



NOTIFICATION & RESOURCE MANUAL

Borough of Leesport EMERGENCY OPERATIONS PLAN

LAST UPDATED: January 2023

**The contents of this manual is not for public
review and should be treated as
confidential information**

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An annual review of this Notification and Resource Manual has been done by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator.

| DATE | SIGNATURE |
|--------------------|---------------------|
| February 9, 2022 | David J. Reimer Sr. |
| September 20, 2022 | David J. Reimer Sr. |
| January 2, 2023 | David J. Reimer Sr. |
| January 23, 2022 | David J. Reimer Sr. |
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CRITICAL FACILITY INVENTORY & NOTIFICATION INFORMATION

An essential component of the Emergency Operations Plan is the inventory of municipal critical facilities and associated notification information. For the purpose of this plan, a critical facility is defined as a key structure or support infrastructure that is vital to the response and recovery effort of the community.

| TYPE OR NAME | LOCATION | POINT OF CONTACT NAME | PHONE # |
|--|----------------------------|--|---|
| EMERGENCY SERVICES (Examples include: Fire, Police, EMS Stations, EOCs, 911 Call Centers, Red Cross Shelters) | | | |
| North Berks Regional PD | 37 Ontelaunee Dr., Reading | James Keiser Police Chief | (O)610-926-2999 (C)610-301-1097 |
| Union Fire Co. Leesport | 18 E. Wall St., Leesport | Kenneth Quell Fire Chief | (C)484-256-3765 |
| Schuylkill Valley EMS | 26 E. Wall St., Leesport | Stephen Bobella Executive Director | (O)610-926-2501 |
| Leesport EOC | 27 S. Canal St., Leesport | David J. Reimer Sr. Emer. Mang. Coord. | (C)484-955-0124 |
| Red Cross | 701 Centre Ave., Reading | | (O)610-375-4383 |
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| GOVERNMENT (Examples include: Municipal Buildings, State & Federal Government Buildings) | | | |
| Leesport Borough Hall | 27 S. Canal St., Leesport | Sandra Weiser-Pascavage Borough Manager | (O)610-926-2115 (C)610-858-5073 (H)610-926-5080 |
| U.S. Post Office | 4 E. Wall St., Leesport | | (O)610-926-4326 |
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| RESIDENTIAL RISK (Examples include: Nursing Homes, Day Cares, Hospitals, Prisons, Detention Centers, Group Homes) | | | |
| Little Steps Early Childhood Center | 209 Leesport Ave. | Alexis "Lexi" Kennedy | (O)610-468-1804 |
| | | Logan Kennedy | (C)484-332-9422 |

| TYPE OR NAME | LOCATION | POINT OF CONTACT NAME | PHONE # |
|--|---------------------------|------------------------------|------------------------------------|
| TRANSPORTATION (Examples include: Airports, Rail Stations / Lines, Bus Terminals, Mass Transit Companies) | | | |
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| EDUCATION (Examples include: Public & Private Schools, Higher Education, Vocational Schools) | | | |
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| INFRASTRUCTURE (Examples include: Electric, Natural Gas, Oil, Public Water, Sewage, Phone, Cable TV Facilities) | | | |
| Leesport Borough Water | 27 S. Canal St., Leesport | | (O)610-926-2115 |
| Leesport Borough Authority | E. Wall St., Leesport | Duane Knoll | (C)610-223-3614 (W)610-926-1637 |
| Frontier Communications | 203 Centre Ave., Leesport | Call Center | 717-335-7300 |
| Comcast | | Call Center | 717-202-8191 |
| UGI | | Call Center | 610-375-4441 800-276-2722 |
| First Energy | | Call Center | 888-544-4877 |
| | | | |
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| OTHER (Examples include: Major Business and Industrial Facilities, Haz Mat Facilities, Large Gathering Sites) | | | |
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**CRITICAL PERSONNEL NOTIFICATION INFORMATION
MUNICIPAL OFFICIALS / PERSONNEL**

| POSITION | NAME/ADDRESS | PHONE NUMBERS | | | |
|-----------------------------|--|---------------|--------------|--------------|--------------|
| | | HOME | WORK | CELL | OTHER |
| Mayor | Charles Berger 262 Main St., Leesport | 610-926-2039 | | | 610-926-2115 |
| President of Council | Ronald Strause 255 Nichols St., Leesport | 610-926-9292 | | | 610-926-2115 |
| Vice Pres of Council | David J. Reimer Sr. 256 Abbey Ln., Leesport | | 610-683-4175 | 484-955-0124 | 610-926-2115 |
| Councilman | Cody Madeira 62 N. Centre Ave., Leesport | | | 484-941-1949 | 610-926-2115 |
| Councilman | Carl Moyer 433 Degler Ave., Leesport | | | 484-955-6062 | 610-926-2115 |
| Councilman | Matthew Walborn 303 Main St., Leesport | | | 484-334-3064 | 610-926-2115 |
| Councilman | James Moquin 267 Main St., Leesport | | | 744-644-2933 | 610-926-2115 |
| Councilman | Thomas Fronina 416 Miriam Ave., Leesport | | | | 610-926-2115 |
| | | | | | |
| EM Coordinator | David J. Reimer Sr. 256 Abbey Ln., Leesport | | 610-683-4175 | 484-955-0124 | 610-926-2115 |
| Deputy EM Coord. | Carl Moyer 433 Degler Ave., Leesport | | | | 610-926-2115 |
| | | | | | |
| Municipal Manager | Sandra Weiser-Pascavage | 610-926-5080 | 610-926-2115 | 484-955-1135 | |
| Secretary/Treasurer | Sandra Weiser-Pascavage | 610-926-5080 | 610-926-2115 | 484-955-1135 | |
| | | | | | |
| Sewer Authority | Duane Knoll | | 610-926-1637 | 610-223-3614 | |
| | | | | | |
| Municipal Engineer | Jason Newhard Spots, Stevens & McCoy 1047 N Park Rd., Wyomissing | | 610-621-2000 | | |
| Municipal Solicitor | Christopher Hartman Hartman Valeriano Magovern & Lutz, P.C. 1025 Berkshire Blvd., Suite 700 Wyomissing, PA | | 610-779-0772 | | |
| Code Enforcement | Brad Pflum LTL Consultants Ltd. Town Centre Dr Oley | | 610-987-9290 | | |
| | | | | | |
| Tax Collector | M. Jane Lauser 261 Nichols St., Leesport | | | 484-277-7912 | 610-926-2115 |
| | | | | | |
| Fire Chief | Kenneth Quell | | | 484-256-3765 | |
| Deputy Fire Chief | Benjamin Miller | | | 484-219-7822 | |
| Police Chief | James Keiser | | 610-926-2999 | 610-301-1097 | 610-916-2290 |
| PD Admin. Assist. | Alysia Fredericks | | 610-926-2999 | 484-388-6198 | 610-916-2290 |
| | | | | | |
| EMS Agency / OIC | Schuylkill Valley EMS Stephen Bobella Executive Director | | | | 610-926-2501 |

**CRITICAL PERSONNEL NOTIFICATION INFORMATION
EMERGENCY MANAGEMENT / EOC STAFF**

| POSITION | NAME/ADDRESS | PHONE NUMBERS | | | |
|---|--|---------------|--------------|--------------|--------------|
| | | HOME | WORK | CELL | OTHER |
| COMMAND STAFF | | | | | |
| EMC | David J. Reimer Sr. 256 Abbey Ln., Leesport | | 610-683-4175 | 484-955-0124 | 610-926-2115 |
| Deputy | Carl Moyer 433 Degler Ave., Leesport | | | 484-955-6062 | 610-926-2115 |
| Deputy | | | | | |
| Liaison Officer | | | | | |
| Assistant | | | | | |
| Assistant | | | | | |
| Public Information Officer | | | | | |
| Assistant | | | | | |
| Assistant | | | | | |
| SECTION CHIEFS & ESF PERSONNEL | | | | | |
| Operations Section Chief | | | | | |
| Deputy | | | | | |
| Deputy | | | | | |
| Public Works and Engineering ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Fire Services ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Mass Care ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Health & Medical ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Search and Rescue ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Hazardous Materials ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |

| POSITION | NAME/ADDRESS | PHONE NUMBERS | | | |
|---|--------------|---------------|------|------|-------|
| | | HOME | WORK | CELL | OTHER |
| SECTION CHIEFS & ESF PERSONNEL | | | | | |
| Law Enforcement ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Debris Management ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Education Services ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Planning Section Chief | | | | | |
| Deputy | | | | | |
| Deputy | | | | | |
| Information and Planning ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Dam Failure ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Logistics Section Chief | | | | | |
| Deputy | | | | | |
| Deputy | | | | | |
| Transportation ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Communications ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Resource Acquisition ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Food & Water ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |
| Energy & Utilities ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |

| POSITION | NAME/ADDRESS | PHONE NUMBERS | | | |
|---|--------------|---------------|------|------|-------|
| | | HOME | WORK | CELL | OTHER |
| SECTION CHIEFS & ESF PERSONNEL | | | | | |
| Finance and Administration Section Chief | | | | | |
| Deputy | | | | | |
| Deputy | | | | | |
| Disaster Recovery & Assessment ESF | | | | | |
| Staff | | | | | |
| Staff | | | | | |

ROUTE ALERT TEAM PERSONNEL

| NAME | ADDRESS | PHONE NUMBERS | | | |
|------|---------|---------------|------|------|-------|
| | | HOME | WORK | CELL | OTHER |
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DAMAGE ASSESSMENT TEAM PERSONNEL

| NAME | ADDRESS | HOME | WORK | CELL | OTHER |
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TRAFFIC CONTROL PERSONNEL

| NAME | ADDRESS | PHONE NUMBERS | | | |
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| | | HOME | WORK | CELL | OTHER |
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TRANSPORTATION – VOLUNTEER DRIVERS & GUIDES

| NAME | ADDRESS | PHONE NUMBERS | | | |
|------|---------|---------------|------|------|-------|
| | | HOME | WORK | CELL | OTHER |
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**RESOURCE SUPPLY/SERVICES LIST & NOTIFICATION
INFORMATION**

| ITEM | CONTACT | PHONE # | MOU Y/N |
|------------------------|---------|---------|---------|
| Air Conditioning Units | | | |
| ARES/RACES | | | |
| Beds | | | |
| Bedding | | | |
| Dry Ice | | | |
| Dumpsters | | | |
| Flares | | | |
| Flashlights | | | |
| Flatbed Trailers | | | |
| Fuel | | | |
| Heaters (Portable) | | | |
| Ice | | | |
| Lumber | | | |
| PENNDOT | | | |
| Portable Toilets | | | |
| Sand Bags | | | |
| Septic Pumping | | | |
| Storage Trailers | | | |
| Tents | | | |
| Water Coolers | | | |
| Water (Bottled) | | | |