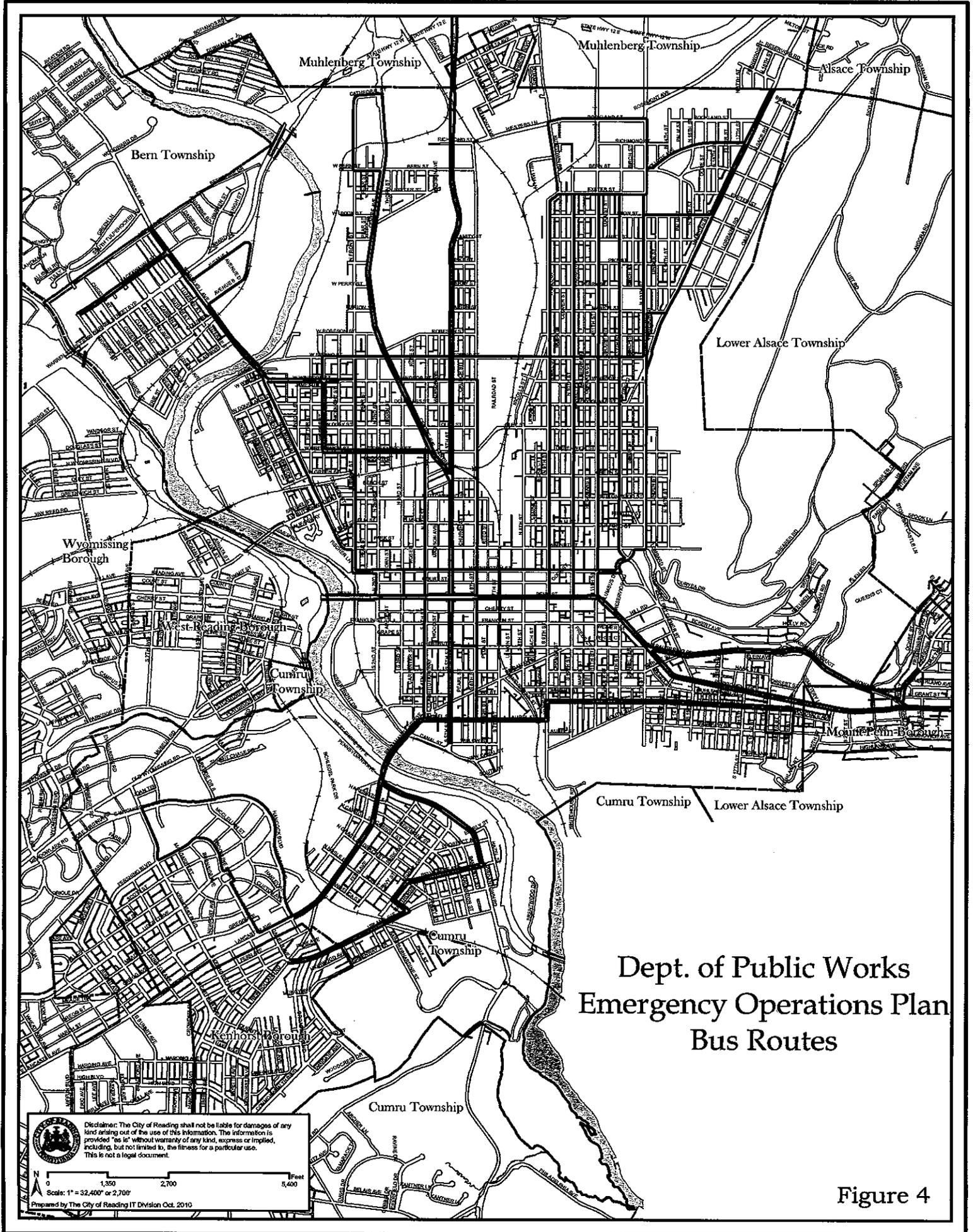


Dept. of Public Works
 Emergency Operations Plan
 Emergency Routes

Figure 3


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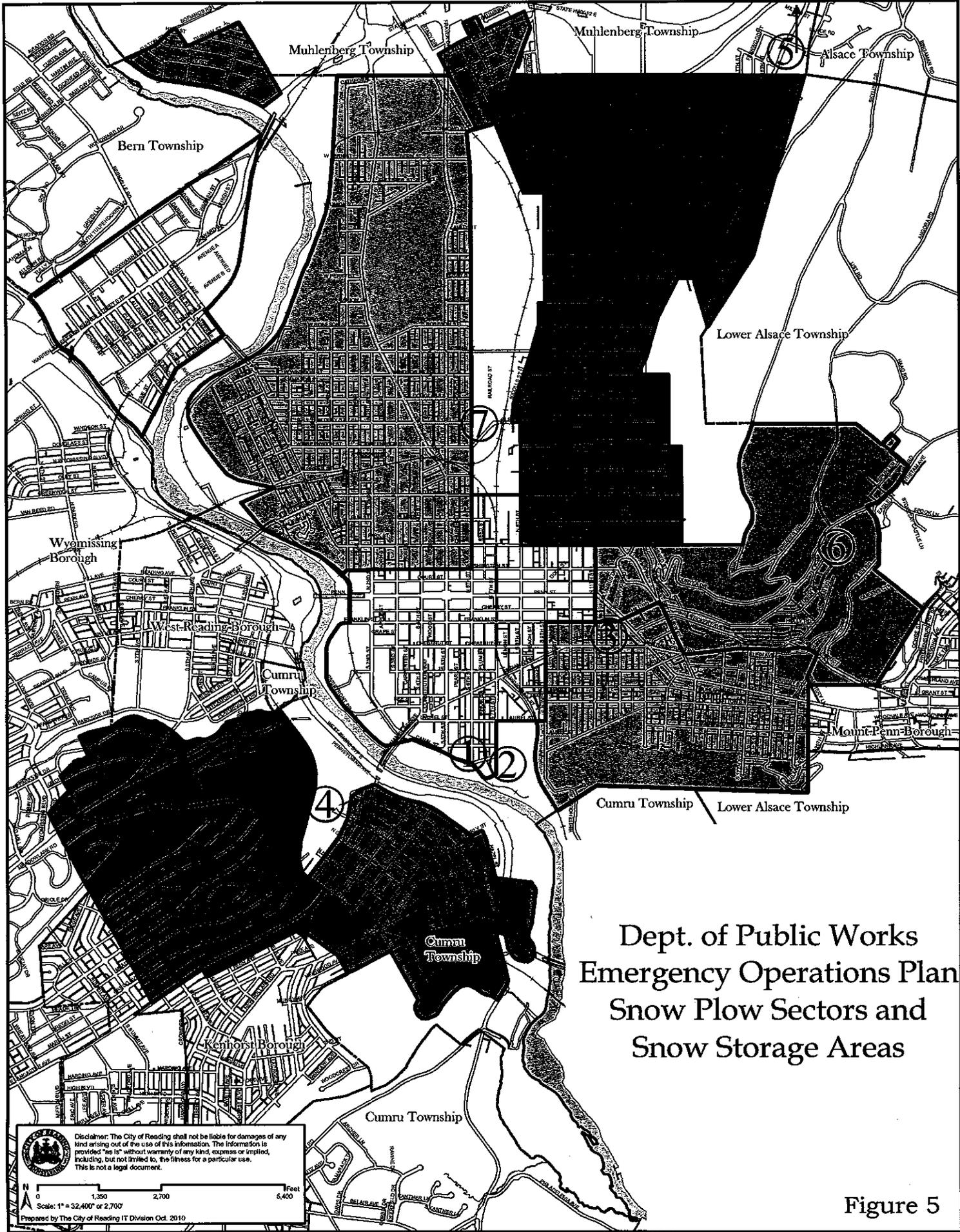
N
 0 1,350 2,700 5,400 Feet
 Scale: 1" = 32,400' or 2,700'
 Prepared by The City of Reading IT Division Oct. 2010



Dept. of Public Works
 Emergency Operations Plan
 Bus Routes

Figure 4


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 Scale: 1" = 32,400' or 2,700'
 Prepared by The City of Reading IT Division Oct. 2010



Dept. of Public Works
 Emergency Operations Plan
 Snow Plow Sectors and
 Snow Storage Areas


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N
 0 1,350 2,700 5,400 Feet
 Scale: 1" = 32,400' or 2,700'
 Prepared by The City of Reading IT Division Oct. 2010

Figure 5

SECTORS & EQUIPMENT AVAILABILITY

Sectors

1. 18th Ward
2. Hampden Heights
3. Northeast
4. Northwest
5. East Reading
6. Hessian Camp
7. Center City
8. South of Penn Street
9. Northmont
10. Riverdale
11. Genside

Equipment Availability

Street's Plows

11 large
8 small

Park's Plows

9 small
1 large

Sanitary Sewer's Plows

2 small
1 large

Salt Spreaders (Street's)

9 large
4 small

Salt Spreaders (Parks)

1 large
2 small

*These are attached to the same vehicles that carry the large and small plows.

Streets Heavy Equipment

1 road grader
1 front-end loader
2 backhoes
2 snow blowers
3 10 wheel dumps
2 fishtail dumps

Parks Heavy Equipment

2 front-end loaders
1 backhoe
1 skid loader
3-5 ton dump trucks

Water Authority (Lake)

1 1 ton dump
2 25 ton dump
1 10 ton dump
2 7 ton dump

Water Authority (Storeyard)

3 backhoes
2 5 ton dump
1 3 ton dump
1 1 ton dump
2 plow

STORM LEVELS

STORM	24 HOUR SNOW	FLOWING	DECLARE SNOW EMERGENCY	SHIFTS	CONTRACTED SERVICES	OTHER
LEVEL 1	0-4 IN.	Limited	No	Yes	No	
LEVEL 2	4-8 IN.	Yes	No	Yes	No	
LEVEL 3	8-15 IN.	Yes	Yes or No	Yes	No	
LEVEL 4	15-24 IN.	Yes	Yes	Yes	Yes or No	
LEVEL 5	Above 24 IN	Yes	Yes	Yes	Yes	

*ICE STORMS DO NOT APPLY. THESE ARE GENERAL GUIDELINES; EACH STORM IS EVALUATED ON ITS OWN MERIT.

Figure 7

SUMMARY OF EMERGENCY RESPONSE TEAM

<u>POSITION</u>	<u>NAME</u>	<u>TIME AVAILABLE</u>
Director of Public Works	Charles M. Jones	7 am - 7 am
Operations Coordinator	Kyle Zeiber	7 am - 10 pm
Shift Superintendent	Chris Elia	7 am - 7 pm
	John Reppert	7 pm - 7 am
	Steve Tablone	7 am - 7 pm
Contracted Services Coordinator	Deborah Hoag	7 am - 7 pm
Radio Dispatchers	As Assigned	7 am - 7 pm
Message Controllers	Tami Schafer	As Assigned
	Patricia Tezak	"
	Jennifer Lengel	"
	Diana Jimenez	"
Public Information Officer	Frank Denbowski	7 am - 7 pm
Sign Posting	Mark Connolly	7 am - 7 pm
	Tammi Moyer	7 am - 7 pm
Equipment Maintenance Coordinator	Chris Yeager	7 am - 7 pm
Special Assignment Team Leaders	Deborah Hoag	7 am - 7 pm
	Steve Tablone	7 pm - 7 am
Police Enforcement Team	Traffic Supervisor	7 am - 7 pm
Emergency Management Coordinator	Jim Conrad	7 am - 7 pm

Figure 8

BILL NO. _____

AN ORDINANCE

REPEALING AND RECREATING ARTICLE 517 OF THE CITY OF READING CODIFIED ORDINANCES IN TOTAL.

THE COUNCIL OF THE CITY OF READING HEREBY ENACTS AS FOLLOWS:

SECTION 1. Article 517 of the City of Reading codified ordinances, passed December 28, 1966, is hereby repealed in total.

SECTION 2. Article 517 of the City of Reading codified ordinances is hereby recreated in total which is attached hereto as Exhibit A and made a part hereof.

SECTION 3. This ordinance shall become effective immediately after adoption by Council and approved by the Mayor.

ENACTED _____ 1996

President of Council

Attest:

City Clerk

Submitted to Mayor: _____

Date:

Received by the Mayor: _____

Date:

Approved by Mayor: _____

Date:

Vetoed by Mayor: _____

Date:

Exhibit A

ARTICLE 517 SNOW EMERGENCIES

- 517.01 Definitions
- 517.02 Declaration of Snow Emergency
- 517.03 Prohibited Parking
- 517.04 Moving, Impounding and Returning Vehicles
- 517.05 Signs to Mark Snow Emergency Routes
- 517.06 Official Snow Emergency Routes
- 517.07 Snow Removal Operations
- 517.08 Penalty

517.01 DEFINITIONS

In this article, accept as defined below, the terms used shall have the meanings as defined in the Pennsylvania Vehicle Code.

- (a) "Director" - The Director of Public Works or his designated representative.
- (b) "Street" - The entire paved surface between curbs, open to the use of the public as a matter of right for the purpose of vehicular travel.
- (c) "Snow Emergency Route" - Those streets marked as such in accordance with the provisions of this article.

517.02 DECLARATION OF SNOW EMERGENCY

(a) In the event weather conditions make it necessary for motor vehicle traffic to be expedited and parking on City streets prohibited or restricted for snow removal or other purposes, the Mayor or in his absence, the Managing Director shall declare a snow emergency.

(b) Declaration of a snow emergency shall occur on any day between the hours of 7 am and 11 pm. Such declaration shall go into effect a minimum four hours after the announcement.

(c) While the snow emergency is in effect, no persons shall park or allow to remain parked any vehicle on any portion of the snow emergency routes identified in this article.

(d) The snow emergency shall remain in effect until terminated by announcement of the Mayor, with the exception that any street which is clear of snow and ice from curb to curb for the length of the entire block is excluded.

(e) Declarations shall be publicly announced by the Director as outlined in the emergency operations plan.

(f) However, nothing in this section shall be construed to permit parking at any time or place where it is forbidden by any other provision of law.

517.03 PROHIBITED PARKING

(a) The Director may post any City street no parking at any time, for the purpose of snow removal regardless if a snow emergency is declared. When posted, it shall be unlawful for any person to park a vehicle or to fail to remove a vehicle from any place along such posted street.

(b) The Director shall post streets no parking using temporary signage that states "no parking" and specifies the date, time, location and reason for parking restrictions. No parking shall remain in effect till the street is clear of snow and ice from curb to road center line for the length of the entire block.

(c) Vehicle owners shall have a maximum of six hours following such posting by the Director to remove vehicles on posted streets. Vehicles must be removed by the time shown on the posting.

517.04 MOVING, IMPOUNDING AND RETURNING VEHICLES.

All members of the Police Department are authorized to remove or have removed a vehicle from a street that is in violation of the provisions of this article. Any vehicle removed may be towed to and placed at any area designated by the Chief of Police for impounding of vehicles. All costs for removal,

towing, storage or parking of any vehicle removed under the provisions of this article shall be paid by the owner of the vehicle and that vehicle shall remain impounded until all costs are paid.

517.05 SIGNS TO MARK SNOW EMERGENCY ROUTES

On each street designated as a snow emergency route, the Director shall post special signs, one on each block and/or at intervals not exceeding 660 feet and at all points where any street effected joins another street with the wording; "Snow Emergency Route. No Parking During Emergency. Tow Away Zone". These signs shall be distinctive and uniform in appearance and shall be plainly readable to persons traveling on the street.

517.06 OFFICIAL SNOW EMERGENCY ROUTES

The following streets are designated snow emergency routes:

Buttonwood Street	Kenhorst Boulevard	Perkiomen Avenue
Centre Avenue	Lancaster Avenue	River Road
Clymer Street	Laurel Street	Schuylkill Avenue
Fifth Street	Mineral Spring Road	Spring Street
Fourth Street	Morgantown Road	Thirteenth Street
Franklin Street	Museum Road	Walnut Street
Hampden Boulevard	Old Wyomissing Road	Washington Street
Hancock Boulevard	Penn Street	Wyomissing Boulevard
Hiester's Lane		

The snow emergency routes are shown in figure 1 and listed below:

See Attachment

517.07 SNOW REMOVAL OPERATIONS

(a) The Director and Chief of Police are hereby jointly authorized to close any street and redirect traffic whenever necessary to plow, clear or otherwise remove snow. It shall be unlawful for any person to pass through a closed area, unless authorized.

(b) City owned or contracted equipment is permitted to operate in any direction on any street, at any time upon orders of the Director.

(c) No person shall remove snow or ice from private property or any sidewalk, and place upon the street.

517.08 PENALTY

(a) Whenever any motor vehicle is found parked or left in violation of any provision of this article, notice of this violation shall be given, in manner provided for parking violations in the City pursuant to Article 505.

(b) Every person convicted of a violation of any provision of this article shall upon such conviction be fined fifty dollars (\$50) and the cost of prosecution for each offense. In the default of payment of such fine and cost, such persons shall be imprisoned for not more than ten (10) days.

**PRESS RELEASE INFORMATION
PUBLIC RELATIONS**

TELEVISION STATIONS

STATION	PHONE #	FAX #	ADDRESS
BCTV – MAC	610-374-3065	610-374-3890	645 Penn St.
Channel 69	610-372-6969	610-372-7269	325 Penn St.

RADIO STATIONS

STATION	PHONE #	FAX #	ADDRESS
WEEU	610-376-7335 or 610-374-8800	610-376-7756	34 N. 4 th St.
WRFY – 102.5	610-376-7173	610-376-1270	1265 Perkiomen Ave Reading, PA
WIOV – 105.1	717-635-7000 610678-9260	717-738-1661	44 Bethany Rd, Ephrata, PA

(SAMPLE)

DECLARATION OF SNOW EMERGENCY

I, _____ Mayor of the City of Reading, Berks County, declare a State of Snow Emergency. This declaration is effective 3:30 p.m. this date.

In accordance with the City of Reading's Emergency Operations Plan for Snow Removal, city residents will have until 8:00 p.m. this evening to remove all vehicles from the following designated Snow Emergency Routes:

- North & South 5th Street
- Lancaster Avenue
- Walnut Street
- Washington Street (including 2nd Street from Washington to Penn Streets)
- Penn Street
- Franklin Street
- North 13th Street
- Perkiomen Avenue
- Schuylkill Avenue

These vehicles may be removed to any Reading Parking Authority lot or garage where they may be parked without charge. These facilities are located at:

- Front & Washington Streets
- Poplar & Walnut Streets
- Front & Penn Streets
- 4th & Cherry Streets
- 600 Block Franklin Street
- 3rd & Washington Street
- 700 block Washington Street
- 8th & Penn Streets

Any vehicle not removed from the Snow Emergency Routes will be ticketed and towed at the owner's expense. Questions concerning this snow emergency may be directed to 610-655-6042 or 610-655-6150.

Therefore, I, Mayor _____, pursuant to the provisions of Codified City Ordinances, Article 517, Snow Emergencies, Section 517.02, do hereby declare the existence of a snow emergency in the City of Reading.

Mayor

Date

Attest

Date