



Stillwater, New York
County of Saratoga

**COMPREHENSIVE
EMERGENCY
MANAGEMENT PLAN**

2012 UPDATE

Original Plan 2005

Stillwater Community Emergency Management Plan

EXECUTIVE SUMMARY

Introduction

This plan is the result of the recognition by both the Town and Village of Stillwater that a comprehensive plan is needed to enhance and guide the community's ability to prepare, respond and recover from emergency or disaster events. This plan is prepared jointly with members of the volunteer Emergency Management Committee in coordination with Saratoga County and the State Office of Emergency Management. The plan constitutes an integral part of a statewide emergency management program and contributes to its effectiveness. Authority to undertake this effort is provided by both Executive Law Article 2-b and the New York State Defense Emergency Act.

The development of this plan included an analysis of potential hazards that could affect the Community and an assessment of the capabilities and subsequent gaps existing in the Town and Village to deal with potential incidents.

Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of risk reduction measures, timely and effective response and provisions for both short and long term recovery activities, lives can be saved and property damage minimized.

This process is called Comprehensive Emergency Management to emphasize the interrelationship of activities, functions and expertise necessary to deal with emergencies. The plan is comprised of three sections to address each part of the ongoing process.

Management Responsibilities

Local government department and agency emergency management responsibilities are outlined in this plan. Assignments are made within the framework provided by the Incident Command System, National Incident Management System and executed by local government officials, the Emergency Management Committee and a variety of community participants. The Emergency Management Coordinator is designated to coordinate all emergency management activities in a Unified Command structure with the Town and Village of Stillwater.

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SECTION I GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

1. A variety of emergencies, caused by nature or technology may result in a loss of life, property and income, and may disrupt the normal functions of government, communities and families, and cause human suffering.
2. The local governments must provide leadership and direction to prepare for, mitigate, respond to, and recover from emergencies in the Community of Stillwater.
3. Under authority of Section 23 of the New York State Executive Law, local governments are authorized to develop a Comprehensive Emergency Management Plan to prepare, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Town and Village of Stillwater has jointly developed this Comprehensive Emergency Management Plan.
4. Comprehensive Emergency Management includes three phases:
 - a) Preparedness, including mitigation, risk reduction and prevention activities
 - b) Response
 - c) Recovery
5. Preparedness
 - a) Preparedness refers to those activities that are taken to prepare for a response to emergencies or disasters, including training, capability assessment, and planning and risk reduction.
 - 1) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
 - 2) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
6. Response
 - a) Response activities may start before the emergency materializes, for example, on receipt of advisories that floods, blizzards, or ice storms could impact the community. This increased readiness response phase may include such pre-impact operations as:
 - Detecting, monitoring, and assessment of the hazard
 - Communication within the emergency management structure
 - Alerting and warning of endangered populations
 - Initiating protective actions for the public
 - Allocating/distributing of equipment/resources

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- b) Response activities may follow the unanticipated impact of an emergency. Generally, they are designed to minimize casualties, conduct recovery operations and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.

7. Recovery

- a) Recovery activities are those following a disaster to restore the community to its pre-emergency state, to correct adverse conditions that may have led to the damage, and to protect and improve the quality of life in the community and should include;
 - A mitigation plan to prevent or mitigate a recurrence of the affects of the emergency
 - The development of an after action report with recommended changes to preparedness, response documented in the the community's CEMP if necessary.

B Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in the Town and Village of Stillwater:
2. The objectives of the Plan are:
 - a) To identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
 - b) To outline short, medium and long range measures to improve the Community's capability to manage hazards.
 - c) To provide that the local government, in concert with County government, will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.
 - d) To provide for the efficient utilization of all available resources during an emergency.
 - e) To provide for the utilization and coordination of County, State, and Federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.

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- f) Provide for the utilization and coordination of state and federal programs for recovery from a disaster with attention to the development of mitigative programs.

C. Legal Authority

This Plan, in whole or in part, may rely upon the following laws for the power necessary for its development and implementation:

1. Town of Stillwater, Resolution, passed January 2007
2. New York State Executive Law, Article 2-B, as amended
3. New York State Defense Emergency Act, as amended
4. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act

D. Concept of Operations

1. The primary responsibility for responding to emergencies rests with local government, and with the Chief Elected Officials.
2. Local government agencies and the emergency service response organizations play an essential role as the first line of defense and are likely the first to respond to an incident.
3. Responding to a disaster, each local jurisdiction is required to utilize its own facilities, equipment, supplies, personnel and resources first, then regional resources, state resources and finally federal resources.
4. The Chief Elected Official has the authority to direct and coordinate disaster operations and should delegate this authority to concentrate on executive duties.
5. The Incident Command System (ICS) shall be utilized to manage all emergencies requiring multi-agency response. The Town and Village of Stillwater recommends and encourages all emergency services organizations to utilize ICS.
6. When resources are inadequate, the Chief Elected Officer or their designee may obtain assistance from other political subdivisions, County government or State government through the County Office of Emergency Management.
7. A request for County assistance will be made to the Saratoga County Emergency Management Office, through the Operational Emergency Management Organization or appointed liaison.

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8. The Chairman of the County Board of Supervisors through the County Emergency Manager has the authority to direct and coordinate County disaster operations, and may coordinate responses for requests for assistance for the local governments.
9. The Saratoga County Emergency Manager may coordinate requests for assistance not only from other political subdivisions within the County, but with other counties in the State.
10. When the disaster is beyond the capability of Saratoga County, the County Emergency Manager may request State assistance through the State Office of Emergency Management (OEM).
11. State assistance is considered supplemental to local emergency efforts.
12. Direction and control of State risk reduction, response and recovery actions is exercised by New York State Disaster Preparedness Commission (DPC), coordinated by the State Office of Emergency Management. The Saratoga County Emergency Management Office will assist local jurisdictions, and serve as a liaison to the State.
13. Upon the occurrence of an emergency or disaster clearly beyond the capability and emergency resources of State and local governments, the Governor may find that federal assistance is required and may request assistance from the President by requesting a declaration of emergency or major disaster.

E Plan Maintenance and Updating

1. The Town Emergency Planning Committee in coordination with the Village of Stillwater and a robust planning team comprised of local citizens, response groups, agencies and community organizations, is responsible for maintaining and updating this Plan.
2. All local government departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Town Emergency Planning Committee Chairperson by January 15th of each year.
3. The Plan should be reviewed and updated annually with revisions distributed by February 15th of each year.

Section II PREPAREDNESS ACTIVITIES

A. General Community Preparedness Activities

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1. The Town and Village of Stillwater shall maintain an Emergency Management Planning Committee comprised of liaisons from local government elected officials, local government agencies or departments, community first response agencies, local community based or faith based organizations, schools and members at large.
2. The Community shall maintain a Comprehensive Emergency Management Plan with associated and required annexes, appendices or attachments as required.
3. The Community shall provide a means to efficiently warn its citizens in the event of an emergency or disaster.
4. The Local Governments will provide and support an Emergency Operations Center to coordinate emergency response activities as required.
5. The Emergency Management Planning Committee shall continuously train to develop the skills and knowledge to successfully execute the emergency management plan and provide assistance to the community residents.
6. At every opportunity residents shall be provided with educational material and information relative to emergency actions
7. The Community shall designate, support and maintain a shelter for use by community residents in the event of an evacuation. In addition the Emergency Planning Committee shall assist the managers of the shelter with planning assistance.
8. The Emergency Management Planning Committee shall work with community planning partners to hold at least one exercise annually to either test a portion of the plan or to assess community capabilities.
9. Identify and become familiar with those areas of the community which have the potential to be affected by high risk events.
10. Identify actions that need to be taken to ensure the Continuity of Government and the Continuity of Operations for all local government agencies during a disaster. See that Continuity of Operations plans are in place for all critical units of government.

B. Hazard Mitigation Planning

1. Hazard Mitigation planning efforts shall follow the process of forming a planning team as the initial activity.

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2. The mitigation planning team shall be made up of liaisons from the various Town and Village agencies as agreed upon by the chief elected officials of both communities in addition to the, Emergency Management Planning Committee, community response agencies, members of the community at large and of participating organizations as required.
3. Local hazard mitigation plans are referenced in the appendices of this document but are considered separate documents do to size and complexity.

C. Identification and Analysis of Potential Hazards

1. The Town Emergency Planning Committee, in coordination with the Saratoga County Office of Emergency Management with the guidance of the Planning Section of the NYS Office of Emergency Management, will:
 - a) identify potential hazards in the community, and those outside of the Community's boundaries that may potentially affect the community
 - b) determine the probable impact each of those hazards could have on people and property
 - c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
3. To comply with (1) and (2) above, hazards that pose a potential threat have been identified and analyzed by the Emergency Management Planning Committee using the program **HAZNY**, provided by the NYS Office of Emergency Management.
4. The Hazard Analysis for the Community of Stillwater shall be attached and referred to as Attachment 3.
5. This hazard analysis:
 - a) provides a basic method for analyzing and ranking the identified hazards, including identification of geographic areas and populations at risk to specific hazards establishes priorities for planning for those hazards receiving a high ranking of significance

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b) was conducted in accordance with guidance from the New York State Office of Emergency Management.

6. The rating and ranking results of the hazard analysis are found in **Attachment 3**.

D. Risk Reduction Policies, Programs and Reports

1. Community agencies will coordinate with Saratoga County in promoting policies, programs and activities to reduce hazard risks in their area of responsibility

a) Examples of risk reduction activities are:

- to encourage the adoption of community development plans, zoning ordinances, and building codes that are cognizant of and take into account significant hazards in the community
 - promote compliance with and enforcement of existing laws, regulations, and codes that are related to hazard risks, e. g., building and fire codes, flood plain regulation, stream clearance and storm water management regulations
 - assess the risk of all critical infrastructure including transportation and utility
 - encourage and participate in stream channel maintenance programs
 - encourage local, county and state agencies and public works Departments to address dangerous conditions on roads used by hazardous materials carriers
2. In the Town of Stillwater the Planning and Building Office is responsible for land use management of Town owned land and the review of land use management actions and shall consider the hazards identified in the hazard analysis, when making assessment of land use regulations:
3. The Stillwater Emergency Planning Committee will be given the opportunity to participate in any risk reduction workshops, and will continuously work to identify hazard reduction actions.

E. Emergency Response Capability Assessment

1. Periodic assessment of the Communities capability to manage

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emergencies that could be caused by the risk assessment is a critical part of Risk Reduction.

2. The Emergency Planning Committee will, every three years:
 - a) assess the Community's capability for dealing with those hazards that have been identified and analyzed, including but not limited to:
 - the likely time of onset of the hazard, how quickly it may occur
 - the impacted communities' preparedness levels
 - the existence of effective warning systems
 - the communities' means to respond to anticipated casualties and damage
3. To assist the Emergency Planning Committee in its assessment, the Town Emergency Planning Committee Chairperson, may conduct a table-top exercise based upon specific hazards and hazard areas identified by the analysis.
4. The Emergency Planning Committee will identify capability shortfalls and identify means to reduce or eliminate the shortfalls. Shortfalls are inevitable; once shortfalls are identified plans shall be adjusted to provide contingencies.

E. Training of Emergency Personnel

1. The Stillwater Emergency Planning Committee, in coordination with the Saratoga County Emergency Manager, has the responsibility to:
 - a) Provide training and guidance to planning committee members as to where and what training can be obtained. The minimum training is IS 100 available through on-line offerings from the Emergency Management Institute of FEMA.
 - b) Encourage and support emergency response training for community organization personnel as well as other groups or agencies within the community who would provide assistance.
 - c) Provide training which shall:
 - include information on the characteristics of hazards and their consequences and the implementation of emergency response actions including protective measures, notification procedures, and available resources

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- include Incident Command System (ICS) training, focusing on individual roles
 - provide emergency personnel with the skills necessary to help reduce or eliminate hazards and increase their response capability
 - in crisis situations, that may require just in time training, additional specialized training and refresher training
- d) Conduct periodic exercises and drills to evaluate capabilities and preparedness that will test elements and responsibilities of the Comprehensive Emergency Management Plan, community capabilities, and readiness of warning capabilities.
2. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, medical response teams, Red Cross, RACES, Volunteer Agencies Active in Disasters (VOADs), should avail themselves to training in accordance with national standards prescribed by the Department of Homeland Security and FEMA's Emergency Management Institute (EMI).

F. Public Education and Awareness

1. The Stillwater Emergency Management Planning Committee, the Saratoga County Office of Emergency Management, the NYS Office of Emergency and FEMA's Emergency Management Institute provide training opportunities and an abundance of information to the public and the response community on planning, response to and recovery from emergencies and disasters.
2. It is incumbent for all response entities to provide awareness to the public on the existence of hazards in their community and to familiarize them with response actions when threatened.

G. Monitoring of Identified Hazard Areas

1. First response agencies, government agencies, and local citizens are cognizant of known hazards in the Town, and may detect a hazardous situation in its earliest stages.
2. As situations develop information shall be immediately provided to the Saratoga County 9-1-1 Communications Center and disseminated to local government officials per protocol.
 - a) Town of Stillwater Communications Plan ICS 205 is attached and known as Appendix #2. The ICS 205 is a listing of agencies and individuals in the community who are involved with emergency management planning and response activities.

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3. When appropriate, monitoring stations staffed by trained individuals may be established regarding specific hazards. It should be noted that field observers should be relied upon and can be more accurate than mechanical monitoring methods. Field observers shall report findings to the Operations Section Chief and subsequently to the Planning Section Chief for inclusion in the Situation Unit report.
4. Monitoring tasks include detecting the hazard potential and taking measurements or observations of the hazard. Examples of such are rising water levels, toxic exposure levels, slope and ground movement, mass gatherings, the formation and breakup of ice jams, shore erosion, dam conditions, and the National Weather Service's Skywarn program. Monitoring of any hazardous material release or spill may require Technical Specialists in the field of hazardous material monitoring.
5. All community hazard monitoring activity will be coordinated with the Stillwater Emergency Planning Organization and the Saratoga County Emergency Management Office.

Section III RESPONSE

I. Response Organization and Assignment of Responsibilities

A. Chief Elected Official Responsibilities, Powers, and Succession

1. The Chief Elected Official is ultimately responsible for emergency response activities and:
 - a) may assume personal command of the local emergency planning organization if the scope and magnitude of the emergency indicates the necessity of personal management and direction of the response and recovery operations,
 - b) controls the use of all locally owned resources and facilities for disaster response,
 - c) may declare a local state of emergency in the jurisdiction of responsibility, and may promulgate emergency orders and waive local laws, ordinances, and regulations
 - d) may request assistance from other jurisdictions, and Saratoga County, when it appears that the incident will escalate beyond the capability of local resources,
 - e) may provide assistance at the request of other local governments both within and outside Saratoga County.
2. In the event of the immediate unavailability of the Chief Elected Official, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
 - a) In the Town; Deputy Town Supervisor, followed by the Board member charged with liaison with the Emergency Management Committee.
 - b) In the Village, the order of succession is as follows;
 1. Village trustee as designated
 2. Village trustee as designated

B. The Role of the Emergency Management Planning Committee Chairman

1. Facilitates the governance of the Emergency Management Planning Committee on the authority of the Town Board.
 - a) Facilitates the management of the Town Emergency Operations Center and may be assigned the EOC Manager by the chief elected official.

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- b) facilitates coordination of resources of:
 - Town agencies
 - Town first response agency resources
 - Resources of Villages located within the Town
 - local government resources outside the Town
 - Saratoga County resources
 - Resources of any emergency support organizations
 - utility providers within the Town

C. The Town Emergency Response Organization

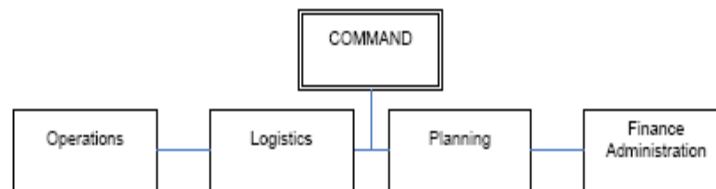
1. The Incident Command System (ICS)
 - a) The Stillwater Community has instituted the use of the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS) for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS shall be initiated by the emergency response organization managing any emergency or disaster within the Town and Village of Stillwater.
 - b) There are five primary functions within the ICS organization:
 - Command
 - Operations
 - Planning
 - Logistics
 - Finance
 - c) Under ICS, an Incident Commander (IC) or Unified Command has the overall responsibility for the effective strategic management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. Where an EOC has been activated the incident command structure will include the Chief Elected Official (CEO) of the affected jurisdiction(s) and the Emergency Operations Center Manager.
 - d) The Incident Command Structure will manage the event from the Town Emergency Operations Center (EOC). There can be only one EOC although there may be tactical, field, forward, sector or operational command posts who's staff reports to the Operations Section Chief in the EOC.
 - 1) In a minor event where the EOC has not been activated the Chief Elected Official will be in command of the operation and will perform all the functions associated with the ICS structure

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unless otherwise assigned to other individuals.

- 2) In a major event or where the EOC is activated the Chief Elected Official will defer management of the EOC to other capable individuals while the CEO attends to administrative details affecting the overall operation of the affected jurisdiction.
- e) Under the Command function, the IC has the responsibility for Safety, Public Information, and Liaison. If the EOC is activated the EOC Manager will have the responsibility for Safety in the context of the Incident Management Structure, Public Information in coordination with the CEO and Liaison in coordination with the CEO.

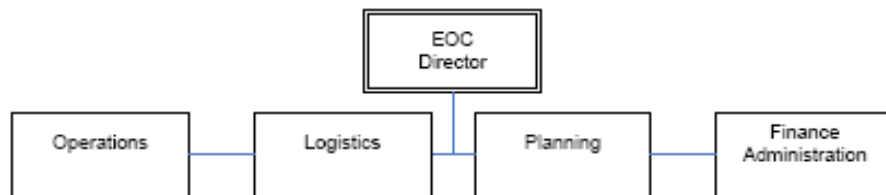
BASIC ICS ORGANIZATION CHART



- f) During an emergency, response agencies and organizations shall be informed of the activation of an Emergency Operations Center, the operational expectations and the reporting chain. Some personnel may be responders to the scene and part of the on-scene ICS structure in a forward operational role. Other personnel may be assigned to the Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene.
- g) The forward response element carrying out tactical operations may request mission support from the EOC and have the responsibility to convey situational information to the EOC's Planning Section, Situation Unit. All mission requests shall be directed through the Operations section and assigned as needed.
- h) In a forward tactical operation or field controlled incident without EOC activation, the Incident Commander is usually the first or the highest ranking officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex a more highly qualified Incident Commander may assume command of the incident.

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- i) A major emergency encompassing a large geographic area may have more than one division. In this situation there is still only one Incident Commander with assigned Division Supervisors at each Division. Where several jurisdictions are operational with multiple divisions, an Area or Regional Command may be established which may be instituted or supported by County government.
- j) The EOC will be organized by ICS function, as depicted below and interface with on-scene agencies and organizations as appropriate.
- k) Whenever the ICS is instituted personnel should be assigned to specific ICS functions as required. See Table 1 on pages 25 & 26 for possible ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager. There needs to be sufficient personnel to staff for several successive 12 hour shifts.



D. Agency Responsibilities

- a) The Chief Elected Official shall exercise ultimate responsibility and oversight for emergency response and may delegate ICS responsibilities as described in Table 1, or as the circumstance warrants. The Chief Elected Official shall designate an EOC Manager if deemed appropriate for the incident.

II. Managing the Emergency Response

A. Incident Command Post and Emergency Operations Center

- 1. On-scene emergency response operations will be coordinated by the Chief Elected Official or Officials in a Unified Command structure, from an Emergency Operations Center located near but not within the affected area. There can only be one EOC for an event. Temporary facilities at the scene of the incident used by response agencies for tactical operations shall be known as a command post.
 - a) There may be more than one command post depending on the size of the area affected or the number of jurisdictions involved. The Command Posts shall be coordinated and supported by the EOC.

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- b) If EOCs are established in several Towns within the County, the County EOC shall coordinate and support the local EOCs.
- 2. The function of the Local/Town EOC is to support Command Post activities and to coordinate resources and assistance committed to the incident. The EOC can also be used as an Area Command Post when a disaster covers several adjacent jurisdictions if an Area Command is instituted.
- 3. A Command Post will likely be established by first responders at the scene of the incident or, if not already established, may be selected by the Operations Section Chief based upon the logistical needs of the situation.
- 4. The Stillwater Community EOC shall be located at a facility deemed appropriate for the response type and level.
- 5. If a disaster situation renders the EOC inoperable a contingent EOC must be established at an appropriate location. The Primary EOC will be established at the Stillwater Area Community Center, the backup will be at the Stillwater Town Hall.
 - a) The EOC will provide for the centralized coordination of all agency and organization activities from a secure and functional location.
 - b) Depending on the incident size and complexity, the EOC Manager may designate a County Liaison. This position will facilitate the coordination between County Emergency Management Structure and the Local response structure.
 - c) Agencies and other organizations represented at the EOC will be organized according to the standard ICS structure under the direction of an EOC Manager.
 - d) Each agency's representative at the EOC will be responsible for assigning and tracking their agency's resources in response to missions received from the tactical response agencies. Missions are received by the Operations Section assigned and tracked. Agency representatives are also responsible for obtaining situational awareness from field operatives and supplying that information to the Planning Section to be developed into an event situation report.
- 6. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation,

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two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the EOC Manager in consultation with the Chief Elected Official(s).

- 7 Work areas will be established for each agency liaison in the EOC.
- 8 Due to equipment limitations each agency liaison must plan to bring basic communications equipment to the EOC, such as laptop computers, accessory cables and equipment, and cell phones with chargers.

B. Agency Notification and Activation

1. Initial notification of an emergency situation may originate from the public, news media, citizens, response agencies, the County or State dispatch centers or any number of sources.
2. Upon receiving initial notification of an emergency impacting the community, the chief elected officials, response agencies and knowledgeable advisors shall briefly conference and declare an event level. The event level will determine the activation of the EOC and at what staffing level.
3. If an event level is declared resulting in the activation of the EOC, the chief elected officials shall designate an EOC Manager.
4. Should response agencies require additional resources, resource requests shall be directed to and filled from the EOC according to priority. Agencies must coordinate their resources so that they are properly applied.
 - a) It must be recognized that some agencies may have discipline specific mutual aid plans that are being exercised in response to an emergency or disaster. (i.e. County and Statewide Fire Mutual Aid Plan) In these cases agencies should be communicating the resources being utilized through their liaison in the EOC for situational awareness.
5. If local capabilities are exceeded a request will be made by the Chief Elected Officials to the County for additional resources. Alternative methods of obtaining resources include purchase, lease, borrow or request regional, state or federal resources through the County Emergency Management Office.
6. Each emergency shall be classified into one of three Response

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Levels according to the scope and magnitude of the incident and the subsequent commitment of resources.

- a) **Response Level 3**, monitoring an emergency or potential situation, CEO will be in communication with subject matter experts, technical specialists, appropriate agency liaisons and members of the Emergency Planning Committee.
 - b) **Response Level 2**, an emergency event has occurred or is imminent, CEO will activate the EOC and shall staff with the appropriate agencies and organizations will be determined in conjunction with the EOC staff. This is a limited activation of the EOC.
 - c) **Response Level 1**, full activation of the EOC with all appropriate agency and organizational representatives in attendance.
7. The Stillwater Area Communications Plan is attached as **Attachment #2**. (The communications plan is a listing of potential responders or key agency representatives and shall be updated regularly at a minimum annually)
8. Town agency personnel shall be activated at the discretion of the EOC Manager in consultation with the Chief Elected Officials.

C. Public Notification and Warning

- 1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.
- 2. Local Government shall identify, map, and delineate manageable geographical divisions those areas that are at high risk from an unplanned event and determine a method to notify residents that may be exposed to danger including contingency methods. These maps are likely to be located in the Local Government Mitigation Plan.
- 3. Methods that may be employed are media announcements; EAS messages, social media sites, telephone call out systems such as Hyper-Reach, warning devices, message boards or direct contact by response agencies, or any combination thereof.
 - a. The Emergency Alert System (EAS) involves the use of broadcast media including television, radio, and cable TV, to issue emergency warnings which are activated through the County Emergency Management agency.

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- b. NOAA Weather Radio (NWR) provides continuous radio broadcasts of the latest weather information including severe weather warnings directly from the National Weather Service office in Albany. NWR will also broadcast non-weather-related emergency warnings on select high-band FM frequencies, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available from retailers in your community. NWR is also a component of EAS. Emergency broadcasts can be initiated by Saratoga County Emergency Management officials.
- 4. Every attempt to reach the hearing impaired or resident who are not English speaking shall be considered.
- 5. The position of Public Information Officer shall be established in the Command Staff in the EOC
- 6. Where an event affects a large geographic area or where an Area Command is established, it is highly advised that a Joint News Center be established employing liaisons from the involved jurisdictions to coordinate news briefings and content. Coordinated information and messages should be delivered to the public to reinforce credibility and to provide a single common message.
- 7. The Public Information Officer shall;
 - a) authenticate all sources of information being received and verify accuracy
 - b) provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
 - c) coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
 - d) Check, control and dispel rumors by providing accurate, vetted and useful information
 - e) arrange and approve interviews with the news media and press by emergency personnel involved in the response operation

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- f) Arrange media tours of emergency sites in coordination with assigned liaisons

D. Assessment and Evaluation

1. As a result of information gathered by the Planning Section's Situation Unit from Operations and other means, members of the Command Section will, as appropriate, in coordination with response participants:
 - a) develop policies by evaluating the safety, health, economic, environmental, social, humanitarian, legal and political implications of a disaster or threat;
 - b) analyze the best available data and information pertaining to the event and its effects on the community;
 - c) explore alternative actions and consequences;
 - d) select and develop specific response and recovery strategies.

E. Declaration of Local State of Emergency and Promulgation of Emergency Orders

1. In response to an emergency that has occurred or in anticipation of an emergency having determined that persons or, critical infrastructure is in jeopardy or there is the possibility of pending economic devastation the Chief Elected Official may proclaim a state of emergency (SOE) pursuant to Executive Law, Article 2-b, section 24.
2. This section of Executive Law authorizes the Chief Elected Official to deal with the emergency situation with the full executive and legislative powers of Local government.
3. It is not sufficient to merely declare an SOE. The SOE must be accompanied by specific action items referred to as local emergency orders. For example emergency orders can be issued for actions such as:
 - establishing curfews
 - travel restrictions
 - Specific areas or highways
 - Specific groups of residents or by exception
 - evacuation of facilities and areas
 - closing of places of amusement or assembly
 - suspend sale of alcohol

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- areas of voluntary and/or mandatory evacuation
 - suspension of town laws
4. Attachment 4 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
 5. Emergency responders and some agencies have inherent authority and powers to take reasonable and immediate action to protect lives and property without the promulgation of an emergency declaration or emergency orders.

F. Medical, Public, Mental Health Functional Group

1. A disaster may result in injury and death within the local population. In addition, damage to or destruction of structures, critical infrastructure and public services may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. Within the Operations Section a Medical-Public-Mental Health Functional Group may be activated with the specific function to ensure that health and medical problems are being addressed and obtain the necessary expertise or resources required to gather information, plan remedial actions and provide guidance on those agencies most appropriate to address medical and mental health needs.

G. Human Needs Functional Group

1. The EOC is responsible for ascertaining what human needs have been affected by an emergency and to respond to those needs with all available resources.
2. A Human Needs Functional Group may be activated within the Operations Section to assess, plan, and develop a strategy to mitigate human needs, especially unmet needs. The group shall consist of all of the agencies who are stakeholders in meeting human needs issues.
3. In addressing human needs issues there will likely be a need to manage donations, manage volunteer resources and addressing household pet sheltering.
 - a) In addressing these associated issues, a donations manager, a volunteer resource manager and a pet shelter manager will be required to be assigned within the Operations Section. The Human Needs functional group supervisor shall report to the

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Operations Section Chief. All units or divisions under the human needs umbrella shall report to the Human Needs functional group supervisor.

H. Restoring Public Services

1. The EOC is responsible for ascertaining the effects of the emergency on residents, business, critical infrastructure and public services, ensuring that recovery and restoration is accomplished without undue delay.
2. A Public Infrastructure Functional Group may be assigned to the Operations Section to gather information, plan remedial actions, and to provide guidance on those agencies or organizations most appropriate to provide assistance.
3. Related to the restoration of public infrastructure, there will likely be a need to manage debris. A debris management group should be comprised of stakeholders associated the debris identification, collection, transportation, permitting and disposal.

I. Resource Management

1. A function of the Planning Section is to identify, catalogue and track resources which are staged, assigned or demobilized during the event.
 - a) While the Resource Unit maintains the status of resources, the Operations Section assigns resources and the Logistics Section orders up like or similar resources to fill any shortfalls.
2. Resources directly controlled by the Town and Village should be used first in responding to an emergency.
 - a) According to standard guidance obtain resources locally, regionally, statewide and then from federal sources.
3. All local resources are under the control of the respective Chief Elected Official during an emergency and may be assigned as necessary by the Operations Section by way of mission request. Resources not controlled by the CEO should have a representative in the EOC to act as a liaison.
4. Resources owned by other governmental agencies or organizations may be utilized upon agreement between the requesting and offering government, and shall be coordinated through the Saratoga County Emergency Management Office.

Stillwater Community Emergency Management Plan

5. Resources owned privately cannot be commandeered or confiscated by government during an emergency. However, purchases and leases of privately owned resources can be expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency. Donations shall be directed through the Donations Management Functional Group and indexed by the Resource Unit if they are not expendable commodities.
 - a) Donations in the form of goods or services can be overwhelming, necessitating the formation of a Donations Management Group who are to provide inventory, control and protocols on disbursement of donated resources and will exercise control over volunteer resources.

J. Standard Operating Guides and other supporting plans.

1. Each agency or organization assigned responsibility under this plan shall to have its own Plan to address Preparedness activities, Response actions and Recovery actions along with their normal tactical Standard Operating Guidelines (SOG).
2. Plans and SOGs will address organizational structure, agency staffing, EOC liaisons, EOC shift assignments, reporting standards and templates, coordination with other agencies, ICS training, and internal resource inventory.
3. Plans and SOGs shall be reviewed at least annually, preferably in the 1st quarter of each year.
4. Agency and Organization liaisons shall participate in local government exercises and shall have knowledge of their respective agency resources, plans and SOGs in order to be a productive decision maker in the operation of the Local EOC.

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Section IV RECOVERY

It should be noted that the recovery process begins at the beginning of a disaster; each step taken during response is a step closer to recovery. As the level of activity of operational response diminishes the level of activity for recovery increases. The assessment of damages and loss is initiated at the beginning of the response process in order to provide information to those agencies who are going to be key in providing assistance for both individuals and families and for restoration of infrastructure.

A. Damage Assessment

1. Local government will coordinate damage assessment activities within the affected jurisdictions during and following an event.
2. Local government will participate in and cooperate with Saratoga County in damage assessment activities, specifically the provision of information related to damages within the community.
3. The Stillwater Community shall coordinate with the Saratoga County Emergency Management Office by Developing a Town damage assessment program to include the following assessment criteria;
 - a) Number of residences damaged, extent of damage (major or minor) and value of occupancy
 - b) Number of residences destroyed and value
 - c) Number of residences that are uninhabitable
 - d) Type of residences damaged and the number of occupants for each
 - e) Number of commercial structures damaged, extent of damage (major or minor), use and value of each
 - f) Number of commercial structures destroyed, the use and value of each
 - g) Critical infrastructure damaged and destroyed, unit of measurement of damaged infrastructure and approximate cost to replace
 - h) Public properties damaged and destroyed, the use and value of each
 - i) Institutional property damaged and destroyed, the use and value of each
 - j) Note where damaged or destroyed property is covered by insurance
4. To facilitate the processing of Public Assistance grants, FEMA has divided disaster related work into two broad categories, emergency work and permanent work. (*See Public Assistance Guide FEMA 322 for additional information*)
 - a. Emergency work is categorized as;

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- i. Category A debris removal
 - ii. Category B emergency protective measures
 - b. Permanent work is categorized as;
 - i. Category C roads and bridges
 - ii. Category D water control facilities
 - iii. Category E buildings and equipment
 - iv. Category F utilities
 - v. Category G parks, recreational facilities, and other items
- 5. A damage assessment coordinator shall be assigned the duties of collecting, recording and sharing information as appropriate. The damage assessment coordinator shall;
 - a. Attend public assistance applicant briefing conducted by Federal and State officials.
 - b. Review SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants.
 - c. Obtain maps showing disaster damage locations documented with photographs and video tapes.
 - d. Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance
 - e. Assign and coordinate local representative(s) who will accompany the Federal/State Survey Teams(s).
 - f. Follow up with County's Disaster Assistance liaison and NYS OEM
 - g. Submit Proof of Insurance, if required.
- 6. During the period of long term recovery, local government will require a liaison to address the following issues after funding has been granted by FEMA. Because most emergency response personnel at a local level are volunteers, local government should consider out sourcing this responsibility since it will be a long term commitment. The long term recovery liaison will be responsible to;
 - a. Prepare and submit project listing for small project grants
 - b. Follow eligibility regarding categorical or flexibly funded grant
 - c. Maintain accurate and adequate documentation for costs on each project
 - d. Observe FEMA time limits for project completion
 - e. Request final inspection of completed work or provide appropriate certificates
 - f. Prepare and submit final claim for reimbursement
 - g. Assist in the required state audit
 - h. Maintain summary of damage suffered and recovery actions taken
- 7. The Finance Administration shall collect all information related to response activates of all local government agencies to include but not exclusively, town agencies, village agencies, police, fire and EMS agencies located within the Town or Village.

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- a) Information shall include volunteer time expended during response and recovery activities.
 - b) Information shall include the operation of all equipment by type, and according to the FEMA typing guidance
 - c) Town and Village data will be kept separate
6. All local government departments and agencies will participate in damage assessment and cost collection activities, such as;
 - a) Preparedness activities:
 - identify agencies, personnel, and resources to assist and support damage assessment activities
 - identify non-government groups such as non-profit organizations, trade organizations and professional people or contract organizations that could provide damage assessment assistance
 - fostering agreements between Local government and any available resources for technical support
 - b) Response activities:
 - obtaining and maintaining documents, maps, photos and video tapes of damage reviewing procedures and forms for reporting damage to the County, State and Federal Agencies
 - c) Recovery activities:
 - selecting personnel to lead damage assessment survey teams
 - identifying and prioritizing areas to survey damage
 - completing project worksheets and maintaining appropriate and complete records
7. It is essential from the outset of emergency response activity that all response agencies and organizations keep detailed records of expenditures for:
 - a) labor time, including volunteer labor
 - b) use of equipment including type, engine/pump size, hours used
 - c) use of borrowed or rented equipment including type, engine/pump size, hours used and cost
 - d) use of materials from existing stock
 - e) contracted services, commodities, or equipment used for emergency response
8. Damage assessment may be conducted by a number of government

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or private entities such as the volunteer organizations, highway department, code enforcement officials, structural engineers, outsourced to private firms, insurance industry, state or federal liaisons. It is essential that all of the information gathered is coordinated and collected to one location and remains with the affected jurisdiction throughout the process.

9. Damage assessment will focus on all aspects of the event, especially damage to public infrastructure and utilities, and to residences or commercial structures.
10. At some point during the event teams of local, state and federal partners will assess the affected area and survey the damage and compare their observations with the information gathered locally.
11. It is critical to obtain a rapid, but accurate snapshot of the damages from an event because the numerical assessment will determine whether or not a County or State reaches the threshold for an emergency or disaster declaration and the types of assistance forthcoming from the Federal Government.
12. Town and Village damage assessment information will be reported separately to the County Emergency Management Office for establishing the eligibility for any assistance.
 - a. Unless otherwise designated by the Chair of the county Board of Supervisors, the County Emergency Management Office will serve as the County's authorized agent in disaster assistance applications to State OEM and FEMA
 - b. Forms for collecting this information are contained in SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the Saratoga County Emergency Management Office
13. All assessment activities in the disaster area will be coordinated with the Local EOC.
 - a. Information shall be provided to the Situation Unit of the Planning Section

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is shall be based on the comprehensive community development plan prepared under direction of local government agencies and boards with technical assistance provided by the County Department of Planning and contract firms.

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3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. Local Government must have public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, and building codes. As a result, local government will have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A recovery task force will be developed by local government and will:
 - a. Direct the recovery with the assistance of local government departments boards, agencies, private firms and community input coordinated by the Recovery Section Coordinator.
 - b. Prepare a local recovery and redevelopment plan, if appropriate, unless deemed unnecessary, pursuant to sub section 28-a of the State Executive Law Article 2-B.
6. The recovery and redevelopment plan shall include;
 - a. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings
 - b. Establishment of priorities for emergency repairs to facilities, buildings and critical infrastructure.
 - c. Economic recovery and community development.
 - d. New or amended zoning ordinances, subdivision regulations, building and health codes.
7. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
8. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
9. Responsibilities for recovery assigned to local governments depend on whether or not a State disaster emergency has been declared pursuant to Article 2-B of the State Executive Law.
10. If the governor declares a state disaster emergency to include Saratoga County, then under Section 28-a the local governments have the following responsibilities:

Stillwater Community Emergency Management Plan

- a. Any county, city, town or village included in a disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such a plan to be unnecessary or impractical.
- b. Within 15 days after declaration of a state disaster, any county, city, town or village included in such disaster area, shall report to the State Disaster Preparedness Commission (DPC) through SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.
- c. Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
- d. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
- e. A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
- f. The adopted plan:
 - May be amended at anytime in the same manner as originally prepared, revised and adopted; and
 - Shall be the official policy for recovery and redevelopment within the municipality.

C. Reconstruction

1. Reconstruction consists of two phases:
 - a) Phase 1-short term reconstruction to return vital support systems to minimum operating standards;
 - b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including mitigation projects to minimize future adverse conditions.
2. Long term reconstruction and recovery includes activities such as:
 - a) Timeline for a redevelopment plan
 - b) Analyzing existing State and Federal programs to determine how they may be modified or applied to reconstruction

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- c) Conducting public meetings and hearings
- d) Providing temporary housing and facilities
- e) Public assistance to repair or replace critical public infrastructure
- f) Coordination of State/Federal recovery assistance
- g) Monitoring, oversight and documentation of reconstruction progress
- h) Preparation of periodic progress reports to be submitted to Saratoga County Office Emergency Services.

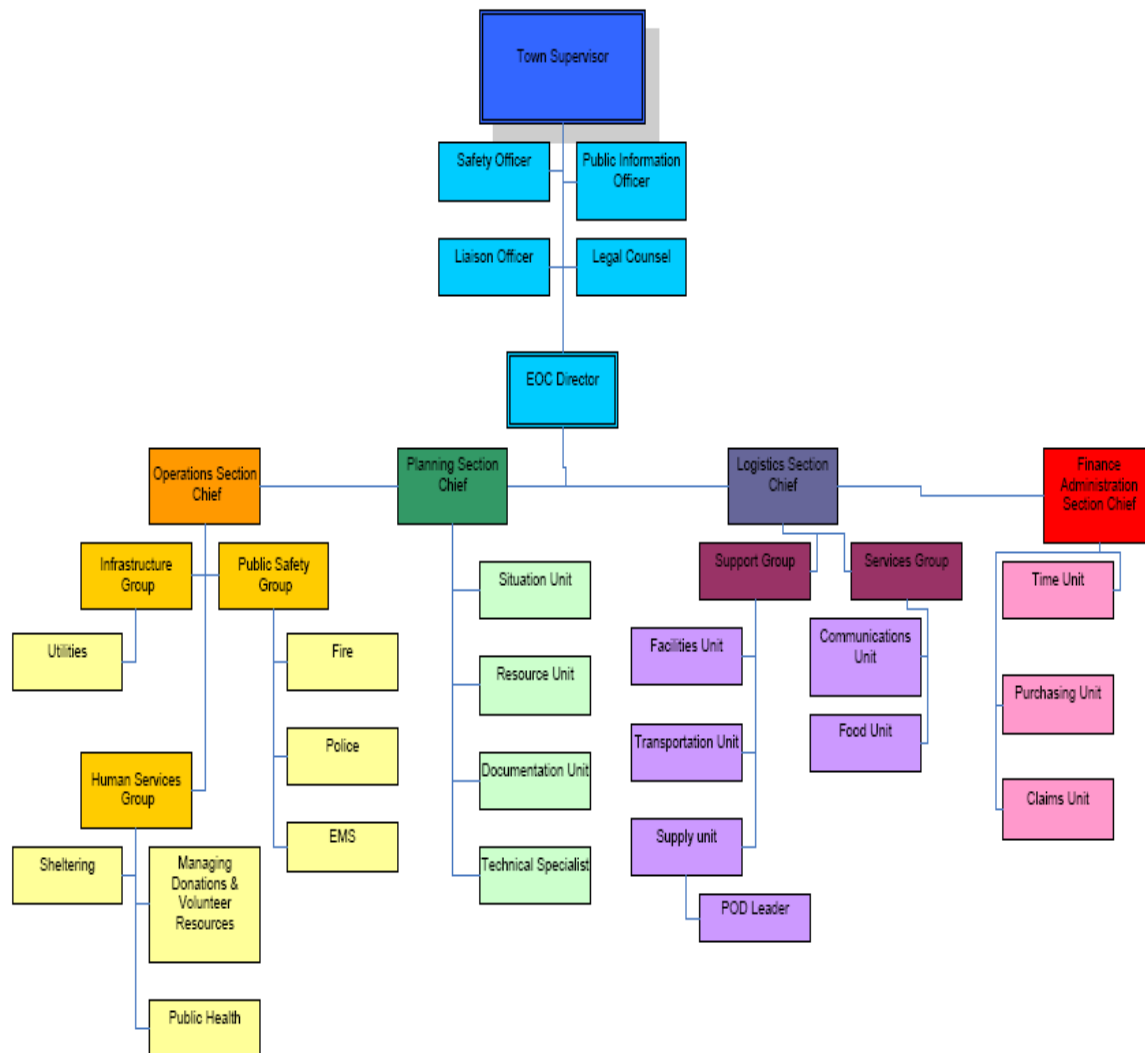
- 3. Reconstruction operations must conform to existing local, State, and federal environmental laws and regulations.
- 4. Reconstruction operations involving designated historical sites must conform to existing local, State and federal guidelines.

D. Public Information on Recovery Assistance

- 1. The Public Information Officer working in the Command Section is responsible for making arrangements with the broadcast media and press to prepare, coordinate, and provide accurate information to the public on:
 - a) What kind of emergency assistance is available
 - b) Who is responsible for providing assistance
 - c) Who is eligible to receive assistance
 - d) What kinds of records are needed to document items which are damaged or destroyed by the disaster
 - e) What actions that must be taken to apply for assistance.
 - f) Where to apply for assistance
- 2. The following types of assistance may be available:
 - a) Food stamps (regular and/or emergency)
 - b) Temporary housing (rental, mobile home, motel)
 - c) Unemployment assistance and job placement (regular and disaster unemployment)
 - d) Veteran's benefits
 - e) Social Security benefits
 - f) Disaster and emergency loans (Small Business Administration, Farmers Home Administration)
 - g) Tax refund extensions
 - h) Individual and family grants
 - i) Legal assistance
- 3. All the above information will be prepared jointly by the federal, State, County, and Town PIOs as appropriate and furnished to the media for reporting to public. It is essential that there is one coordinated message.

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATIONAL CHART



ATTACHMENT 1

**REFER TO THE STILLWATER MITIGATION PLAN WHICH IS AN
EXTENSIVE SEPARATE DOCUMENT AVAILABLE AT LOCAL
GOVERNMENT OFFICES**

**REFER TO THE SARATOGA COUNTY HAZARD MITIGATION
PLAN WHICH IS AN EXPANSIVE DOCUMENT AVAILABLE
SEPARATELY**

ATTACHMENT 2

ICS 205 COMMUNICATIONS PLAN FOR THE STILLWATER COMMUNITY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

INSERT MOST RECENT ICS 205 HERE

ATTACHMENT 3

STILLWATER AREA HAZARD ANALYSIS

Insert Most Recent Hazard Analysis Here

ATTACHMENT 4

**INSERT INSTRUCTIONS FOR DECLARING A STATE OF
EMERGENCY AND ISSUING EMERGENCY ORDERS
HERE**

ATTACHMENT 5

PLEASE REFER TO SEPARATE FEDERAL GUIDANCE DOCUMENTS ON DAMAGE ASSESSMENT

Such documents are available from your County or State Office of Emergency Management Federal guidance is also available on-line at FEMA.gov

ATTACHMENT 6

**INSERT THE STILLWATER COMMUNITY
SHELTER ANNEX HERE**

ATTACHMENT 7

ICS POSITION DESCRIPTIONS AND CHECKLISTS FOR USE THE EMERGENCY OPERATIONS CENTER (EOC)

ATTACHMENT 9

INSERT COPY OF EXECUTIVE LAW, ARTICLE 2-B HERE

ATTACHMENT 10

**INSERT THE TOWN AND VILLAGE RESOURCE LISTING
HERE**

ATTACHMENT 11

**Insert the most recent resolution for adoption of
the National Incident Management System**

ATTACHMENT 12

Insert Mental Health Annex Here

ATTACHMENT 13

**INSERT DONATIONS MANAGEMENT AND
MANAGEMENT OF VOLUNTEER RESOURCES ANNEX
HERE**

ATTACHMENT 14

INSERT EOC ACTIVATION CHECK LIST HERE

ATTACHMENT 15

INSERT ANIMAL SHELTER PLAN HERE

TOWN OF STILLWATER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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Stillwater Area Emergency Pet Shelter Annex

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Introduction

Emergency pet sheltering, also referred to as pet-accessible shelters, is designed to meet the needs of people and their animals during emergencies and disasters. Animal owners are responsible for their animals, and should have a disaster plan prepared for their animals in case of evacuations or emergencies. Still, there will be sometime situations where emergency animal sheltering is needed such as rapid-onset disasters, massive evacuations where hotels and boarders/vet clinics are full and evacuees who bring their pets with them.

Purpose

The purpose of this annex is to provide guidance for the preparedness, response and recovery structure for the activation of a temporary shelter for pets and livestock during emergencies or disasters, including safe housing, food and water.

Locating emergency animal shelters

Emergency pet shelter locations will be those designated by either the lead Emergency Management Agency in charge of the local response as meeting the safety standards for humans and/or animals. If local government fails to activate or designate an animal shelter the responsibility shall fall to the County, if not the County, the State.

Activation of Pet Shelter Annex

1. If the Disaster Animal Response Team (DART) is activating under the direction of the American Red Cross (ARC), the ARC has sole discretion for determining the need for an emergency pet shelter as well as designating an ARC shelter as a pet-accessible shelter.
2. If the DART is activating under the direction of the Town Emergency Management organizations, the EOC will determine the location of the shelter if it has not already been determined under the preparedness section of this Annex.

Allowable animals

1. Companion animals; such as Licensed companion animals as an example, Seeing Eye dogs are generally allowed to stay in general population shelters with their owner.
2. Domestic pets; Including dogs, cats, birds, ferrets, small mammals (gerbils, hamsters, guinea pigs, mice, rabbits, potbelly pigs) reptiles, fish and arachnids.
3. Livestock; including large animals such as horses, mules, sheep, pigs, goats, llamas and emus will be housed in separate locations identified and pre-arranged by the DART.

4. Animals that will NOT BE ALLOWED include wild animals, exotics, feral animals, poisonous animals and endangered or threatened species or any animal judged to pose a threat to humans or other animals.

Preparedness Activities

- Volunteer staff shall be recruited and trained
- Develop and maintain a call list for eligible staff, and store in go kit
- Appropriate facilities shall be designated, evaluated and placed on a resource list.
- Supplies, equipment, and resources shall be identified and placed on the Resource list in Attachment A
- Identify staff and staffing requirements
- Develop needed forms and develop templates for forms and reports and store in a go kit.
- Develop signage and store in go kit.
- Configure shelter area and walking space plans and store in go kit
- Review and update all documents annually.
- Identify shelter managers and deputy managers.
- Identify waste removal contractor
- Identify resource list for bedding and food supplies
- Develop plan and resource list for photography supplies
- Develop relationship with available veterinarian(s).
- Identify farms or areas to house large animals, document on resource list
- Identify sources of livestock feed.

Response Activities

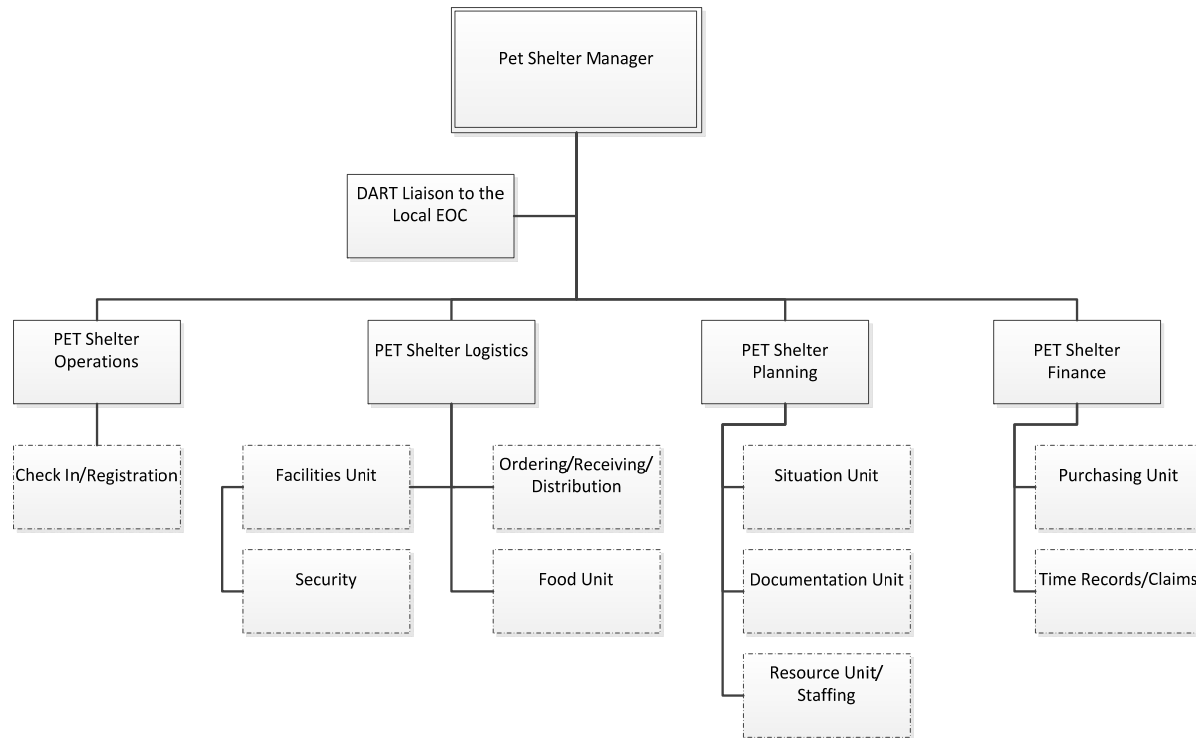
- Participate in pre activation activities and conference calls/meetings.
- Open and set up shelter upon notification
- All assigned staff shall review their job responsibilities
- Prepare shelter for intake and registration

Recovery Activities

- Demobilize pet shelter
- Determine Long Term sheltering needs, if any
- Reallocate resources as appropriate
- Return supplies and equipment to storage facility
- Return shelter to pre disaster condition
- Develop final report and communicate to EOC and Shelter Manager
- Develop After Action Report (AAR), what went right, what went wrong, recommend changes to plan and to operations.

Organizational Charts

General Pet Shelter Organizational Chart



Job Duties and responsibilities

Pet Shelter Manager

- Responsible for overall management of pet accessible shelter
- Initiate set-up of shelter operations
- Supervision of DART staff and volunteers
- Coordination with other agencies (humane societies, rescue groups, Animal Control Officers, vets, boarders, groomers)
- Point of contact for the public
- Maintain log of contacts
- Coordinate procurement/ delivery of supplies with Emergency Operations Center Logistics
- Contact the on-call veterinarian or any other required technical specialist when needed

Logistics Section Responsibilities

- Set up signage and registration area at designated pet shelter
- Inventory facility space and note present current conditions, include photographs

- Configure pet shelter space (dogs, cats, isolation wards, materials)
- Configure and designate pet walking areas
- Provide for needs of DART volunteers
- Set up trash cans, fans, plastic sheeting, crates and supplies
- Provide for trash and waste removal equipment and contractor
- Ensure adequate supplies of crates, food, plastic bags, disinfectant, etc.
- Coordinate with DART liaison for special supply needs
- Coordinate with EOC Operations Section Chief for location if not pre-determined
- Develop plan for demobilization down of shelter, clean-up of area and final check of area
- Return control of area to original owner

Operations Section Responsibilities

- Register evacuees and their animals using appropriate forms
- Take photo of animal with their owner
- Perform animal intake and assessment
- Assign animal to crate and properly label crate with owner ID
- Maintain file of all animals currently in sheltering
- Assist owners when they come to walk/feed/care for pet
- Notify pet shelter supervisor when owners are not caring for pets on a regular schedule
- Coordinate with Veterinarian on-site to deal with pet health issues
- Walk/feed pets whose owners are housed in a shelter that is not local
- Monitor animals for stress/behavior problems
- Monitor supplies, food and environmental conditions
- Assist in break-down and cleaning of shelter and crates

Large Animal Issues

- Direct owners to locations of farms/stables for livestock
 - Refer to Attachment B, resource list
- Coordinate with logistics to provide livestock feed if needed
 - Refer to Attachment B, resource list
- Ensure owner of large animals/livestock are registered at shelter and have completed DART registration and intake forms
- Notify pet shelter supervisor of any problems

Planning Section Responsibilities

- The Resource Unit will work with Operations and Logistics to fill staffing needs for upcoming operational periods.
- Communicate situation reports to DART liaison in local EOC and pet shelter supervisor
- Help with the development of an Incident Action Plan for next operational period
- Gather information on the incident situation and changing conditions

- Coordinate with pet shelter supervisor and DART liaison to determine the number of volunteers and positions to be filled as determined by the pet shelter work load.
- Assist with operation of the animal shelter as required
- File all documents related to the pet shelter operation

Finance Administration Section Responsibilities

- Collect, record and maintain all documents related to cost of operations
- Collect, record and maintain all documents related to staff work hours
- Handle any claims by staff to include reimbursement, injury or pay.

Response Operations

Authority for opening the pet shelter rests with the Stillwater Community Emergency Operations Center in consultation with the Chief Elected Officials and is largely dependent on the activation of a general population shelter. The decision to activate will be communicated directly to the DART liaison or the Pet Shelter Supervisor by the EOC Manager or the EOC Operations Section Chief.

Facility requirements

Prior to using a facility as a pet accessible shelter, a DART member will physically inspect the site and do an inventory of the current condition of the facility, making note of any damage to include photographs, equipment, furniture or materials present as well as cleanliness of the site. For use as a pet accessible shelter, the following requirements must be present:

- Operational water and power
- Adequate lighting
- Ingress and Egress through all doors, including emergency exits
- Facility security
- Functional restrooms
- Staff area separated from the animal spaces
- Non-carpeted floors, washable floor areas.

Registration and Intake area

- The registration area should be located near a strategic entry point easily reached from the general population shelter but should not be a narrow, cramped space.
- Entry point should be clearly signed and, if possible, directional signs to pet shelter intake area shall posted along the way.
- A triage area should be near the registration desk where the intake form and assessment are completed; animals are ID'd, photographed, examined and assigned to the appropriate area.
- If there are language difficulties with pet owners, request an interpreter as a mission request through the local EOC.

- Interpreters may be available through large multi-national corporations or through colleges or universities with international populations.
- Provide a table for owner registration and immediately take a photo of the animal with the owner and attach it to the registration form.
- Pet owners must be officially registered at a local or regional shelter to have their pet in a local DART facility.
- If the local pet shelter is filled up, local residents who may be registered at a different shelter may board their pet locally.
- Designate a space for DART members to fill out the animal intake forms and have a qualified individual perform a health assessment on the animal.
- Pets being sheltered are required to have the following; a carrier large enough to comfortably house the animal, proper ID collar with rabies tag, a leash, proof of rabies vaccine.
 - If there is no proof of rabies vaccine the owner must sign a release to allow a vet to administer a rabies injection and the animal must be quarantined until vaccinated.
- Assign the animal to an appropriately sized crate or kennel and ensure water, towels or bedding is provided. Immediately label the crate with the owner's name and the pet's name and any special needs.
- If the owner brings their own crate, make sure it is clearly labeled with their name, note that on the intake form, and place the crate in the appropriate area.
 - Keep all leashes, collars, food bowls, toys, or bedding that the owner provides with the animal, either inside the crate or directly on top of it.
- Pet owners will be responsible for exercising, feeding, caring and cleaning up after their animals.

Volunteer Coordination

Provide a separate table or area away from the Animal Intake area for DART or animal care assistant volunteer registration. This area should be available for DART volunteers to store personal gear such as coats, bags, DART kits, etc. and should have chairs for volunteers to take rest breaks, eat snacks away from animal areas, and to set up cots for the night shift.

- DART volunteers will fill out a registration form
- DART volunteers will be issued identification
- DART volunteers will wear a some type of designated identifying clothing or vest.
- DART Volunteers will check in/check out with pet shelter supervisor
- DART volunteers will have access to general population shelter provided snacks, food and water.

- Walk in volunteers will be accepted upon proof of capability and ability to be credentialed.

Signage

- Clearly mark all doors to the area as “DART pet shelter”
- Clearly mark one door for “Animal Intake”
- Post DART policies and procedures for pet shelter care and feeding.
- Designate and clearly post a “dog walk” area,(flagging is best)

Animal Areas

- No animal will be outside its crate/kennel without a leash and identification tag.
- Only designated DART volunteers or animal owners will be allowed to remove any animal from its crate/kennel.
- Species should be separated (dogs/cats/birds) as well as those animals with special needs, those that are sick, under stress or are aggressive.

Dogs

- If space permits, crates or kennels should be 12” or more apart.
- Crates should be oriented to keep animals facing away from each other.
- Provide food and water bowls, ID tags, leash, and bedding for each crate.
- For dogs sensitive to noise, activity or other dogs; provide a sheet to keep the sides of the crate covered.
- The dog area should be close to an exit door to facilitate reaching dog walk areas
- Provide all owners with plastic bags for clean-up each time they walk their dog.
- if necessary, because of weather or dangerous conditions, a dog walk area can be created indoors in a separate room.
- Assign a DART volunteer specifically for maintaining this area.
- Provide separate areas for dogs that are sick and for those without proof of vaccinations.
- Dogs that are seriously ill or pose a health risk to others should be transported to a local vet. Contact the on-call DART vet for assistance.
- Aggressive animals must be securely contained.
- The owner will be responsible for care and feeding of an aggressive animal.
- If the owner does not have a muzzle, provide one for the duration of the stay in the shelter.
- DART staff may refuse admittance to any animal that appears uncontrollable or dangerously aggressive.
- Isolate dogs that are in heat.

Cats

- Cats should be kept in separate area from dogs, in the quietest part of the area away from doors and other activity.
- Cats that are sick or without proof of vaccination should be kept separate.
- Provide food and water bowls, ID tags, and bedding for each crate.
- Provide kitty litter boxes in an area where owners can take their cats out of the crates for exercise and/or feeding or provide a litter box inside the crate.
- Litter boxes should be cleaned regularly.
- Isolate cats that are in heat.

Birds

- Designate an area for birds away from drafts and temperature extremes.
- All birds must be in cages, fully ventilated. Provide food, water, ID tag and newspaper for all cages.
- Contact a DART member with bird expertise or a member of a local Avian Society to assess the bird and the bird area location.
- Cages may accommodate up to three birds if the birds are socialized, free of disease and ample mobility is allowed for each.
- Provide a sheet to cover the birdcage to deter noise and cover at night.

Ferrets

- Ferrets must be current in rabies vaccinations
- Cages may house up to 3 ferrets if they are socialized, free of disease, and ample mobility is allowed for each.
- Provide food, water, ID tag and bedding for each cage
- Cages must be of sturdy construction, chew-proof and deep enough to allow for appropriate bedding.
- Change bedding regularly and dispose of it in a sealed plastic bag.

Small Mammals

- All small mammals are to be kept in cages at all times.
- Provide food, water, ID tag and bedding for each cage.
- Cages must provide ample mobility and be well ventilated.
- Cages or containers must be chew-proof.
- Provide odor inhibiting bedding material such as wood chips or shredded paper.
- Change bedding regularly and dispose of it in a sealed plastic bag.

Reptiles

- Reptiles should be kept in a separate area from other animals.
- Locate reptile area near electrical outlets for portable heaters.
- Reptile cages should be cleaned daily to prevent risk of salmonella.

- Provide each cage with food, water, ID tag and bedding if required.

Arachnids/Spiders and/or insects

- If possible locate arachnids and insects away from other animals
- Provide water and ID tag for each cage
- Owner will be responsible for feeding and providing any food, bedding or natural materials required.

Large Animals

- Large animals or agricultural stock will be better accommodated in a farm like setting outside of the disaster affected area.
- Horses will be separated according to proof of negative Coggins test and stallions housed separately from mares and geldings.
- Owners are responsible for transporting agricultural stock.
- DART staff will assist owners by directing the owner to nearby farms or stable identified for sheltering livestock.
- Only DART staffs that are familiar and experienced in large animal handling will be assigned to these tasks.
- Animal Intake forms, photographs and assessments should be conducted before the animal is boarded.
- If weather conditions permit, owners should travel to the farm or location to feed and care for large animals.
- If travel conditions do not permit, arrangements should be made for a DART member or farm owner to feed and care for the animal.
- For assistance with sheltering agricultural animals contact the NYS Department of Agriculture and Markets through the County Office of Emergency Management or the Cornell Cooperative Extension's, Extension Disaster Education Network (EDEN)

Operational Policies and Procedures governing operation of pet shelter

- DART members functioning as DART liaison, Pet Shelter Supervisor or Operations manager should have completed DART training.
- DART volunteers must be at least 18 years old.
- DART staff will be credentialed and wear identification.
- The pet shelter supervisor is in charge of the operation of the pet accessible shelter and has the authority to set shelter specific rules, approve variances to DART policies, dismiss volunteers, determine staffing levels and refuse to accept animals.
- Only pet owners and DART staff may remove animals from crates.
- Unless needs dictate, owners are responsible for administering all medications to pets.
- Pets in emergency pet shelters will not have contact with other pets.
- Owners will be asked to provide proof of vaccinations such as a shot record or rabies tag: this will be noted on the registration and intake forms.

- During disaster or evacuations, it is recognized that pet owners may not always remember to bring proof of rabies vaccination or bordella shots.
- The registration forms will indicate that the pet owner accepts the risk of boarding their pet in the emergency pet shelter.
- Only DART staff, Emergency Management Officials, pet owners, shelter personnel and building maintenance workers will be allowed inside the pet accessible shelter.
- The pet accessible shelter will be locked at night.
- When the shelter is populated, at least two DART staff will be present at all times.
- The pet shelter Supervisor will devise and post an emergency evacuation plan for the pet accessible shelter in case of fire, severe weather or power failure.
- Pet owners must be officially registered in a Local general population shelter in order to place their pet in the pet accessible shelter.
- If a general population shelter facility with a pet accessible shelter is at capacity, local evacuees officially registered at a regional shelter may board their pet with proof of registration.
- Pet owners will feed, walk and care for their own animals. The exception will be those owners who are not staying at an adjacent general population shelter.
- Animals will be fed once a day and walked at least twice a day.
- Pet owners who do not adhere to the minimum care schedule will be notified to remove their animal from the shelter.
- Each crate, kennel, food or water bowl will be cleaned and disinfected before being used for another animal.
- New bedding provided for each new animal.
- The DART staff will perform regular “poop Patrol” walks to ensure pet owners have cleaned up the dog walk area
- The DART Shelter Supervisor will immediately inform the Local EOC Operations Section of any problems with the building, security, shelter population or hazardous situation.
- The facility will be left as clean or cleaner than before the pet shelter was set up.

Demobilization of Shelter

- Authority for closing the pet accessible shelter rests with the Operations Section Chief or the EOC Manager.
- That decision will be communicated directly to the DART liaison or the Pet Shelter Supervisor.
- Once the decision has been made to close the shelter, break down can be initiated and may if necessary, be phased in over time if some animals are still in residence. The Pet Shelter Supervisor may request the DART liaison to call extra volunteers to assist in break-down if needed.
- In lieu of DART staff, other volunteers may be used if they are available.

- Once owners have checked out all the pets in the pet shelter, all remaining crates, kennels and cages will be broke down and removed from the facility, cleaned, disinfected and properly stored for the next event.
- Cleaning and disinfecting of crates and kennels can occur on or off-site as appropriate.
- All crates, materials and supplies will be removed from the facility and plastic sheeting will be taken up.

Facility Clean up

- All floors will be cleaned and disinfected.
- Any furniture, tables or shelves used for holding crates and animals will be wiped down with disinfectant wipes.
- Handrails, water fountains and doorknobs will be wiped down with disinfectant wipes.
- Trash receptacles will be emptied and bagged trash placed in designated dumpsters.
- Facility restrooms will be cleaned and trash emptied.
- The Pet Shelter Supervisor will have the building manager physically inspect the building before leaving and correct an discrepancies noted.
- Cages, crates and kennels will be cleaned and disinfected before returning them to lenders.
- DART crates will be cleaned and disinfected before storing in DART cache.
- All towels, sheets and bedding will be laundered with detergent and bleach prior to storing in watertight containers in the DART cache.

Inventory

- All DART materials, including forms, supplies safety equipment and vests will be inventoried and returned to the DART cache. Food will be stored in watertight containers or redistributed as appropriate.

After Action Report

The pet shelter supervisor with input from staff shall sumit a report to the Emergency Management Coordinator and list the number and types of animals sheltered, an assessment of operations with emphasis on shortfalls or gaps, lessons learned and recommendations for changes to the Animal Shelter Annex.

Documentation

- All documents shall be organized and turned over to the Documentation Unit of the Planning Section of the Shelter or at the local EOC.
- Documentation of the incident shall include but not limited to all registration and animal intake forms, photos of pets and owners, volunteer registration forms, incident logs kept by the pet shelter supervisor or DART liaison.
- All receipts for purchases and associated documentations will be turned over the Finance Administration Section of the Local EOC.

- It is appropriate and recommended that thank you letters be sent to those who provided assistance with the operation and maintenance of the pet shelter.

Close-out meeting

The DART Liaison and the Pet Shelter Supervisor will attend the EOC after action meeting to help assess management of the incident and identify problems or shortfalls and make suggestions for plan updates.

Long Term Sheltering

In some disasters, response and recovery operations may stretch into weeks or months. Most DART teams, being volunteers, are not prepared or able to continue operate an emergency pet shelter for a long period of time.

Alternatives to be considered for long term shelter operations:

1. Boarding animals at a vet clinic and private kennels. This may be the only option for aggressive animals that can't be fostered. Post-disaster, as private kennels and vet clinics begin to reopen, arrangements may be made for long term boarding, which will serve as an economic stimulus within the community.
2. Fostering in the local community. DART teams and animal care organizations have been working to develop extensive lists of people willing to foster animals, typically members of their local humane society. Humane societies and county animal shelter volunteers form the backbone of this effort. Fostering animals for people made homeless by a disaster is designed as a long term but still temporary measure. Pet owners will retrieve their pets as soon as they are in housing where they can care for them. Fostering programs need to be designed with care, with a list of possible foster homes determined as a preparedness activity.
3. Moving animals from an emergency shelter to a county shelter in another location where there is space for the animals. This effort has included shipping adoptable shelter animals from a local shelter to locations nationwide in order to reduce the population at the animal shelter and could possibly make room for boarding the pets of a disaster affected people until they can care for their own pets.
4. Tasking the care for pets to the County or ultimately the State EOC to determine what assistance is available through government agencies or mission assigned to regional, state or national organizations.

ATTACHMENT A

ATTACH LIST OF CURRENT DART EQUIPMENT AND SUPPLIES

RESOURCE CATAGORIES and CONTACT INFORMATION: (to be further sub-divided and filled in)

1. Food
2. Feeding and watering supplies
3. Bedding
4. Disposal supplies
5. Disposal Contractors
6. Animal Cages
7. Fencing
8. Tools
9. Clean up and disinfectant supplies
10. Animal medical supplies
11. Personal protective equipment for staff

ATTACHMENT B

DART SUPPORTING RESOURCE LIST – ATTACH HERE

List of items required to minimally supply a pet shelter of average population

EOC Activation Checklist

Initial Notification

- ☐ Discuss strategy with key Chief Elected Officials
- ☐ Officials make determination to:
 - ☐ Notify members of Emergency Management Organization
 - ☐ Implementation of Emergency Management Plan
 - ☐ Establish an EOC
 - ☐ Establish level of activation

Establishment of EOC facility

- ☐ Determine appropriate facility for use as EOC
 - ☐ Anticipate size of event response
 - NOTE: Not desirable to move EOC once established, plan accordingly
- ☐ Notify facility representatives on need for facility
- ☐ Establish communications assets in facility
 - ☐ Phone, Data, Fax, Two way radio as appropriate
- ☐ Establish check in procedures and location
- ☐ Establish credentialing procedure/security for EOC
 - ☐ Establish and communicate acceptable credentials for incident scene, integrate into Security Plan for event.

Secondary Notification

- ☐ All response agencies involved in response that EOC is established and where
 - ☐ Request that liaison be sent to EOC if required (operational)
- ☐ County Emergency Management agency
 - ☐ EOC established, location, phone number
 - ☐ Any expectations of providing resource support
 - ☐ If there is a need for a county liaison to the EOC
- ☐ EM Committee Team members
- ☐ Additional personnel as required

Establish Incident Command Structure within EOC and Assign Positions

- ☐ EOC Manager assigns Section Chiefs for Operations, Planning, Logistics and Finance Administration
- ☐ EOC Manager Requests appropriate liaisons to EOC representing response agencies and other groups involved in response. (Example: NYSEG, Verizon, railroad, State or Federal Agencies)
- ☐ EOC Manager briefs EOC participants on situation and objectives
 - ☐ Introduces Section Chiefs
- ☐ Chief Elected Official appoints PIO and Safety Officer
 - ☐ PIO initiates contact with local media, establish press briefing times and coordinate with Planning Section.
 - ☐ Safety officer works with Planning Section to formulate EOC Safety Plan. (includes any other facilities supplemental to EOC)
- ☐ Hold Command and General Staff Meeting
 - ☐ Review situation status
 - ☐ staff introductions

- ☐ set objectives
- ☐ review assignments
- ☐ set staff meeting schedule
- ☐ set schedule for situation reports
- ☐ set operational period schedule
- ☐ set media briefing schedule
- ☐ All Section Chiefs and unit managers shall maintain a Unit Log (ICS 214)

Operations Section Chief

- ☐ Review Job Description and Position Check list
- ☐ Coordinates mission requests and assignments
- ☐ Oversees coordination of units within EOC including liaisons
- ☐ Stands up functional units if required (Ex: Mental Health, Donations Management, etc)
- ☐ Assigns assistants and Branch Managers as needed (Ex: Geographically or by Function)

Logistics Section Chief

- ☐ Review Job Description and Position Check list
- ☐ provides for communications assets for EOC
 - ☐ Assigns Communications Unit Leader if needed
- ☐ Responsible for maintenance and operations of facilities
- ☐ Responsible for food for EOC staff
- ☐ Fills appropriate Support or Service Branch positions as needed
- ☐ Obtain resources as required to support operation

Planning Section Chief

- ☐ Review Job Description and Position Check list
- ☐ Begin assembling Incident Action Plan (IAP)
 - ☐ Incident Objectives (ICS 202)
 - ☐ Organizational Assignments (ICS 203)
 - ☐ Communications Plan (ICS 205)
 - ☐ Medical Plan (ICS 206)
 - ☐ Develop and Post Organization Chart (ICS 207)
 - ☐ Site Safety Plan (ICS 208)
- ☐ Assign Situation Unit Leader
- ☐ Assign Resource Unit Leader
- ☐ Assign Documentation Unit Leader
- ☐ Activate any other unit necessary to accomplish required tasks
- ☐ Determine format and time of situation report
- ☐ Establish schedule for planning meetings

Finance Section Chief

- ☐ Review Job Description and Position Check list
- ☐ Document costs and personnel time
- ☐ Determine purchasing policy
- ☐ Determine methods to finance commodities required for response
- ☐ Assigns positions as required

Demobilization Plan

- ☐ A Demobilization Unit Leader shall be designated
- ☐ Develops plan for return of resources to respective agencies.
- ☐ Plan includes demobilization plan for staff and facilities.

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: EOC MANAGER

POSITION DESCRIPTION: The EOC Manager's responsibility is the overall management of the Town of Stillwater EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience by the chief elected official.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

RESPONSIBILITIES/CHECKLIST:

- ☐ Assess the situation and / or obtain a briefing from the prior EOC Manager.
- ☐ Determine Incident Objectives and strategy for the operational period.
- ☐ Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.
- ☐ Determine what level incident this is.
- ☐ Assign a field operation liaison per sector.
- ☐ Establish the immediate priorities.
- ☐ Ensure planning meetings are scheduled as required.
- ☐ Approve and authorize the implementation of an Incident Action Plan.
- ☐ Ensure that adequate safety measures are in place.
- ☐ Coordinate activity for all Command and General Staff.
- ☐ Coordinate with adjacent localities and County Officials.
- ☐ Approve requests for additional resources or for the release of resources.
- ☐ Keep agency administrator informed of incident status.

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- ☐ Approve the use of trainees, volunteers, and auxiliary personnel.
- ☐ Determine the operational period.
- ☐ Authorize release of information to the news media.
- ☐ Order the demobilization of the incident when appropriate.
- ☐ Use SOP for briefing incoming incident commander.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Town ICS Incident Organization Chart
2. Copy of Notification Procedure
3. SOP for Transfer of Command

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **PUBLIC INFORMATION OFFICER**

POSITION DESCRIPTION: The Information Officer is responsible for collecting, developing and then releasing information about the incident to the general public through the news media, to incident personnel, and to appropriate agencies and organizations.

The Information Officer ensures that information support is provided on request and that all information releases are consistent, accurate and timely.

The Information Officer shall review and coordinate all relative information releases and serve as the single dissemination point for all media releases in the incident. Other agencies wishing to release information to the public should coordinate through the Information Officer.

The Information Officer shall coordinate as necessary to ensure that the public within the affected area(s) receives complete, accurate and consistent information about lifesaving procedures, health preservation instructions, emergency status, other information and relief programs and services.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi jurisdiction incidents. The Information officer may have assistants as necessary. The assistants may also represent assisting agencies or jurisdictions.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Manager.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel,

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equipment and supplies are in place. Set-up your work station.

- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Determine from the EOC Manager if there are any limits on information release. Determine what information is essential to protect life and property.
- ☐ Advise the EOC Manager of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- ☐ Identify means for securing the information as it is developed.
- ☐ Develop an information release program including:
 - Written news releases
 - Media briefings
 - Public Service Announcements (PSAs)
 - Incident Fact sheets
 - Radio / TV Interviews
 - Internet information
 - Emergency Alert System (EAS) (County responsibility)
- ☐ Develop a schedule for regular news briefings. Arrange for preparation of briefing materials as required. Inform media and conduct media briefings.
- ☐ Obtain EOC Manager's approval of media releases.
- ☐ Establish a Joint News Center as required.
- ☐ Inform media and conduct media briefings.
- ☐ Arrange for tours and other interviews or briefings that may be required. Assist in making arrangements with adjacent jurisdictions, etc. for media visits.
- ☐ Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop procedures to be

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used to clarify such information.

- ☐ Monitor broadcast and print media. Use information gleaned to develop follow-up news releases and rumor control.
- ☐ Obtain media information that may be useful to incident planning.
- ☐ Write and distribute Situation Reports, as warranted, for agencies and response personnel assigned to the incident.
- ☐ Maintain current information summaries and / or displays on the incident dissemination to the general public and response personnel.
- ☐ Maintain Unit Log, including file copies of all information (and audio/videotapes) that is released.
- ☐ Provide copies of all releases to the EOC Manager.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory for media outlets
2. Information Officer Assistant Roster
3. Information Officer Equipment List
- 4 ICS Incident Organization Chart

1.

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

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POSITION: **SAFETY OFFICER**

POSITION DESCRIPTION: The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and / or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Manager.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Obtain briefing and operating procedures/staffing roster/deployment scheme from the Incident Commander.
- ☐ Participate in planning meetings.
- ☐ Ensure personnel deployed to the field are equipped with appropriate Personal Protective Equipment, including clothing, water, food, flashlight with batteries and a first aid kit.

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- ☐ Ensure personnel deployed to the field are equipped with necessary communications equipment that can be utilized to request assistance in an emergency.
- ☐ Ensure that personnel assigned State/lease vehicles are familiar with any specialized equipment (tow hitches, 4 wheel drive, etc.) That may be present on their assigned vehicle. Vehicles must be equipped with road safety flares, spare tire and jack.
- ☐ Identify hazardous situations associated with the incident and brief all incident personnel (e.g., downed power line awareness/hazards, driving through water, etc.)
- ☐ Analyze observations from staff and other personnel and prioritize hazards and risks, then develop measures for ensuring personnel safety.
- ☐ Review the Incident Action Plan for safety implications and prepare a safety message if appropriate.
- ☐ Establish a reporting schedule for deployed personnel to ensure their well-being.
- ☐ Exercise emergency authority to stop and prevent unsafe acts.
- ☐ Investigate accidents and prepare an accident report on accidents that have occurred en route to and within the incident area involving incident personnel.
- ☐ Assign assistants as needed.
- ☐ Review and approve the medical plan (ICS Form 206).
- ☐ Maintain Unit Log (ICS Form 214).

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

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STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **COUNSEL**

POSITION DESCRIPTION: Incidents that have legal issues may require a counsel position. Any incident where a State of Emergency (SOE) is declared or anticipated should have a counsel position established.

The Counsel is the contact for all legal counsels, private industry counsels, any other agency counsels.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Manager.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Be a contact for local, state and federal agency counsels.
- ☐ Act as a focal point for any legal issues that arise during the incident.
- ☐ Draft the Local Disaster Emergency Declaration.
- ☐ Monitor incident operations to determine any potential legal issues.
- ☐ Attend strategy and planning meeting.

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- ☐ Maintain unit log.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. Copy of Executive Law, Article 2-B

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **LIAISON OFFICER**

POSITION DESCRIPTION: Incidents that are multi jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

The Liaison Officer's responsibility is to be the contact person for the personnel assigned to the EOC by assisting or cooperating agencies not assigned to other sections in the EOC. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

Only one Liaison Officer will be assigned for each incident. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Manager.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Oversee all liaison activities.
- ☐ Be a contact for Agency Representatives not assigned to other EOC sections.

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- ☐ Develop and maintain a list of assisting and cooperating agencies and Agency Representatives and distribute to all sections and units.
- ☐ Assist in establishing and coordinating interagency contacts.
- ☐ Handle requests for other agencies to send liaison personnel to other EOCs.
- ☐ Function as a central location for incoming Agency Representatives (not assigned to other sections). Ensure that Agency Representative have adequate work space and the tools to do the job.
- ☐ Interact with other sections and branches within the EOC to ensure the proper flow of information.
- ☐ Ensure that all appropriate guidelines, directives, action plans and situation reports are disseminated to Agency Representatives.
- ☐ Keep agencies supporting the incident aware of incident status.
- ☐ Monitor incident operations to identify current or potential inter organizational problems.
- ☐ Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- ☐ Maintain Unit Log.
- ☐ Demobilize Agency Representatives when called for by the EOC Manager.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

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STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Message Center Operator**

POSITION DESCRIPTION: The Message Center Operator is responsible for the input of data, messages and missions for the EOC. This data may be received through verbal, phone, fax, e-mail, and/or radio communication. The Message Center Operator is also responsible for copying, faxing and mailing any documents that relate to the EOC activation in support of the documentation unit. This person must be able to interface with all levels of government as well as the private and volunteer sector. In addition the message center operator is under the direct and immediate supervision of the Message Center Supervisor if there are more than three operators assigned.

QUALIFICATIONS / TRAINING GOALS:

- Computer Skills to include proficiency in Microsoft Word and Excel.
- Customer Relation Skills.
- Completion of ICS 100.
- Ability to decipher information priority and comprehension of a mission.
- Ability to work under stress.
- Ability to acknowledge limitations and request assistance when needed.
- Ability to use the fax and copier machines.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Message Center Supervisor, if established.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.
- ☐ Ensure that the proper equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for

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information or support.

- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain a message system. Information is routed to the Situation Unit for proper dissemination. Missions are routed to the Logistics Section to be vetted and fulfilled.
- ☐ Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- ☐ Advise Message Center Supervisor if activated of Section status.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- ☐ Make sure that information reports or missions you prepare are clear and understandable.
- ☐ Brief supervisors periodically on any updated information you may have received.
- ☐ Brief your relief at shift change time.

Demobilization

- Ensure that any required forms or reports are completed prior to your release.

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STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Message Center Supervisor**

POSITION DESCRIPTION: The Message Center Supervisor is responsible for the direct supervision of the Message Center Operators. The Message Center Supervisor ensures the efficient and timely operation of the message center. This person helps to direct data and provide the first level of conflict management for the EOC. This person must be able to interface with all levels of government as well as the private and volunteer sector. In addition the message center supervisor is under the direct and immediate supervision of the Operations Chief and takes direction from the Branch Manager if assigned.

DESIRED QUALIFICATIONS:

- Supervision Skills.
- Conflict management skills.
- Customer Relation Skills.
- In depth knowledge of the EOC function, structure and process with knowledge of assigned agencies and their resources.
- Computer Skills to include proficiency in Microsoft Word and Excel.
- Completion of ICS 200.
- Ability to work under stress.
- Ability to handle multiple tasks
- Ability to conduct training on the message flow for the message center operators.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Operations Chief.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.

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- ☐ Ensure that the proper equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Establish and maintain message system flow.
- ☐ Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- ☐ Advise Operations Chief of Section status.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- ☐ Brief supervisors periodically on any updated information you may have received.
- ☐ Brief your relief at shift change time.

Demobilization

- Ensure that any required forms or reports are completed prior to your release.
- File all information with the Documentation Unit.

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STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: OPERATIONS SECTION CHIEF

POSITION DESCRIPTION: The Operations Section Chief is responsible for the management of all tactical operations for the incident. The Operations Section Chief helps formulate and interprets strategy established by the Incident Commander, and implements it tactically as per procedures. The Operations Section Chief activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander.

The Operations Section Chief ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments / missions identified in the IAP are carried out effectively. The Operations Section Chief establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Chief exercises overall responsibility for the coordination of operational activities within the section and ensures that all state agency actions under the section are accomplished within the priorities established. The Operations Section Chief reports to the EOC Manager/Incident Commander on all matters pertaining to section activities.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Director.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.

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- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Meet with Communications Unit Leader to obtain briefing on on-site and external communications capabilities and restrictions. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
- ☐ Attempt to determine estimated times of arrival of requested staff who are not yet on site.
- ☐ Establish contact and determine status of Command Posts. Determine status of any requests for missions / assistance.
- ☐ Meet with the Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
- ☐ Ensure that Agency Representatives deployed from the representative agencies are in place or en route to the affected jurisdiction(s).
- ☐ Establish communications with deployed representatives as soon as possible.
- ☐ Based on the situation as known or forecast, determine likely future Operations Section needs.
- ☐ Review responsibilities of the section . Develop plan for carrying out all responsibilities.
- ☐ Make a list of key issues currently facing your Section. Clearly establish with assembled personnel action items to be accomplished within the current operational period.
- ☐ Activate organizational elements within section as needed and designate supervisors for each element.
- ☐ Determine need for representation or participation of other agency representatives.
- ☐ Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.

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- Advise EOC Manager/Incident Command of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Manage tactical operations.
 - Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
 - Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).
- Ensure that section EOC logs and files are maintained.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in strategy and planning meetings.
- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.
- Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.
- Ensure that information for your sections and Agency Representatives is made available to the Planning Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.

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- Notification of any emergency expenditures
- Time sheets
- Brief EOC Manager/Incident Commander on major problem areas that now need or will require solutions.
- Brief supervisors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.

Demobilization

- ☐ Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open action items are handled by section or transferred to other EOC elements as appropriate.
- ☐ Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).
- ☐ Demobilize the Section and close out logs when authorized by the EOC Manager.
- ☐ Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- ☐ Ensure that any required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After Action Report.
- ☐ Assists in development of the operations portion of the Incident Action Plan.
- ☐ Supervise the execution of the Incident Action Plan for Operations.
 - Maintain close contact with subordinate positions.
 - Ensure safe tactical operations.
- ☐ Request additional resources to support tactical operations.

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- ☐ Approve release of resources from assigned status (not release from the incident).
- ☐ Make or approve expedient changes to the Incident Action plan during the Operational Period as necessary.
- ☐ Maintain close communication with the Incident Commander.
- ☐ Maintain Unit Log.

RECOMMENDED ADDITIONAL DOCUMENTS

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

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STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Branch Manager(s)**

POSITION DESCRIPTION: The Branch Manager is responsible for the assignment of all missions that pertain to their division when the operation is divided into zones, sectors or distinct geographic areas unless otherwise directed by the Operations Chief. This person must be able to interface with all levels of government as well as the private and volunteer sector. The Branch Manager works closely with the Operations Chief and the Logistics Chief to track resource status in order to complete each mission in their assigned geographic area in an efficient and timely manner. The Branch Manager is under the direct and immediate supervision of the Operations Chief.

RECOMMENDED QUALIFICATIONS:

- Conflict management skills.
- Customer Relation Skills.
- Decision making and problem solving skills.
- In depth knowledge of the EOC function, structure and process with knowledge of assigned agencies and their resources.
- In depth knowledge of the comprehensive emergency plan.
- Computer Skills to include proficiency in Microsoft Word and Excel.
- Completion of ICS 300 and the I-430 Operations Section Chief Skills Course.
- Ability to work under stress.
- Ability to handle multiple tasks.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Operations Chief.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.

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- ☐ Ensure that the proper equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Coordinate with any open EOC's and field staff in your division to address and document any open missions, resource status and information pertinent to the activation.
- ☐ Advise Operations Chief of division status.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- ☐ Brief supervisors periodically on any updated information you may have received.
- ☐ Brief your relief at shift change time.

Demobilization

- Ensure that any required forms or reports are completed prior to your release and file same with the Documentation Unit.

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STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **LOGISTICS SECTION CHIEF**

POSITION DESCRIPTION: The Logistics Section Chief is responsible for providing all support needs or resource shortfalls to the incident (except aircraft). Support needs include facilities, services, personnel, equipment and supplies. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan, and activates and supervises the units within the Logistics Section.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Manager.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.
- ☐ Determine if other section staffs are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Manage all incident logistics.
- ☐ Provide logistical input to the EOC Manager and Planning Section for the preparing the Incident Action Plan.
- ☐ Brief Branch Managers and Unit Leaders as needed.
- ☐ Identify anticipated and known incident service and support requirements.
- ☐ Request additional resources as needed to efficiently operate the section.

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- ☐ Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.
- ☐ Supervise requests for additional resources.
- ☐ Oversee demobilization of the Logistics Section.

THINGS TO CONSIDER:

- Communications unit usually helps out with IT, cable, telephones and two-way radios, but due to staff size this may fall on Logistics to handle.
- Plan the organization of Logistics Section and request additional personnel for the EOC to fill the Logistic Section, and assign these people with work tasks and assignments as needed. Staffing may be available from adjacent local first response agencies.
- In the EOC the Logistic Chief is also the Service and Support Branch Manager, make sure that both units have operational planning for that period.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Telephone Directory
2. ICS Forms
3. ICS Incident Organization Chart
4. Resource List

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **FACILITIES UNIT LEADER**

POSITION DESCRIPTION: The Facilities Unit Leader is primarily responsible for the activation of incident facilities (i.e. EOC's, Incident Command Posts, mobilization centers, staging areas or other facilities as required). Each facility (EOC, Command Post) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. This includes providing security, service and facility maintenance.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Logistics Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Determine requirements for facilities to be established.
- ☐ Arrange for use of an appropriate facility, if unable to use a pre-designated facility
- ☐ Coordinate with Command Staff (Counsel) any agreements/contracts needed to utilize any Incident Facility not owned/operated by the Town.
- ☐ Coordinate with Cost Unit Leader any costs associated with using an

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Incident Facility not owned/operated by the Town.

- ☐ Activate incident facilities.
- ☐ Coordinate staffing requirements for facilities with Operations Section Coordinator.
- ☐ Provide facility maintenance services: sanitation, lighting and clean up.
- ☐ Demobilize EOC and Command Post facilities as outlined in demobilization plan or at the direction of the EOC Manager.
- ☐ Maintain Unit Log as required.

THINGS TO CONSIDER:

- Department of Correctional Services can offer manpower to move equipment.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: SUPPLY UNIT LEADER

POSITION DESCRIPTION: The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies and servicing non-expendable supplies and equipment. The Supply Unit Leader reports to the Logistics Section Chief or Support Branch Manager, if activated.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Logistics Section Chief.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Organize and staff unit as appropriate.
- ☐ Determine the type and amount of supplies in route.
- ☐ Arrange to receive ordered supplies.
- ☐ Coordinate with Finance Section Chief, the Resource Unit Leader in Planning and the donations management group.
- ☐ Respond to requests for personnel, supplies and equipment, coordinate

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with resources unit to determine availability.

- ☐ Order, receive, store and distribute supplies and equipment.
- ☐ Ensure re-usable equipment is serviced.
- ☐ Maintain inventory of supplies and equipment.
- ☐ Demobilize Supply Unit.
- ☐ Maintain Unit Log (ICS Form 214), as required.

THINGS TO CONSIDER:

- Inventory items that are purchased for the incident and keep the appropriate records for possible reimbursement.
- Establish more than one local vendor who can also ship to this location 24 hours a day.
- Work within established contracts for supplies, and remember to check the donations management group.
- If needed you can request an Ordering Manager and Receiving/Distribution Manager to be assigned to specific tasks.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: Ground Support Unit Leader

POSITION DESCRIPTION: The Ground Support Unit Leader is primarily responsible for the maintenance, service and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies, and equipment, and to participate in the development of the Incident Traffic Plan.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Logistics Section Chief.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff is at the EOC.
- ☐ Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Check in and obtain briefing from Logistics Section Coordinator.
- ☐ Obtain and Coordinate support services (fueling, maintenance and repair) for all mobile equipment and vehicles
- ☐ Order maintenance and repair supplies(e.g. fuel, spare parts)
- ☐ Provide support for out-of-service equipment
- ☐ Assist in the development of the Incident Traffic Plan

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- ☐ Maintain an inventory of support and transportation vehicles
- ☐ Record time use for all incident-assigned ground equipment(including contract equipment)
- ☐ Update the Resource Unit with the status (location and capability) of transportation vehicles.
- ☐ Maintain a transportation pool on larger incidents as necessary.
- ☐ Maintain Unit Log as required.

THINGS TO CONSIDER:

- Locate 24 hour fuel supplies for all incident vehicle, formulate a plan for tracking and billing after the event.
- Consider local assets for buses available for staff or public transportation.
- Locate repair services outside of the affected area and make arrangements for quick turnaround.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Security Unit Leader**

POSITION DESCRIPTION: The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage at the EOC and other facilities under the direct control of the local emergency management organization.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC
- ☐ Report to the Logistic Section Chief
- ☐ Obtain briefing from facilities unit leader
- ☐ Establish contacts with local law enforcement agencies as required
- ☐ Contact the resource use technical specialist for crews or agency representatives to discuss any special custodial requirements which may affect security operations
- ☐ Develop security plan for incident facilities
- ☐ Request required personnel to accomplish work assignments
- ☐ Ensure that support personnel are qualified to manage security plans
- ☐ Adjust security plan for personnel and equipment changes and releases
- ☐ Coordinate security activities with the appropriate incident personnel
- ☐ Keep the peace, prevent assaults, settle disputes through coordination with agency representatives
- ☐ Prevent theft of all government and personal property
- ☐ Document all compliments and suspicious occurrences
- ☐ Demobilize in accordance with incident demobilization plan

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- ☐ Control of the entrances and exits for all facilities, they shall not be accessible by the general public or the news media.
- ☐ Consider the use of waiting areas or a reception area.
- ☐ If local law enforcement is patrolling the perimeter of building, make sure the EOC or other facility is on the same radio frequency, and have similar products for communications.
- ☐ Oversee mail-handling procedures, review new procedures from the protection of the occupants of the EOC based on the threat assessment and act accordingly.
- ☐ Maintain a log to include all deliveries, with driver's name and company, and all visitors to the facilities.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: COMMUNICATIONS UNIT LEADER

POSITION DESCRIPTION: The Communications Unit Leader, under the direction of the Service Branch Manager or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications and facilities; installing and testing of communications equipment; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment. The Communications Unit Leader works with the Planning Section for the development and maintenance of the Communications Plan. The Communications Unit Leader has overall responsibility for effective communications, both internal and external to an incident. This includes coordination of the EOC message flow process and the staffing of main EOC phone lines.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Logistics Section Coordinator.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Check in and obtain briefing from the Logistics Section Coordinator.
- ☐ Organize and staff unit as appropriate

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- ☐ Identify communications needs for planned and expected operations.
- ☐ Advise on communications capabilities and limitations during preparation of the Incident Action Plan
- ☐ Prepare and implement an Incident Communications Plan in coordination with the Planning Unit.
- ☐ Ensure portable communications equipment (radios, cellular phones, radios) are operating properly and distributed per communications plan.
- ☐ Ensure personnel assigned portable communications equipment understand how to properly operate any assigned communications equipment.
- ☐ Ensure that the communications centers are staffed as necessary.
- ☐ Maintain inventory of portable communications equipment as available.
- ☐ Advise the finance administration section as to the purchase or lease of any needed communication equipment.
- ☐ Work with F/A Section to procure communications assets as identified.
- ☐ Monitor operations of the communications center.
- ☐ Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
- ☐ Supervise Communications Unit activities.
- ☐ Ensure all equipment is tested and repaired.
- ☐ Recover equipment assigned to personnel following demobilization.
- ☐ Maintain Unit Log as required.

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Attachments:

- Contact Directory
- Unit Log, ICS 214
- ICS Organization Chart

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **FOOD UNIT LEADER**

POSITION DESCRIPTION: The Food Unit Leader is responsible for determining feeding requirements at incident facilities for staff in the ICS organization, menu planning, providing potable water, providing meals for personnel involved in the incident, and general maintenance of the food service areas. (not responsible for shelter or general population food requirements)

RESPONSIBILITIES:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Logistics Section Chief.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Determine location of working assignment, and the number of personnel assigned to incident facilities.
- ☐ Determine method of feeding to best fit each situation.
- ☐ Obtain necessary equipment and supplies to operate food service facilities.
- ☐ Ensure that sufficient potable water is available to meet all incident needs.

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- ☐ Set up any necessary food unit equipment (i.e. coffee, tea, etc.).
- ☐ Prepare menus to ensure incident personnel of well balanced meals.
- ☐ Obtain list of pre-approved vendors/suppliers of food items, coordinating with Finance Section.
- ☐ Contact one of the pre-approved vendors and determine ability to provide meals as needed.
- ☐ Place food order with vendor and arrange for pick up or delivery.
- ☐ Keep inventory of food on hand, check in food orders.
- ☐ Provide Finance Section with any receipts from food orders.
- ☐ Demobilize food unit in accordance with incident.
- ☐ Maintain Unit Log as required.

THINGS TO CONSIDER:

- Any VIP's that may have a special dietary need shall have their food placed in an area that is away from the regular meals
- Adjust feeding to coincide with the demobilization plan.
- Check with the donations management group for food items(many have expiration dates)
- Make sure that those being fed adhere to portion control guidelines, until all personnel are fed.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: MEDICAL UNIT LEADER

POSITION DESCRIPTION: The Medical Unit Leader is primarily responsible for the activation of a medical plan, obtaining medical aid and transportation for the injured and ill incident personnel for the incident facilities (i.e. EOC's, Incident Command Posts or other facilities as directed by the Chief Elected Official).

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Logistics Section Coordinator or Service Branch Manager.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine location of emergency medical equipment in the EOC or where it may be obtained.
- ☐ Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ You will be responsible for the medical treatment and health of the incident staff, not for the general public.
- ☐ Determine requirements for any facilities to be established.
- ☐ Maintain Unit Log as required and the preparation of required reports and records.

THINGS TO CONSIDER:

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- Check with donations management for resources that will benefit the medical unit
- The medical unit will function as a comfort station until one is needed.
- Consider mental health needs and obtain the appropriate resources to address.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **PLANNING SECTION CHIEF**

POSITION DESCRIPTION: The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Chief conducts the Planning Meeting and is responsible for producing a written Incident Action Plan and Situation Reports (if so directed by the Incident Commander). The Planning Section Chief activates and supervises units within the Planning Section: Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit, Advance Planning Unit and Technical Specialists.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Manager.
- ☐ Obtain a briefing on the situation from previous shift and/or latest Situation Report.
- ☐ Review your position responsibilities.
- ☐ Determine if other Planning Section staff are at or required at the EOC.
- ☐ Ensure that the Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Organize and staff section as appropriate.

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- ☐ Is responsible for staff resource assignment, staging, and procurement of staff.
- ☐ Identify collateral response organization(s) and positions.
- ☐ Supervise generally the functioning of the following units: Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit, Advance Planning Unit.
- ☐ Ensure that Situation Reports are prepared according to an agreed upon schedule.
- ☐ Ensure that the EOC Situation Display is accurate and up-to-date.
- ☐ Conduct the Planning Meeting.
- ☐ Ensure that the Incident Action Plan is prepared for the next Operational Period.
- ☐ Modify the Incident Action Plan to meet changing needs as necessary.
- ☐ Prior to the completion of the Incident Action Plan, prepare and distribute the EOC Manager's objectives.
- ☐ Provide input to the EOC Manager and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.
- ☐ Identify out-of-service personnel and positions they are qualified to fill.
- ☐ Assign out-of-service personnel to ICS organizational positions as appropriate.
- ☐ Establish reporting requirements and reporting schedules for all ICS organizational elements.
- ☐ Gather, post, and maintain current incident resource status including transportation, and support vehicles and personnel.
- ☐ Determine need for any specialized resources in support of the incident.
- ☐ If requested, assemble and disassemble resources not assigned to operations.
- ☐ Identify coincidental information needs and gather as necessary.
- ☐ Insure that information concerning special environmental needs is included in the Incident Action Plan.

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- ☐ Assemble information on alternative strategies based on projections.

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- ☐ Provide periodic predictions on incident potential and develop contingency plans (i.e. worst case scenario).
- ☐ Advise General Staff of any significant changes in incident status.
- ☐ Anticipate changes in resource needs.
- ☐ Compile and display incident status information.
- ☐ Oversee preparation of Incident demobilization plan.
- ☐ Develop the incident traffic plan.
- ☐ Develop the incident medical plan.
- ☐ Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.
- ☐ Maintain Unit Log.
- ☐ Perform operational planning for the Planning Section.
- ☐ Insure coordination between the Planning Section and other Command and General staff.

THINGS TO CONSIDER:

- The Incident Action Plan (IAP) and the Situation Reports are two major products of the Planning Section. Ensure that competent people are assigned to these efforts. Specifically, a Deputy Planning Section Chief should be considered for the IAP since it is a labor intensive document that requires attention to detail. The Situation Unit is typically very busy with the Situation Report and EOC display the main tasks of the Unit.
- Planning Meetings should be conducted somewhere near mid-shift. The Incident Objectives (202) and personnel and other resource needs are reviewed during the meeting which feeds back into the IAP which is completed after the meeting.
- If the activation is full-scale for an extended period, the Resource Unit will be responsible for staffing. This can be a major effort which requires an experienced person.

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RECOMMENDED DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart
4. Planning Charts
5. Planning Meeting Agenda
5. Resource Tracking System

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **SITUATION UNIT LEADER**

POSITION DESCRIPTION: The Situation Unit Leader is responsible for the collection, processing and organizing of all incident information. The Situation Unit shall prepare the situation report, future projections of incident growth, maps and intelligence information.

RESPONSIBILITIES:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Planning Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Participate in incident planning meetings, as required
- ☐ Determine current status of unit activities
- ☐ Confirm dispatch and estimated time of arrival of staff and supplies
- ☐ Begin collection and analysis of incident data as soon as possible

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- ☐ Collect information coming into the EOC from field observers and others involved in operations. Debriefings are the best means to obtain such information.
- ☐ Prepare, post, or disseminate resource and situation status information as required, including special requests
- ☐ Prepare periodic predictions or as requested
- ☐ Prepare the incident Status Summary Form (ICS Form 209)
- ☐ Provide photographic services and maps if required
- ☐ Assign specific duties to staff; supervise staff
- ☐ Develop and implement accountability, safety and security measures for personnel and resources
- ☐ Three positions report directly to the Situation Unit Leader
- ☐ Display Processor - Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.
- ☐ Field Observer - collects and reports on situation information from the field
- ☐ Weather Observer - collects current weather information from the weather service or an assigned meteorologist
- ☐ Supervise demobilization of unit, including storage of supplies
- ☐ Provide Supply Unit Leader with a list of supplies to be replenished
- ☐ Maintain unit records, including Unit Log

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **DOCUMENTATION UNIT LEADER**

POSITION DESCRIPTION: The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Planning Section Chief.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Set up work area; begin organization of incident files.
- ☐ Establish duplication service; respond to requests.
- ☐ Participate in incident planning meetings, as required.

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- ☐ Determine current status of unit activities.
- ☐ Confirm dispatch and estimated time of arrival of staff and supplies for your unit.
- ☐ Assign specific duties to staff; supervise staff.
- ☐ File all official forms and reports.
- ☐ Review records for accuracy and completeness; inform appropriate units of errors and omissions.
- ☐ Coordinate with all sections to insure that documents, notes, files, invoices, reports, media releases, situation reports, plans, rosters, org charts or all other documents are fed to the unit for organization and filing.
- ☐ Provide incident documentation as requested.
- ☐ Store files for post incident use.
- ☐ Develop and implement accountability, safety and security measures for personnel and resources.
- ☐ Supervise demobilization of unit, including storage of supplies and records.
- ☐ Provide Supply Unit Leader with a list of supplies to be replenished.
- ☐ Maintain unit records, including Unit Log.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: ADVANCE PLANNING UNIT LEADER

POSITION DESCRIPTION: The Advance Planning Unit Leader forecasts longer range impacts and issues and prepares contingency plans for them as appropriate. The unit will need to coordinate with all agencies that are involved in long term infrastructure, housing and economic recovery issues.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Planning Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Participate in incident planning meetings, as required
- ☐ Determine current status of unit activities
- ☐ Confirm dispatch and estimated time of arrival of staff and supplies
- ☐ Begin collection and analysis of incident data as soon as possible
- ☐ Identify and prioritize long range issues and problems

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- Prepare contingency plans for identified problems as appropriate

THINGS TO CONSIDER:

- This position requires creative thinking. The work environment is not EOC dependent, there is a certain amount of freedom, unlike the other planning positions. To accomplish the task, it is beneficial to review the history and impacts of similar incidents in the past.
- A concept to consider is to utilize members of the community to advance long term concepts for recovery and normalization.

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NEW YORK STATE EMERGENCY MANAGEMENT OFFICE EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **TECHNCIAL SPECIALIST - GIS**

POSITION DESCRIPTION: The Technical Specialist - GIS is responsible for obtaining information relative to the response using existing pre-incident GIS data and post incident data to produce a graphic image to assist in response, recovery and post disaster mitigation efforts.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Planning Section Coordinator.
- ☐ Obtain a briefing on the situation.
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Set up work area; begin organization of incident files.
- ☐ Establish duplication service; respond to requests.
- ☐ Participate in incident planning meetings, as required.
- ☐ Determine current status of unit activities.
- ☐ Confirm dispatch and estimated time of arrival of staff and supplies.
- ☐ Assign specific duties to staff; supervise staff.

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- ☐ File all official forms and reports.
- ☐ Review records for accuracy and completeness; inform appropriate units of errors and omissions.
- ☐ Provide incident documentation as requested.
- ☐ Store files for post incident use.
- ☐ Develop and implement accountability, safety and security measures for personnel and resources.
- ☐ Supervise demobilization of unit, including storage of supplies.
- ☐ Provide Supply Unit Leader with a list of supplies to be replenished.
- ☐ Maintain unit records, including Unit Log.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **METEOROLOGY SUPPORT**

POSITION: The support meteorologist is a person from the National Weather Service, or NYS Department of Environmental Conservation - Division of Air Resources, Impact Assessment & Meteorology. The Planning Section Chief monitors the weather on a daily basis. Upon indication of severe weather or by request of the management team and others, meteorological support is requested. The meteorologist provides analysis of weather threats and provides a report with charts if necessary that can be used by the Planning Section to develop a situation report and to brief the management team in the emergency operations center. Meteorologist should advise on areas and populations affected or threatened by severe weather, or atmospheric releases of hazardous materials. The meteorologist with assistance of Planning Section Chief will utilize their weather information technology to gather and analyze information for their report. If it is not required that a meteorologist be present in the EOC, they can provide the necessary information remotely, by e-mail or fax or other means if available. Meteorological support can be requested through the County Emergency Management Office to the State EOC.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check in and receive briefing from Incident Commander and Planning Section Chief.
- ☐ Obtain latest weather information from reliable sources.
- ☐ Insure reliability of weather reports as they pertain to the particular incident.
- ☐ Coordinate with National Weather Service, Meteorologist In Charge as necessary.
- ☐ Prepare when needed weather reports for external distribution to field staff and EOC agency liaisons.
- ☐ Provide briefings to Command and Operations using what ever means available to display information with graphics of weather related information as required. Plume modeling may also be required and is available from the NWS in coordination with the University at Albany Atmospheric Sciences Department or from DEC.

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- Current conditions and forecast should be based on latest available data.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **DEMOBILIZATION UNIT LEADER**

POSITION DESCRIPTION: The Demobilization Unit is utilized during a major incident both to develop the demobilization plan and to coordinate and support the implementation of that plan throughout the EOC organization. The Demobilization Unit Leader is responsible for the preparation of the demobilization plan and assisting sections/units in ensuring that an orderly, safe and cost effective movement of personnel and equipment is accomplished from the incident. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

RESPONSIBILITIES/CHECKLIST:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the Planning Section Chief.
- ☐ Obtain a briefing on the situation from Command.
- ☐ Review position responsibilities.
- ☐ Determine if other section staff are required at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Review incident resource records to determine probable size of demobilization effort.
- ☐ Assess and fill unit needs for additional personnel, work space, and supplies.

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- ☐ Obtain objectives, priorities, and constraints on demobilization from the Planning Section Chief, agency representatives, contractors and other groups as applicable.
- ☐ Meet with agency representatives to determine:
 - Personnel rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- ☐ Be aware of ongoing Operations Section resource needs.
- ☐ Obtain identification and description of surplus resources and probable release times. This can be obtained from Command.
- ☐ Coordinate with Resource Unit to arrange shifts to assure priority resources are available for release.
- ☐ Develop release procedures in coordination with other sections.
- ☐ Coordinate with sections/units to determine their capabilities to support the demobilization effort.
- ☐ Prepare demobilization plan to include the following sections:
 - General - Discussion of the demobilization procedure.
 - Responsibilities - Specific implementation responsibility/activity.
 - Release Priority - Take into account assisting agency requirements and kind and type of resources.
- ☐ Travel Restrictions - Restrictions and instructions for travel.
- ☐ Obtain approval of the demobilization plan from the Planning Section Chief.
- ☐ Distribute plan or inform each section about the demobilization plan.
- ☐ Coordinate and closely supervise the demobilization process.
- ☐ Maintain Unit Log (ICS Form 214).

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THINGS TO CONSIDER:

- The Demobilization Unit should receive the direction from Command of any agency/field staff that can be released. Demobilization must be coordinated across all sections.
- Many Agencies may have some sort of Demobilization procedure or protocol that is used. However, the Demobilization Unit should inquire from each agency represented at the incident as to their plans for demobilization, and provide coordination assistance in the implementation of such plan.
- Safety is paramount in demobilization. ALL staff should be allowed ample rest (rehabilitation) before returning to their home of record (HOR). This shall include lodging and meals necessary to refresh the worker to maintain a margin of safety, especially if re-deploying to their home of record.
- Agencies and staff that are being demobilized should debrief prior to departure. This debrief may include status of response activities in their assignment, proper close-out of hotel occupancy, any health-related concerns, and contact numbers in the event a reactivation is needed.
- The Demobilization Unit Leader should request that all Section Coordinators provide an up to date listing of staff that has been demobilized.

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

PLANNING SECTION – Position-specific Activities and Responsibilities for the:

Planning Section Chief (PSC)

(initial activities upon activation)

- Consider products due:
 - SitRep (initial briefing and formal documents to follow)
 - Current and next operational period IAPs
 - Chronology/Timeline of events
- Select staff and submit request for additional staff for current operational period (Tech-specs?)
- Determine supply and material needs with staff
- Task staff with specific actions (include times due)
- Query EOC Manager about operational period schedule
- Consider offsetting the Planning Section schedule
- Plan staff for next operational period (Tech-specs?)
- Are there other/Incident Management Team Planning Sections to interface with?
- Schedule and prepare for Planning Meeting
- Prepare draft objectives to be reviewed by EOC Manager.

Resources Unit Leader (RESL)

(initial activities upon activation)

- Initiate accountability of all currently assigned personnel
- Initiate check-in for incoming resources
- Query all section heads and EOC Manager about staffing needs for current operational period
- Query all section heads and EOC Manager about staffing needs for next operational period
- Meet with Planning Section Chief to discuss staffing issues
- Finalize staffing for current operational period (ICS 203)
- Draft staffing for next operational period (ICS 203) and submit to Planning Section Chief for review
- Finalize staffing for next operational period (ICS 203) and create ICS 204s as needed (one for overhead staff, one for each field assignment)
- Notify all staff assigned to next operational period (some may need to go home)
- Based upon staffing for current and following operational period and other expressed needs, draft staffing for the *next* operational period

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Situation Unit Leader (SITL)

(initial activities upon activation)

- Initiate time-line of significant events
- Investigate full history of incident or event to present (report as directed to Planning Section Chief)

Resources (for Wx related resources, see below):

- Local EMAs
 - State Agencies
 - Federal and local agencies
 - Media (local or national)
- Obtain current and future weather forecasts for relevant area

Resources:

Resource	Advantages	Disadvantages
DEC Wx Specialists	Access to local reports and coordination with NWS	Typically require scheduled times for data reporting
NWS Wx Specialists	Access to NWS resources and data	Require scheduled times for data reporting, not always available
Websites: www.weather.com	Access to a large variety of products	Few local products and reports regularly available
www.wunderground.com	Access to tabular information for cities state-wide	No graphic information available
www.uswx.com	Text and graphic weather warning/watch information, real-time data	Limited amount of data and products
http://weather.gov	NOAA products, variety of imagery and text, warnings/watches	Limited local information
http://iwin.nws.noaa.gov/iwin/iwdspg1.html	Real-time, zone information, hourly reports, state forecast	No graphic information
www.accuweather.com	Moderate variety of graphic information	Limited local information

- Consider GIS needs relative to Wx and situational data – will it make the data more relevant?
- Misc. topical information may be obtained from <http://www.cbsnews.com/digitaldan/disaster/disasters.shtml>
- Consider display needs – information must be shared with entire facility
- Compile information into draft SitRep for PSC review (coordinate with DOCL)
- Finalize SitRep

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- Finalize ICS 202s for current and next operational periods, submit to PSC for review
- Establish regular reporting times and means for EOC agency reports (distribute reporting SOG)

Documentation Unit Leader (DOCL)

(initial activities upon activation)

- Coordinate with SITL to initiate timeline of events
- Organize work area and computer network to receive and catalog copies of all paper and electronic data – *remind staff that copies must reach you*
- While SITL is investigating situation, begin ICS 202 (work with PSC for Objectives)
- Set up pages for the current and following operational period IAPs
- Coordinate with other elements (MEDL/SOFR and COML) for their plan components as needed
- Manage the assembly of the IAP
- Ensure that IAPs are completed on schedule for remittance to PSC

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TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: FINANCE / ADMINISTRATION SECTION CHIEF

POSITION DESCRIPTION: The Finance / Administration Section Coordinator is responsible for managing all financial aspects of the incident. He / she is responsible for tracking all incident costs and providing guidance to the EOC Manager on financial issues that may have an impact on incident operations.

RESPONSIBILITIES:

- ☐ Check-In upon arrival at the EOC.
- ☐ Report to the EOC Manager.
- ☐ Obtain a briefing on the situation
- ☐ Review your position responsibilities.
- ☐ Determine if other section staff are at the EOC.
- ☐ Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- ☐ Review organization in place at the EOC. Know where to go for information or support.
- ☐ Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- ☐ Open and maintain section logs.
- ☐ Organize and staff section as appropriate.
- ☐ Identify collateral response organization(s) and positions.
- ☐ Manage all financial aspects of an incident.
- ☐ Confer with EOC Manager on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- ☐ Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from

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section. Establish purchasing limits for Logistics Section.

- ☐ Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- ☐ Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- ☐ Activate organizational units within section as needed and designate leaders for each unit.
- ☐ Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- ☐ Determine need for representation or participation of other agency representatives.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with town financial officer on Finance / Administration matters
- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.

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- Participate in EOC Manager's strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief EOC Manager on major problem areas that now need or will require solutions.
- Share status information with other with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.
- Maintain all records with the expectation that Federal reimbursement may occur.
- Obtain a copy of the FEMA payment for equipment schedule and a copy of the FEMA Recovery Manual.

Demobilization

- Provide financial input to demobilization planning.
 - Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Manager.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Brief agency administrative personnel on all incident-related financial issues needing attention or followup.
- Be prepared to provide input to the After Action Report.

Stillwater Community Emergency Management Plan

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart

Instructions for declaring a local State of Emergency

1. The Chief Elected Official, or their designee, pursuant to this plan, can declare a local State of Emergency for all of, or anywhere in, the affected jurisdiction. The Chairman of the County Board of Supervisors can declare a State of Emergency for anywhere in Saratoga County, including the Town or Village of Stillwater. All Chief Elected Officials in the County can declare States of Emergency within their respective jurisdictions.
2. A local State of Emergency is declared pursuant to section 24 of the State Executive Law Article 2-B.
3. It can be declared in response to, or anticipation of, a threat to public safety.
4. A declaration of a local State of Emergency may be verbal or written.
5. If it is verbal, it must be followed in a written format.
6. The declaration should include the time and date, the reason for the declaration, the area involved, and the expected duration.
7. The written declaration should be kept on file in the Clerk's Office and copied to the County Emergency Management Office.
8. A local State of Emergency must be declared BEFORE Emergency Orders can be issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the Chief Elected Official, or person acting for, may rescind a local State of Emergency.
11. Though a rescission may be verbal or written, if the declaration was written, the rescission should also be written.
12. The rescission should include the time and date of the original declaration, the reason for the local State of Emergency, and the time and date the State of Emergency is rescinded.
13. The written rescission should be kept on file in the Clerk's Office.



TOWN OF STILLWATER DECLARATION OF A LOCAL STATE OF EMERGENCY

A **STATE OF EMERGENCY** is hereby declared within the following areas in the Town of Stillwater, Saratoga County, New York.

This State of Emergency is effective on _____(DATE) and begins at _____AM/PM on this date.

This **State of Emergency** has been declared due to:_____

and it is deemed that this situation threatens the health and safety of the residents.

This **State of Emergency** will remain in effect until rescinded by a subsequent order.

As _____(title) of the Town of Stillwater, I, _____(name) exercise the authority given me under Section 24 of the New York State Executive Law Article 2-B, to preserve the public safety and hereby render all required and available resources mobilized to protect the security, well being and health of the citizens of the Town. I hereby direct all departments and agencies of the Town of Stillwater to take whatever steps necessary to protect life and property, public infrastructure and provide such emergency assistance deemed necessary. I also hereby issues the following orders:_____

For the Town of Stillwater:_____

Title:_____

Date:_____



Town of Stillwater, Saratoga County, New York

EMERGENCY ORDER

EVACUATION OF VULNERABLE AREAS

I _____(name), _____(title) of the Town of Stillwater, Saratoga County, New York in accordance with the Declaration of a State of Emergency issued on _____(date) and pursuant to Section 24 of Executive Law Article 2-B, I hereby order the evacuation of all persons from the following areas: _____

This evacuation is required due to: _____

This order is effective _____and shall apply until rescinded by order of the chief elected official of the town or their representative. **Failure to obey this order is a criminal offense and the Town shall not be responsible for the safety of those persons who fail to abide by this order.**

Signed: _____(name), _____(title)

Date: _____Time: _____

Witness: _____Title: _____



Town of Stillwater, Saratoga County, New York

EMERGENCY ORDER

ORDER OF CURFEW

I _____ (name), _____ (title) of the Town of Stillwater, Saratoga County, New York in accordance with the Declaration of a State of Emergency issued on _____ (date) and pursuant to Section 24 of Executive Law Article 2-B, I hereby order a curfew in the following areas: _____

A curfew is required due to: _____

The ordered curfew shall begin at _____ and end at _____
on the following dates: _____

This order is effective (Date) _____ (Time): _____ and shall apply until rescinded by order of the chief elected official of the Town or their representative. **Failure to obey this order is a criminal offense and the Town shall not be responsible for the safety of those persons who fail to abide by this order.**

Signed: _____ (name), _____ (title)

Date: _____ Time: _____

Witness: _____ Title: _____

FREQUENTLY ASKED QUESTIONS ON DECLARING AN SOE

1. ***Why should I declare a local state of emergency?***

It increases your powers as the Chief Executive Officer. These new powers can include:

- issuing emergency orders;
- implementing public protective measures;
- suspending local laws; and
- requesting supplemental assistance.

2. ***Can a declaration give legal protection?***

Yes. A declaration of a local State of Emergency provides legal protection and immunities for the Chief Executive and local emergency officials when they make decisions and take actions to respond to disasters or emergencies.

3. ***Will the declaration help raise public awareness?***

Yes. A declaration of a local State of Emergency helps make the public aware of the hazards associated with a disaster. It also can emphasize the protective measures you may need to ask citizens to take.

4. ***Can a State of Emergency be declared at any time?***

No. A local State of Emergency can be issued when a situation exists that has or will place the public at risk and that will require extraordinary measures for proper protection.

5. ***When should I declare a local State of Emergency?***

You should consider declaring a local State of Emergency when a dangerous situation is present or imminent and emergency officials are considering protective actions such as:

- Evacuation of people for a large or heavily populated area street, road, housing development, multi-resident buildings).
- Sheltering people in designated areas or buildings.
- Large-scale closing of roads due to conditions considered to be dangerous to lives and property.

You should also consider declaring a local State of Emergency if the following conditions are present and pose a dangerous threat to the municipality:

- Riots, hostage situations or civil unrest.
- Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes).

6. ***Can I issue the declaration verbally?***

Yes. The Chief Executive may issue a declaration verbally if time is a crucial matter. However, you should follow the verbal declaration with a written declaration.

7. ***Must the declaration be filed?***

No. However, it's a good idea to do so. It should be kept on file at the Office of the Town Clerk and should be copied to the County Emergency Management Office.

8. ***Do I have to extend the declaration of State of Emergency after 5 days?***

No. The State of Emergency does not have to be extended, but Local Emergency Orders do.

9. ***Does the law establish a time limit for a State of Emergency?***

No. It is best to include a time of duration in the original declaration of State of Emergency, or to issue a succeeding declaration with a time limit or a statement that the State of Emergency is continuing. When the proclamation is no longer needed, it should be formally rescinded.

10. ***Can I issue Local Emergency Orders without a State of Emergency?***

No. A State of Emergency must be declared before you may issue Local Emergency Orders.

11. ***Will a declaration help in getting assistance from the state?***

Yes. If you declare a local State of Emergency and you determine the disaster is beyond the capacity of County resources, the County Executive may request the Governor to provide assistance from state resources.

12. *Must I rescind a declaration of State of Emergency?*

No. However, a written rescinding statement should be made when the emergency no longer exists. The Chief Executive can rescind the declaration of emergency at any time.

13. *If I don't rescind a State of Emergency, does it end automatically?*

Maybe If a time limit was indicated in the declaration of State of Emergency it will end automatically at that the time and date indicated. If no time limit was specified, the State of Emergency does NOT end automatically.

14. *When should I rescind a State of Emergency?*

You should rescind it when the conditions that warranted the declaration no longer exist.

15. *Must the rescission be issued in writing?*

No. However, it is recommended, in the same manner as a declaration of State of Emergency is recommended, to be issued in written form.

16. *Must the rescission be filed?*

No. However, it is recommended that it be filed in the Office of the Municipal Clerk.

INSTRUCTIONS FOR ISSUING LOCAL EMERGENCY ORDERS

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law (see section A. above).
2. Local Emergency Orders can be issued at the Local level only by the Chief Elected Official and or a person acting for the CEO pursuant to section I.A.(2) of this plan. The Chairman of the County Board of Supervisors can issue emergency orders for any jurisdiction in Saratoga County following the declaration of a local State of Emergency by the Chairman of the County Board of Supervisors. All City and Village Mayors in the County can also issue emergency orders for their jurisdiction following the declaration of a local State of Emergency by that same executive.
3. Local Emergency Orders must be written.

4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the Chairman of the County Board of Supervisors. It is also automatically rescinded when the State of Emergency is rescinded.
6. The CEO may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.
7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, County Clerk, and the Office of the Secretary of State.
9. Local Emergency Orders must be refiled if they are extended.

ISSUING LOCAL EMERGENCY ORDERS

1. *Can anyone issue a Local Emergency Order?*

No. Only the Chief Executive of a county, city, town or village may issue a Local Emergency Order.

2. *What can a local Emergency Order include?*

An emergency order can require whatever is necessary to protect life and property or to bring the emergency situation under control as long as what it is within the constitutional powers of county government.

3. *Can a Local Emergency Order be issued at any time in an emergency?*

No. A Local Emergency Order can be issued only after the Chief Executive declares a local State of Emergency.

4. *Is it in effect indefinitely?*

No. A Local Emergency Order is effective from the time and in the prescribed in the order. It terminates 5 days after issuance, or by rescission

by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

5. *Can an order be modified once it's issued?*

Yes. A Local Emergency Order may be amended, modified, or rescinded at any time by the Chief Executive during the State of Emergency.

6. *Can a Local Emergency Order be extended beyond five days?*

Yes. The Chief Executive may extend an order for additional periods up to 5 days each during the local State of Emergency. Each extension must be re-filed.

7. *Must the media be informed?*

Yes. The Local Emergency Order must be published as soon as practicable in a newspaper of general circulation in the area affected by the order. It should be published under the paid legal advertisement section. It must also be provided to radio and television media for broadcast.

8. *Can a citizen who disobeys an emergency order be arrested?*

Yes. Any person who knowingly violates any Local Emergency Order of a Chief Executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.

STILLWATER COMMUNITY SHELTER ANNEX

I. Introduction

Events statewide have caused all levels of government to take a closer look at congregate care. This annex to the Stillwater Comprehensive Emergency Management Plan is for use by local officials in addressing the threat of disaster which may require the activation of public shelters due to evacuations, need for temporary warming, cooling or feeding.

II. Purpose

Historically, residents of a municipality have no desire to relocate to a public shelter. Residents are reluctant to leave their homes during a disaster and sometimes with perilous results. In some instances, in-place sheltering can be effective. However, when utilities are interrupted for long periods of time, especially during periods of temperature extremes the public may not be able to or may be unwilling to remain in their homes. The purpose of this annex is to ensure that all residents of the Town have access to a public shelter in the event of a natural or manmade disaster.

III. General Procedures

Potential hazards such as flash flooding, fires, hazardous materials spills or releases may require the evacuation of select areas within the Town. The actual emergency situation will determine the scope of the evacuation and the number of evacuees from a specific area.

In the event of a small scale incident, reception and care may be provided at a make shift shelter, at a nearby motel or with family and friends. In the event of a large scale evacuation/displacement of residents, or when Town Officials decide that a public shelter is required, the Community Center or other appropriate location may be designate the official shelter. In reality un-official or ad hoc neighborhood shelters are sometimes activated. While ad hoc shelters may serve their intended purpose but should be reported to and coordinated with the Stillwater EOC. To supplement the activation of the designated shelter the emergency management staff will notify the American Red Cross (ARC) through Saratoga County Emergency Services that a shelter is being established. The Red Cross will designate and deploy a trained shelter manager to assist with operations the designated facility. It must be understood at the outset that the ARC may be unable to provide other than minimal shelter management staff and the facility being used as a shelter must have a plan to prepare for, provide for operational support and be capable of recovering from an activation. It is imperative that each facility intending to become a shelter have an internal emergency activation and operation plan which can be supplemented by assistance from other disaster response organizations such as the ARC.

While the Red Cross may provide guidance, training and staffing it is incumbent that the Stillwater Area Community Center construct a shelter plan including preparedness measures, response activities and recovery measures in relation to activation of a shelter which shall be an appendix to this community shelter plan. Preparedness activities define what is to be done prior to the activation of a shelter including staffing, activation process and shelter supplies. Response activities include how the shelter will be activated and operated for the duration of the emergency. Recovery activities include demobilization and preparation for the next activation including an after action report outlining shortfalls, corrective measures including updates to the plan.

IV. Concept of Operations

1. Preparedness, normal operations
 - A. The SACC and the American Red Cross in coordination with the Emergency Management Committee will:
 1. Develop plans and procedures to receive and care for an undetermined number of evacuees.
 2. Evaluate and identify shelter needs.
 3. Designate staff and develop and operational plan.
 4. Identify shortfalls and develop plans to fulfill shortfalls.
2. Response, level 3 activation
 - A. A natural or manmade disaster is threatening the local area. The SACC, the American Red Cross and the Emergency Management Committee will
 1. Review plans and procedures and develop an operational strategy to activate the shelter
 2. Confirm task assignments and alert key personnel to stand by status
 3. Prepare the necessary forms
 4. Anticipate and resolve special problems such as special needs evacuees, closing of schools, pets etc.
 5. Begin record keeping of disaster related expenses and continue throughout the event.
3. Response level increased, level 2 and 1 activation
 - A. The disaster impacts the Town, requiring full scale implementation of the plan. The SACC, the Red Cross and the Emergency Operations Center Manager or Human Services designee shall:
 1. Activate shelter
 2. Receive and care for displaced persons
 3. Address special needs sheltering
 4. Register and maintain accurate records
 5. Provide mass feeding as required.
 6. Provide daily situation reports to the Local and County EOC.
4. Recovery Operations

- A. Adopt a strategy for long term care and transition of evacuees.
- B. The SACC, the Red Cross or other appropriate agencies or organizations continue to receive and care for displaced persons.
- C. Provide mass feeding as required.
- D. Continue to provide for short term needs for lodging.
- E. Consolidate and report disaster related expenses.
- F. Prepare a demobilization plan for shelter operations
- G. Gather stakeholders and prepare an after action report for shelter operations.
- H. Make modifications or improvements to plans as required by the after action report.

V. Assignment of Responsibilities

As demonstrated by repeated events, a disaster may require response by local, county, state and federal governments. With the response of multiple levels of government, the coordination between all agencies is necessary. In addition large scale events will be easier to manage using a Unified Command Structure. The Incident Command System (ICS) is a means for ensuring that the required coordination is realized. The Community of Stillwater will organize its response to a disaster utilizing the Incident Command System. Sheltering falls under the Operations Section within the Human Services Functional Group. Sheltering missions will be tasked through the Operations section and shall be supported by the Planning, Logistics and Finance Administration Sections of the EOC.

VI. Organizational Assignments

1. The Stillwater EOC Manager assisted by the Human Services Group Leader is responsible for;
 - A. Alerting the Stillwater Area Community Center and the Red Cross to activate the shelter.
 - B. Contacting the Public Information Officer to prepare materials to be disseminated to the public through the media.
 - C. Designate facilities for the use of emergency responders if required.
 - D. Coordinate Security and EMS services for shelters.
 - E. Coordinate requests for assistance from the public.
 - F. Obtain assistance in moving people who need assistance into the shelters.
 - G. Coordinate mental health services.
 - H. Provide assistance for special needs populations.
 - I. Activate the pet shelter plan in coordination with the community shelter.
2. The American Red Cross is responsible for:
 - A. Maintaining an inventory of public shelters.

- B. Recruiting and training shelter managers, who will set up and administer shelter operations and assign, train, and supervise shelter personnel.
 - C. To assist with the activation, operating, and demobilizing public shelters.
 - D. Provide emergency services for the public in designated shelters.
 - E. Provide the EOC Manager via the Planning Section, Situation Unit updates and situation reports on shelter status and of any equipment or supplies that are needed or over stocked.
 - F. Coordinate with other Volunteers Active in Disaster (VOAD) representatives in the operation of the shelters and service to the citizens of the Community.
- 3. The Local Police Department is responsible for;
 - A. Implementing traffic control procedures at shelter sites.
 - B. Providing assistance in evacuating hazardous areas.
 - C. Providing security and law enforcement for shelters and evacuated areas.
- 4. The Information Officer is responsible for disseminating the information received and approved by officials within a Joint Information Center (JIC);
 - A. Publicizing a list of active shelters and distribute to local media.
 - B. Publicizing what is appropriate to bring or not bring, to the shelters.
 - C. Public phone numbers for obtaining emergency information.
 - D. A contact number for special need victims to request assistance.
 - E. Develop emergency public information materials with instructions to the public in reference to shelters.
 - F. Provide emergency public information for distribution by area media outlets.
 - G. Coordinate with the County on the activation of any Emergency Information System, for public notification.
 - H. Coordinate within the JIC public inquiries with the Chief Elected Officials and the EOC Manager.
- 5. The Code Enforcement Officer or Fire Marshal is responsible for;
 - A. Inspection of buildings and shelters for safety of the occupants.
 - B. Suggesting safety measures for shelters to the Emergency Operations Center.
- 6. The Consolidated Health Board shall;
 - A. Coordinate with the shelter to provide public health, medical care and to activate the mental health plan at shelter facilities including the distribution of drugs, vaccines and other medications that may be required.
 - B. Coordinate with local or State departments of Health, Social Service, Aging and Mental Health to provide assistance to at the shelter.

VII. Demobilization Activities

1. It is expected that the Human Services Unit will formulate short term and long term repatriation plans to move evacuees out of the public shelters either back to their homes or into long term housing solutions in cooperation with state and federal agencies.
 - A. Short term and long term mental health assistance may be required for those who have lost their homes or have experienced an emergency or disaster event.
 - B. There should be an assessment of short term and long term unmet needs of the affected residents, and report those unmet needs to participating human services organizations or agencies.
2. The Police Department will implement a traffic plan to ensure an orderly and safe return of evacuees to their homes.
 - A. Both short term and long term traffic plans may be required and coordinated with other transportation stakeholders.
3. The Town shall assist the Red Cross or other human services agencies in returning or distributing unused supplies to those in need.
4. The Red Cross will close shelters by;
 - A. Removing Red Cross ID
 - B. Making a post-use survey of the facility by the last shelter manager and delivering to the Town.
 - C. Return all borrowed and rented equipment.
 - D. Reconcile any charges or invoices for purchases.
 - E. Arrange for cleanup of the shelters prior to returning to those responsible for the facility.
5. Local sheltering organizations will close shelters, and execute their demobilization and long term recovery plans.
6. Local shelters may be utilized by short or long term recovery agencies as a reception center to provide assistance to affected residents.

VIII Reception Center Operations

1. As a result of an incident that affects a small portion of the community or as a result of an incident involving multiple casualties, the families of victims or where a reception center may be required, a partial activation of the official shelter may be required.
2. A reception center is a facility where a number of agencies are staffed to assist affected people both residents and non residents.
3. Assisting agencies may include the ARC, mental health providers, legal aid, various human services organizations, public health providers and other participating organizations both public and private.
4. It is expected that the official shelter will be used to provide office space, interviewing space and basic comforts for both visitors and organizational staff.

SHELTER RESIDENT INFORMATION

Welcome

We hope that your stay will be as pleasant as possible under the circumstances. Please take a few minutes to read this sheet, as it contains important information that you will need while staying in this shelter.

Registration

Please sign in at the registration area if you have not already done so. Registration is required so we have records necessary to help you. All registration information is kept confidential. Please leave a forwarding address when relocating out of the shelter. This will allow the appropriate agencies or family members to continue to assist you. Please sign in and out each time you enter or depart the shelter and provide any contact information.

Smoking or Use of Tobacco Products

You are not allowed to smoke, use tobacco products, matches, or lighters in the shelter.

Personal Valuables

We cannot assume responsibility for your belongings. We recommend that valuables be locked in your car, out of sight, if possible. If that is impossible, keep valuable items with you.

Pets

We understand that your pets are very important to you. For health and safety reasons, pets are not allowed in the shelter. A pet shelter has been made available in close proximity of the Community shelter, otherwise it is your responsibility to make provisions for your pet(s) before entering the shelter. If you need help in locating a kennel for your pet, please see the shelter staff. The only exceptions to this rule are service animals for people with disabilities.

Children

Parents are responsible for keeping track of and controlling the actions of their children. They are not to be left unattended and shall not be allowed to be unruly.

Medical

Notify our staff of any medications that you are taking and are not in possession of. If you have a medical condition, problems or are not feeling well, please contact the shelter staff immediately.

Alcohol, Drugs

You are not allowed to possess or use alcohol or illegal drugs in any part of this shelter. There is zero tolerance and you will be asked to leave in the event of any violation.

Weapons

No weapons are allowed in the shelter except those of designated police or security staff.

Volunteering

Shelter residents are encouraged to help in the shelter. There are many jobs that do not require special training. Please see the staff if you would like help.

Housekeeping

Please help keep your temporary home clean. Please pick up after yourself and help us with cleanup when possible. Food and drinks, other than water, are not allowed in the sleeping area.

Quiet Hours

Quiet hours are enforced in the sleeping area between the posted hours (normally 11:00PM and 7:00 AM). However, sleeping areas as well as adjacent areas should be kept quiet as possible at all times of the day.

News Media

News media representatives often visit shelters during disaster operations. They will be allowed to enter the shelter and request interviews or photographs. They will first ask your permission, and it is your right to refuse. Please report any problems with the media to the shelter manager.

Special Needs

If you have any special requirements, such as a special diet, equipment or physical needs please notify the appropriate staff.

Problems and Complaints

Please direct all comments about the shelter operation to the shelter manager.

SHELTER MANAGER **Responsibilities**

ACTIVATING SHELTER OPERATIONS

- Notify the local and County EOC of the shelter activation
- Coordinate shelter information with the Public Information Officer
- Establish contact with the Red Cross Shelter Coordinator
 - Provide information about the type and scope of the disaster in your community
 - Provide an estimate of shelter population and duration of the disaster
- Determine the Shelter layout
 - Provide room for registration, sleeping, feeding, food preparation, private area for health Issues, management team area, recreation, information sharing, and storage for shelter supplies and personal items.
- Put up Shelter Identification
- Notify and assign staff
- Brief Staff
- Distribute shelter rules
- Assess feeding options
 - Include Red Cross Shelter Coordinator
- Establish and maintain a shelter log. Maintain the following information:
 - contacts
 - phone numbers
 - activities
 - problems
 - reports

DAILY SHELTER OPERATIONS

- Maintain regular communication with shelter management team.
 - report current and anticipated status, needs, problems, and plans to the human needs unit manager at the Community EOC
- Ensure that shelter residents are receiving up to date information about the
 - disaster
 - recovery process
 - resources available
 - available services including mental health and other public services
- Conduct shelter meetings
- Ensure that a system is in place to monitor purchases and requisitions
- Daily inspect the safety and sanitation of the shelter

DEMOBILIZING THE SHELTER

- Coordinate plans to close the shelter with all stakeholders
- Ensure that the building is returned to pre-disaster condition
 - return borrowed items
 - arrange for the disposition of unused commodities
 - arrange for cleaning the facility
- Submit the following information to the Finance Administration Section
 - list of financial commitments
 - list of volunteer workers and time worked
 - list of organizations or helpers that should be recognized. Include name, point of contact; and

- descriptions of contributions including contributor and point of contact
- insure that left over commodities and goods are accounted for and provide name and contact information of persons or organizations that take possession of such items.

FEEDING

- Establish a snack and beverage service as soon as possible.
- Determine if fast-food is available for the first 24 hours.
- Identify and organize areas for
 - Food preparation
 - Serving and feeding
 - Food storage
 - Garbage disposal
- An inventory of food supplies on hand should be available as a preparedness activity.
- Check with local food pantries, school cafeterias, and other local food resources to determine if they have food that can be used. Establish contacts and resources available as a preparedness activity.
- Determine the availability and supply of utilities. (Propane gas, electricity, etc.)
- Plan simple menus that will meet the dietary and cultural needs of the residents.
- Be aware that efforts of providing food must be coordinated with all that will attempt to provide food. Coordination should be through the community EOC, human services coordinator.
- Secure, maintain, and submit receipts for all purchases.
- Keep a written inventory of all shelter resources including food and supplies
- Ensure that food preparation, serving, dining, and storage areas are kept sanitary, mass sickness in a shelter environment is not acceptable.
- Provide daily statistics on the number of persons being served to the human services coordinator in the EOC.

SHELTER SERVICES

- Post signs on the outside of the building to identify your shelter.
- Establish a “message board” for resident messages and for information.
- Post a copy of the “Shelter rules”.
- Conduct a shelter meeting to ensure that all residents understand procedures and that all residents can express their shelter related concerns.
- Work to provide information about the disaster relief operation to the shelter residents. Set up a television or radio. Provide a newspaper if possible. Otherwise post verified information or hold periodic meetings to share information.

- Work to dispel rumors, provide factual, up to date information to all shelter residents.
- Set up a recreation area and arrange recreational activities.
- Determine the availability and, if possible, arrange for laundry facilities, shower facilities, shelter area for pets.
- Determine the need and provide for onsite Mental Health services.
- Determine the need for and provide for onsite security.
- Arrange for appropriate garbage disposal.
- Establish protocols for traffic and parking.

DISASTER HEALTH

- Check to see what kind of EMS support is available to the shelter. Is it possible to transport?
- Assess the medical needs of the shelter residents. Refer seriously ill and injured to EMS.
- Treat minor injuries according to health protocols.
- Assist with arrangements for lost prescriptions with the State Health Department.
- Be aware of any persons who have communicable diseases, isolate them, and report any noticeable trends to the shelter coordinator.
- Arrange for the special needs of infants, elderly, or persons with disabilities.
- Determine need for special diets (including infant formula).
- Prevent pre-existing health problems from getting worse.
- Determine the need for alternate housing for residents with special needs.
- In cooperation with the shelter manager, develop a system to ensure that the sanitation of health care area, feeding area, food preparation and storage areas, and bathrooms is maintained.
- Ensure that bathroom facilities are adequate. Check into the availability of potable toilets if necessary.
- Secure all medical supplies.
- Ensure that there is 24hour medical coverage.
- Maintain records of all medically related activity.
- Provide for mental health services onsite.

Town of Stillwater
Emergency Preparedness Plan
Mental Health/Psychological First Aid Response

This plan will cover four areas of emergency preparedness. Given the limited resources and number of mental health volunteers (MHV) available the plan is designed to meet the needs of the community in the following areas:

Emergency Shelters

Emergency Operations Center

Community-wide Education

Limited response following a disaster (Psychological First Aid or PFA)

1. Emergency Shelter(s)

Following a natural disaster or, for a limited time frame, a man-made disaster a shelter may be established. In the case of a natural disaster such as a hurricane, flood, or ice storm the shelter will primarily established to provide habilitative services (food, clothing, and shelter). Community members will use the shelter at a time when their psychological state is severely taxed. They may be preoccupied with thoughts of property damage or loss, the whereabouts and well-being of other family members, neighbors or pets, or a myriad of other concerns including continued physical well-being, financial, or recovery issues. The shelter can provide a place to regroup and gather their thoughts or it can be a chaotic and anxiety producing environment.

The goal of a mental health volunteer working in a shelter is to provide the following:

- A. Ensure the environment is conducive to increased calm and composure.
- B. Help maintain the basic family integrity and structure of each individual family group
- C. Understand how trauma impacts personal thinking, feeling, and acting and ensure that shelter staff and recipients are assisted in lowering their traumatic reactivity. Reactivity can take the form of re-experiencing the event through flashbacks, intrusive thoughts, nightmares, or other unwanted and prolonged thoughts about the event that get in the way of performing daily routines.

- D. Assist recipients in seeking out professional organizations designed to help recovery efforts such as the Red Cross.
- E. Perform duties that maintain the operations of the shelter (i.e. cooking, setting up beds, running errands, performing clerical duties, etc)

ACTION ITEM

Volunteers will be trained using an interactive 1-hour training session on *Disaster and Shelters*, a power point presentation that has been used to train Emergency Management Planning committee members in the past.

If the event(s) is a man-made disaster such as a school shooting the mental health volunteer(MHV) will be deployed to a Reception Center designated by Emergency Management Command. The volunteer(s) assigned to the Reception Center will act in concert with all police agency personnel and other First Responders. The primary duty of a MHV in an acute distress situation such as this would be;

- an active listener to those who wish to talk,
- provide concrete assistance such as food and coffee (if available), and
- a feedback loop to Emergency Management Officials about the tone and tenor of the recipients thoughts and needs.

At no time will the MHV attempt to provide professional advice, make statements about the intent, scope, or possible outcome of the event, or in any way act as spokesperson for Incident Command or any agency or community group, to recipients, other 1st Responders, or the media unless authorized by Emergency Management Officials.

ACTION ITEM

Volunteers will be trained using a DVD/Interactive 1-hour workshop *Disaster Preparedness* and *10 Findings of School Shooters: A Secret Service Report*.

2. Emergency Operations Center

Whenever possible a senior MHV will be present at the Command Center during peak activity. Research has shown there is a high level of tension, anxiety, and trauma reactivity among support and rescue staff which is compounded if staff have experienced their own past traumatic incidents. Traumatic stress diminishes the ability of staff to think and act decisively and also contributes to emotional dysregulation (the ability to regulate and manage one's emotions).

The MHV will be available;

- to individual staff members if they are distressed or request assistance,
- make recommendations to Emergency Management regarding the environment's emotional reactivity and how to help restore calm
- the need for individuals to be mindful of their self-care (taking breaks, staying hydrated, time away, etc) and,
- consult with other mental health/social service providers as they come onto the scene regarding need assessment, resource allocation, type of assistance requested, and communication with Incident Command.

ACTION ITEM

Volunteers will be trained in Psychological First Aid (PFA) in a 10-hour training.

3. Community Education

One of the greatest benefits of a mental response to emergency planning is in the education of the public as to what can happen and what they can do before, during, and following a disaster. Research has shown that post-traumatic stress can be mitigated to a large degree if people feel prepared for the event, to the extent that they can be, and have a plan of what they can do for themselves and their family members during and following an event.

Readiness, Response, and Recovery are stages of planning that each have specific tasks and activities aimed at helping people "weather the storm" and not develop prolonged psychological distress. Post-traumatic Stress Disorder (PTSD) is a potential problem that can seriously impact the psychological and physical health of individuals who were unprepared to manage a disaster or other event. Education can counter the effects of trauma while providing individuals with practical survival techniques and advice.

Organizations such as the Red Cross and the National Childhood Traumatic Stress Network (NCTSN) offer a wide range of readiness, response, and recovery suggestions aimed at reducing psychological distress in adults and children.

ACTION ITEM

On a regular annual cycle the EMP will disseminate information to the public from the Red Cross, NCTSN, and other organizations with practical advice for what individuals can do in all three stages of a disaster. The EMP will:

- Annually present the Stillwater Central School District with copies of the Red Cross Coloring Book for discussion and dissemination to all students in that year's 5th Grade. The coloring book is designed to teach children

about what can be done during many natural disasters such as a hurricane. It is also a basic set of instructions for parents about those events. Students are encouraged to work with their teachers when completing the coloring book and then bring it home for their parents to see and read.

- Use PSA and Town/Village newsletters to regularly apprise the community of how they can prepare for natural disasters. Publish NCTSN and Red Cross materials that address developing a Family Preparedness Plan, What Helps/What Hurts following a natural disaster, and other materials.
- Capitalize on town-wide events such as Family Day to have information booths and materials that can be given out to attendees.
- MHVs will write and publish articles in local media describing the effects of trauma and recovery.

4. Use of Psychological First Aid (PFA) following a disaster

PFA is an evidence informed modular approach to help children, adolescents, adults, and families in the immediate aftermath of disaster and terrorism. PFA is designed to reduce the initial distress caused by traumatic events and to foster short- and long-term adaptive functioning and coping.

PFA principles can also be employed in an Incident Command Center.

The objectives of PFA are:

- A. Establish a human connection in a non-intrusive, compassionate manner.
- B. Enhance immediate and on-going safety, and provide physical and emotional comfort.
- C. Calm and orient emotionally overwhelmed or distraught survivors.
- D. Help survivors to tell you specifically what their immediate needs and concerns are and gather additional information as appropriate.
- E. Offer practical assistance and information to help survivors address their immediate needs and concerns
- F. Connect survivors as soon as possible to social support networks, including family members, friends, neighbors, and community members
- G. Support adaptive coping, acknowledge coping efforts and strengths, and empower survivors to take an active role in their recovery
- H. Provide information that may help survivors cope effectively with the psychological impact of disasters

- I. Be clear about your availability, and (when appropriate) link the survivor to another member of a disaster response team or to local recovery systems, mental health services, public-sector services, and organizations.

ACTION ITEM

Volunteers will be trained in Psychological First Aid (PFA) in a 10-hour training.

5. Activation of the Mental Health Volunteer Network

During the initial stages of an anticipated event the Town's Mental Health Officer shall be an integral part of the preparedness planning efforts. In the event of a "without warning" event the Town's Mental Health Officer shall report to the community Emergency Operations Center to activate the mental health plan and to work with the Emergency Management staff to execute the plan to the extent required.

Submitted by: Dr. Joseph Benamati

12/14/12

Article 2-B
STATE AND LOCAL NATURAL AND MAN-MADE DISASTER PREPAREDNESS
(Current as of March 2012)

- 20 - NATURAL AND MAN-MADE DISASTERS; POLICY; DEFINITIONS**
- 21 - DISASTER PREPAREDNESS COMMISSION ESTABLISHED; MEETINGS; POWERS AND DUTIES**
- 22 - STATE DISASTER PREPAREDNESS PLANS**
- 23 - LOCAL DISASTER PREPAREDNESS PLANS**
- 23-A - COUNTY REGISTRY OF DISABLED PERSONS; NOTICE**
- 24 - LOCAL STATE OF EMERGENCY; LOCAL EMERGENCY ORDERS BY CHIEF EXECUTIVE**
- 25 - USE OF LOCAL GOVERNMENT RESOURCES IN A DISASTER**
- 26 - COORDINATION OF LOCAL DISASTER PREPAREDNESS FORCES AND LOCAL CIVIL DEFENSE FORCES IN DISASTERS**
- 27 - CONTINUITY OF LOCAL GOVERNMENTS**
- 28 - STATE DECLARATION OF DISASTER EMERGENCY**
- 28-A - POST DISASTER RECOVERY PLANNING**
- 29 - DIRECTION OF STATE AGENCY ASSISTANCE IN A DISASTER EMERGENCY**
- 29-A - SUSPENSION OF OTHER LAWS**
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§ 20. Natural and man-made disasters; policy; definitions.

1. It shall be the policy of the state that:
 - a. Local government and emergency service organizations continue their essential role as the first line of defense in times of disaster, and that the state provide appropriate supportive services to the extent necessary;
 - b. Local chief executives take an active and personal role in the development and implementation of disaster preparedness programs and be vested with authority and responsibility in order to insure the success of such programs;
 - c. State and local natural disaster and emergency response functions be coordinated in order to bring the fullest protection and benefit to the people;
 - d. State resources be organized and prepared for immediate effective response to disasters which are beyond the capability of local governments and emergency service organizations; and
 - e. State and local plans, organizational arrangements, and response capability required to execute the provisions of this article shall at all times be the most effective that current circumstances and existing resources allow.
2. As used in this article the following terms shall have the following meanings:
 - a. "Disaster" means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made causes, including, but not limited to, fire, flood, earthquake, hurricane, tornado, high water, landslide, mudslide, wind, storm, wave action, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, radiological accident, water contamination, bridge failure or bridge collapse.
 - b. "State disaster emergency" means a period beginning with a declaration by the governor that a disaster exists and ending upon the termination thereof.
 - c. "Municipality" means a public corporation as defined in subdivision one of section sixty-six of the general construction law and a special district as defined in subdivision sixteen of section one hundred two of the real property tax law.

d. "Commission" means the disaster preparedness commission created pursuant to section twenty-one of this article.

e. "Emergency services organization" means a public or private agency, organization or group organized and functioning for the purpose of providing fire, medical, ambulance, rescue, housing, food or other services directed toward relieving human suffering, injury or loss of life or damage to property as a result of an emergency, including non-profit and governmentally-supported organizations, but excluding governmental agencies.

f. "Chief executive" means:

- (1) A county executive or manager of a county;
- (2) In a county not having a county executive or manager, the chairman or other presiding officer of the county legislative body;
- (3) A mayor of a city or village, except where a city or village has a manager, it shall mean such manager; and
- (4) A supervisor of a town, except where a town has a manager, it shall mean such manager.

§ 21. Disaster preparedness commission established; meetings; powers and duties.

1. There is hereby created in the executive department a disaster preparedness commission consisting of the commissioners of transportation, health, division of criminal justice services, education, social services, economic development, agriculture and markets, housing and community renewal, general services, labor, environmental conservation, mental health, the president of the New York state energy research and development authority, the superintendents of state police, insurance, banking, the secretary of state, the state fire administrator, the chair of the public service commission, the adjutant general, the director of the state office for technology, the chairman of the thruway authority, the chief professional officer of the state coordinating chapter of the American Red Cross and three additional members, to be appointed by the governor, two of whom shall be chief executives. The governor shall designate the chair of the commission. The members of the commission, except those who serve ex officio, shall be allowed their actual and necessary expenses incurred in the performance of their duties under this article but shall receive no additional compensation for services rendered pursuant to this article.

2. The commission, on call of the chairperson, shall meet at least twice each year and at such other times as may be necessary. The agenda and meeting place of all regular meetings shall be made available to the public in advance of such meetings and all such meetings shall be open to the public. The commission shall establish quorum requirements and other rules and procedures regarding conduct of its meetings and other affairs. The adjutant general shall serve as secretary to the commission and provide staff services as may be necessary through the state emergency management office.

3. The commission shall have the following powers and responsibilities:

- a. Study all aspects of man-made or natural disaster prevention, response and recovery;
- b. Request and obtain from any state or local officer or agency any information necessary to the commission for the exercise of its responsibilities;
- c. Prepare state disaster preparedness plans, to be approved by the governor, and review such plans and report thereon by March thirty-first of each year to the governor, the legislature and the chief judge of the state. In preparing such plans, the commission shall consult with federal and local officials, emergency service organizations, and the public as it deems appropriate. To the extent such plans impact upon administration of the civil and criminal justice systems of the state, including their operational and fiscal needs in times of disaster emergency, the commission, its staff and any working group, task force, agency or other instrumentality to which it may delegate responsibility to assist it in its duties shall consult with the chief administrator of the courts and coordinate their preparation with him or her or with his or her representatives;
- d. Prepare, keep current and distribute to chief executives and others an inventory of programs directly relevant to prevention, minimization of damage, readiness, operations during disasters, and recovery following disasters;
- e. Direct state disaster operations and coordinate state disaster operations with local disaster operations following the declaration of a state disaster emergency;

- f. Unless it deems it unnecessary, create, following the declaration of a state disaster emergency, a temporary organization in the disaster area to provide for integration and coordination of efforts among the various federal, state, municipal and private agencies involved. The commission, upon a finding that a municipality is unable to manage local disaster operations, may, with the approval of the governor, direct the temporary organization to assume direction of the local disaster operations of such municipality, for a specified period of time, and in such cases such temporary organization shall assume direction of such local disaster operations, subject to the supervision of the commission. In such event, such temporary organization may utilize such municipality's local resources, provided, however, that the state shall not be liable for any expenses incurred in using such municipality's resources;
- g. Assist in the coordination of federal recovery efforts and coordinate recovery assistance by state and private agencies;
- h. Provide for periodic briefings, drills, exercises or other means to assure that all state personnel with direct responsibilities in the event of a disaster are fully familiar with response and recovery plans and the manner in which they shall carry out their responsibilities, and coordinate with federal, local or other state personnel. Such activities may take place on a regional or county basis, and local and federal participation shall be invited and encouraged;
- i. Submit to the governor, the legislature and the chief judge of the state by March thirty-first of each year an annual report which shall include but need not be limited to:
 - (1) A summary of commission and state agency activities for the year and plans for the ensuing year with respect to the duties and responsibilities of the commission;
 - (2) Recommendations on ways to improve state and local capability to prevent, prepare for, respond to and recover from disasters;
 - (3) The status of the state and local plans for disaster preparedness and response, including the name of any locality which has failed or refused to develop and implement its own disaster preparedness plan and program;
- j. Coordinate and, to the extent possible and feasible, integrate commission activities, responsibilities and duties with those of the civil defense commission; and
- k. Develop public service announcements to be distributed to television and radio stations and other media throughout the state informing the public how to prepare and respond to disasters. Such public service announcements shall be distributed in English and such other languages as such commission deems appropriate.

§ 22. State disaster preparedness plans.

1. The commission shall prepare a state disaster preparedness plan and submit such plan to the governor for approval no later than one year following the effective date of this act. The governor shall act upon such plan by July first of that year. The commission shall review such plans annually.
2. The purpose of such plans shall be to minimize the effects of disasters by: (i) identifying appropriate measures to prevent disasters, (ii) developing mechanisms to coordinate the use of resources and manpower for service during and after disaster emergencies and the delivery of services to aid citizens and reduce human suffering resulting from a disaster, and (iii) provide for recovery and redevelopment after disaster emergencies.
3. Such plans shall be prepared with such assistance from other agencies as the commission deems necessary, and shall include, but not be limited to:
 - a. Disaster prevention. Plans to prevent and minimize the effects of disasters shall include, but not be limited to:
 - (1) Identification of potential disasters and disaster sites;
 - (2) Recommended disaster prevention projects, policies, priorities and programs, with suggested implementation schedules, which outline federal, state and local roles;
 - (3) Suggested revisions and additions to building and safety codes, and zoning and other land use programs;

- (4) Suggested ways in which state agencies can provide technical assistance to municipalities in the development of local disaster prevention plans and programs;
 - (5) Such other measures as reasonably can be taken to prevent disasters or mitigate their impact.
- b. Disaster response. Plans to coordinate the use of resources and manpower for service during and after disaster emergencies and to deliver services to aid citizens and reduce human suffering resulting from a disaster emergency shall include, but not be limited to:
- (1) Centralized coordination of resources, manpower and services, utilizing existing organizations and lines of authority and centralized direction of requests for assistance;
 - (2) The location, procurement, construction, processing, transportation, storing, maintenance, renovation, distribution or use of materials, facilities and services;
 - (3) A system for warning populations who are or may be endangered;
 - (4) Arrangements for activating state, municipal and volunteer forces, through normal chains of command so far as possible and for continued communication and reporting;
 - (5) A specific plan for rapid and efficient communication, and for the integration of state communication facilities during a state disaster emergency, including the assignment of responsibilities and the establishment of communication priorities, and liaison with municipal, private and federal communication facilities;
 - (6) A plan for coordinated evacuation procedures, including the establishment of temporary housing and other necessary facilities;
 - (7) Criteria for establishing priorities with respect to the restoration of vital services and debris removal;
 - (8) Plans for the continued effective operation of the civil and criminal justice systems;
 - (9) Provisions for training state and local government personnel and volunteers in disaster response operations;
 - (10) Providing information to the public;
 - (11) Care for the injured and needy and identification and disposition of the dead;
 - (12) Utilization and coordination of programs to assist victims of disasters, with particular attention to the needs of the poor, the elderly, the handicapped, and other groups which may be especially affected;
 - (13) Control of ingress and egress to and from a disaster area;
 - * (14) Arrangements to administer federal disaster assistance; and
* NB Effective until January 1, 2007
 - * (14) Arrangements to administer federal disaster assistance;
* NB Effective January 1, 2007
 - * (15) A system for obtaining and coordinating disaster information including the centralized assessment of disaster effects and resultant needs.
* NB Effective until January 1, 2007
 - * (15) A system for obtaining and coordinating disaster information including the centralized assessment of disaster effects and resultant needs; and
* NB Effective January 1, 2007
 - * (16) Utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options.
* NB Effective January 1, 2007
- c. Recovery. Plans to provide for recovery and redevelopment after disaster emergencies shall include, but not be limited to:
- (1) Measures to coordinate state agency assistance in recovery efforts;
 - (2) Arrangements to administer federal recovery assistance; and
 - (3) Such other measures as reasonably can be taken to assist in the development and implementation of local disaster recovery plans.

§ 23. Local disaster preparedness plans.

1. Each county, except those contained within the city of New York, and each city, town and village is authorized to prepare disaster preparedness plans. The disaster preparedness commission shall provide assistance and advice for the development of such plans. City, town and village plans shall be coordinated with the county plan.
2. The purpose of such plans shall be to minimize the effect of disasters by (i) identifying appropriate local measures to prevent disasters, (ii) developing mechanisms to coordinate the use of local resources and manpower for service during and after disasters and the delivery of services to aid citizens and reduce human suffering resulting from a disaster, and (iii) providing for recovery and redevelopment after disasters.
3. Plans for coordination of resources, manpower and services shall provide for a centralized coordination and direction of requests for assistance.
4. Plans for coordination of assistance shall provide for utilization of existing organizations and lines of authority.
5. In preparing such plans, cooperation, advice and assistance shall be sought from local government officials, regional and local planning agencies, police agencies, fire departments and fire companies, local civil defense agencies, commercial and volunteer ambulance services, health and social services officials, community action agencies, the chief administrator of the courts, organizations for the elderly and the handicapped, other interested groups and the general public. Such advice and assistance may be obtained through public hearings held on public notice, or through other appropriate methods.
6. All plans for disaster preparedness developed by local governments or any revisions thereto shall be submitted to the commission by December thirty-first of each year to facilitate state coordination of disaster operations.
7. Such plans shall include, but not be limited to:
 - a. Disaster prevention. Plans to prevent and minimize the effects of disasters shall include, but not be limited to:
 - (1) Identification of potential disasters and disaster sites;
 - (2) Recommended disaster prevention projects, policies, priorities and programs, with suggested implementation schedules, which outline federal, state and local roles;
 - (3) Suggested revisions and additions to building and safety codes and zoning and other land use programs;
 - (4) Such other measures as reasonably can be taken to prevent disasters or mitigate their impact.
 - b. Disaster response. Plans to coordinate the use of resources and manpower for service during and after disasters and to deliver services to aid citizens and reduce human suffering resulting from a disaster shall include, but not be limited to:
 - (1) Centralized coordination of resources, manpower and services, utilizing existing organizations and lines of authority and centralized direction of requests for assistance;
 - (2) The location, procurement, construction, processing, transportation, storing, maintenance, renovation, distribution or use of materials, facilities and services which may be required in time of disaster;
 - (3) A system for warning populations who are or may be endangered;
 - (4) Arrangements for activating municipal and volunteer forces, through normal chains of command so far as possible, and for continued communication and reporting;
 - (5) A specific plan for rapid and efficient communication and for the integration of local communication facilities during a disaster including the assignment of responsibilities and the establishment of communication priorities and liaison with municipal, private, state and federal communication facilities;
 - (6) A plan for coordination evacuation procedures including the establishment of temporary housing and other necessary facilities;
 - (7) Criteria for establishing priorities with respect to the restoration of vital services and debris removal;

- (8) Plans for the continued effective operation of the civil and criminal justice systems;
- (9) Provisions for training local government personnel and volunteers in disaster response operations;
- (10) Providing information to the public;
- (11) Care for the injured and needy and identification and disposition of the dead;
- (12) Utilization and coordination of programs to assist victims of disasters, with particular attention to the needs of the poor, the elderly, the handicapped, and other groups which may be especially affected;
- (13) Control of ingress and egress to and from a disaster area;
- (14) Arrangements to administer state and federal disaster assistance;
- (15) Procedures under which the county, city, town, village or other political subdivision and emergency organization personnel and resources will be used in the event of a disaster;
- * (16) A system for obtaining and coordinating disaster information including the centralized assessment of local disaster effects and resultant needs; and
- * NB Effective until January 1, 2007
- * (16) A system for obtaining and coordinating disaster information including the centralized assessment of local disaster effects and resultant needs;
- * NB Effective January 1, 2007
- * (17) Continued operation of governments of political subdivisions.
- * NB Effective until January 1, 2007
- * (17) Continued operation of governments of political subdivisions; and
- * NB Effective January 1, 2007
- * (18) Utilization and coordination of programs to assist individuals with household pets and service animals following a disaster, with particular attention to means of evacuation, shelter and transportation options.
- * NB Effective January 1, 2007

c. Recovery. Local plans to provide for recovery and redevelopment after disasters shall include, but not be limited to:

- (1) Recommendations for replacement, reconstruction, removal or relocation of damaged or destroyed public or private facilities, proposed new or amendments to zoning, subdivision, building, sanitary or fire prevention regulations and recommendations for economic development and community development in order to minimize the impact of any potential future disasters on the community.
- (2) Provision for cooperation with state and federal agencies in recovery efforts.
- (3) Provisions for training and educating local disaster officials or organizations in the preparation of applications for federal and state disaster recovery assistance.

§ 23-a. County registry of disabled persons; notice.

1. In each county having a local disaster preparedness plan pursuant to section twenty-three of this article, in order to meet the special needs of persons who would need assistance during evacuations and sheltering because of physical or mental handicaps, it is recommended that each chief executive maintain a registry of disabled persons located within the county. The registration shall identify those persons in need of assistance and plan for resource allocation to meet those identified needs. To assist the chief executive in identifying such persons, the county department of health, or such other county department or agency as designated by the chief executive, shall provide voluntary registration information to all of its special needs clients and to all incoming clients as part of the intake process. The registry shall be updated annually. The registration program shall give disabled persons the option of pre-authorizing emergency response personnel to enter their homes during search and rescue operations if necessary to assure their safety and welfare during disasters.
2. Upon the establishment of a voluntary registry of disabled persons as provided in subdivision one of this section, the chief executive shall make such registry available to the appropriate county, state and federal agencies for their use in delivering services in the event of a local or state disaster. The chief executive shall, upon the request of the state emergency management office, provide such registry information to such office. The chief executive may, at his discretion,

use the registry information for local disaster preparedness only in coordination with other political subdivisions of the state.

3. Upon the establishment of a voluntary registry of disabled persons as provided in subdivision one of this section, at least semi-annually, each chief executive shall cause to be published in a newspaper of general circulation within the county a notice of the availability of the voluntary registration program.

4. All records, data, information, correspondence and communications relating to the registration of disabled persons as provided in subdivision one of these sections are confidential, except that such information shall be available to other county chief executives for local disaster preparedness only as the chief executive of the county maintaining such registry deems necessary. Provided, however, the individual file of a person having registered with the registry of disabled persons shall be made available to that person upon request.

5. All community-based services providers, including home health care providers, shall assist the chief executive by collecting registration information for people with special needs as part of program intake processes, establishing programs to increase the awareness of the registration process, and educating clients about the procedures that may be necessary for their safety during disasters.

6. A county shall not be liable for any claim based upon the good faith exercise or performance or the good faith failure to exercise or perform a function or duty on the part of any officer or employee in carrying out a local disaster preparedness plan.

§ 24. Local state of emergency; local emergency orders by chief executive.

1. Notwithstanding any inconsistent provision of law, general or special, in the event of a disaster, rioting, catastrophe, or similar public emergency within the territorial limits of any county, city, town or village, or in the event of reasonable apprehension of immediate danger thereof, and upon a finding by the chief executive thereof that the public safety is imperiled thereby, such chief executive may proclaim a local state of emergency within any part or all of the territorial limits of such local government; provided, however, that in the event of a radiological accident as defined in section twenty-nine-c of this article, such chief executive may request of the governor a declaration of disaster emergency. Following such proclamation and during the continuance of such local state of emergency, the chief executive may promulgate local emergency orders to protect life and property or to bring the emergency situation under control. As illustration, such orders may, within any part or all of the territorial limits of such local government provide for:

- a. The establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic, except essential emergency vehicles and personnel;
- b. The designation of specific zones within which the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- c. The regulation and closing of places of amusement and assembly;
- d. The suspension or limitation of the sale, dispensing, use or transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;
- e. The prohibition and control of the presence of persons on public streets and places;
- f. The establishment or designation of emergency shelters and/or emergency medical shelters;
- g. The suspension within any part or all of its territorial limits of any of its local laws, ordinances or regulations, or parts thereof subject to federal and state constitutional, statutory and regulatory limitations, which may prevent, hinder, or delay necessary action in coping with a disaster or recovery therefrom whenever

(1) A request has been made pursuant to subdivision seven of this section, or

(2) Whenever the governor has declared a state disaster emergency pursuant to section twenty-eight of this article. Suspension of any local law, ordinance or regulation pursuant to this paragraph shall be subject to the following standards and limits:

- (i) No suspension shall be made for a period in excess of five days, provided, however, that upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five days each during the pendency of the state of emergency;

(ii) No suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort;

(iii) Any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension;

(iv) The order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such local law, ordinance or regulation suspended, and may include other terms and conditions;

(v) Any such suspension order shall provide for the minimum deviation from the requirements of the local law, ordinance or regulation suspended consistent with the disaster action deemed necessary; and

(vi) When practicable, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such suspension.

2. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in a newspaper of general circulation in the area affected by such order and transmitted to the radio and television media for publication and broadcast. Such orders may be amended, modified and rescinded by the chief executive during the pendency or existence of the state of emergency. Such orders shall cease to be in effect five days after promulgation or upon declaration by the chief executive that the state of emergency no longer exists, whichever occurs sooner. The chief executive nevertheless, may extend such orders for additional periods not to exceed five days each during the pendency of the local state of emergency.

3. The local emergency orders of a chief executive of a county shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of the governing board of the county, the office of the county clerk and the office of the secretary of state. The local emergency orders of a chief executive of a city, town or village shall be executed in triplicate and shall be filed within seventy-two hours or as soon thereafter as practicable in the office of the clerk of such municipal corporation, the office of the county clerk and the office of the secretary of state.

4. Nothing in this section shall be deemed to limit the power of any local government to confer upon its chief executive any additional duties or responsibilities deemed appropriate.

5. Any person who knowingly violates any local emergency order of a chief executive promulgated pursuant to this section is guilty of a class B misdemeanor.

6. Whenever a local state of emergency is declared by the chief executive of a local government pursuant to this section, the chief executive of the county in which such local state of emergency is declared, or where a county is wholly contained within a city, the mayor of such city, may request the governor to remove all or any number of sentenced inmates from institutions maintained by such county in accordance with section ninety-three of the correction law.

7. Whenever a local state of emergency has been declared pursuant to this section, the chief executive of the county in which the local state of emergency has been declared, or where a county is wholly contained within a city, the chief executive of the city, may request the governor to provide assistance under this chapter, provided that such chief executive determines that the disaster is beyond the capacity of local government to meet adequately and state assistance is necessary to supplement local efforts to save lives and to protect property, public health and safety, or to avert or lessen the threat of a disaster.

8. The legislature may terminate by concurrent resolution, such emergency orders at any time.

§ 25. Use of local government resources in a disaster.

1. Upon the threat or occurrence of a disaster, the chief executive of any political subdivision is hereby authorized and empowered to and shall use any and all facilities, equipment, supplies, personnel and other resources of his political subdivision in such manner as may be necessary or appropriate to cope with the disaster or any emergency resulting therefrom.

2. Upon the threat or occurrence of a disaster, a chief executive may request and accept assistance which is coordinated and directed by the county chief executive as provided in section twenty-six of this article.
3. A chief executive may also request and accept assistance from any other political subdivision and may receive therefrom and utilize any real or personal property or the service of any personnel thereof on such terms and conditions as may be mutually agreed to by the chief executives of the requesting and assisting political subdivisions.
4. Upon the receipt of a request for assistance made pursuant to subdivision two or three of this section, the chief executive of any political subdivision may give, lend or lease, on such terms and conditions as he may deem necessary to promote the public welfare and protect the interests of such political subdivision, any services, equipment, facilities, supplies or other resources of his political subdivision. Any lease or loan of real or personal property pursuant to this subdivision, or any transfer of personnel pursuant hereto, shall be only for the purpose of assisting a political subdivision in emergency relief, reconstruction, or rehabilitation made necessary by the disaster.
5. A political subdivision shall not be liable for any claim based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty on the part of any officer or employee in carrying out the provisions of this section.
6. The chief executive, when requesting assistance pursuant to this section may request assistance from the civil defense and disaster preparedness forces of any other political subdivision, but only if the civil defense and disaster preparedness forces of the type being requested have already been activated within the political subdivisions requesting assistance. The chief executive of any political subdivision receiving such a request is hereby authorized and empowered, subject to the provisions of section twenty-six of this article, to respond thereto.
7. Any power or authority conferred upon any political subdivision by this section shall be in addition to and not in substitution for or limitation of any powers or authority otherwise vested in such subdivision or any officer thereof.

§ 26. Coordination of local disaster preparedness forces and local civil defense forces in disasters.

1. Upon the threat or occurrence of a disaster, the chief executive of a county may coordinate responses for requests for assistance made by the chief executive of any political subdivision within the county.
2. Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize any disaster preparedness or civil defense plans prepared by the affected municipality.
3. A chief executive or any elected or appointed county, city, town or village official shall not be held responsible for acts or omissions of municipal employees, disaster preparedness forces or civil defense forces when performing disaster assistance pursuant to a declared disaster emergency or when exercising disaster preparedness plans.

§ 27. Continuity of local governments.

1. Every county, except those wholly contained within a city, every city, every town and every village shall have power to provide by local law, and every other public corporation, district corporation or public benefit corporation shall have power to provide by resolution, for its continuity and that of its elective and appointive officers, including members of its legislative or governing body when, in the event of a disaster and the emergency conditions caused thereby, any of such officers is unable to discharge the powers and duties of his office or is absent from the political subdivision. In any such local law or resolution, provision may be made that the removal of a disability or the termination of an absence from the political subdivision of an officer higher on a list or order of succession provided therein to an office shall not terminate the service in such office of an individual lower on such list or order of succession who is temporarily filling such office. Notwithstanding the provisions of any general or special law or city or village charter, a local law or resolution adopted pursuant to this section may be made effective without approval at a mandatory or permissive referendum but in no case shall such local law or resolution become effective until one certified copy thereof has been filed with the clerk of the political subdivision or other appropriate official designated for such purpose by the respective legislative

or governing body, one certified copy thereof has been filed in the office of the state comptroller and three certified copies thereof have been filed in the office of the secretary of state.

No provision of this subdivision shall be construed or interpreted as affecting the validity of any ordinance, local law or resolution enacted prior to April first, nineteen hundred seventy-nine or actions taken thereunder by the government of any county, city, town or village.

2. The provisions of this section shall not be applicable in any case where the continuity of the government of a political subdivision or that of any of its elective or appointive officers is otherwise provided for by or pursuant to law.

3. This section shall be construed liberally. The powers herein granted shall be in addition to and not in substitution of any power granted, procedure provided or provision made in any other law.

§ 28. State declaration of disaster emergency.

1. Whenever the governor, on his own initiative or pursuant to a request from one or more chief executives, finds that a disaster has occurred or may be imminent for which local governments are unable to respond adequately, he shall declare a disaster emergency by executive order.

2. Upon declaration of a disaster arising from a radiological accident, the governor or his designee, shall direct one or more chief executives and emergency services organizations to:

(a) Notify the public that an emergency exists; and

(b) Take appropriate protective actions pursuant to the radiological emergency preparedness plan approved pursuant to sections twenty-two and twenty-three of this article. The governor, or his designee, shall also have authority to direct that other actions be taken by such chief executives pursuant to their authority under section twenty-four of this article.

3. The executive order shall include a description of the disaster, and the affected area. Such order or orders shall remain in effect for a period not to exceed six months or until rescinded by the governor, whichever occurs first. The governor may issue additional orders to extend the state disaster emergency for additional periods not to exceed six months.

4. Whenever the governor shall find that a disaster is of such severity and magnitude that effective response is beyond the capabilities of the state and the affected jurisdictions, he shall make an appropriate request for federal assistance available under federal law, and may make available out of any funds provided under the governmental emergency fund or such other funds as may be available, sufficient funds to provide the required state share of grants made under any federal program for meeting disaster related expenses including those available to individuals and families.

§ 28-a. Post disaster recovery planning.

1. Whenever a state disaster emergency has been declared any county, city, town or village included in such disaster area shall prepare a local recovery and redevelopment plan, unless the legislative body of the municipality shall determine such plan to be unnecessary or impractical. Prior to making such determination, the municipality shall notify the commission of its intent to forego preparation and provide an opportunity to comment to the commission. Within fifteen days after the declaration of a state disaster, any county, city, town or village included in such disaster area shall report to the commission whether the preparation of a recovery and redevelopment plan has been commenced, and if not, the reasons for not preparing such plan. Within sixty days after the declaration of a state disaster, the commission shall report to the governor and the legislature the status of local recovery and redevelopment plans, including the name of any municipality which has failed or refused to commence the development of a recovery and redevelopment plan.

2. The commission shall provide technical assistance in the development of such plans upon the request of such county, city, town or village.

3. A local recovery and redevelopment plan shall include, but need not be limited to: plans for replacement, reconstruction, removal or relocation of damaged or destroyed facilities; proposed new or amended regulations such as zoning, subdivision, building or sanitary ordinances and codes; and plans for economic recovery and community development. Such plans shall take into account and to the extent practicable incorporate relevant existing plans and policies and such

plans shall take into account the need to minimize the potential impact of any future disasters on the community.

4. Proposed plans shall be presented at a public hearing upon five days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publication and broadcast. Such notice shall state the time and place of the hearing and indicate where copies of the proposed plan may be inspected or obtained. Any county, city, town, or village preparing a recovery and redevelopment plan pursuant to this subdivision may, upon mutual agreement with any other such county, city, town or village, hold a joint hearing to consider such recovery and redevelopment plan.

5. Such plans shall be prepared within forty-five days after the declaration of a state disaster and shall be transmitted to the commission. The commission shall provide its comments on the plan within ten days after receiving such plan.

6. A plan shall be adopted by such county, city, town or village within ten days after receiving the comments of the commission. The adopted plan may be amended at any time in the same manner as originally prepared, revised and adopted.

7. The adopted plan shall be the official policy for recovery and redevelopment within the municipality.

8. Nothing in this section shall preclude any municipality from applying for or accepting and receiving any federal funds.

§ 29. Direction of state agency assistance in a disaster emergency.

Upon the declaration of a state disaster emergency the governor may direct any and all agencies of the state government to provide assistance under the coordination of the disaster preparedness commission. Such state assistance may include:

(1) Utilizing, lending, or giving to political subdivisions, with or without compensation therefor, equipment, supplies, facilities, services of state personnel, and other resources, other than the extension of credit;

(2) Distributing medicine, medical supplies, food and other consumable supplies through any public or private agency authorized to distribute the same;

(3) Performing on public or private lands temporary emergency work essential for the protection of public health and safety, clearing debris and wreckage, making emergency repairs to and temporary replacements of public facilities of political subdivisions damaged or destroyed as a result of such disaster; and

(4) Making such other use of their facilities, equipment, supplies and personnel as may be necessary to assist in coping with the disaster or any emergency resulting therefrom.

§ 29-a. Suspension of other laws.

1. Subject to the state constitution, the federal constitution and federal statutes and regulations, and after seeking the advice of the commission, the governor may by executive order temporarily suspend specific provisions of any statute, local law, ordinance, or orders, rules or regulations, or parts thereof, of any agency during a state disaster emergency, if compliance with such provisions would prevent, hinder, or delay action necessary to cope with the disaster.

2. Suspensions pursuant to subdivision one of this section shall be subject to the following standards and limits:

a. No suspension shall be made for a period in excess of thirty days, provided, however, that upon reconsideration of all of the relevant facts and circumstances, the governor may extend the suspension for additional periods not to exceed thirty days each;

b. No suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort;

c. Any such suspension order shall specify the statute, local law, ordinance, order, rule or regulation or part thereof to be suspended and the terms and conditions of the suspension;

d. The order may provide for such suspension only under particular circumstances, and may provide for the alteration or modification of the requirements of such statute, local law, ordinance, order, rule or regulation suspended, and may include other terms and conditions;

- e. Any such suspension order shall provide for the minimum deviation from the requirements of the statute, local law, ordinance, order, rule or regulation suspended consistent with the disaster action deemed necessary; and
 - f. When practicable, specialists shall be assigned to assist with the related emergency actions to avoid needless adverse effects resulting from such suspension.
- 3. Such suspensions shall be effective from the time and in the manner prescribed in such orders and shall be published as soon as practicable in the state bulletin.
 - 4. The legislature may terminate by concurrent resolution executive orders issued under this section at any time.

§ 29-b. Use of civil defense forces in disasters.

1. The governor may, in his discretion, direct the state civil defense commission to conduct a civil defense drill, under its direction, in which all or any of the civil defense forces of the state may be utilized to perform the duties assigned to them in a civil defense emergency, for the purpose of protecting and preserving human life or property in a disaster. In such event, civil defense forces in the state shall operate under the direction and command of the state director of civil defense, and shall possess the same powers, duties, rights, privileges and immunities as are applicable in a civil defense drill held at the direction of the state civil defense commission under the provisions of the New York state defense emergency act.

2. Local use of civil defense forces.

a. Upon the threat or occurrence of a disaster, and during and immediately following the same, and except as otherwise provided in paragraph d of this subdivision, the county chief executive may direct the civil defense director of a county to assist in the protection and preservation of human life or property by holding a civil defense drill and training exercise at the scene of the disaster and at any other appropriate places within the county, in which all or any civil defense forces may be called upon to perform the civil defense duties assigned to them.

b. The civil defense forces of the county shall be regarded as a reserve disaster force to be activated, in whole or in part, by the county civil defense director upon the direction of the county chief executive when the county chief executive, in his discretion, is convinced that the personnel and resources of local municipal and private agencies normally available for disaster assistance are insufficient adequately to cope with the disaster.

c. Except as provided in paragraph d of this subdivision, the county chief executive may exercise the power conferred upon him in paragraph a of this subdivision, or may deactivate the civil defense forces of the county in whole or in part, on his own motion or upon the request of the chief executive officer of a village, town or city located within the county of which he is an officer.

d. Where the local office of civil defense in a city is independent of the county office of civil defense and is not consolidated therewith, the county chief executive may direct the civil defense director of the county to render assistance within such city only when the chief executive officer of such city has certified to him that the civil defense forces of the city have been activated pursuant to the provisions of subdivision three of this section and that all resources available locally are insufficient adequately to cope with the disaster.

e. When performing disaster assistance pursuant to this section, county civil defense forces shall operate under the direction and command of the county civil defense director and his duly authorized deputies, and shall possess the same powers, duties, rights, privileges and immunities they would possess when performing their duties in a locally sponsored civil defense drill or training exercise in the civil or political subdivision in which they are enrolled, employed or assigned civil defense responsibilities.

f. The chief executive officer of a city shall be responsible for the conduct of disaster operations within the city, including the operations directed by the county civil defense director when rendering disaster assistance within a city pursuant to this section.

g. Outside of a city, the sheriff of the county, and in Nassau county the commissioner of police of the county of Nassau, shall supervise the operations of the civil defense director when rendering peace officer duties incident to disaster assistance. The sheriff and such

commissioner may delegate such supervisory power to an elected or appointed town or village official in the area affected.

h. Neither the chief executive officer of a city, nor the county chief executive, nor any elected or appointed town or village official to whom the county chief executive has delegated supervisory power as aforesaid shall be held responsible for acts or omissions of civil defense forces when performing disaster assistance.

3. City use of civil defense forces.

a. Upon the threat or occurrence of a disaster, and during and immediately following the same, and except as otherwise provided in paragraph d of this subdivision, the chief executive of a city may direct the civil defense director of the city to assist in the protection and preservation of human life or property by holding a civil defense drill and training exercise at the scene of the disaster and at any other appropriate places within the city, in which all or any civil defense forces may be called upon to perform the civil defense duties assigned to them.

b. The civil defense forces of the city shall be regarded as a reserve disaster force to be activated, in whole or in part, by the city civil defense director upon the direction of the chief executive officer of the city when the latter, in his discretion, is convinced that the personnel and resources of local municipal and private agencies normally available for disaster assistance are insufficient adequately to cope with the disaster.

c. Except as provided in paragraph d of this subdivision, the chief executive officer of a city may exercise the power conferred upon him in paragraph a of this subdivision, or may deactivate the civil defense forces of the city in whole or in part, on his own motion or upon the request of the head of the city police force.

d. Where the local office of civil defense in a city is under the jurisdiction of a consolidated county office of civil defense as provided in the New York state defense emergency act, the chief executive officer of such city seeking the assistance of civil defense forces in the protection and preservation of human life or property within such city because of such disaster, must request the same from the county chief executive in which such city is located, in the same manner as provided for assistance to towns and villages in subdivision two of this section.

e. When performing disaster assistance pursuant to this subdivision, city civil defense forces shall operate under the direction and command of the city civil defense director and his duly authorized deputies, and shall possess the same powers, duties, rights, privileges, and immunities they would possess when performing their duties in a locally sponsored civil defense drill or training exercise in the city in which they are enrolled, employed or assigned civil defense responsibilities.

f. Where the city civil defense forces have been directed to assist in local disaster operations pursuant to paragraph a of this subdivision, and the chief executive officer of the city is convinced that the personnel and resources of local municipal and private agencies normally available for disaster assistance, including local civil defense forces, are insufficient adequately to cope with the disaster, he may certify the fact to the county chief executive and request the county chief executive to direct the county civil defense director to render assistance in the city, as provided in subdivision two of this section.

g. The chief executive officer of a city shall be responsible for the conduct of disaster operations within the city, including the operations directed by the county civil defense director, when rendering disaster assistance within a city pursuant to this subdivision.

h. Neither the chief executive officer of a city, nor the county chief executive, shall be held responsible for acts or omissions of civil defense forces when performing disaster assistance.

§ 29-c. Radiological preparedness.

1. The commission:

(a) May monitor directly and record the off-site presence of radioactive material in the vicinity of nuclear electric generating facilities located in the state of New York;

(b) Shall obtain from the licensees, United States nuclear regulatory commission-required high range radiation, temperature and pressure levels in the containment buildings and in the

containment building vents of nuclear electric generating facilities located in the state of New York; and,

(c) Shall obtain, subject to the approval of the United States nuclear regulatory commission, any reactor data provided by the licensee to the United States nuclear regulatory commission, which the disaster preparedness commission determines, as a result of the report issued pursuant to section twenty-nine-d of this article, to be a reliable indicator of a possible radiological accident. Upon the occurrence of a radiological accident, the commission shall promptly provide appropriate and available radioactivity monitoring data to any chief executive who requests it. For the purposes of this section, the term "radiological accident" shall be limited to a radiological accident occurring at a nuclear electric generating facility.

2. (a) Any licensee of the United States nuclear regulatory commission for a nuclear electric generating facility shall be liable for an annual fee to support state and local governmental responsibilities under accepted radiological emergency preparedness plans related to the facility operated by such licensee.

(b) The amount of such fee shall be determined annually by the commission taking into account the costs of such responsibilities not otherwise provided for and unexpended amounts of previous fees paid by any such licensee. In no event shall an annual fee for any facility exceed five hundred fifty thousand dollars. Such fee, which shall be payable to the commission on or before April first, shall be expended or distributed only by appropriation.

3. Such fees shall be expended by the commission for purposes of supporting state and local government responsibilities under accepted radiological emergency preparedness plans, including:

(a) Purchase, installation, maintenance and operation of equipment used by the commission and local governments to monitor and record the potential and actual presence of radioactive materials within the appropriate planning radius from a nuclear electric generating facility;

(b) Purchase, storage and distribution by the commission of equipment, drugs or other material for the purpose of protecting public health and safety;

(c) Personal service, administrative costs and contractual services;

(d) Emergency services personnel training and the plans, development, implementation, testing and revisions; and,

(e) The state or local share when applying for matching funds.

3-a. (a) Notwithstanding the provisions of subdivision three of this section, the New York state emergency management office (SEMO) and the coalition of nuclear counties, which constitutes the counties of Monroe, Wayne, Oswego, Orange, Putnam, Rockland and Westchester, shall each receive an equal one-half portion of the total amount of proceeds resulting from the total assessments and contributions made pursuant to this section.

(b) The one-half portion of the proceeds resulting from the total assessments and contributions made pursuant to this section received by the coalition of nuclear counties shall be distributed pursuant to the following formula:

Monroe county 12.3%

Orange county 10%

Oswego county 12.5%

Putnam county 9.8%

Rockland county 18%

Wayne county 12.4%

Westchester county 25%

1. Notwithstanding the provisions of paragraph (b) of subdivision two of this section, for the fiscal year beginning April first, nineteen hundred eighty-one, any person who holds a license from the United States nuclear regulatory commission to operate a nuclear electric generating facility shall be liable for a seventy-five thousand dollar annual fee for each such facility which amount shall be payable to the commission on or before October first, nineteen hundred eighty-one.

§ 29-d. Reports.

In order to assess the present preparedness in the state for any radiological accident and to determine the need for, and appropriateness of, any additional specific steps by state

government, the commission shall report to the governor and the legislature by January first, nineteen hundred eighty-two, its findings, recommendations and proposed legislation where appropriate concerning:

1. The need for and appropriateness of additional specific state activities or programs beyond those required by the accepted radiological emergency preparedness plans or provided for under existing law, including but not limited to:

- (a) Radiological monitoring equipment;
 - (b) Warning systems and equipment;
 - (c) Medical technologies and equipment;
 - (d) Plume transport and dose assessment models; and
 - (e) Nuclear fuel cycle and materials licensees other than electric generating facilities.
2. Any such recommendations shall be developed in consultation with all concerned public and private parties and shall:
- (a) Take into account proven safety effectiveness;
 - (b) Outline any proposed costs and the means for meeting such costs;
 - (c) Consider related activities of the United States nuclear regulatory commission or others; and
 - (d) When appropriate, discuss alternatives and various implementation stages.

§ 29-e. New York state emergency assistance program.

1. For purposes of this section the following terms shall have the following meanings:

- (a) "Infrastructure" shall mean and include publicly owned storm and sanitary sewers, water supply systems, drainage systems, transportation systems, roads and bridges.
- (b) "Municipality" shall mean any county, city, village, or town of the state.
- (c) "Public facilities" shall mean and include publicly owned buildings, including traditional government buildings, such as courthouses, firehouses, police stations, parks, recreational facilities and correctional facilities.
- (d) "Fund" shall mean the state's contingency reserve fund established by law.
- (e) "The state emergency management office" shall mean the office within the office of military and naval affairs that assists the disaster preparedness commission in implementing the powers and duties of the disaster preparedness commission.

2. The governor may, upon a finding that a municipality in the state has suffered substantial damage by an unanticipated natural disaster which has resulted in significant economic distress within such municipality, issue a declaration of significant economic distress in accordance with the provisions herein. In determining whether such significant economic distress exists, the governor shall consider whether the following criteria have been met:

- (a) The municipality suffered a substantial loss of assessed value;
- (b) Substantial damage has occurred to municipal buildings, facilities and infrastructure;
- (c) The cost incurred by the municipality for clean-up operations is significant;
- (d) Businesses within the municipality have experienced significant economic loss due to the inability to conduct normal business due to the disaster;
- (e) A significant increase in unemployment claims filed by persons employed within the municipality has occurred; and
- (f) The county or the county within which the municipality is located has been declared eligible by the United States small business administration for physical disaster and economic injury disaster loans. In addition, the governor shall also consider the extent that other financial resources, including federal assistance and insurance, are available to assist the municipality to repair damage caused by the disaster.

3. (a) Upon the issuance of a declaration of significant economic distress due to unanticipated natural disaster by the governor, a municipality recognized by the governor as being affected by such disaster which occurred on or after December first, nineteen hundred ninety-two, may apply to the state emergency management office on a form prescribed by such office, for reimbursement from the state's contingency reserve fund for reimbursement of extraordinary and unanticipated costs associated with the reconstruction or repair of public buildings, facilities or infrastructure.

(b) Where the municipality applying for assistance authorized pursuant to this section is a city, and such application pertains to a county wholly contained within such city, such city may submit separate applications for such assistance for each such county.

(c) Such municipality shall be granted the assistance provided pursuant to this section, within the amounts made available by appropriation from the fund, upon approval of such application, provided that such municipality agrees to have a local disaster preparedness plan pursuant to section twenty-three of this article in effect by December thirty-first, nineteen hundred ninety-three. On or after December thirty-first, nineteen hundred ninety-three, no municipality shall be eligible for reimbursement of such expenses unless such plan is in effect.

(d) Municipalities which have received assistance pursuant to this section shall, as soon thereafter as may be possible, amend their respective local disaster preparedness plans to include corrective measures that must be taken in order to avoid, to the extent possible, similar emergencies in the future.

(e) Municipalities applying for assistance pursuant to this section shall accurately describe the emergency conditions which necessitate the expenditure of funds for which reimbursement is being sought pursuant to this section.

(f) In providing assistance pursuant to this section, the state emergency management office may give preference to applicants which demonstrate the greatest need or which document that such assistance will be utilized to bring the applicant into compliance with federal or state law.

(g) In the event that amounts appropriated are insufficient to provide for full reimbursement of all extraordinary and unanticipated costs incurred by such municipality approved for reimbursement pursuant to this section, the state emergency management office is authorized to provide a pro rata share of the appropriations, appropriated herein, to such municipality.

4. (a) The adjutant general as defined in article nine of this chapter with the advise and consent of the disaster preparedness commission created pursuant to this article, shall have the power to make such rules and regulations as may be necessary and proper to effectuate the purposes of this section.

(b) The adjutant general shall by March fifteenth of each year report to the governor and the legislature describing the activities and operation of the program authorized by this section. Such report shall set forth the number of reimbursement applications received and approved; the identities of the counties, cities, towns and villages receiving reimbursement together with the amount and purpose of the reimbursement.

§ 29-g. Emergency management assistance compact.

1. The emergency management assistance compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the commonwealth of Puerto Rico, the District of Columbia, and all United States territorial possessions. The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state or states, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resource shortages, community disorders, insurgency or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' national guard forces, either in accordance with the national guard mutual assistance compact or by mutual agreement between states.

2. Each party state entering into this compact recognizes that many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

The prompt, full and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all provisions of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

3. (a) It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this section. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

(1) Review individual state hazard analysis and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects or resource shortages, civil disorders, insurgency or enemy attack.

(2) Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

(3) Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

(4) Assist in warning communities adjacent to or crossing the state boundaries.

(5) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue and critical lifeline equipment, services and resources, both human and material.

(6) Inventory and set procedures for the interstate loan and delivery of human material resources, together with procedures for reimbursement or forgiveness.

(7) Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

(b) The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within thirty days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as, but not limited to, fire services, law enforcement, emergency medical, transportation,

communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time that they will be needed.

(3) The specific place and time for staging of the assisting party's response and a point of contact at that location.

(c) There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States government, with free exchange of information, plans and resource records relating to emergency capabilities.

4. Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof provided, that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state. Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state, or states, of emergency or disaster remains in effect or loaned resources remain in the receiving states, whichever is longer.

5. Whenever any person holds a license, certificate or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

6. Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account or any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith shall not include willful misconduct, gross negligence or recklessness.

7. Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are parties hereto, this instrument contains elements of a broad base common to all states, and nothing contained herein shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

8. Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

9. Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests provided, that any aiding party state may assume, in whole or in part, such loss, damage, expense or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost provided, however, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Expenses under subdivision eight of this section shall not be reimbursable under this provision.

10. Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

11. (a) This compact shall become operative immediately upon its enactment into law by any two states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

(b) Any party state may withdraw from this compact by enacting a statute repealing the same, but no such withdrawal shall take effect until thirty days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

(c) Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval be deposited with each of the party states and with the federal emergency management agency and other appropriate agencies of the United States government.

12. This compact shall be construed to effectuate the purposes stated in subdivision one of this section. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this compact and the applicability thereof to other persons and circumstances shall not be affected thereby.

13. Nothing in this compact shall authorize or permit the use of military forces by the National Guard of a state at any place outside the state in any emergency for which the president is authorized by law to call into federal service the militia, or for any purposes for which the use of the army or the air force would in the absence of express statutory authorization be prohibited under section 1385 of title 18, United States code.

14. The legally designated state official who is assigned responsibility for emergency management shall not offer resources to, or request resources from, another compact member state, without prior discussion with and concurrence from the state agency, department, office, division, board, bureau, commission or authority that may be asked to provide resources or that may utilize resources from another compact member state.

15. The director of the state emergency management office shall, on or before the first day of January, two thousand two, provide to the legislature and the governor copies of all mutual aid plans and procedures promulgated, developed or entered into after the effective date of this section. The director of the state emergency management office shall annually hereafter provide the legislature and governor with copies of all new or amended mutual aid plans and procedures on or before the first day of January of each year.

§ 29-h. Intrastate mutual aid program

1. Creation. There is hereby created the intrastate mutual aid program to complement existing mutual aid agreements in the event of a disaster that results in a formal declaration of an emergency by a participating local government. All local governments within the state, excepting those which affirmatively choose not to participate in accordance with subdivision four of this section, are deemed to be participants in the program.

2. Definitions. As used in this section, the following terms shall have the following meanings:

a. "Employee" means any person holding a position by election, appointment, or employment by a local government;

- b. "Local government" means any county, city, town or village of the state;
 - c. "Local emergency management officer" means the local government official responsible for emergency preparedness, response and recovery;
 - d. "Requesting local government" means the local government that asks another local government for assistance during a declared emergency or for the purposes of conducting training, or undertaking a drill or exercise;
 - e. "Assisting local government" means one or more local governments that provide assistance pursuant to a request for assistance from a requesting local government during a declared emergency, or for the purposes of conducting training, or undertaking a drill or exercise; and
 - f. "Disaster" shall have the same meaning as in section twenty of this article.
3. Intrastate mutual aid program committee established; meetings; powers and duties.
- a. There is hereby created within the disaster preparedness commission an intrastate mutual aid program committee, for purposes of this section to be referred to as the committee, which shall be chaired by the commissioner of the division of homeland security and emergency services, and shall include the state fire administrator, the commissioner of health, and the commissioner of agriculture and markets, provided that each such official may appoint a designee to serve in his or her place on the committee. The committee shall also include five representatives from local public safety or emergency response agencies, who shall serve a maximum two-year term, to be appointed by the commissioner of the division of homeland security and emergency services, with regard to a balance of geographic representation and discipline expertise.
 - b. The committee, on the call of the chairperson, shall meet at least twice each year and at such other times as may be necessary. The agenda and meeting place of all regular meetings shall be made available to the public in advance of such meetings and all such meetings shall be open to the public.
 - c. The committee shall have the following powers and responsibilities:
 - (1) to promulgate rules and regulations, acting through the division of homeland security and emergency services, to implement the intrastate mutual aid program as described in this section;
 - (2) to develop policies, procedures and guidelines associated with the program, including a process for the reimbursement of assisting local governments by requesting local governments;
 - (3) to evaluate the use of the intrastate mutual aid program;
 - (4) to examine issues facing participating local governments regarding the implementation of the intrastate mutual aid program; and
 - (5) to prepare reports to the disaster preparedness commission discussing the effectiveness of mutual aid in the state and making recommendations for improving the efficacy of the system, if appropriate.
4. Local government participation in the intrastate mutual aid program.
- a. A local government may elect not to participate in the intrastate mutual aid program, or to withdraw from the program, by its governing body enacting a resolution declaring that it elects not to participate in the program and providing such resolution to the division of homeland security and emergency services. Participation in the program will continue until a copy of such resolution is received and confirmed by the division of homeland security and emergency services.
 - b. A local government that has declined to participate in the program may, acting by resolution through its governing body and providing a copy of the resolution to the division of homeland security and emergency services, elect to participate in the program.
 - c. Nothing in this section shall preclude a local government from entering into mutual aid agreements with other local governments or other entities with terms that supplement or differ from the provisions of this section.
 - d. Nothing in this section shall affect any other agreement to which a local government may currently be a party or later enter into, including, but not limited to, the state fire mobilization and mutual aid plan.
5. Fire related resources. Notwithstanding the authority vested pursuant to this section, all fire related resources shall be administered pursuant to section two hundred nine-e of the general municipal law.
6. Requesting assistance under the intrastate mutual aid program.

- a. A participating local government may request assistance of other participating local governments in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies, or for the purpose of conducting multi-jurisdictional or regional training, drills or exercises. Requests for assistance may be made verbally or in writing; verbal requests shall be memorialized in writing as soon thereafter as is practicable.
 - b. Once an emergency is declared at the county level, all requests and offers for assistance, to the extent practical, shall be made through the county emergency management office, or in the case of the city of New York, through the city emergency management office. All requests for assistance should include:
 - (1) a description of the disaster;
 - (2) a description of the assistance needed;
 - (3) a description of the mission for which assistance is requested;
 - (4) an estimate of the length of time the assistance will be needed;
 - (5) the specific place and time for staging of the assistance and a point of contact at that location; and
 - (6) any other information that will enable an assisting local government to respond appropriately to the request.
 - c. Assisting local governments shall submit to the requesting local government an inventory of the resources being deployed.
 - d. The written request for assistance and all inventories of resources being deployed shall be submitted to the division of homeland security and emergency services within three calendar days of the request for or deployment of such resources.
7. Division of homeland security and emergency services responsibilities under the intrastate mutual aid program. The division of homeland security and emergency services shall provide notification by mail to each local government with a comprehensive description of the intrastate mutual aid program, including a statement that all local governments are participants of the program unless they expressly opt out pursuant to subdivision four of this section; maintain a current list of participating local governments with their authorized representatives and contact information, and provide a copy of the list to each of the participating local governments on an annual basis during the second quarter of each calendar year; monitor and report to the intrastate mutual aid program committee on the use of the intrastate mutual aid program; coordinate the provision of mutual aid resources in accordance with the comprehensive emergency management plan and supporting protocols; identify mutual aid best practices; when practical, provide the committee with statistical information related to the use of mutual aid during recent regional disaster responses; and assist with the development, implementation and management of a state-wide resource typing system.
8. Reimbursement of assisting jurisdiction by requesting jurisdiction; resolving disputes regarding reimbursement.
 - a. Any assisting local government requesting aid under this program for loss, damage or expenses incurred in connection with the provision of aid that seeks reimbursement by the requesting local government shall make such request in accordance with procedures developed by the intrastate mutual aid committee.
 - b. Where a dispute arises between an assisting local government and a requesting local government regarding reimbursement for loss, damages or expenses incurred in connection with the provision of aid, the parties will make every effort to resolve the dispute within thirty business days of written notice of the dispute by the party asserting noncompliance.
9. Liability.
 - a. Each local government is responsible for procuring and maintaining insurance or other coverage as it deems appropriate.
 - b. Nothing in this section shall be construed to provide any protection against liability, or to create any liability for an individual who responds to a state of emergency where aid has not been requested, or where aid has not been authorized by the individual's local government.
10. Obligation of insurers. Nothing in this section shall impair, alter, limit or modify the rights or obligations of any insurer under any policy of insurance.

Hazard Analysis performed by NYS- Emergency Management Office
March 11th, 2004

Background

On March 11, 2004, the Town of Stillwater conducted a hazard analysis using the automated program, **HAZNY** (Hazards New York). **HAZNY** was developed by the American Red Cross and the New York State Emergency Management Office. The results of this hazard analysis are presented in this report.

HAZNY and the Town of Stillwater

HAZNY is an automated interactive spreadsheet that asks specific questions on potential hazards in a community and records and evaluates the responses to these questions. **HAZNY** also includes historical and expert data on selected hazards.

HAZNY is designed specifically for groups, rather than individual use. The Town of Stillwater assembled a group of local officials to consider and discuss the questions and issues raised by the **HAZNY** program. Representatives from the State Emergency Management Office facilitated the meeting and recorded the results.

The Results

The Group analyzed hazards potentially affecting the Town of Stillwater. **HAZNY** rated each hazard based on the Group's assessment and assigned a numerical value.

These values are categorized as follows:

321 to 400 HIGH HAZARD

241 to 320 MODERATELY HIGH HAZARD

161 to 240 MODERATELY LOW HAZARD

44 to 160 LOW HAZARD

The Group rated the 16 hazards as follows:

<u>SEVERE STORM</u>	<u>260</u>
<u>TORNADO</u>	<u>232</u>
<u>TERRORISM</u>	<u>220</u>
<u>HAZMAT (IN TRANSIT)</u>	<u>217</u>
<u>FLOOD</u>	<u>211</u>
<u>TRANS ACCIDENT</u>	<u>193</u>
<u>ICE STORM</u>	<u>186</u>
<u>OIL SPILL</u>	<u>186</u>
<u>EARTHQUAKE</u>	<u>181</u>
<u>UTILITY FAILURE</u>	<u>179</u>
<u>WINTER STORM (SEVERE)</u>	<u>179</u>
<u>ICE JAM</u>	<u>175</u>
<u>WILDFIRE</u>	<u>173</u>
<u>DAM FAILURE</u>	<u>130</u>
<u>EXTREME TEMPERATURES</u>	<u>124</u>
<u>FUEL SHORTAGE</u>	<u>122</u>

Hazard(s) rated as Moderately High: Severe Storm

SEVERE STORM: 260, Moderately High Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Frequent Event

Onset: Several Hours Warning

Hazard Duration: Less Than One Day

Recovery Time: Three Days to One Week

Impact:

- Serious Injury or Death Unlikely
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

The Group noted that the Highway Department has frequent activations in response to severe storms that occur in the Town.

Hazard(s) rated as Moderately Low: Tornado, Terrorism, Hazmat (In Transit), Flood, Trans Accident, Ice Storm, Oil Spill, Earthquake, Utility Failure, Winter Storm (Severe), Ice Jam, and Wildfire.

TORNADO: 232, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Highly Likely

Frequency: A Rare Event

Onset: Several Hours Warning

Hazard Duration: Less Than One Day

Recovery Time: More Than Two Weeks

Impact:

- Serious Injury or Death to Large Numbers
- Severe Damage to Private Property
- Severe Structural Damage to Public Facilities

The Group recalled the May 1998 tornado in the Town. The Group noted that a tornado's

impact could max out the capabilities of the EMS system in the Town.

TERRORISM: 220, Moderately Low Hazard

Potential Impact: Several Locations

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: No Warning

Hazard Duration: Two to Three Days

Recovery Time: More Than Two Weeks

Impact:

- Serious Injury or Death to Extremely Large Numbers
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

HAZMAT (IN TRANSIT): 217, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: No Warning

Hazard Duration: Two to Three Days

Recovery Time: Three Days to One Week

Impact:

- Serious Injury or Death to Extremely Large Numbers
- Moderate Damage to Private Property
- Little or No Structural Damage to Public Facilities

FLOOD: 211, Moderately Low Hazard

Potential Impact: Throughout a Small Region

Cascade Effects: Some Potential

Frequency: A Regular Event

Onset: One Day Warning

Hazard Duration: Two to Three Days

Recovery Time: Three Days to One Week

Impact:

- Serious Injury or Death Unlikely
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

The Group noted that flooding in the Town occurs along the Hudson River, along the

shore of Saratoga Lake, along Route 67, Route 4, Park Avenue, and Lake Road. Washouts have occurred in the past along Brown Road and Stratton Lane.

TRANS ACCIDENT: 193, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: No Warning

Hazard Duration: Less Than One Day

Recovery Time: Three Days to One Week

Impact:

- Serious Injury or Death to Extremely Large Numbers
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

ICE STORM: 186, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Highly Likely

Frequency: An Infrequent Event

Onset: One Day Warning

Hazard Duration: One Day

Recovery Time: Three Days to One Week

Impact:

- Serious Injury or Death Unlikely
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

OIL SPILL: 186, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: An Infrequent Event

Onset: No Warning

Hazard Duration: Less Than One Day

Recovery Time: One to Two Days

Impact:

- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

EARTHQUAKE: 181, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: No Warning

Hazard Duration: Less Than One Day

Recovery Time: Three Days to One Week

Impact:

- Serious Injury or Death is Likely, but not in Large Numbers
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

UTILITY FAILURE: 179, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Highly Unlikely

Frequency: An Infrequent Event

Onset: No Warning

Hazard Duration: One Day

Recovery Time: Less Than One Day

Impact:

- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

WINTER STORM (SEVERE): 179, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Regular Event

Onset: Several Days Warning

Hazard Duration: One Day

Recovery Time: One to Two Days

Impact:

- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

ICE JAM: 175, Moderately Low Hazard

Potential Impact: Several Locations

Cascade Effects: Highly Likely

Frequency: An Infrequent Event

Onset: One Day Warning

Hazard Duration: Two to Three Days

Recovery Time: Three Days to One Week

Impact:

- Serious Injury or Death Unlikely
- Moderate Damage to Private Property
- Moderate Structural Damage to Public Facilities

WILDFIRE: 173, Moderately Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: Several Hours Warning

Hazard Duration: Less Than One Day

Recovery Time: Less Than One Day

Impact:

- Serious Injury or Death Unlikely
- Severe Damage to Private Property
- Severe Structural Damage to Public Facilities

Hazard(s) rated as Low: Dam Failure, Extreme Temperatures, Fuel Shortage

DAM FAILURE: 130, Low Hazard

Potential Impact: Several Locations

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: No Warning

Hazard Duration: Less Than One Day

Recovery Time: One to Two Days

Impact:

- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

The Group noted that the nearby dams could impact the Town in the event of a failure are

low-head dams. The Group felt that there would be adequate warning time for the Town in the event of a dam failure farther upstream along the Hudson River drainage basin.

EXTREME TEMPERATURES: 124, Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Highly Unlikely

Frequency: A Rare Event

Onset: Several Days Warning

Hazard Duration: More Than One Week

Recovery Time: Less Than One Day

Impact:

- Serious Injury or Death is Likely, but not in Large Numbers
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

FUEL SHORTAGE: 122, Low Hazard

Potential Impact: Throughout a Large Region

Cascade Effects: Some Potential

Frequency: A Rare Event

Onset: Several Days Warning

Hazard Duration: More Than One Week

Recovery Time: Less Than One Day

Impact:

- Serious Injury or Death Unlikely
- Little or No Damage to Private Property
- Little or No Structural Damage to Public Facilities

RECOMMENDATIONS

Based on the results of this analysis, the State Emergency Management Office recommends that the Town of Stillwater investigate mitigation measures for Severe Storm, the highest ranked hazard, and the only Moderately High hazard, identified by this analysis.

TERRORISM

HAZMAT (IN TRANSIT)

TRANS ACCIDENT

OIL SPILL

EARTHQUAKE

UTILITY FAILURE

DAM FAILURE

*No warning was selected from the Onset Tab.

SEVERE STORM

*A frequent event was selected on frequency Tab.

TORNADO

TERRORISM

HAZMAT (IN TRANSIT)

TRANS ACCIDENT

*Serious injury and death in large or extremely large numbers was selected from the Impact Tab.

Possible Mitigation Measures by Hazard

Possible mitigation measures for selected hazards identified throughout New York State. This list is not exhaustive, but is intended as a guide in the consideration of measures to mitigate the associated hazards.

Natural Hazards

*Hazard: **Drought***

- Public Awareness
- Retrofit/Upgrade Irrigation System
- Drought Resistant Vegetation
- Drought Preparedness/Planning
- Increase Water Conservation Standards

*Hazard: **Earthquake***

- Planning and Zoning
- Retrofit/Upgrade Critical Facilities
- Seismic Retrofit
- Improve/Upgrade/Enforce Building Codes

*Hazard: **Epidemic/Blight/Infestation***

- Public Awareness
- Preventative Actions (Spraying for West Nile Virus/Insect Management)
- Medical Stockpile (Planning and Training)

*Hazard: **Flood/Ice Jams***

- Planning and Zoning
- Storm water Management
- Warning System
- Post Disaster Code Enforcement
- Major/Minor Structural Flood Control Projects
- Protective Measures for Critical Facilities
- Property Protection
- Protective Measures for Critical Facilities
- Wet/Dry Floodproofing

*Hazard: **Hurricane/Severe Storm/Tornado***

- Public Awareness
- Evacuation Plan
- Warning System
- Develop/Improve/Enforce Building Codes in Hazard Areas
- Structural Retrofit

-Wind Resistant Design and Construction

*Hazard: **Ice Storm***

- Structural Retrofit
- Redundant Utilities/Communications
- Tree Pruning
- Selective Planting around Utility Lines
- Public Awareness
- Develop/Improve/Enforce Building Codes in Hazard Areas
- Underground Wiring/Utilities

*Hazard: **Landslide***

- Planning and Zoning
- Open Space Preservation
- Relocation of Structures
- Acquisition of Structures (Demolish and Convert to Open Space)

*Hazard: **Wildfire***

- Public Awareness
- Evacuation Plan
- Warning System
- Redundant Utilities/Communications
- Tree Pruning
- Selective Planting/Vegetative Setback around Structures

*Hazard: **Winter Storm(Severe)***

- Public Awareness
- Redundant Utilities/Communications
- Tree Pruning
- Warning System
- Develop/Improve/Enforce Building Codes in Hazard Areas
- Retrofit Critical Structures
- Hazard Resistant Construction

Technological Hazards

*Hazard: **Air Contamination***

- Improve/Upgrade/Enforce Codes for Air Quality Standards
- Retrofit Existing Ventilation Systems
- Incorporate Air Contamination Standards in New Construction

*Hazard: **Dam Failure***

- Warning System
- Public Awareness
- Evacuation Plan
- Inspections
- Dam Maintenance and Upgrades to Increased Safety Standards

Hazard: **Explosion**

- Monitor/Retrofit/Upgrade Critical Facilities
- Blast Resistant Construction
- Emergency Evacuation Plan

Hazard: **Fire (Structural)**

- Develop Codes for Fire Resistant Construction in New Construction
- Enforce/Improve/Upgrade/Enforce Fire Codes
- Public Awareness
- Retrofit Existing Structures

Hazard: **Hazardous Materials Fixed Sites/Radiological Fixed Sites**

- Public Awareness
- Evacuation Plan
- Warning System
- Retrofit Key Storage and Operational Facilities
- Preparedness and Response Planning
- Isolation of Hazardous Materials

Hazard: **Hazardous Materials in Transit/Radiological in Transit/Transportation**

Accident

- Public Awareness
- Emergency Service Measures (Preparedness and Response Planning)

Hazard: **Structural Collapse**

- Retrofit/Upgrade Facilities
- Improve/Upgrade/Enforce Codes and Regulations
- Preparedness and Response (Evacuation Plan)

Hazard: **Utility Failure**

- Public Awareness
- Structural Retrofit
- Redundant Utilities to Support Critical Facilities
- Redundant Communications

Hazard: **Water Supply Contamination**

- Public Awareness
- Warning System
- Structural Retrofit
- Implement Procedures for Testing/Sampling of Water Supply
- Land Use Planning and Zoning

Human Caused Hazards

Hazard: **Civil Unrest**

- Blast Resistant Construction

- Retrofit/Upgrade Lighting
- CCTV
- Crowd Control Planning
- Crowd Control Training (Multi Community/Agency Coordination)

Hazard: **Terrorism**

- Public Awareness
- Evacuation Plan
- Retrofit/Upgrade Critical Facilities
- Blast Resistant Windows
- Access Controls
- Retrofit/Upgrade Ventilation System
- Egress Improvements
- Improved Lighting
- CCTV
- Redundant Communications/Information Technology
- Redundant Utilities to Support Critical Facilities

HIGHWAY DEPARTMENT

1991 FOR LT 8000 V#1FDZU82AXMVA35410 WITH DUMP BODY #3

RD 690S MACK TRUCK #1M2P179Y7LW006596 #13
AIR-FLO BODY-SNOWPLOW & EQUIPMENT #13

1989 LT 8000 FPRD CAB & CJASSOS V #FDZU82AIKVA35907
FLOW & DUMP BODY & SNOW PLOW #14
EQUIPMENT AIR FLO-N-DUMP

SN#811036 TK 601S LO BAND
7 TK 601S RADIOS @499.99 EACH
2004 ALBANY MACK TRUCK #8 ID#1M2AG11C04M008866
TRAILER #43ydt18223c021047
G 120 CATERPILLAR GRADER 1987 #87 V8229

1978 5600 FORD TRACTOR WITH BRUSH HOG MOWER
#LA2146C569534
TIGE BOOM MOWER HEAD FOR 1978 5600 FORD

0433 10' CHIP SPREADER
0437 10' AGITATOR
12" BLOCK OFF PLATE 04382
24" BLOCK OFF PLATE 0483
EXTRA TRUCK HITCH

MOWING EQUIPMENT SORTED TYPES (HAND TOOLS)

ASSORTED SAWS

BACK HOE LOADER 4X4 EXT.S#T0310D6784333

BROOM YORK MYB326

WACKER RAMMER JUMPIN JACK #654505931

20 TON TAG ALONG ITKC02422RM105237

BLAW KNOX ID NO 4454 MODEL PF 150 S#15003-22-PAVER

CATERPILLAR MODEL D5C TRACTOR ID 12430 S3 06PJ00689

1994 FORD LT 9000 CHASSIS CAB WITH AIRFLOW IN DUMP
13 FT DUMP BODY VIKING MODEL
135HSFP PLOW
AFDZU90XSRVA48814 FND 13885 P86993 #`15

TRACTOR CASE1052 EQUIP. #4230 #JK149749
ROTARY 6' VERSA FOR #4230
17' VERSA MOWER SN#VB17-033694 FOR #4230

D-5MJA97A3K S#356TWA2238 COMM SYSTEM

1997 CHEV K2500 EXTENDED CAB FOURWHEEL DR PICKUP

#1GCGK29F6VE119340 2M

FISHER 8MM ELECIC SNOW PLOW FOR 97 CHEVY K2500

HYDRALIC LIFT #96121747

DBLE WALL PANEL PIPE SPREADER/TRENCH BOX

1998 MACK PLOW TRUCK 1M2P283C7WM025481 #16

HIGHLANDER HSHY2-10 AS 01 AK 4827 A 04 SANDER FOR

1998 MACK

152U BODY 10 X 7 3/4 YDS 524 HOIST,1/4 SHIELD SER #B00071

CATERPILLAR EXECAVATOR 3151 315 MODEL

JD TC44H DWTC44H572223 LOADER

CATERPILLAR LOADER 938G

1999 FORD F250 1FTNX21S5XEE27040 #12

8" FISHER MM SNOW PLOW WITH LIGHTS & CUT EDGE #1

LIGHT BAR SJL3P (99 FORD F250)

RADIO EQUIP 356TYG1042;356TYW1105;98040323;12294598

2000 RED RIVER TRAIL MCL334 #4ZYL393XY1000405

RD688S 2001 TRUCK 1MIP324Y81MO56893 #19

HLHY2 HIGHLANDER AS01APO633OA

2001 ML 2574 DUMP/SNOW PLOW 1HTGEAHRX1H345079 #7

HLHY2 HIGHLANDER HL HY2 ASO1AK642OA04 SANDER #7

POWERMAX 900 W PAC 125TS 25' T HYP083085 PLASMA CUTTER

HOT WATER SKID PRESSURE WITH BATTERY #P05959816

EXCAVATOR NEED DESC FIRST PMT #XL4100

EXCAVATOR NEED DESC 2ND PYMT GRAD-ALL

2003 INTERNATIONAL 4200 SBA 4X2 V8 1HTMPAFL63H563955 #4

MILLERMATIC 251 MIL903868 WELDER #41930104686

HURRICANE BRUSH CHIPPER #SP211HP3

PAVER 4410 #178147

TOOL BOX

GENERATOR

DUMP TRUCK #9 #1GBE4C3245F532286

SANDER #8168K9093B063 FOR 2005 DUMP TRUCK

MACK SALES- #M2AG11C47M067312 #11

FINN CORP-HYDROSEEDER T-90T #1F9HS16277F135272

SC HANSON CO. PAVEMENT ROLLER #BW202ADH

MACK SALES TRUCK #1M2AG11C27M067311 #10

2008 FORD F250 #1FTSX21R68EE43068 #1

2008 FORD F250 #1FTSX21R88EE43069 #1A

Snowplow for 2008 truck

Snowplow for 2008 truck

Wells Communication radios for truck 10

Wells Communication radios for truck 11

F550 Dump Truck-9'mc FISHER PLOW,SANDER K10052 B064
#1FDAF57R19EA41916

Front Mount mower with bagger

42" Lawn Mower
Caterpillar model 246C steer loader #JAY03846/ID#S050446

sweeper 2010 crosswind #JNAPC92L79AF75142
High Lift bucket truck #1htmmanxbh287635

Water Meters-dist. #1 replacements

JOHN DEERE 6330 CAB TRACTOR/IL06330XHBG691208

DIAMOND SIDE WING FLAIL MOWER/MF11568

Torso Axle Trailor

VILLAGE OF STILLWATER

TRUSTEES:

John A Basile
Keith R Collins
Ellen R Vomacka
Judy A Wood-Shaw

INCORPORATED 1816

1 SCHOOL STREET
PO BOX 507
STILLWATER, NY 12170
(518) 664-6258 FAX 664-2166

Ernest W Martin, MAYOR

ATTORNEY

Dreyer Boyajian LLP

James R Peluso

CLERK-TREASURER

Patricia A Ryan

SUPT OF PUBLIC WORKS

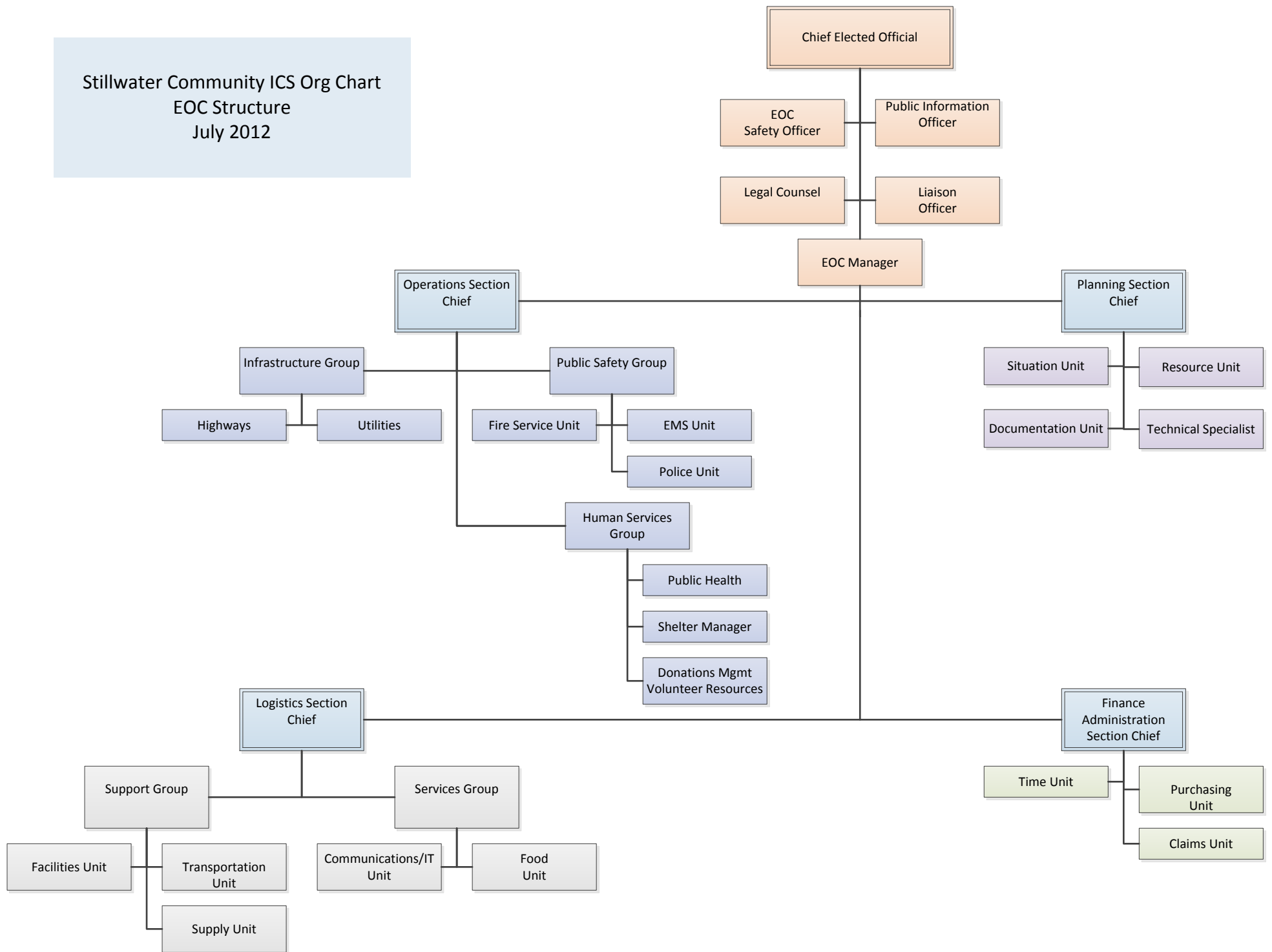
John J Scott

VILLAGE OWNED EQUIPMENT AND VEHICLES AS OF 2012

Dept. of Public Works

- #1 2010 Ford F-250 pick-up and 2006 Ford F-250 Pick-up
- #2 2007 Dodge 350 dump truck 2.5 cu yds.
- #3 2001 Ford F-450 utility truck
- #4 1988 International tanker truck 4200 gallons
- #5 2007 Volvo dump truck 10 cu yds
- #6 1979 Mack dump truck 16 cu yds
- #7 1978 GMC crane truck
- #8 1996 JBC backhoe 1.5 yds
- #9 1982 Case backhoe 1.25 yds with hdy hammer
- #10 1983 Ford tractor 1210 mower
- #11 2001 John Deere tractor 4400 mower
- #12 1980 Dynapac paving roller 1 ton
- #13 1991 Onan generator trailer mount 150 kW
- #14 1991 Cat generator (stationary sewer plant) 125 KW
- #15 2001 Cat generator (stationary water plant) 125 KW
- #16 1999 Ingersoll-Rand light station plant (trailer)
- #17 2005 3.5-ton landscape trailers
- #18 8 hp 3" Semi-Trash Pump 21,000 GPH
- #19 4 hp 3" Wacker Diaphragm Pump 2,000 GPH
- #20 8 hp 3" "Semi-Trash Gorman Pump 21,158 GPH
- #21 13 hp 6,000-watt Wacker Generator portable
- #22 80 Myers sewer jet 2000 psi
- #23 21 inch Stihl chain saw
- #24 16 inch Stihl chain saw
- #25 12 inch Stihl cut-off saw
- #26 13 hp Concrete cut out saw
- #27 Excell High pressure washer 2,600 psi
- #28 Reddy Heater (portable) 165,000 BTU Salamander

Stillwater Community ICS Org Chart
EOC Structure
July 2012



**STILLWATER COMMUNITY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
DONATIONS MANAGEMENT APPENDIX**

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- 1 Record of Appendix change
- 2. List of Donations Management Task Force
- 3. Donations Management Task Force SOGs

DONATIONS MANAGEMENT APPENDIX

STILLWATER CEMP

I. Donations Management Task Force

The Donations Management Task Force leader shall be named early in an event. The Donations Management Task Force leader must be a trusted agent with close ties with the news media. The Donations Management Task Force leader will be required to work independently but is responsible to the Chief Elected Official. Donations management shall also include management of volunteer staffing resources.

A Task Force is defined as a group of stakeholders from different agencies, organizations or from the private sector who perform a singular and specific function. A Task Force is a full time structure and as a group participates in preparedness planning, response and recovery activities.

II. Member Agencies

- Local organizations as determined by the CEO, EOC manager and the human services Task Force leader.
- *New York State Voluntary Agencies Active in Disaster (NYSVOAD)*
- *American Red Cross (ARC)*
- *Seventh Day Adventists*
- *Local organizations capable of managing donations and volunteer resources*

III. Introduction

A. Purpose

This appendix defines the organization, provides operational guidance, responsibilities, and procedures to manage donated resources during an emergency or disaster affecting the Stillwater Community.

B. Background

This appendix to the Stillwater Comprehensive Emergency Management Plan (CEMP) provides guidance for establishing and managing donations acquired and distributed as well as the management of volunteer resources during a disaster/emergency within the Stillwater Community regardless of the nature.

This document is a guide and cannot provide specific instructions for all possible disaster-related situations that may arise. However, it provides sufficient information and guidance that, when combined with local knowledge, experience, and ingenuity, can be relied on to provide a sound framework for managing donations and volunteer resources.

IV. Scope

This appendix to the Stillwater Community CEMP applies to donations management and the management of volunteer resources during the response and initial recovery phases of a disaster in the Stillwater community. In addition, it may be activated to provide operational guidance in the event the emergency management organization is activated to provide mutual aid to other communities affected by an incident. It provides general guidance for emergency managers, community and organizational decision-makers that are required to secure and manage donated resources and volunteer help in a disaster/emergency.

Recognizing that each disaster is unique and that not every response will prompt large amounts of donated assets, the donations management organizations must be both flexible and expandable.

This plan addresses the planning considerations for managing donations and volunteer resources. It does not provide detailed organizational direction that is tactical in nature and unique to each individual responding agency or organization.

V. Authority

New York State Executive Law, Article 2-B, authorizes the development of the local Comprehensive Emergency Management Plans (CEMP). The CEMP provides general strategic guidance for emergency response and short-term recovery operations. The CEMP includes several key annexes, including an Annex for managing donations and volunteer assistance.

VI. Situation

There has been a disaster or emergency whereby the Stillwater EOC has been activated and staffed. As a result of the incident the residents have suffered a loss of possessions and/or there are a number of volunteer resources who have made themselves available to assist other residents. At the earliest possible opportunity the emergency response organizations must gain control over donations of both commodities and human assistance because the management of donations will quickly spiral out of control. Chief elected officials, local organizations, religious groups, school organizations should all work to collect funds to support disaster victims. Funds should be channeled into a bank account to be drawn out as the Human Services Task Force determine what unmet needs the victims have. Funding should be meticulously accounted for and documented until all funds are exhausted.

VII. General

For the purposes of this appendix, the term donations and donations management refers to the capacity to provide victims of disasters with as much support as possible by effectively channeling offers and goods from the public. Cooperation among the

involved government agencies and volunteer organizations is necessary to accomplish this goal.

Donations management involves technical, political and social issues. It is critical to have carefully developed plans in place before disaster strikes, to assure donors that their efforts are appreciated and to guarantee that their donations are being directed as efficiently as possible to serve local disaster victims.

Disaster response and short-term recovery activities begin and end at the local government level. The local government is responsible for coordinating and managing all response and short-term recovery activities and services, and will use all available local resources in doing so.

VIII. Planning Assumptions

Government has a general responsibility for ensuring the welfare of its citizens and will develop the capability to provide appropriate human services during emergency situations.

Local residents are generous and want to do something to help disaster victims; that “desire to help” can overwhelm the ability of local governments and volunteer organizations to respond effectively to disaster.

The donations management strategy must be a flexible one: State and local governments are ultimately responsible for the success of the donations management system---including coordinating with the volunteer community---and can implement those parts of the donations management plan that meet their specific needs, taking into account the location, scale and type of disaster.

The management of donations requires a united and cooperative effort in the preparedness and disaster response phases by State, County and local governments, volunteer agencies, community-based organizations, the business sector and the donor community.

Volunteer agencies will coordinate with local chapters and groups to maintain an inventory of available resources, personnel and their experience and skills.

Federal and volunteer activities must always support the efforts of State and local governments, and existing volunteer donations management networks or systems are a critical link to an effective program and should be explored and used to the extent practicable;

Cash donations are preferable to in-kind or material donations, including volunteer services;

Canvassing the business community for donated goods must balance the immediate need for those resources and the long-term desire to purchase goods and services locally in order to maintain the post-disaster strength of the local economy; and

Serviceable donated goods will never be wasted; once the immediate and long-term needs have been met or accounted for, surplus materials will be stored for future use or donated to volunteer or service groups elsewhere.

IX. Planning Factors

The goal is to provide assistance for the activities of local government when disaster strikes including managing the flow of solicited and unsolicited donations---volunteers, goods, services and cash---to the disaster scene.

The local Donations Management Task Force must work in partnership with the county, to insure a smooth transition of the mobilization of State support as required and demobilization of the State and turn over of responsibility back to the county and local government.

The Task Force members will assess the continuing needs of the agencies and organizations involved in the recovery effort, survey the current and soon-to-be-needed flow of goods, services and cash to determine if the operation's scale is appropriate, and work with the Public Information Officer as necessary to communicate those needs;

The County Emergency Management Office will be responsible for coordinating the acquisition of resources from other sources during a disaster response not covered by the local plan.

The Donations Task Force will work with Local Government Leaders to establish procedures for accepting cash and should be a preparedness activity.

The Donations Task Force will determine on a case-by-case basis whether cash will be accepted or if those making donations will be encouraged to contact the relief organization or charity of their choice; (cash donations are preferred, but may require special procedures if managed by a local government entity and may not be prudent for all events).

The Donations Task Force in close collaboration with the EOC Logistics Section and local government leaders will establish a policy for distributing those goods remaining after the relief effort ends and disposing of those that have no utility to the community or any other community or organization.

X. Concept of Operations

The concept of operations is consistent with the activation of the Local CEMP whereas the donations management group will work under the direction of the Operations Section but will receive operational support from the Logistics Section. The donations

management Task Force will take operational direction from the Operations Chief and will work within the framework of the human services organization.

XI. Notification and Activation of the Donations Management Task Force

A. Notification

Stillwater's Donations Management Appendix relies on communication with local volunteer individuals, corporate donors and organizations.

B. Activation

Depending on the nature and severity of the expected, imminent, or suddenly occurring emergency or disaster situation, activation of Stillwater's CEMP may occur at any of the following times:

Pre-disaster (or Pre-event) – in preparation for response to an impending natural, manmade, or technological disaster. This will be in cases when it is generally anticipated that local resources will be exhausted immediately, (e.g., upon the arrival of a large storm).

A situation exists where a large number of local residents have been affected and have lost dwelling units and personal effects.

Where there has been an overwhelming outpouring of donations in response to an event affecting local residents or residents of an adjacent jurisdiction.

XII. Response Organization

A. The National Incident Management System (NIMS) will be used in the administration of this appendix. Under ICS, the Donations Management Task Force, volunteer individuals or organizations, will report to the Human Services Group supervisor. The Human Services Group supervisor reports to the Town Operations Coordinator, who in turn reports to the Town's EOC Manager.

B. The Task Force organizations either normally engaged in donations management functions or those who evolve shall be integrated into the Donations Management Task Force. If additional needs are ascertained, the Group may request assistance from additional agencies and organizations.

C. Communication between member agencies and the Human Services Group to identify the needs, based on the type and severity of the emergency/disaster is essential, for example;

1. Communication between the County EOC and the State EOC to identify resources such as the United States Department of Agriculture

(USDA) to facilitate the authorized release of government food commodities or;

2. Communication between Local Government and the approved disaster relief agencies (e.g.; Red Cross) to facilitate the delivery of commodities to a specific relief site(s), and

3. Communication between Local Government & State OEM through the County regarding the use of State contracts for needed supplies.

XIII. Response Actions

A. Initial Actions

1. Once the nature and initial severity of a disaster situation are determined and this appendix is activated, individuals or organizations may be contacted by the local EOC officials to provide support.

2. The Task Force leader will determine which resources to contact based on a determination of what types and levels of support are required to handle the initial disaster response.

3. Additional resources may be contacted after the initial activation when it is determined that the needs are greater than initially determined or the disaster conditions spread to other geographic area(s). Those additional resources may need to be requested through the County, to the state and perhaps to the Federal government.

B. Continuing Actions

1. The Donations Management Group will facilitate and support local activities.

2. Because the disaster response and initial recovery actions may be required for an extended period of time, individuals and organizations will continue to provide support until such time as other resources (e.g., state or federal agency assistance) become available and supplement local resources or the response ends and the group is demobilized.

C. Demobilization Actions

1. The Donations Management Task Force will reduce hours of operation and prepare to demobilize

2. The Donations Management Group, in conjunction with other appropriate response staff, will conduct a post-event evaluation with all involved to determine the effectiveness of the response and revise the plan as necessary to address identified improvements.

XIV. State Resources

A. New York State Voluntary Agencies Active in Disaster (NYSVOAD)

NYSVOAD coordinates planning among the statewide voluntary agencies that have a role in disasters, providing more effective service with less duplication when a disaster strikes. It partners with the National VOAD (NVOAD), regional and local VOADs, private sector industries, as well as the State Office of Emergency Management (NYS-OEM) throughout the cycle of emergency management – preparedness, response, recovery, and mitigation. In response to disasters it convenes its members and other agencies to discuss how they will work together cooperatively in the crisis. NYSVOAD maintains individuals trained to staff the State Emergency Operations Center. NYSVOAD does not itself deliver services, instead, its members independently meet relief and recovery needs. The NYSVOAD is also committed to education in the form of training and increasing awareness and preparedness in each member organization, as well as encouraging public outreach.

B. The American Red Cross (ARC)

The magnitude of a disaster may be such that it simultaneously affects tens of thousands of people in several states, or it may bring suffering and anguish to just a few persons. Regardless of the extent of the disaster, it is the responsibility of the American Red Cross to help meet the human needs that the disaster has caused. American Red Cross assistance is given to meet the initial disaster-caused needs. These needs may include food, clothing, shelter and other basic elements for comfort and survival as well as other items determined, by the specific disaster situation. The American Red Cross also helps disaster victims needing long-term recovery assistance by advising and counseling them on the availability of resources, so they can resume living within acceptable standards of health, safety and human dignity. Such resources include those of their own family, as well as federal, State, and local agencies, both public and private. All American Red Cross disaster relief assistance is based on the premise that disaster victims are ultimately responsible for their own recovery.

In New York the American Red Cross bears the primary responsibility for providing shelter and other mass care services. Other mass care services may include feeding, the distribution of comfort kits and clean-up supplies, and emergency aid stations. In addition, appropriate ARC services may also be provided at morgues, hospitals, government disaster facilities, and other locations where numbers of victims or emergency workers congregate and services may be required. When it is necessary to transport disaster victims to or from service delivery sites or provide other temporary small-scale ground transportation, and public transportation is not available or is inadequate to meet that need, the Red Cross may provide such.

XV. Donations Management Task Force Responsibilities

A. All participants identified by this appendix are composed of individuals and organizations. The Task Force is responsible for developing and maintaining tactical

plans that are specific as to how they will carry out the tasks and duties required to meet their obligations under this appendix (see Attachments for details).

B. Responsibilities for Donations Management Group agencies are described below.

1. Supervising Organization will be responsible for:
 - Implementing this appendix.
 - Coordinating and facilitating the services of their organizational resources.
 - Coordinating with other agencies, individuals and organizations designated in this appendix and others as appropriate.
2. Member Agencies
 - The Stillwater Human Services Unit under the Operations Section will coordinate the resources of the donations management group during a disaster response.
3. New York State Voluntary Agencies Active in Disaster (NYSVOAD)
 - NYSVOAD will provide inherent services when mission requested thorough the County by local government and activated by NYS-OEM through the State EOC.
4. American Red Cross (ARC)
 - The ARC will provide local shelter assistance and provide all other services to residents of the community normally provided by the ARC during a disaster scenario.

XVI. Appendix Maintenance

This appendix will be reviewed, exercised and updated as necessary annually or as a component of an after action report following an event or disaster.

Donations Management Task Force Plan Attachments

ATTACHMENT 1 RECORD OF ANNEX CHANGES

ATTACHMENT 2 DONATIONS MANAGEMENT TASK FORCE

**ATTACHMENT 3 DONATIONS MANAGEMENT STANDARD OPERATING
GUIDELINES**

ATTACHMENT #1- RECORD OF ANNEX CHANGE

[illegible]

ATTACHMENT 2 DONATIONS MANAGEMENT TASK FORCE MEMBERS

The Task Force members that are knowledgeable and/or will participate in the implementation of this plan.

LIST OF MEMBERS;

1._____

2._____

3._____

4._____

5._____

6._____

7._____

8._____

9._____

10._____

Contact information for members of the Task Force shall be made available in the Stillwater CEMP Communications Plan.

ATTACHMENT 3 – DONATIONS MANAGEMENT STANDARD OPERATING GUIDELINES

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