

**WEST HANOVER TOWNSHIP BOARD OF SUPERVISORS  
7171 ALLENTOWN BOULEVARD, HARRISBURG, PA 17112  
MONDAY, APRIL 4, 2016**

**WORKSHOP SESSION**

**CALL TO ORDER – 5:30 p.m.**

Chairman Klein called the workshop to order at 5:30 pm.

**ROLL CALL**

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Harold Harman, Supervisor       | Adam Klein, Chairman                |
| Steve Kurtz, Supervisor         | Don Steinmeier, Secretary-Treasurer |
| Gloria Zimmerman, Vice Chairman |                                     |

**PUBLIC COMMENT: None**

**OLD TOPICS: None**

**NEW TOPICS**

Evacuation Center- Mr. Rosario stated that he contacted Central Dauphin School District, Lower Paxton Township, South Hanover Township, East Hanover Township, and Middle Paxton Township to find out how operate their evacuation centers or warming centers. He explained the difference between an evacuation center and warming center. Mr. Rosario reported the following: (1) Central Dauphin High School is a county approved site only for a catastrophic evacuation center. (2) Lower Paxton Township has no evacuation center but is interested in partnering with the township. (3) South Hanover Township's staff member was out of town at a training seminar and didn't return his call. (4) East Hanover Township has a warming center and is also interested in partnering with the township. (5) Middle Paxton Township has three evacuation centers in place.

Mrs. Zimmerman asked Mr. Rosario who he spoke to from Central Dauphin. Mr. Rosario stated that he spoke to Nicolas Barrelet who is the director of safety. She stated that she spoke with Ford Thompson, Central Dauphin School Board President, who informed her that the high school can be used as an evacuation center.

Mr. Kurtz asked if the recreation center in its current state can function as an evacuation center without any upgrades. Mr. Rosario confirmed it can be used, however staffing needs to be addressed. Mr. Rosario explained to be a Red Cross approved evacuation center the generator must be upgraded and a shower installed. There was discussion of what is hooked up to the generator and that is should be tested to confirm what is powered by the generator.

Mrs. Zimmerman stated that when she spoke to Mr. Thompson he used the word evacuation center not catastrophic center. She said if the township can use the high school that would eliminate the need to use township funds to upgrade the recreation center.

Kyle Miller, PSAB member, suggested that Mr. Rosario contact the school district to clarify if the high school can be used as an evacuation center. There was discussion regarding who makes the decision if an event is considered catastrophic.

Fire Chief Tim Shatto commented that he thinks that there is a misunderstanding between the Supervisors and the PSAB. He said that for sixty-five years the recreation center has always been used as a temporary evacuation center for the township. He said when emergencies occur there needs to be a location to immediately shelter residents. He asked what has changed in that building that does not make it suitable to be used as an emergency evacuation center. Chairman Klein said the board is having this workshop to determine what the township needs to provide to the residents in case of an emergency. Mrs. Zimmerman commented the board doesn't have a problem with the recreation center being used, they just needed clarification on what supplies need to be provided. Chief Shatto asked who the fire company needs to contact in order to access the recreation center in case of an emergency. Mr. Rosario stated that they need to contact him via his township cell phone which he has on twenty-four hours a day. Chairman Klein suggested that Mr. Rosario provide the fire company with keys to the recreation center for immediate access.

Bill McCahan, PSAB Chairman, addressed the board regarding the Red Cross training the township staff and PSAB members attended. He commented that after the meeting he thought everything was in order. He said he thinks there is some confusion as to the purpose of the shelter. He said the evacuation center is to be used to temporarily house residents. Mr. McCahan read Title 35, Section 7503 from the Pennsylvania Emergency Management Code. The township's responsibility is to "Organize, prepare and coordinate all locally available manpower, materials, supplies, equipment, facilities and services necessary for disaster emergency readiness, response and recovery." He said the EMA and PSAB is trying to help the township fulfill its responsibility. Mr. McCahan said that he is frustrated with this project.

Mrs. Zimmerman stated that she appreciates all that the EMA does for the township. She said there was miscommunication regarding the supplies needed for the center. She said that Mr. McCahan does not have the authority to contact staff; all requests and communication must go through Mr. Rosario.

There was discussion regarding who is responsible for staffing the center. Mr. McCahan said there must be a plan in place prior to an emergency. Mr. Steinmeier asked if the township staff is responsible for staffing the evacuation center. He said that all staff should be ready to help in the case of an emergency. Mrs. Zimmerman commented that in the 2013 Emergency Management Plan all staff including the Board of Supervisors were listed.

Mr. Kurtz asked for clarification on what will happen in case of an emergency and what the plan to activate the evacuation center. Chief Shatto said when there is an emergency the emergency response agency is the fire company. If the fire company requires additional assistance and action Chief Shatto contacts the Emergency Management Agency. He said Mr. Rosario would be point of contact for the board.

The board confirmed that the recreation center will be used for an evacuation center. The fire company will have access to the main hall, kitchen, and restrooms to shelter residents. Chief Shatto said if the incident continues past the emergency response then the Emergency Management Agency will contact Mr. Rosario who will coordinate the staffing of the center. Keys will be given to the fire company and the Emergency Management Agency for emergency access to the recreation center.

Mrs. Zimmerman asked that Mr. Rosario contact Mr. Thompson and Mr. Barrelet to make sure the board has the correct information regarding the type of shelter the high school can provide.

**ADJOURNMENT: 6:10 PM**