

# EMPIRE COUNTY

## *COMPREHENSIVE EMERGENCY MANAGEMENT PLAN*



*A Sample Plan*

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## Foreword

This sample plan can be used as a guide for determining subjects and issues appropriate for a county emergency management plan and a possible format to use. It is based upon the requirements for a county plan found in State law (Executive Law, Article 2-B, Section 23). It is **not** intended to be a “boiler-plate,” requiring only a change in the county name. It uses a fictitious Empire County, New York. Empire County may or may not be like your county. Empire County uses a County Executive form of government, which is used by 19 counties in the State. There are many other specific references in the sample plan that may not apply to your county. This sample plan is available from SOEM on disk, and as part of *EM PLAN*, an automated planning guide and sample plan available from the SOEM Web Site (<http://www.semo.state.ny.us/>).

This sample plan was developed jointly by the New York State Emergency Managers’ Association (NYSEMA) Planning Committee and the New York State Office of Emergency Management (NYSOEM).

## Advisory

This plan represents general guidelines, which can be modified by emergency personnel as appropriate. This plan does not create any right or duty that is enforceable in a court of law.

# EMPIRE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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# EMPIRE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## EXECUTIVE SUMMARY

### Introduction

This plan results from the recognition on the part of local government and state officials that a comprehensive plan is needed to enhance the County's ability to manage emergency/disaster situations. It was prepared by County officials working as a team in a planning process recommended by the New York State Office of Emergency Management. This 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 Article 2-B of State Executive Law and New York State Defense Emergency Act.

The development of this plan included an analysis of potential hazards that could affect the county and an assessment of the capabilities existing in the county to deal with potential hazards.

### Comprehensive Approach

Dealing with disasters is an ongoing and complex undertaking. Through implementation of **Risk Reduction** measures before a disaster or emergency occurs, timely and effective **Response** during an actual occurrence, and provision of both short and long term **Recovery** assistance after the occurrence of a disaster, 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 contains three sections to deal separately with each part of this ongoing process.

### Management Responsibilities

County departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present County capability and existing organizational responsibilities. The Empire County Emergency Management Office is designated to coordinate all emergency management activities of the County.

Empire County intends to use the Incident Command System (ICS) to respond to emergencies. ICS is a management tool for the command, control, and coordination of resources and personnel in an emergency.

County responsibilities are closely related to the responsibility of the local levels of government within the County (cities, towns and villages) to manage all phases of an emergency. The County has the responsibility to assist the local governments in the event that they have fully committed their resources and are still unable to cope with any disaster. Similarly, New York State is obligated to provide assistance to the County after resources have been fully committed and the County is unable to cope with the disaster.

The plan describes in detail the centralized direction of requests for assistance and the understanding that the governmental jurisdiction most affected by an emergency is required to fully involve itself in the emergency prior to requesting assistance.

Specific emergency management guidance for situations requiring special knowledge, technical expertise, and resources may be addressed in separate annexes attached to the plan. Examples of this type of situation are emergencies resulting from hazardous chemical releases, dam failures, or power outages.

#### Conclusion

The plan provides a general all-hazards management guidance, using existing organizations, to allow the County to meet its responsibilities before, during and after an emergency.

# EMPIRE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section I

### GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

#### A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, disrupt the normal functions of government, communities and families, and cause human suffering.
2. County government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in Empire County.
3. Under authority of Section 23 of the New York State Executive Law, a county is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, Empire County has developed this Comprehensive Emergency Management Plan.
4. This concept of Comprehensive Emergency Management includes three phases:
  - a) Risk Reduction (Prevention and Mitigation)
  - b) Response
  - c) Recovery
5. Risk Reduction (Prevention and Mitigation):
  - a) Prevention refers to those short or long term activities which eliminate or reduce the number of occurrences of disasters.
  - b) Mitigation refers to all activities which reduce the effects of disasters when they do occur.
  - c) Section II of this Plan, Risk Reduction, describes activities to prevent or minimize the impact of hazards in Empire County.
6. Response
  - a) Response operations may start before the emergency materializes, for example, on receipt of advisories that a flood, blizzard, or ice storm is approaching. This increased readiness response phase may include such pre-impact operations as:
    - Detecting, monitoring, and assessment of the hazard
    - Alerting and warning of endangered populations

- Protective actions for the public
  - Allocating/distributing of equipment/resources
- b) Most response activities follow the immediate impact of an emergency. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They seek to reduce the probability of secondary damage and speed recovery operations.
  - c) Response operations in the affected area are the responsibility of and controlled by the local municipalities, supported by the county emergency operations as appropriate.
  - d) If a municipality is unable to adequately respond, County response operations may be asked to assume a leadership role.

## 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. It includes risk reduction actions to prevent or mitigate a recurrence of the emergency.

## B. Purpose and Objectives of the Plan

1. This Plan sets forth the basic requirements for managing emergencies in Empire County:
2. The objectives of the Plan are:
  - a) To identify, assess and prioritize local and regional 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 County's capability to manage hazards.
  - c) To provide that County and local governments 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 local government, 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.
- 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. New York State Executive Law, Article 2-B
2. New York State Defense Emergency Act, as amended
3. Empire County Local Law 08-1993 (County Charter)
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 the local governments of towns, villages and cities, and with their Chief Executive.
2. Local governments and the emergency service organizations play an essential role as the first line of defense.
3. Responding to a disaster, local jurisdictions are required to utilize their own facilities, equipment, supplies, personnel and resources first.
4. The local chief executive has the authority to direct and coordinate disaster operations and may delegate this authority to a local coordinator.
5. When local resources are inadequate, the Chief Executive of a town, village or city may obtain assistance from other political subdivisions and the County government.
6. The County Executive may coordinate responses for requests for assistance for the local governments.
7. The County Executive has the authority to direct and coordinate County disaster operations.

8. The County Executive may obtain assistance from other counties or the State when the emergency disaster is beyond the resources of Empire County.
9. The County Legislature has assigned to the Emergency Management Office the responsibility to coordinate County emergency management activities.
10. Empire County will utilize the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) to manage all emergencies requiring multi-agency response. Empire County recommends and encourages all local governments in Empire County to utilize ICS.
11. A request for assistance to the State will be submitted through the Region III Office of the New York State Office of Emergency Management (SOEM) located in Queensbury, New York, and presupposes the utilization and expenditure of personnel and resources at the local level.
12. State assistance is supplemental to local emergency efforts.
13. 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.
14. Upon the occurrence of an emergency or disaster clearly beyond the management 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 a major disaster or emergency.

E. Plan Maintenance and Updating

1. The County Emergency Management Office is responsible for maintaining and updating this Plan.
2. All County departments and agencies are responsible for annual review of their emergency response role and procedures, and provide any changes to the Emergency Manager by February 1 of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by March 1 of each year.

# EMPIRE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section II

### RISK REDUCTION

#### A. Designation of County Hazard Mitigation Coordinator

1. The Empire County Commissioner of Public Works has been designated by the County Executive as the County Hazard Mitigation Coordinator.
2. The County Hazard Mitigation Coordinator is responsible for coordinating County efforts in reducing hazards in Empire County.
3. All County agencies will participate in risk reduction activities with the County Hazard Mitigation Coordinator.
4. The Hazard Mitigation Coordinator will participate as a member of the County Emergency Planning Committee.

#### B. Identification and Analysis of Potential Hazards

1. The County Emergency Planning Committee will be comprised of:
  - a) Empire County Emergency Manager
  - b) County Hazard Mitigation Coordinator
  - c) Empire County Fire Coordinator
  - d) Empire County Health Commissioner
2. The County Emergency Planning Committee will:
  - a) identify potential hazards in the County
  - b) determine the probable impact each of those hazards could have on people and
  - c) delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas
3. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
4. To comply with (2) and (3) above, hazards that pose a potential threat have been identified and analyzed by the Emergency Planning Committee using the program **HAZNY**, provided by the State Office of Emergency Management.

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
  - b) establishes priorities for planning for those hazards receiving a high ranking of significance
  - c) was conducted in accordance with guidance from the New York State Office of Emergency Management.
  - d) after completion in November 1999 was submitted to the Region III office of SOEM
  - e) is to be reviewed and updated every three years
6. The rating and ranking results of the hazard analysis are found in Attachment 1.
7. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Empire County Emergency Management Office.

C. Risk Reduction Policies, Programs and Reports

1. County agencies are authorized to:
  - a) promote policies, programs and activities to reduce hazard risks in their area of responsibility
  - b) Examples of the above are:
    - encourage municipalities to adopt comprehensive community development plans, zoning ordinances, subdivision regulations, and building codes that are cognizant of and take into account significant hazards in the county
    - 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 regulations
    - encourage and assist water and wastewater treatment plants to replace chlorine use with a safer disinfectant
    - encourage and participate in municipal stream channel maintenance programs

- encourage state and local DOT's to address dangerous conditions on roads used by hazardous materials carriers.
2. The Empire County Planning Board is responsible for land use management of county owned land and the review of land use management actions throughout the county, including:
    - authorizing County land use management programs
    - advising and assisting local governments in the county in developing and adopting comprehensive master plans for community development, zoning ordinances, subdivision regulations and building codes
    - assisting and advising the Local Planning Boards in the review process of local zoning and subdivision actions
    - participation in SEQRA review of proposed projects in the County
  3. In all of the above activities, the County Planning Board will take into account the significant hazards in Empire County.
  4. The Empire County Emergency Planning Committee will conduct risk reduction workshops for municipalities to encourage their involvement in the county risk reduction program.
  5. The Empire County Emergency Planning Committee will meet tri-annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
  6. For each hazard reduction action identified, the following information is to included by the Planning Team:
    - a) a description of the action
    - b) a statement on the technical feasibility of the action
    - c) the estimated cost of the action
    - d) the expected benefits of the action and the estimated monetary value of each benefit
    - e) an estimate of the level of community support for the action
  7. This information will be consolidated into a Risk Reduction Report.
  8. The Risk Reduction Report will prioritize and make recommendations concerning the identified actions.

9. The Risk Reduction report will be presented to the County Emergency Management Office for review, revision, and approval or disapproval, bi-annually beginning December, 2001.
10. The Risk Reduction Report will be presented to the County Executive and the County Legislature, via the Public Safety Committee, for consideration and funding.

D. Emergency Response Capability Assessment

1. Periodic assessment of the County's capability to manage the emergencies that could be caused by the hazards identified in the County is a critical part of Risk Reduction.
2. The Emergency Planning Committee will, on a tri-annual basis:
  - a) assess the county's current capability for dealing with those significant hazards that have been identified and analyzed, including but not limited to:
    - the likely time of onset of the hazard
    - 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 Planning Committee in its assessment, the County Emergency Manager will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.
4. The Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the County Emergency Manager, County Executive, local governments, and the SOEM Region III Office, initially by February, 1999.

E. Training of Emergency Personnel

1. The Empire County Director of Human Resources, in coordination with the Empire County Emergency Manager, has the responsibility to:
  - a) arrange and provide, with the assistance of the New York State Office of Emergency Management, the conduct of training programs for County emergency response personnel, as designated by the County Emergency Manager.
  - b) encourage and support training for city, town and village emergency personnel
  - c) such training programs will:
    - 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

- include Incident Command System (ICS) training, focusing on individual roles
  - conduct meetings as needed, but no less than yearly, with appropriate personnel from county municipal governments concerning disaster interface with county government, including ICS for Executives training.
  - provide emergency personnel with the variety of skills necessary to help reduce or eliminate hazards and increase their effectiveness to respond to and recover from emergencies of all types
  - be provided in crisis situations, that requires additional specialized training and refresher training
- d) conduct periodic exercises and drills to evaluate local capabilities and preparedness, including a full scale operational exercise that tests a major portion of the elements and responsibilities in the County Comprehensive Emergency Management Plan, and regular drills to test readiness of warning and communication equipment; see Attachment 2, Empire County Drill and Exercise Schedule- 2001.
- e) consult with the county departments and agencies, in developing training courses and exercises
- f) work with the local response community and education agencies to identify or develop, and implement, training programs specific to mitigation, response, and recovery from the identified hazards.
- g) receive technical guidance on latest techniques from state and federal sources as appropriate and request assistance as needed.
2. All county departments and agencies assigned emergency functions, are responsible to develop an in-house training capability in order that departments and agencies further train their employees in their duties and procedures.
3. Volunteers participating in emergency services such as fire and rescue operations, ambulance services, first aid and other emergency medical services, Red Cross, RACES, CAP, should be trained by these services in accordance with established procedures and standards.

#### F. Public Education and Awareness

1. The Director of Cooperative Extension, in cooperation with the County Emergency Management Office, is responsible for:

- a) providing education on hazards to the young adult and adult public in the county
  - b) making the public aware of existing hazards in their communities
  - c) familiarizing the public with the kind of protective measures the county has developed to respond to any emergency arising from the hazard
2. This education will:
- a) cover all significant hazards
  - b) be available free of charge
  - c) be provided by the existing school systems in the county through arrangements with the superintendent of schools
3. Federal Emergency Management Agency (FEMA) pamphlets, books and kits dealing with all aspects of emergency management and materials developed by New York State Office of Emergency Management and other State departments, as appropriate, will be made available for use in the program.

G. Monitoring of Identified Hazard Areas

1. The County Public Works Department will develop, with the necessary assistance of other County departments, the capability to monitor identified hazard areas, in order to detect hazardous situations in their earliest stages.
2. As a hazard's emergence is detected, this information is to be immediately provided to the County Emergency Management Office or the Empire County 9-1-1 Communications Center, as appropriate, and disseminated per protocol.
3. When appropriate, monitoring stations may be established regarding specific hazard areas where individuals responsible to perform the monitoring tasks can be stationed.
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.
5. All County hazard monitoring activity will be coordinated with, and make use of where available, local governments, private industry, school districts, utility companies, and volunteer agencies and individuals, as appropriate.

ATTACHMENT I

**HAZARD ANALYSIS RESULTS FOR EMPIRE COUNTY**  
using *HAZNY* as provided by the State Office of Emergency  
Management

<u>Hazard</u>	<u>Rating</u>	<u>Classification</u>
HazMat Fixed Site	373.0	High
Flood	351.7	High
Transportation Accident	297.2	Moderately High
Fire	295.8	Moderately High
Terrorism	286.8	Moderately High
Ice Storm	283.2	Moderately High
Wind Storm	278.2	Moderately High
Power Failure	272.7	Moderately High
Severe Winter Storm	244.8	Moderately High
Structure Collapse	244.5	Moderately High
Civil Unrest	237.8	Moderately Low
Oil Spill	233.8	Moderately Low
Explosion	232.8	Moderately Low
Air Contamination	232.2	Moderately Low
Dam Failure	217.5	Moderately Low
Tornado	217.5	Moderately Low
Drought	215.2	Moderately Low
Ice Jam	201.8	Moderately Low
Extreme Temperatures	200.8	Moderately Low
Wildfire	175.8	Moderately Low
Radiological at Fixed Sites	164.8	Moderately Low
Water Supply Failure	155.8	Low
Year 2000 Date Change	151.5	Low
Epidemic	151.5	Low
Earthquake	149.8	Low
Fuel Shortage	149.8	Low
Radiological in Transit	143.2	Low
Blight	137.2	Low
Landslide	115.2	Low
Infestation	94.5	Low

These results of the Hazard Analysis were reported by the Empire County Emergency Planning Committee on November 23, 2000.

## ATTACHMENT 2 **EMPIRE COUNTY DRILL AND EXERCISE SCHEDULE - 2001**

### January

January 7: ICS Position Training  
January 20 Table-top Exercise: Ice Storm 2001

### February

February 10: Table-top Exercise: Summer Fest 2001

### March

Week of 3/22: Spring Flood notification and activation call up  
March 25: Airport Drill, preliminary table top

### April

April 24: Airport Drill, Empire Count Airport

### May

May 18: Swift water rescue incident.

### June

June 2: Shipboard Rescue - Functional Exercise, Port of Mt. Pleasant

### July

July 19: Functional Exercise: Wildfires

### September

September 13: RACES Drill - "Contact '2001"

### October

September 18: Table-top exercise: WMD

### November

September 15: Haz Mat exercise

### December

Week of 12/6: Table-top exercise: Ski Rescue.

# EMPIRE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section III

### RESPONSE

#### I. Response Organization and Assignment of Responsibilities

##### A. County Executive Responsibilities, Powers, and Succession

1. The County Executive is ultimately responsible for County emergency response activities and:
  - a) may assume personal oversight of the County emergency response 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 County owned resources and facilities for disaster response,
  - c) may declare a local state of emergency in consultation with the County Emergency Manager and the County Attorney, and may promulgate emergency orders and waive local laws, ordinances, and regulations (see Appendix 3),
  - d) may request assistance from other counties and the State when it appears that the incident will escalate beyond the capability of County resources,
  - e) may provide assistance to others at the request of other local governments both within and outside Empire County.
2. In the event of the unavailability of the County Executive, the following line of command and succession has been established by County Law to ensure continuity of government and the direction of emergency operations:
  - a) The Deputy County Executive will assume the responsibilities of the County Executive until the County Executive is available.
  - b) The Commissioner of Health will assume the responsibility of the County Executive until the Deputy County Executive or the County Executive is available.
  - c) The Commissioner of Public Works will assume responsibility of the County Executive until the Commissioner of Health, Deputy County Executive, or the County Executive is available.

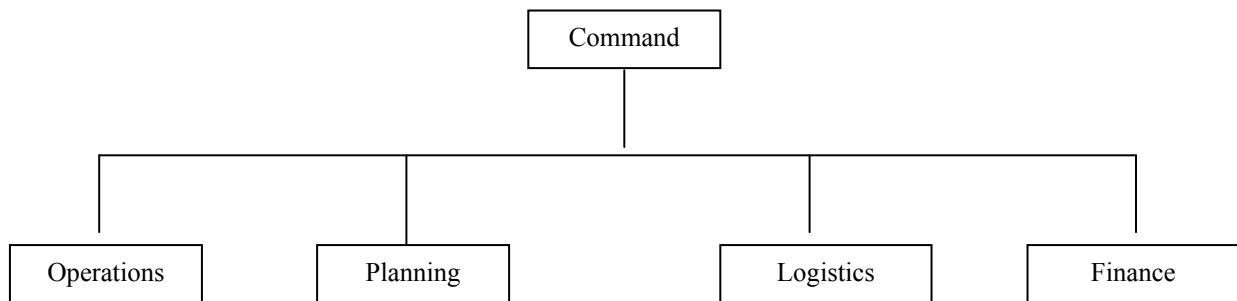
## B. The Role of the Emergency Manager

1. The Emergency Manager coordinates County emergency response activities for the County Executive, and recommends to the County Executive to declare a local state of emergency based on the severity of the situation and the necessity to use additional executive power to respond effectively to the emergency.
2. The Emergency Manager:
  - a) activates the County's response organization and initiates County response activities
  - b) notifies and briefs County departments, agencies and other organizations involved in an emergency response
  - c) maintains and manages an Emergency Operations Center
  - d) facilitates coordination between the County and:
    - the Incident Commander
    - towns, cities, and villages in the County
    - local governments outside the County
    - the State of New York
    - private emergency support organizations.

## C. The County Emergency Response Organization

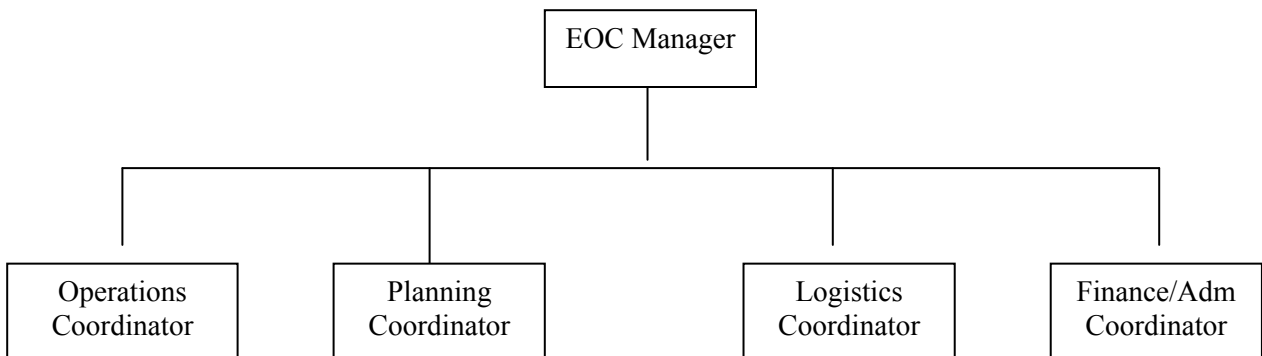
1. The Incident Command System (ICS)
  - a) Empire County endorses the use of the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS), and formally adopted by the State of New York, for emergencies requiring multi-agency response. ICS allows flexibility in its implementation so that its structure can be tailored to the specific situation at hand. ICS should be initiated by the emergency forces first responding to an incident. See Appendix 1, *Incident Command System Position Descriptions*.
  - b) ICS is organized by functions. There are five:
    - Command
    - Operations
    - Planning
    - Logistics
    - Finance

- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- e) Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.
- f) An on-scene ICS with all five functions organized as sections is depicted as:



- g) During an emergency, County response personnel must be cognizant of the Incident Command System in place and their role in it. Some County personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other County personnel may be assigned to the County Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene. All County response personnel not assigned to the on-scene ICS will be coordinated by or through the County Emergency Manager.
- h) The Incident Commander is usually selected due to his or her position as the highest ranking responding 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 be assigned by the responsible jurisdiction. Thus, a County official could be designated as the IC.

- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established. The Area Command is structured similar to a normal ICS with one exception, the Incident Commander is called the Incident Manager to whom all Incident Commanders report. A County official could be designated as an Incident Manager and numerous County response personnel assigned to the Area ICS.
- j) County response personnel operating at the EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.



- k) Whenever the ICS is established, County response forces should be assigned to specific ICS functions wherever they are needed, including at the scene, at the EOC in a support role, or at an Area Command, if established. See Table 1 for sample ICS functional assignments by agency. Assignments may change as situation dictates or as directed by the EOC Manager.

2. Agency Responsibilities

- a) The Office of The County Executive shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.

II. Managing Emergency Response

A. Incident Command Post and Emergency Operations Center

- 1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post.

TABLE 1 - ICS Function and Response Activities by Agency

<b><u>AGENCY</u></b>	<b><u>ICS FUNCTION</u></b>	<b><u>RESPONSE ACTIVITIES</u></b>
Office of County Executive	Command (Agency Administrator)  Public Information	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders; Emergency Public Information
Emergency Management	Command, Liaison (EOC Manager)	Activation and Coordination of the EOC, EOC Management, Liaison and Coordination with governments and organizations.
Sheriff's Department	Operations	Communications, Warning, Law Enforcement.
Health Dept.	Safety	Medical Care and Treatment; Disease and Pest Control; Emergency Worker Protection
Public Works Dept.	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control
Office of Fire Coordinator	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control
Social Services	Operations	Human Needs Assessment
Office for Aging	Operations	Human Needs Assessment
Economic Development	Planning	Situation Assessment and Documentation Advance Planning
Mental Health	Operations	Crisis Counseling
Coroner	Operations	Identification and Disposition of Dead
American Red Cross	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing
County Clerk	Logistics	Supply and Procurement; Information Systems
Human Resources Director	Logistics/ Planning	Human Resources
Purchasing Director	Finance/Administration	Purchasing; Accounting; Record- keeping

2. The County EOC will be used to support Incident Command Post activities and to coordinate County resources and assistance. The EOC can also be used as an Area Command Post when Area Command is instituted.
3. A Command Post will be selected by the Incident Commander based upon the logistical needs of the situation and located at a safe distance from the emergency site.
4. If a suitable building or structure cannot be identified and secured for use as an Incident Command Post, the County Department of Public Works' field trailer may be used.
5. The County EOC is located at the County Office Building, 550 Main Street, Basement Level, Mt. Pleasant, New York 13801.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at the County Department of Public Works, 1 Lansing Road, Coldbrook, New York, 15550, or at another location designated at the time.
7. The EOC can provide for the centralized coordination of County and private agencies' activities from a secure and functional location.
8. County agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
9. Though organized by ICS function, each agencies' senior representative at the EOC will be responsible for directing or coordinating his or her agency's personnel and resources. Where the agency is also represented at the scene in an ICS structure, the EOC representative will coordinate the application of resources with the agency's representative at the scene.
10. The Emergency Manager is responsible for managing the EOC or auxiliary EOC during emergencies.
11. 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, 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 Emergency Manager.
12. Each agency will routinely identify its personnel assigned to the EOC. This identification is to be provided to the Emergency Manager and updated as changes occur, no less than annually.
13. Work areas will be assigned to each agency represented at the EOC.
14. Internal Security at the EOC during an emergency will be provided by the County Sheriff's Department:

- a) all persons entering the EOC will be required to check in at the security desk located at the main entrance
  - b) all emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC
  - c) temporary passes will be returned to the security desk when departing from the premises
15. EOC space should be maintained in an emergency operating mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training and conferences.
16. The ICS Planning function is responsible for emergency situation reporting at the EOC and has established procedures and forms to be used.
17. The Emergency Manager maintains a Standard Operating Guide for activating, staffing and managing the EOC. This SOG can be found as Appendix 2 to this section of the plan.

#### B. Notification and Activation

1. As described in detail in Appendix 1, upon initial notification of an emergency to the County 9-1-1 Communications Center (CC), the CC will immediately alert the appropriate County official(s). This initial notification sets into motion the activation of County emergency response personnel.
2. Each emergency is to be classified into one of three County Response Levels according to the scope and magnitude of the incident.
  - a. Response Level 0: Non-emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.
  - b. Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.
  - c. Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.
  - d. Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.
3. Emergency response personnel will be activated according to the Response Level classification:

For Response Level 1, only the staff of the Emergency Management Office are notified and activated as appropriate.

For Response Level 2, level one staff is activated and augmented by select members of the county response organization as determined by the Emergency Manager.

For Response Level 3, full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of County response personnel to other locations including the emergency scene will be made through the EOC.

See Appendix 2 for further details.

C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Coordinators, the Command Staff will, as appropriate, in coordination with the on-scene Incident Commander:
  - 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 on the emergency;
  - c) explore alternative actions and consequences;
  - d) select and direct specific response actions.

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

1. In response to an emergency, or its likelihood, upon a finding that public safety is imperiled, the County Executive may proclaim a **state of emergency** pursuant to section 24 of the State Executive Law.
2. Such a proclamation authorizes the County Executive to deal with the emergency situation with the full executive and legislative powers of county government.
3. This power is realized **only** through the promulgation of **local emergency orders**. For example, emergency orders can be issued for actions such as:
  - establishing curfews
  - restrictions on travel
  - evacuation of facilities and areas
  - closing of places of amusement or assembly
4. Appendix 3 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. Chief Executives of cities, towns and villages in Empire County have the same authority to proclaim states of emergency and issue emergency orders within their jurisdiction.

6. Whenever a State of Emergency is declared in Empire County or emergency orders issued, such action will be coordinated, beforehand, with the affected municipality.
7. Emergency responders have implicit authority and powers to take reasonable immediate action to protect lives and property absent an emergency declaration or emergency orders.

E. Public Warning and Emergency Information

1. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public.
2. Activation and implementation of public warning is an Operations section responsibility.
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following resources. Though public warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a), (b), and (c) below require strict coordination with the County EOC:
  - a) Emergency Alert System (EAS) - formerly known as Emergency Broadcast System (EBS), involves the use of the broadcast media including television, radio, and cable TV, to issue emergency warnings. Can be activated by means of a telephone or encoder by select County officials including the Emergency Manager. See Appendix 4, Empire County Emergency Alert System.
  - b) NOAA Weather Radio (NWR) - is the “Voice of the National Weather Service” providing continuous 24-hour radio broadcasts of the latest weather information including severe weather warnings directly from the Weather Service office in Binghamton. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts 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. NWR broadcast signal can be received by County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials. See Appendix 4.
  - c) Stationary Fire Sirens - There are two types of stationary warning sirens in use in Empire County:
    - Fire sirens - Located at fire stations throughout the County for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated, from the County, and can be used in conjunction with EAS. When activated, the siren can sound a special warning to the public, indicating that residents should turn to local radio or TV for emergency instructions. Coverage area is estimated at 45% of the County Population.

This will allow County Municipalities using this type system to warn residents pursuant to local protocol and capabilities. See Appendix 4.

- Special hazard sirens- Located at seven (7) facilities with extremely hazardous substances (EHS) and at two (2) dam sites. Their purpose is to warn nearby residents to take immediate protective actions (i.e., shelter-in-place at the EHS sites, evacuation at dam sites). The sirens are automatically activated by chemical detectors at the EHS site and dam motions detectors at the dam sites. See Appendix 4.
  - d) Emergency service vehicles with siren and public address capabilities - Many police and fire vehicles in the County are equipped with siren and public address capabilities. These vehicles may be available, in part, during an emergency for “route alerting” of the public. This capability exists County-wide but should not be relied upon for public warning.
  - e) Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire police, regular firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.
4. County officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception.
  5. Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.
  6. The Command Staff position of Public Information Officer, if established, or its function, may, in coordination with on-scene Incident Command:
    - a) establish and manage a Joint News Center (JNC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
    - b) authenticate all sources of information being received and verify accuracy
    - c) provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
    - d) coordinate the release of all information with the key departments and agencies

involved both at the EOC and on-scene

- e) check and control the spreading of rumors
- f) arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
- g) arrange any media tours of emergency sites

7. The JNC may be established at the EOC or at any location where information flow can be maintained, without interfering with emergency operations.

#### F. Emergency Medical and Public Health

1. A high impact disaster can cause injury and death to large numbers of people. In addition, damage to and destruction of homes, special facilities, and vital utilities may place the public at substantial risk of food and water contamination, communicable diseases, and exposure to extreme temperatures.
2. There may be established within the Operations section an Emergency Medical/Public Health Group to ensure that health and medical problems are being addressed. This Group will be lead by the County Health Department and include representatives from the Tri-County EMS Council.

#### G. Meeting Human Needs

1. The Planning and Operations functions are responsible for ascertaining what human needs have been particularly affected by an emergency and responding to those unmet needs with the available resources of County and local government and with the assistance of volunteer agencies and the private sector.
2. There may be established within the Operations section a Human Needs Branch to perform the tasks associated with (1) above.
3. There is an Empire County Human Needs Task Force comprised of representatives from County and local agencies, volunteer groups and the private sector, whose purpose is to assist in the coordination of the delivery of human services in Empire County, and to advise the County Executive on human needs issues.
4. The Empire County Human Needs Task Force will serve as the Human Needs Branch whenever such a Branch is utilized.
5. Whenever a Human Needs Branch is not established by the Operations section, the Operations section will confer with the Chairperson of the Empire County Human Needs Task Force on human needs issues.

## H. Restoring Public Services

1. The Operations and Planning sections are responsible for ascertaining the emergency's effect on the infrastructure and the resultant impact on public services including transportation, electric power, fuel distribution, public water, telephone, and sewage treatment and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure Group to perform the tasks associated with (1) above.
3. By written agreement, in the event of a major power outage, the Operations Section will assign a representative to the Highland Gas and Electric's Storm Center in Mt. Pleasant to facilitate communications and information flow between the utility and the Operations Section.
4. The Operations section may assign a representative to other utility operations centers as appropriate with the consent of the utility.
5. During response operations relating to debris clearance and disposal, Empire County should act in cognizance of and in cooperation with the State Highway Emergency Task. See Appendix 5, New York State Highway Emergency Task Force Policy and Procedures.

## I. Resource Management

1. The Planning function is responsible for the identification and allocation of additional resources needed to respond to the emergency situation.
2. Resources owned by the municipality in which the emergency exists should be used first in responding to the emergency.
3. All County-owned resources are under the control of the County Executive during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities in and outside of Empire County can be utilized upon agreement between the requesting and offering government.

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.

J. Standard Operating Guides and other supporting plans.

1. Each County agency assigned responsibility under this Response portion of the plan is required by County Resolution 99-1 to have its own Standard Operating Guides(SOGs). These SOGs address activation of personnel, shift assignments at the EOC, assignment to the field including the Incident Command Post (if applicable), coordination with other agencies, drills, exercises, and ICS training.
2. Each agency SOG is updated at least annually and reviewed at a joint agency planning meeting held each spring. Copies of each SOG are retained by the County Emergency Management Office. The following agency SOG's have been filed as of April 1, 2001:
  - Emergency Management EOC Response Guide
  - Office of the County Executive Emergency Guide
  - Department of Social Services Standard Guide, Part V, County Emergency
  - Office of Fire Coordinator Disaster Response
3. The following is a list of functional and hazard specific annexes that support this plan, and are file in the County Emergency Management Office:
  - Local Emergency Planning Committee (LEPC) Emergency Response Plan
  - Empire County Fire Mutual Aid Plan
  - Empire County EMS Mutual Aid Plan
  - Airport Emergency Response Plan
  - Red Cross Sheltering Plan
4. The following documents support this portion of the plan and are appended to it:

*Appendix 1- NIIMS Incident Command System Position Description.*

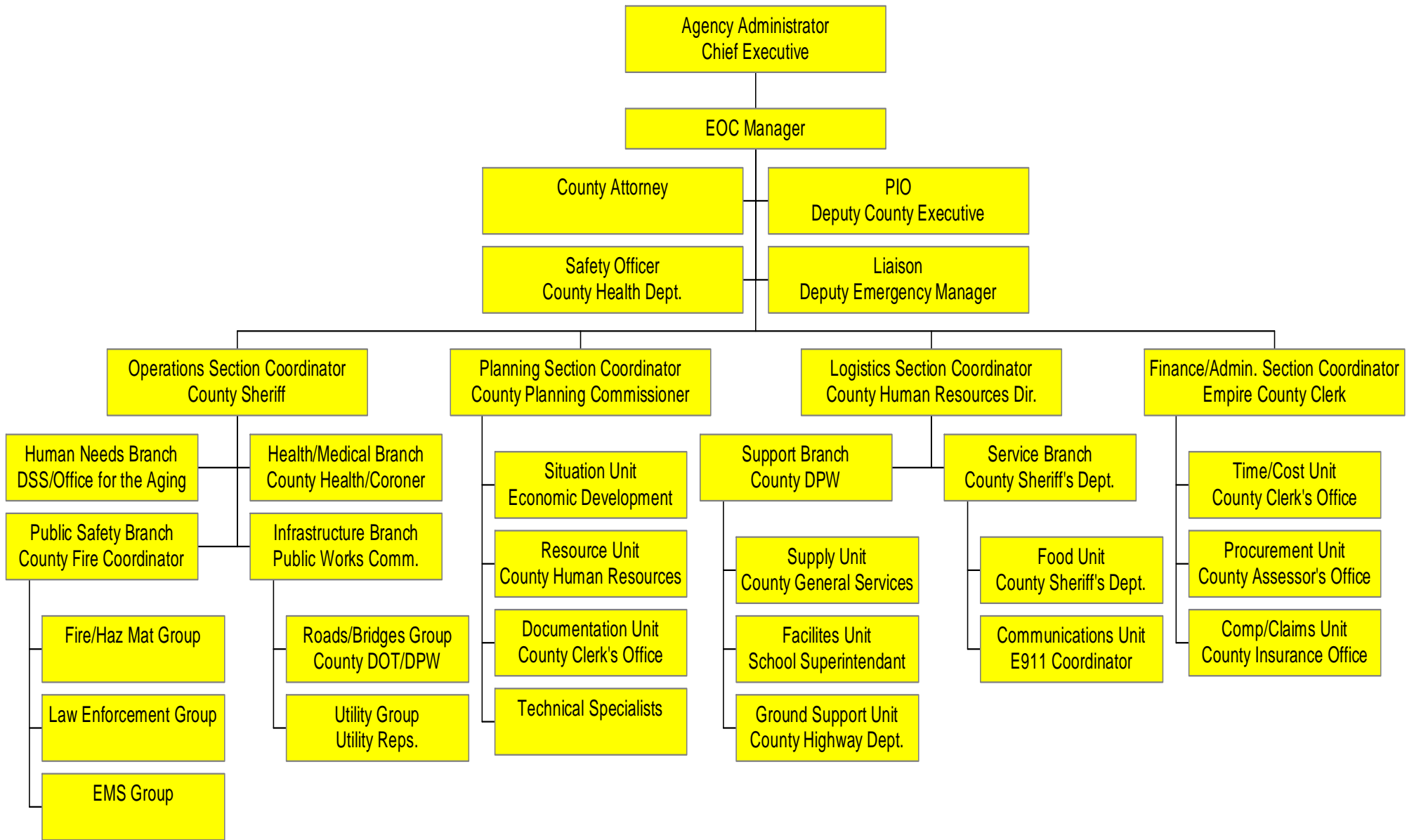
*Appendix 2- Standard Operating Guide for the Empire County Emergency Operations Center (EOC)*

*Appendix 3 - Instructions for Declaring a State of Emergency and Issuing Emergency Orders*

*Appendix 4 - Empire County Emergency Alert System*

*Appendix 5 - New York State Highway Emergency Task Force Policy and Procedures*

# EMPIRE COUNTY INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART



# EMPIRE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Section IV

### RECOVERY

#### A. Damage Assessment

1. All local governments (towns, villages, and cities) in Empire County must participate in damage assessment activities.
2. The County Emergency Manager is responsible for:
  - a) Developing with local governments a damage assessment program;
  - b) Coordinating damage assessment activities in the County during and following an emergency.
  - c) Designating a Damage Assessment Officer for each emergency.
  - d) The County Emergency Manager will advise the Chief Executive Officers of affected cities, towns, and villages to maintain similar detailed records of emergency expenditures, and supply them with standard documentation forms.
3. All County departments and agencies, as well as local municipalities in the county, will cooperate fully with the County Emergency Manager in damage assessment activities including:
  - (a) Pre-emergency:
    - identifying county agencies, personnel, and resources to assist and support damage assessment activities
    - identifying non-government groups such as non-profit organizations, trade organizations and professional people that could provide damage assessment assistance
    - fostering agreements between local government and the private sector for technical support
    - utilizing geographic information systems (GIS) in damage assessment
    - participate in annual training
  - (b) Emergency:
    - obtaining and maintaining documents, maps, photos and video tapes of damage
    - reviewing procedures and forms for reporting damage to higher levels of government
    - determining if State assistance is required in the damage assessment process

(c) Post-emergency:

- advise county departments and local municipalities of assessment requirements
  - selecting personnel to participate in damage assessment survey teams
  - arranging for training of selected personnel in damage assessment survey techniques
  - identifying and prioritizing areas to survey damage
  - assigning survey teams to selected areas
  - completing damage assessment survey reports and maintaining records of the reports
4. It is essential that, from the outset of emergency response actions, county response personnel keep detailed records of expenditures for:
- a) labor used
  - b) use of owned equipment
  - c) use of borrowed or rented equipment
  - d) use of materials from existing stock
  - e) contracted services for emergency response
  - f) submitting damage assessment reports to the State Office of Emergency Management
5. Damage assessment will be conducted by county and local government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields, may supplement the effort.
6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure); Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
7. County and local Municipalities damage assessment information will be reported to the Damage Assessment Officer at the EOC.
8. Personnel from county departments and agencies, assigned damage assessment responsibilities, will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer during emergency conditions.
9. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the EOC Manager.
10. The Director of Emergency Manager, in conjunction with the Damage Assessment Officer, will prepare a Damage Assessment Report which will contain information on
- destroyed property
  - property sustaining major damage

- property sustaining minor damage, for the following categories:
  - a) damage to private property in dollar loss to the extent not covered by insurance:
    - homes
    - businesses
    - industries
    - utilities
    - hospitals, institutions and private schools
  - b) damage to public property in dollar loss to the extent not covered by insurance:
    - road systems
    - bridges
    - water control facilities such as dikes, levees, channels
    - public buildings, equipment, and vehicles
    - publicly-owned utilities
    - parks and recreational facilities
  - c) damage to agriculture in dollar loss to the extent not covered by insurance:
    - farm buildings
    - machinery and equipment
    - crop losses
    - livestock
  - d) cost in dollar value will be calculated for individual assistance in the areas of mass care, housing, and individual family grants
  - e) community services provided beyond normal needs
  - f) debris clearance and protective measures taken such as pumping, sandbagging, construction of warning signs and barricades, emergency levees, etc.
  - g) financing overtime and labor required for emergency operations

SOEM's damage assessment guidance, with appropriate forms, is available from the County Emergency Management Office.

11. The County Executive, through the Emergency Manager, will submit the Damage Assessment Report to the State Office of Emergency Management, Region 2 Office. It is required for establishing the eligibility for any State and/or federal assistance.

Forms for collecting this information are contained in SOEM's *Public Assistance Handbook of Policies and Guidelines for Applicants*, obtainable from the County Emergency Management Office.

12. Unless otherwise designated by the County Executive, the County Clerk will serve as the County's authorized agent in disaster assistance applications to state and Federal government.

13. The County's authorized agent will:

- a) Attend public assistance applicant briefing conducted by Federal and State
- b) Review SOEM's Public Assistance Handbook of Policies and Guidelines for Applicants.
- c) Obtain from the Damage Assessment Officer 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 local representative(s) who will accompany the Federal/State Survey Teams(s).
- f) Follow up with governor's authorized representative and FEMA
- g) Submit Proof of Insurance, if required.
- h) Prepare and submit project listing if small project grant.
- i) Follow eligibility regarding categorical or flexibly funded grant.
- j) Maintain accurate and adequate documentation for costs on each project.
- k) Observe FEMA time limits for project completion.
- l) Request final inspection of completed work or provide appropriate certificates.
- m) Prepare and submit final claim for reimbursement.
- n) Assist in the required state audit.
- o) Consult with governor's authorized representative (GAR) for assistance.
- p) Maintain summary of damage suffered and recovery actions taken.

## B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning boards with technical assistance provided by the County Department of Economic Development, Conservation and Planning.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.

4. Localities with public and political support for land use planning and the corresponding plan implementation tools such as zoning ordinances, subdivision regulations, building codes, etc. have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. County Government decides whether the recovery will be managed through existing organizations with planning and coordinative skills or by a recovery task force created exclusively for this purpose.
7. A recovery task force will:
  - a) Direct the recovery with the assistance of county departments and agencies
  - b) Prepare a local recovery and redevelopment plan, unless deemed unnecessary,
8. The recovery and redevelopment plan shall include;
  - a) Replacement, reconstruction, removal, relocation of damaged/destroyed
  - b) Establishment of priorities for emergency repairs to facilities, buildings and
  - c) Economic recovery and community development.
  - d) New or amended zoning ordinances, subdivision regulations, building and sanitary codes.
9. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
10. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
11. 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.
12. If the governor declares a state disaster emergency, then under Section 28-a the local governments have the following responsibilities:
  - 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 SOEM, 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 life 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 officially adopted plans and policies, including risk reduction projects, to avoid conditions and circumstances that led to the disaster.

#### 2. Long term reconstruction and recovery includes activities such as:

- a) Scheduling planning for redevelopment
- b) Analyzing existing State and Federal programs to determine how they may be
- c) Conducting of public meetings and hearings
- d) Providing temporary housing and facilities
- e) Public assistance
- f) Coordinating State/Federal recovery assistance
- g) Monitoring of reconstruction progress
- h) Preparation of periodic progress reports to be submitted to SOEM

3. Reconstruction operations must conform to existing State/Federal laws and regulations concerning environmental impact.
4. Reconstruction operations in and around designated historical sites must conform to existing State and FEMA guidelines.

D. Public Information on Recovery Assistance

1. Public Information Officers are responsible for making arrangements with the broadcast media and press to obtain their cooperation in adequately reporting to the public on:
  - a) What kind of emergency assistance is available to the public.
  - b) Who provides the assistance.
  - c) Who is eligible for assistance.
  - d) What kinds of records are needed to document items which are damaged or destroyed by the disaster.
  - e) What actions to take 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
  - h) Individual and family grants
  - i) Legal assistance
3. All the above information will be prepared jointly by the federal, State, and County PIOs as appropriate and furnished to the media for reporting to public.

# **Appendix 1**

**EMPIRE COUNTY**

## **NATIONAL INTERAGENCY INCIDENT MANAGEMENT SYSTEM (NIIMS) INCIDENT COMMAND SYSTEM POSITION DESCRIPTION**

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: AGENCY REPRESENTATIVES**

**POSITION DESCRIPTION:** In many multi jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency representatives report to the Liaison Officer, or to the EOC Director in the absence of a Liaison Officer.

**RESPONSIBILITIES:**

- Check in properly at the EOC.
- Obtain briefing from the Liaison Officer or EOC Director.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Clarify any issues regarding your authority and assignment and what other in the organization do.
- Establish communication link with home agency. If unable to do so, notify Communications Unit in the Logistics Section.
- Obtain EOC organization chart, floor plan and telephone listings. Review the location and general duties of all sections and branches that have been activated.
- Facilitate requests for support or information that your agency can provide.
- Keep up-to-date on the general status of resources and activity associated with your agency.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.:**

- Provide appropriate situation information to the Planning Section.
- Keep your agency informed of the situation.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the EOC Director and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.
- Check out of EOC when demobilization is authorized.
- Leave a forwarding phone number if necessary.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: EOC MANAGER**

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

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:**

- 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.
- Determine if a field operation is needed.
- 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 County Executive's Office, SOEM, and FEMA.
- Approve requests for additional resources or for the release of resources.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.:**

- Keep agency administrator informed of incident status.
- 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.

**ATTACHMENTS:**

1. Empire County ICS Incident Organization Chart
2. Copy of Notification Procedure
3. Checklist for Emergency Preparedness
4. SOP for Transfer of Command

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: FINANCE / ADMINISTRATION SECTION  
COORDINATOR**

**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 Director on financial issues that may have an impact on incident operations.

**RESPONSIBILITIES:**

- 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 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.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.:**

- Confer with EOC Director 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 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 agency(s) administrative headquarters on Finance / Administration matters.

**NEW YORK STATE OFFICE OF EMERGENCY MANAGEMENT  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**Operational Duties contd.:**

- 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.
- Participate in EOC Director'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 Director 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.

**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.

**NEW YORK STATE OFFICE OF EMERGENCY MANAGEMENT  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**Demobilization contd.:**

- Demobilize the Section and close out logs when authorized by the EOC Director.
- 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 follow-up.
- Be prepared to provide input to the After Action Report.

**ATTACHMENTS:**

1. County Telephone Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: LOGISTICS SECTION COORDINATOR**

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

**RESPONSIBILITIES:**

- 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 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 Director in preparing the Incident Action Plan.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.:**

- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- 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.

**ATTACHMENTS:**

1. County Telephone Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: OPERATIONS SECTION COORDINATOR**

**POSITION DESCRIPTION:** The Operations Section Coordinator is responsible for the management of all tactical operations for the incident. The Operations Section Coordinator helps formulate and interprets strategy established by the EOC Director, and implements it tactically as per EOC procedures. The Operations Section Coordinator activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Coordinator 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 EOC Director.

The Operations Section Coordinator 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 Coordinator establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Coordinator 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 Coordinator reports to the EOC Director on all matters pertaining to section activities.

**RESPONSIBILITIES:**

- 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.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.**

- 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.
- Meet with Communications Unit Leader.
  - 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 collateral EOCs. 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.
- 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 assembles personnel action items to be accomplished within the current operational period.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES contd.**

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

**Operational Duties**

- 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 the 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.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**Operational Duties contd.:**

- 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.
  - Notification of any emergency expenditures
  - Time sheets
- Brief EOC Director 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.
- Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).

**Demobilization**

- Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open sections are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Director.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**Demobilization contd.:**

- 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.
- 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).
- 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.
- 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.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**ATTACHMENTS**

1. County Telephone Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**POSITION: PLANNING SECTION COORDINATOR**

**POSITION DESCRIPTION:** The Planning Section Coordinator is responsible for the collection, evaluation, dissemination and use of information about the development of 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 Coordinator conducts the Planning Meeting and is responsible for producing a written Incident Action Plan (if so directed by the Incident Commander). The Planning Section Coordinator activates and supervises units within the Planning Section; Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit and Technical Specialists.

**RESPONSIBILITIES:**

- 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 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.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES cont'd.:**

- Identify collateral response organization(s) and positions.
- Collect from all available sources information about the incident.
- Supervise preparation of the Incident Action Plan.
- 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 Director's objectives.
- Provide input to the EOC Director and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.
- Conduct the Planning Meeting.
- 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.
- Assemble information on alternative strategies based on projections.

**EMPIRE COUNTY EMERGENCY MANAGEMENT OFFICE  
EMERGENCY OPERATIONS CENTER  
ICS PROCEDURES**

**RESPONSIBILITIES cont'd.:**

- 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.

## **Appendix 2**

# **STANDARD OPERATING GUIDE FOR EMPIRE COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

### **A. INTRODUCTION**

1. This Guide is a supplement to the Empire County Comprehensive Emergency Management
2. Plan, Part III - Response, II - Managing Emergency Response (pgs. III-4 through III-6).
3. The Empire County Emergency Operations Center (EOC), located at serves as a location where multiple agencies and departments coordinate emergency response and recovery activities for the County in support of on-scene operations.
4. The County Director of Emergency Management (Emergency Manager) is responsible for maintaining the EOC in a state of readiness and providing for its continued operation during an emergency.

### **B. READINESS**

1. The Emergency Manager maintains (at the EOC):
  - a) A current alert notification roster of all government, private sector, and volunteer emergency support services personnel assigned to the EOC (both in hard copy and in the EOC computer system).
  - b) A current chart and/or checklist of response activities required during emergencies
  - c) Current maps and data, including a county map depicting municipal boundaries, main roads and waterways; individual maps of each town, village, and city in the county depicting all public roads; population and special facility data for each municipality.
  - d) Current copies of agencies' response plans/procedures.
  - e) A situation display board for recording and reporting during the progress of an emergency.
  - f) A "daily activities" log (both in hard copy and in the EOC computer system).
  - g) A current resource inventory (both in hard copy and in the EOC computer system).

- h) EOC space is to be maintained in an emergency operations mode by the Emergency Manager at all times. During non-emergency periods, the EOC can be used for meetings, training, and conferences.

### C. ACTIVATION

1. Each emergency in Empire County should be classified into one of three Response Levels, according to the scope and magnitude of the situation:

Response Level 0: None emergency situation, facility readiness status maintained through planning sessions, training, drills and exercises.

Response Level 1: Controlled emergency situation without serious threat to life, health, or property, which requires no assistance beyond initial first responders.

Response Level 2: Limited emergency situation with some threat to life, health, or property, but confined to limited area, usually within one municipality or involving small population.

Response Level 3: Full emergency situation with major threat to life, health, or property, involving large population and/or multiple municipalities.

2. Initial notification of an emergency is usually received at the Empire County 9-1-1 Communications Center where the information is recorded.
3. Upon initial notification of an emergency (or a potential emergency), the Communications Center duty supervisor will immediately, based upon all available information, assign a Response Level for the purposes of activating the appropriate county personnel as described below:

For Response Level 1, only the staff of the County Emergency Management Office are notified and activated as appropriate.

For Response Level 2, level one staff is activated and augmented by select members of the county response organization as determined by the Emergency Manager.

For Response Level 3 classification full EOC staffing is achieved as soon as possible. Except for first responders to the scene, assignment of County response personnel to other locations including the emergency scene will be made through the EOC.

4. Initial notification of an emergency to a County office other than the County 911 Center requires the recipient to notify the County Communications Center at 765-6565.
5. During normal working hours (M-F, 08:00 to 18:00), the staff of the Emergency Management Office is immediately accessible for EOC operations. The staff consists of three people: Emergency Manager, Fire Coordinator, and the EMS Coordinator.
6. In every situation, the Emergency Manager can modify the EOC staffing as the situation requires.
7. For every emergency, the Response Level can shift from one level to another as the event escalates or de-escalates. EOC staffing should also change accordingly.

## D. STAFFING

1. The levels of staffing will vary according to the Response Level and the actual demands of the situation.
2. For a Level 3 emergency, with full EOC staffing, staff will be organized into the five ICS groups: Command, Operations, Planning, Logistics, and Finance/Administration.
3. For a Level 3 activation, 24-hour continuous-day EOC operations will likely be necessary until the situation de-escalates.
4. Each agency/organization assigned to the EOC will be prepared to maintain continuous operations using two 12 ½ hour shifts (6:00a to 6:30p and 6:00p to 6:30a).
5. Upon the initiation of the 12 ½ hour shifts by the Emergency Manager, each agency will update its shift rosters to the Operations Officer.
6. For lesser emergencies (Levels 1 and 2), where there is no need for a major County response, the formal use at the EOC of distinct ICS groups may be limited. In these situations, the Emergency Manager, under the authority of the County Executive, will normally be responsible for all ICS functions and may utilize distinct ICS functional components as needed.

## E. SITUATION REPORTING

1. The ICS Planning function is responsible for preparation of the Incident Action Plan and emergency situation reporting, and will:
  - a) Provide a uniform reporting format for all situation reporting to ensure that the information reported is precise, concise, and clear.
  - b) After the occurrence of an emergency, ensure that information on the emergency is collected and reported as soon as possible
  - c) Receive copies of all messages and/or situation reports from the Incident Commander and local and State government officials sent to the EOC pertaining to an emergency situation.
  - d) Periodically request situation reports from each agency represented at the EOC.
  - e) Select for posting, in chronological order on the situation board, the crucial situation reports and damage assessment information.
  - f) In preparation of the Incident Action Plan, analyze the situation reports and prepare an overall situation report. The report should contain the following information:
    - date and time of emergency
    - type, response level, and location
    - specific area affected (including number of people)
    - number of injured (estimated)
    - number of dead (estimated)
    - extent of damage (estimated)
    - damage or loss of municipal response equipment
    - roads closed
    - states of emergency declared
    - emergency order issued

- mutual aid called upon
  - major actions taken
- g) Provide the report to the EOC Manager, who reports to the County Executive and the SOEM Regional Office.
  - h) Based upon the report, conduct regular briefings to the Command and Operations Section.
  - i) Prepare and provide follow-up situation reports on a regularly scheduled basis to the Sheriff, County Executive and the SOEM Regional Office
  - j) Maintain an event log to include all pertinent disaster-related information.

## F. SECURITY

1. Internal security at the EOC will be provided by the County Sheriff's Department during a Level 2 and 3 emergency; during a Level 1 emergency, any security requirements will be provided as deemed necessary.
2. All persons entering and exiting the EOC will be required to check in at the security desk, located at the main entrance.
3. All emergency personnel will be issued a pass (permanent or temporary) to be worn at all times while in the EOC.
4. Anyone seen in the EOC without a visible pass will be approached by Sheriff's Department personnel and dealt with appropriately.
5. Temporary passes will be returned to the security desk when departing from the premises.

## Appendix 3

### **INSTRUCTIONS for DECLARING A STATE OF EMERGENCY AND ISSUING EMERGENCY ORDERS**

#### A. Instructions for declaring a local State of Emergency

1. Only the County Executive, or a person acting for the County Executive pursuant to section I.A.(2) of this plan, can declare a local State of Emergency for all of, or anywhere in, Empire County. Each Town Supervisor and City and Village Mayor can declare States of Emergency within their jurisdiction.
2. A local State of Emergency is declared pursuant to section 24 of the State Executive Law.
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 is best to follow it with 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 County Clerk's Office.
8. A local State of Emergency must be declared BEFORE Emergency Orders are issued.
9. A local State of Emergency should be formally rescinded when the declaration is no longer needed.
10. Only the County Executive, 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 County Clerk's Office.

B. Sample Declaration of a local State of Emergency

A State of Emergency is hereby declared in \_\_\_\_\_ effective at  
(area within County or entire County)

\_\_\_\_\_ on \_\_\_\_\_.  
(time) (date)

This State of Emergency has been declared due to \_\_\_\_\_  
(description of situation)

\_\_\_\_\_.

This situation threatens the public safety.

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

As the County Executive of Empire County, I, \_\_\_\_\_,  
(name of County Executive)

exercise the authority given me under section 24 of the New York State Executive Law, to  
preserve the public safety and hereby render all required and available assistance  
vital to the security, well-being, and health of the citizens of this County.

I hereby direct all departments and agencies of Empire County to take whatever steps  
necessary to protect life and property, public infrastructure, and provide such emergency  
assistance deemed necessary.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(date)

## C. Questions and Answers on declaring a State of Emergency

### 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 or civil unrest.
- Hostage situations.
- 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 County Clerk.

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.

D. 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 County level only by the County Executive or a person acting for the County Executive pursuant to section I.A.(2) of this plan. Each Town Supervisor and City and Village Mayor 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 County Executive. It is also automatically rescinded when the State of Emergency is rescinded.



## F. Questions and Answers on 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 manner 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.

**Appendix 4**

**EMPIRE COUNTY**

*DRAFT*

**EMERGENCY ALERT SYSTEM**

(under development)

**DRAFT**  
**EMERGENCY ALERT SYSTEM (EAS) PLAN**  
**FOR**  
**EMPIRE COUNTY, NEW YORK**

**PURPOSE**

1. To meet Federal guidelines set down for a plan by each county to be established by January 1, 1997.
2. To have a plan to alert the citizens of the affected areas of Empire County of a natural or technical (including man-made) disaster.
3. To give advanced warning to potentially affected citizens on what steps should be taken to prevent injuries or deaths from occurring.

**AUTHORITY**

Title 47 U.S.C. 161, 154 (1) & (o), 303 (r), 524 (g) & 606; and 47 C.F.R. Part II, FCC Rules & Regulations, Emergency Alert System

**OBJECTIVE**

The objective of this plan is to document the steps to take for the proper notifications to the sending agency (National Weather Services or media resources) to notify the citizens of Empire County of an impending emergency whether it be natural or technical (man made) to prevent injury or death.

This document will utilize certain aspects of the Empire County Comprehensive Emergency Management Plan and the Hazardous Materials Response Annex in order to properly activate the EAS. This plan contains procedures for local officials and/or the National Weather Service to transmit emergency information to the public during a local emergency using the EAS.

This document is intended to supplement existing procedures in the EAS New York State Plan as promulgated by the State Emergency Communications Commission. Acceptance of or participation in this plan shall not be deemed as a relinquishment of program control and shall not be deemed to prohibit a broadcast or cable licensee from exercising her/his independent discretion and responsibility in any given situation. Stations originating emergency communications shall be deemed to have conferred rebroadcast authority. The concept of management of each broadcast station and cable system exercising discretion during the broadcast of emergency instructions to the general public is provided by FCC rules.

## **WHO CAN ACTIVATE THE PLAN**

1. President
2. Governor
3. SOEM
4. County Executive and/or the Emergency Manager
5. National Weather Service
6. Media (radio, TV, cable) with authorization by one of the above.

## **AUTHENTICATION**

1. The following authentication should be used in order to activate the EAS System:  
  
The code word \_\_\_\_\_ (for tests) and the code word \_\_\_\_\_ (for emergencies) shall be used.
2. A return phone call to the appropriate number shall be made to verify the activation for emergencies.

## **HAZARDS WHICH REQUIRE PLAN ACTIVATION**

1. Hazardous materials incidents which require notification of residential areas, private industries, or municipalities (including schools) for evacuation or shelter-in-place.
2. Natural disaster (notification from National Weather Service probable).
3. Any other major emergency where public would need to be notified.

## **COMMUNICATIONS WITH THE NATIONAL WEATHER SERVICE**

1. Communications with the National Weather Service will be for the following reasons:
  - a. A test of the Emergency Alert System
  - b. An actual emergency where the system needs to be activated.
2. Communications will be by the following means:
  - a. High band radio - SOEM frequency
  - b. Regular telephone
  - c. NYSPIN (Empire County Emergency Management)
  - d. NAWAS (Empire County Emergency Management)

- e. Cellular phone
- f. Packet radio
- g. High band radio - local government
- h. If any of the above is not available, then a low band portable will be taken to the National Weather Service for use on either Empire County F-2 or state wide fire ground F-4 frequencies.

**DEFINITIONS**

- 1. Emergency - A situation posing an extraordinary threat to the safety of life and property. Examples are tornadoes, floods, earthquakes, icing conditions, heavy snows, widespread fires, discharge of toxic gases, widespread power failures, industrial explosions, civil disorders and radiological emergencies, etc.
- 2. Designated Local Government Officials - The person or persons designated by the state and local government as specified in Appendix B.

**SAMPLE MESSAGES**

- 1. Hazardous Materials

Empire County Executive has announced that an emergency condition exists at (insert area) and orders the evacuation of all persons living or working in Response Zone 1. Response Zone 1 includes \_\_\_\_\_.

- 2. Weather

The National Weather Service has issued a:

- |  |  |
|--|--|
| <input type="checkbox"/> Tornado Warning             | <input type="checkbox"/> Tornado Watch             |
| <input type="checkbox"/> Severe Thunderstorm Warning | <input type="checkbox"/> Severe Thunderstorm Watch |
| <input type="checkbox"/> Flash Flood Warning         | <input type="checkbox"/> Flash Flood Watch         |
| <input type="checkbox"/> Special Marine Warning      | <input type="checkbox"/> Flood Watch               |
| <input type="checkbox"/> Lakeshore Warning           | <input type="checkbox"/> High Wind Warning         |
| <input type="checkbox"/> Winter Storm Warning        |  |
| <input type="checkbox"/> Blizzard Warning            |  |
| <input type="checkbox"/> Flood Warning               |  |

For the following counties in New York State

Allegany       Genesee  
 Cattaraugus     Niagara  
 Chautauqua     Orleans  
 Empire         Wyoming

(Note: May use portions of counties, as appropriate)

The (WARNING/WATCH) is in effect until (TIME AM/PM)

(BRIEF, short-fused information as to the location and movement of storms, communities to be affected and description of hazard.)

Stay tuned to local media or NOAA Weather Radio for more information and further updates on this WATCH/WARNING

Notes: This message should take no longer than 45 seconds to broadcast.

When completed, please initial this sheet and place on clipboard.

Initials:

### **LIST OF PARTICIPATING AGENCIES**

TO BE DETERMINED

Each station must be called and password given along with who is authorizing it.

### **Activation of EAS In Emergencies**

### **WARNING OF ENDANGERED POPULATIONS**

1. Emergency warnings may be received at the 911 Communication Center through the National Warning System (NAWAS) or on a NYSPIN on a 24-hour basis.
2. Warnings and information are disseminated to the public over the Emergency Alert System (EAS). EAS is the “voice” of emergency public information.
3. The primary EAS program control station serving Empire County is \_\_\_\_\_.
4. Notification of the public residing within an area exposed to a disaster will be accomplished by public address systems of local police and fire vehicles or door-to-door notification in rural and urban areas.
5. Special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly will be notified individually. Arrangement will be made for warning the hearing impaired as conditions warrant.

6. Emergency warnings may be received at the EOC of the Department of Emergency Services CD/ODP Division-Empire County Sheriff's Department-Communication Center and the NYS Police Information Network (NYSPIN), 24 hours.

### **SITUATION REPORTING**

1. The Emergency Manager will prepare the initial disaster situation report to be submitted to the County Executive and the Region III District Office of the State Office of Emergency Management (SOEM).

The report will contain the following information:

- a. Date and time of disaster
  - b. Type of disaster
  - c. General location of disaster
  - d. Specific area affected including the number of people
  - e. Number of injured (estimate)
  - f. Number of dead (estimate)
  - g. Damage or loss of municipal response equipment-assessment
  - h. Roads closed
  - i. Actions taken
2. The Emergency Manager or his designee will prepare follow-up reports.
  3. Statewide emergency situation reports will be received through the National Warning System (NAWAS), the National Weather Service (NWS) and the NY State Police Information Networks (NYSPIN).

### **EMERGENCY PUBLIC INFORMATION**

1. In consultation with the Emergency Manager or his designee, the County Executive will designate a County Public Information Officer (PIO) as the authoritative spokesperson for the county.
2. The County Public Information Officer (PIO) will:
  - a. Establish a Public Information Center (PIC) from where to respond to inquiries from the general public and news media and coordinate all official announcements, statements and briefings.
  - b. Make arrangements with EAS to broadcast the location of PIC and designate a telephone number for the public to use to obtain information during the major emergency or disaster.

- c. Be in charge of the Information Center and assume overall responsibility for obtaining essential information for accurate and consistent reports to the broadcast media and press.
  - d. Authenticate all sources of information being received and verify accuracy.
  - e. Provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press.
  - f. Coordinate the release of official announcements concerning public safety to the public with the key departments and agencies involved.
  - g. Clear all news releases with the County Executive.
  - h. Check and control the spreading of rumors.
  - i. Arrange and approve interviews with the news media and press by emergency personnel involved in the response operation.
  - j. Arrange any media and public tours of emergency sites with law enforcement personnel.
  - k. Inform the public about places of contact for missing persons and continued emergency services with the Red Cross.
  - l. Develop and keep updated Emergency Public Information (EPI) materials such as pamphlets with instructions as to what action to take (including instructions to groups when primary language is not English) - Linguistic Department SUNY Albany.
  - m. Make EPI materials available for distribution to the public and the use by the news media, including for the visually impaired.
  - n. Make written and/or oral agreements with the news media for dissemination of EPI and emergency warnings and establish points of contact.
  - o. Conduct annually information meetings with the news media to acquaint them with current emergency plans and procedures.
3. The Public Information Center (PIC) may be established at the EOC or at any location where information flow can be maintained without interfering with emergency operations.
  4. The PIC may be located at a "one-stop" center where citizens and news media can obtain information and assistance.

## **IMMEDIATE PROTECTIVE ACTION**

1. Protective action for emergency workers involved in containment, mitigation, assessment and recovery operations will be specific to the situation and the organization involved. The purpose of all protective actions will be to minimize the hazard to emergency response workers and the general public.
2. Depending on the type of disaster, the County Health Department, State Health Department, and/or other designated local or state agencies will combine their efforts for monitoring and exposure control.
3. The initial protective action recommendations will be made to the County EOC and to the incident commander. Reports and records will be communicated to and coordinated by the EOC.
4. The assessment of data will be done at the EOC as follows:
  - a. All monitoring data received at the EOC will be plotted on overlays.
  - b. Meteorological data received from the agencies and local NOAA stations will be recorded and correlated with monitoring data to construct downwind hazard predictions.
  - c. These analyses will be compared to the more complex and definitive assessments received from state and federal sources.
5. The County Executive, on recommendation of County/State Health and/or other state technical assistance agencies, will order proper exposure control.

## TECHNICAL ANNEX TO EMPIRE COUNTY'S EAS PLAN

### **EAS MESSAGE PRIORITIES**

A national activation for a Presidential message with the event code EAN must take priority over any other message and preempt it if it is in progress.

EAS participants should transmit other EAS messages in the following order:

- a. Local Area Messages
- b. State Messages
- c. National Information Center (NIC) Messages

During a national emergency, the radio and television broadcast network program distribution facilities must be reserved exclusively for distribution for Presidential messages.

NIC messages received from national networks which are not broadcast at the time of original transmission must be recorded locally by LP sources for transmission at the earliest opportunity.

### **TRANSMISSION REQUIREMENTS**

Transmissions may be either automatic or manual.

Transmissions must include:

- a. EAS header codes
- b. Attention signal
- c. Emergency message
- d. End of message (EQM)

### **VISUAL REQUIREMENTS**

Effective July 1, 1997, television stations shall transmit a visual message containing the originator, event, location and the valid time period of an EAS message. If the message is a video crawl, it shall be displayed at the top of the television screen or where it will not interfere with other visual messages.

Television stations should ensure that pauses in video before EAS message transmissions do not cause television receivers to mute EAS audio messages.

### **TRANSMISSION REQUIREMENTS (CABLE)**

Effective January 1, 1997, cable systems shall transmit EAS audio messages in the same order as broadcast stations. The attention signal may be produced from a storage device. Additionally, subject cable systems must:

- Provide a video interruption and an audio EAS message on all channels. The audio message must state which channel is carrying the visual EAS message.
- Subject cable systems shall transmit a visual EAS message on at least one channel. The message shall contain the originator, event, location and the valid time period of the EAS

message. If the visual message is a video crawl, it shall be displayed at the top of the subscriber's television screen or where it will not interfere with other visual messages.

- Cable systems shall provide a method to alert hearing impaired or deaf subscribers to EAS messages. Methods may include: a box that displays EAS messages and activates other alerting mechanisms or lights; visual messages on all channels; etc.
- Cable systems may elect not to interrupt EAS messages from broadcast stations based on a written agreement between all concerned.

### **UNATTENDED REQUIREMENTS**

Automatic interrupt of programming and transmission of EAS messages is required when facilities are unattended and must include a permanent record that contains a minimum of the following:

- a. Originator
- b. Event
- c. Location
- d. Valid time period of the message

The decoder performs the functions necessary to determine which EAS messages are automatically transmitted by the encoder.

### **RETRANSMISSION REQUIREMENTS**

Participants are required to transmit all received EAS messages that have the following event codes:

- a. Emergency Action Notification (EAN)
- b. Emergency Action Termination (EAT)
- c. Required Monthly Test (RMT)

and accompanying location codes for their state and state/county.

These EAS messages shall be retransmitted unchanged except for the LLLLLLLL-code which identifies the broadcast station or cable system retransmitting the message.

If an EAS source originates any EAS messages with the above event codes, it must include the location codes for the state and counties in its service area.

Retransmission must be within the following time frame:

- a. EAS messages with the EAN and EAT event codes must be transmitted immediately upon reception.
- b. Monthly EAS messages must be transmitted within 15 minutes of reception.

## **MONITORING REQUIREMENTS**

Broadcast stations and subject cable systems must monitor two (2) EAS sources specified in the state EAS Plan and FCC Mapbook.

Broadcast station and cable system management will determine which header codes for state and local area emergency situations will automatically interrupt their programming.

## **TESTING REQUIREMENTS**

Entries shall be made in the broadcast station or cable system records for all tests.

### **REQUIRED MONTHLY TESTS (RMT) CONSISTS OF THE TRANSMISSION OF:**

- a. EAS header codes
- b. Attention signal
- c. Test script
- d. EOM code

Tests in odd numbered months: 8:30 a.m. to local sunset.

Tests in even numbered months: local sunset to 8:30 a.m.

Originate from local or state primary sources.

Must be re-transmitted within 15 minutes of receipt.

Class D FM and LPTV need to transmit only the test script.

### **REQUIRED WEEKLY TESTS (RWT) CONSISTS OF THE TRANSMISSION OF:**

- a. EAS header codes
- b. EOM codes

Originated by stations once a week at random days and times.

Class D FM and LPTV not required to transmit, but must log receipt.

Not required during the week that a monthly test is conducted.

### **PERIODIC NATIONAL TESTS:**

National Primary (NP) sources shall participate in tests as appropriate. The FCC may request a report of these tests.

### **CLOSED CIRCUIT TESTS OF NATIONAL LEVEL EAS FACILITIES:**

Not more than once a month and not less than once every three months. Test times will be selected by the White House. The FCC will notify participants at least four (4) working days before the test.

### **CO-LOCATED OPTIONS**

Broadcast stations or cable systems that are co-owned and co-located may provide the EAS transmitting requirements with one EAS encoder and the monitoring requirements with one EAS decoder.

### **REMOTE CONTROL OPTIONS**

Either manual or automatic operation of EAS equipment may be used at broadcast stations or cable systems that use remote control

If manual operation is used, an EAS decoder must be located at the remote control location and directly monitor the signals of the two assigned EAS sources.

If direct monitoring of the assigned EAS sources is not possible at the remote location, automatic operation is required.

If automatic operation is used, the remote control location may be used to override the transmission of an EAS message.

Broadcast stations and cable systems may change back and forth between automatic and manual operation.

### **ADDITIONAL CARRIER OPTIONS**

Broadcast stations may additionally transmit EAS messages through other communications means than the main audio channel.

For example:

- FM stations on subcarriers including 57 kHz using the Radio Broadcast Data System (RBDS) standard produced by the National Radio Systems Committee (NRSC)
- Television stations may use subsidiary communications services

### **EQUIPMENT FAILURE PROCEDURE**

Broadcast stations and subject cable systems must determine the cause of any failure to receive the required tests or activations. Appropriate entries must be made in the broadcast station log or cable system record indicating reasons why any tests were not received.

In the event of equipment failure, a broadcast station or subject cable system may operate without the equipment, pending its repair or replacement, for a period not in excess of 60 days without further FCC authority, with appropriate entries in the broadcast station log, or subject cable system records, showing the date and time the equipment was removed and restored to service.

For personnel training purposes, the required monthly test script must still be transmitted even through the equipment for generating the EAS message codes, attention signal and EOM code is not functioning.

### **NATIONAL OPERATION PROCEDURE**

The EAN is issued by the White House to:

- Participating radio and television networks
- Cable networks and program suppliers
- Wire services
- Communications common carriers

It is then disseminated via:

- Radio and television broadcast networks to all affiliates with the use of internal alerting facilities.
- Cable networks and program suppliers to cable systems and subscribers.
- Wire services to all subscribers (AM, FM, TV, LPTV and other stations).
- Off-air monitoring of EAS sources.

#### **UPON RECEIPT OF AN EAN MESSAGE**

1. Monitor the radio and television networks, cable networks and program suppliers , and wire services for further instructions.
2. Verify the authenticity of the EAN message with the current Red Envelope Authenticator List (broadcast stations only).
3. Monitor the two EAS sources assigned in the State or Local Area Plan.
4. Discontinue normal programming and follow the transmission procedures in the EAS Operating Handbook.

-Non-participating National (NN) sources make the sign-off announcement and remove their carriers from the air and monitor for the Emergency Action termination message.

-NN sources using automatic interrupt must transmit the header codes, attention signal, sign-off announcement and EOM code.

5. Transmit a common emergency message until receipt of the Emergency Action Termination Message.
6. TV broadcast stations shall display an appropriate EAS slide and then transmit all EAS announcements visually and aurally.
7. Stations in the International Broadcast Service must cease broadcasting immediately upon receipt of an Emergency Action Notification and must maintain radio silence until an EAT is issued.

#### **STATE OPERATION PROCEDURE**

EAN dissemination arrangements at these levels originate from State and local governments in accordance with State and local area plans.

1. The EAS may be activated at the state or local area levels by broadcast stations and cable systems at their discretion for day-to-day emergency situations posing a threat to life and property.

2. EAS operations must be conducted as specified in State and local area plans.
3. State Relay (SR) sources monitor the State Relay Network or follow the State EAS Plan for instructions from the State Primary (SP) source.
4. Local Primary (LP) sources monitor the Local Area SR sources to follow the State EAS Plan for instructions.
5. Participating National (PN) and Non-participating National (NN) sources monitor the Local Area LP sources for instructions.
6. Broadcast stations and cable systems participating in the State or Local Area EAS must discontinue normal programming and follow the procedures in the State and Local Area Plans.
7. Upon completion of the State and Local Area EAS transmission procedures, resume normal programming until receipt of the cue from the SR or LP sources in your Local Area. Then broadcast the common emergency message. Resume normal programming at the conclusion of the emergency message.

## Appendix 5

### New York State Disaster Preparedness Commission

#### **NY STATE HIGHWAY EMERGENCY TASK FORCE POLICY AND PROCEDURES**

##### **I. STATE DISASTER EMERGENCY DECLARATION**

Under a State Disaster Emergency Declaration (Section 28, New York State Executive Law, Article 2-B), the Governor normally issues an Executive Order which directs State agencies to take such actions as may be necessary to assist affected areas in repairing, restoring and protecting private and public facilities and to provide such other emergency assistance as would protect the public health and safety.

##### **II. STATE HIGHWAY EMERGENCY TASK FORCE ASSISTANCE**

Frequently, in the aftermath of a disaster, municipalities and public utilities must remove large quantities of downed trees and other debris, as part of their efforts to restore services and clear public streets. When a State Disaster Emergency is declared, State agencies may be directed to assist in those efforts. If that occurs, their activities will be conducted in accordance with the policy described in (III.) below, subject to the direction of and priorities established by the State Coordinating Officer.

##### **III. STATE HIGHWAY EMERGENCY TASK FORCE POLICY**

With respect to debris clearance and removal, the State's policy following a State Disaster Emergency Declaration is as follows:

###### **A. MISSION RESPONSIBILITIES**

State resources may be utilized to clear debris from impacted roads and other public property. The removal of the cleared debris and ultimate storage and/or disposal is the responsibility of the affected governmental entity.

###### **B. MISSION PRIORITIES**

State missions to clear debris shall be assigned on a prioritized basis, according to the following order of priorities:

1. **First Priority:** the clearance of transportation corridors in order to enable the passage of emergency vehicles.

2. **Second Priority:** the clearance of transportation corridors and other property to allow utility crews access to damaged power lines and other utility infrastructure which must be repaired in order to restore power to affected areas.
3. **Third Priority:** other emergency-related needs as identified by the affected local jurisdictions or by State agencies, and as authorized by the State Coordinating Officer.

#### C. MISSION REQUESTS

Local jurisdictions will submit requests for debris clearance assistance to the State Office of Emergency Management (), which will evaluate and prioritize requests. When requested by SOEM, State agencies will conduct damage assessments at impacted sites in order to determine the appropriate equipment and other resources needed to perform the required work.

#### D. MISSION ASSIGNMENTS

Under SOEM coordination, State agencies with debris clearance capabilities will jointly review requests for debris clearance assistance to determine which agencies have the appropriate and necessary resources available to perform the required work.

#### E. COMPLETION DATE

At the direction of the State Coordinating Officer (SCO), or within one to two weeks after the issuance of the State Disaster Emergency Declaration, the SCO, SOEM, impacted local jurisdictions and appropriate State agencies will assess the need to determine a completion date for the collection of debris placed in public rights-of-way by private property owners and others. This assessment will be conducted at least weekly thereafter. Once the SCO decides to implement a completion date, the date will be publicized in the affected jurisdictions. The purpose of the deadline is to maintain emphasis on the emergency nature of the work and to insure that storm-related debris clearance activities are completed in a timely manner. This will also serve to avoid problems that can occur when non-disaster work is performed simultaneously with emergency projects. In addition, this will allow residents and local jurisdictions to complete storm clean-up and will free governmental workers to proceed with other essential services.

#### **IV. STATE DEBRIS CLEARANCE RESPONSIBILITIES**

##### **A. STATE COORDINATING OFFICER (SCO)**

The SCO provides overall direction and control of available State agency resources under a State Disaster Emergency Declaration.

##### **B. STATE OFFICE OF EMERGENCY MANAGEMENT (SOEM)**

SOEM coordinates debris clearance missions under a State Disaster Emergency Declaration.

##### **C. DEPARTMENT OF TRANSPORTATION (DOT)**

DOT, as part of its agency mandate to keep transportation routes clear, is involved in debris clearance activities. DOT's normal policy is to clear debris from major transportation routes by moving it to the side of the road. At that point, the County or local jurisdiction which owns the road is expected to transport the debris from the side of the road to approved disposal sites or to landfills for final disposition (burying or burning). DOT Regional offices maintain a list of disposal sites within their regions to which they may take "State-owned" debris (i.e., debris which is not under local jurisdiction) for disposal.

##### **D. DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)**

Under 6 NYCRR Part 215, DEC requires a permit for the disposal of trees, branches, leaves and other brush by open burning. In addition, storage sites and transfer stations require a solid waste management permit under 6 NYCRR Part 360. These permits must be filed by each entity wishing to burn brush or landfill debris. However, NYS Environmental Conservation Law (ECL) Sec.á70-0111(d) provides for the issuance of general permits, valid for a specific period of time following natural disasters, when numbers of individuals undertake similar types of minor projects that are of a remedial nature. Further, ECL Sec.á70-0116 allows the DEC to give emergency authorization, not to exceed 30 days, for an action normally requiring a permit. Both emergency provisions require a finding of emergency or written statement of necessity by the DEC Commissioner in order to be implemented.

Under the Commissioner's finding, DEC Regional Directors and their staffs may be authorized to issue general permits or emergency authorizations in affected areas when, in their judgement, open burning or temporary storage of downed trees and brush is immediately required. Actions taken in furtherance of the storage and disposal of downed trees are exempted from the requirements of Article 8 of the ECL and 6 NYCRR Part 617.

DEC maintains a computerized list of Construction and Demolition landfills which will accept storm debris. Periodically, as well as during emergency operations, this list is provided to SOEM to serve as a source of disposal sites for storm debris. In addition, DEC

may also be required to provide personnel and equipment to assist in debris clearance activities.

#### E. OTHER STATE AGENCIES

Other State agencies, such as the Department of Correctional Services, the Thruway Authority and the Office of Parks, Recreation and Historic Preservation, will be called upon to provide personnel, equipment and other needed resources for debris clearance activities.

#### **V. FEDERAL DEBRIS CLEARANCE ASSISTANCE**

##### A. Federal Disaster Assistance Law Provisions

Following a Presidential Disaster Declaration, Federal disaster assistance will be used to the maximum extent possible to remove debris and wreckage from publicly and privately owned lands and waters. Such assistance can only be provided when it is judged to be in the public interest by meeting the following three conditions:

1. The necessary elimination of immediate threats to life, public health and safety;
2. The elimination of immediate threats of significant damage to improved public or private property; and,
3. To ensure the economic recovery of the affected community to the benefit of the community-at-large.