



Homeland Security and Emergency Services

PUBLIC ACCESS TO RECORDS SUBJECT MATTER LIST

March 12, 2015

For more information about the New York State Freedom of Information Law, please visit the [Committee on Open Government](#) (external link) website.

Contents

I.	FEE SCHEDULE	3
II.	EXECUTIVE	3
A.	Record Location.....	3
B.	Contact Information.....	3
C.	Availability for Record Inspection and Copying	3
D.	Subject Matter List.....	3
1.	Administration and Finance.....	3
2.	Downstate Operations.....	4
3.	Legal Services	4
4.	Public Affairs.....	4
5.	Recovery	4
6.	State Preparedness Training Center	5
III.	COUNTERTERRORISM, Office of.....	5
A.	Record Location.....	5
B.	Contact Information.....	5
C.	Subject Matter List.....	5
1.	Critical Infrastructure	5
2.	Grants Program Administration	6
3.	Intelligence Unit.....	7
IV.	EMERGENCY MANAGEMENT, Office of.....	7
A.	Record Location.....	7
B.	Contact Information.....	7
C.	Subject Matter List.....	7
V.	FIRE PREVENTION AND CONTROL, Office of	8
A.	Record Location.....	8
B.	Contact Information.....	9
C.	Subject Matter List.....	9
VI.	INTEROPERABLE AND EMERGENCY COMMUNICATION, Office of.....	10
A.	Record Location.....	10
B.	Contact Information.....	10
C.	Subject Matter List.....	10

I. FEE SCHEDULE

A fee of \$0.25 per page for copies of documents and/or computer printout pages may be applied to FOIL requests. Further, according to Public Officers Law Section 87.1(c), in determining the actual cost of producing a record, an agency may include an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare the requested record(s).

II. EXECUTIVE

A. Record Location

State Campus, Building 7A
1220 Washington Avenue
Albany, New York 12242

B. Contact Information

Records Access Officer
NYS Division of Homeland Security and Emergency Services
633 Third Avenue
32nd Floor
New York, NY 10017
Fax: (212) 867-7060

DHSESFOIL@dhses.ny.gov 

C. Availability for Record Inspection and Copying

Upon appointment, public records maintained by DHSES are available for inspection or copying on weekdays between the hours of 9:00 a.m. and 5:00 p.m. at State Campus, 1220 Washington Avenue, Building 7A, Albany, New York 12242.

D. Subject Matter List

1. Administration and Finance

- Accounts Payable Files/Invoices
- Annual Budget Requests
- Capital Project change order requests
- DHSES Operational Spending Plans for Wireless Communications Fund and General Fund
- Fiscal Monitoring Files
- Federal Single Audit Files
- Federal Homeland Security Grant Financial Files
- Full time equivalent employee totals for each payroll
- Payments made pursuant to Interagency Vouchers
- Personal Service Payments for each payroll
- Travel Authorizations and Expense Reports

2. Downstate Operations

- Area Maritime Security Committee
- Bomb Squad Symposium
- Coast Guard New York
- Counter Terrorism Zones
- East Williston Fire Department
- Governor's Homeland Security Advisory Council (NGA)
- Intrepid
- Long Island Emergency Management Conference
- Nemo
- NYPD Evacuating the City
- Meetings
- Port Resiliency
- Port Security Long Island
- Port Security Grant Information
- Port Security Grant Program FY 2012 Grant Field Review
- Presidential Debate 2012
- Public Safety Accountability Force
- Regional Transit Security Working Group
- Regional Workshop-Long Island Sandy Recovery
- Issues Secretary Napolitano
- State Agency Roundtable Meetings - 2/14/14
- State Preparedness Training Center (SPTC)
- Thank You Letters
- UAWG - NYC

3. Legal Services

- Contract Files
- Disciplinary Actions/Litigation
- Freedom of Information Law Requests, Responses and Appeals
- Legislation
- Rules and Regulations (DHSES)

4. Public Affairs

- DHSES Press Releases
- DHSES Publications
- Social media
- News Media Clippings
- Photographs

5. Recovery

- Disaster specific correspondence (general/FEMA/applicant)
- Technical analysis working papers and engineering evaluations
- Individual Assistance Program related correspondence
- Small Business Administration Program related correspondence
- Public Assistance Applicant's Handbooks (disaster specific)
- Public Assistance Program related correspondence

- Recovery staff training materials (Current as of 1/1/2014)
- Preliminary damages assessment documentation (event specific)
- Public Assistance Disaster Assistance Representative program training materials
- Public Assistance Disaster Assistance Representative equipment records
- Public Assistance Disaster Assistance Representative activity sheets
- Local Hazard Mitigation Plans created by municipalities and counties
- New York State Hazard Mitigation Plan
- Hazard Mitigation applications submitted under 5 FEMA grants programs:
 - Hazard Mitigation Grant Program (HMGP)
 - Pre-Disaster Mitigation (PDM Program)
 - Flood Mitigation Assistance (FMA) Program
 - Repetitive Flood Claims (RFC) Program
 - Severe Repetitive Loss (SRL) Program
- Project Management Handbook
 - Administrative Plan (event specific)
 - Project correspondence with applicants (even and project specific)

6. State Preparedness Training Center

- Administrative Information Records
- Training Course Information Records

III. COUNTERTERRORISM, Office of

A. Record Location

State Campus, Building 7A
 1220 Washington Avenue
 Albany, New York 12242

B. Contact Information

Records Access Officer
 NYS Office of Counter Terrorism
 633 Third Avenue
 32nd Floor
 New York, NY 10017
 Fax: (212) 867-7060
OCTFOIL@dhses.ny.gov 

C. Subject Matter List

1. Critical Infrastructure

- ACAMS File
- Administration File
- Advisories File
- After Action Reports File
- Annual Reports File

- Associations and Coalitions File
- Chemical Project File
- CI Intel Integration File
- CI Procedures File
- CI Sectors File
- Correspondence File
- Cyber Security File
- Employee Travel Approvals/Vouchers Files
- Energy Project File
- Ethics Commission File
- EVAP Project File
- HLS Grant Program File
- Human Resources Position/Descriptions File
- Information Sharing File
- Laws/Legislation File
- Memorandum of Agreement File
- Memorandum of Understanding File
- Modeling File
- Monthly Reports File
- National Infrastructure Protection Plan File
- Outside Agencies File
- Partnerships File
- Pipeline Project File
- Quarterly Newsletter File
- Radiation Detection/Radiation Control Program File
- Regional Catastrophic Planning Team File
- Risk Analysis File
- Risk Assessment Tools File
- Risk Management File
- Safe Schools File
- Security Clearance File
- Site Security Reviews File
- Special Projects File
- Training File
- Trip Reports File
- U.S. DHS File
- White Papers File

2. Grants Program Administration

- Federal and State Grant Award Documents
- Grant Applications
- Contracts
- Correspondence
- Quarterly Program Reports
- Audit Documents
- Federally Mandated Reports
- Homeland Security Grant Guidance and Program Information and related materials (local applications) for each grant program
- Publications/Reports/Surveys (Target Capability and Program Management)

- Workgroups & Committees Meeting Minutes and related materials
- General Grant Research and Management Information
- State and Federal Homeland Security Funding Files

3. Intelligence Unit

- Intelligence-generated documents
- business sector outreach documents
- monthly reports
- security clearance roster
- correspondence
- critical infrastructure sector data and reports
- Risk formula documentation
- Internal control documentation
- Annual Legislative Threat Briefing documentation

IV. EMERGENCY MANAGEMENT, Office of

A. Record Location

1220 Washington Avenue
 Building 22, Suite 101
 Albany, New York 12242

B. Contact Information

Records Access Officer
 NYS Office of Emergency Management
 1220 Washington Ave.
 Building 22, Suite 101
 Albany, NY 12226
 Fax: (518) 322-4978
OEMFOIL@dhses.ny.gov 

C. Subject Matter List

- General Correspondence
- State Comprehensive Emergency Management Plan (CEMP): All-hazards, state-level, multiagency
- emergency response plans
- Local (county-level) comprehensive emergency management plans and hazardous materials plans
- Tier II chemical inventory information
- Copies of local state of emergency declarations and emergency orders
- State disaster emergency executive orders
- NYS Radiological Emergency Preparedness Plan for Commercial Power Plants (available on OEM website)
- Indian Point Power Plant Emergency Radiological Plans
- James A. Fitzpatrick Power Plant Emergency Radiological Plans

- Nine Mile Power Plant Emergency Radiological Plans
- Knolls Atomic Training Plant Emergency information (U.S. Navy)
- Emergency Planning Zone and Ingestion Pathway Exercise Books
- Radiological Emergency Plans for jurisdictions (may not be most recent version, please contact individual jurisdictions for most up to date plan):
 - Oswego County
 - Monroe County
 - Wayne County
 - Westchester County
 - Putnam County
 - Orange County
 - Rockland County
- Records of training courses conducted / coordinated by the NYS Office of Emergency Management Training and Exercise Section. These records include student rosters, student registrations, course completion status where required, instructor records and payment records.
- FEMA General Admissions Applications to attend FEMA offered training at the Emergency Management Institute
- Records of exercises that are either developed by the SOEM Training and Exercise Section or of exercises which are reported to the SOEM Training and Exercise Section by other state agencies, county, or local agencies
- Response Plans submitted to us by various governmental agencies, counties and municipalities.
- Equipment Loan Requests
- Loan of Army Corps of Engineers Sandbaggers
- Donations received by NYS during a catastrophic incident
- County Gap Analysis
- Bulk Storage at NYS OEM owned facilities
- Incident Records:
 - DLAN Tickets
 - Situation Reports
 - Incident Action Plans
 - Email Communications
 - Operations Briefings
- Operational Plans for FERC Regulated Dams
- NYS Warning Point and State Emergency Operations Center Documentation:
 - Policy
 - Procedures
 - Checklists
 - Inventory Listings

Please note: NYS Office of Emergency Management is not affiliated with county/local 911. Therefore, NYSOEM DOES NOT maintain or have access to 911 tapes or transcripts. For this information, please contact the appropriate regional 911 center or local police department.

V. FIRE PREVENTION AND CONTROL, Office of

A. Record Location

1220 Washington Avenue
Building 7A, Floor 2
Albany, New York 12242

B. Contact Information

Records Access Officer
NYS Office of Fire Prevention and Control
Building 7A, Floor 2
1220 Washington Avenue
Albany, NY 12242
FAX: (518) 474-3240
OFPCFOIL@dhses.ny.gov 

C. Subject Matter List

- Curricula for OFPC Fire Training Programs
- General correspondence
- Fire investigation technical assistance reports
- Arson laboratory improvement program records
- Arson control plans promulgated by each county and the City of New York
- Burn injury reports submitted by health care facilities and physicians; tabular and statistical information on reported incidents compiled for analysis and lists of municipal authorities notified of reported burn injuries
- Records of certifications of firefighters meeting the training standards established by the State Fire Administrator
- Records of firefighting training programs meeting the standards established by the State Fire Administrator
- Emergency services loan applications, approved loan agreements and disapproved applications
- Fire inspection reports, including notices of violations of the Uniform Fire Prevention and Building Code, orders to comply and enforcement actions for colleges and universities, state office buildings and other State facilities and facilities regulated by state agencies
- New York State Fire Mobilization and Mutual Aid Plan, including fire service resource information, communications information and county fire mutual aid plans and county hazardous materials plans
- Fire and other emergency incident information reported by fire departments and tabular and statistical information on reported incidents compiled for analysis.
- Printing and publication records
- Fire training course records including: proposed schedules, instructor records and student enrollment cards
- Training records of firefighters who have completed state fire training courses
- Arson criminal history check results for opted out counties
- State vehicle and (mobile) special purpose utilization reports
- Fallen Firefighters Memorial nominations packages and Fallen Firefighters Memorial Selection Committee and Fallen Firefighters Memorial Appeals Committee records
- Records of Certifications of Firefighters meeting national fire service professional qualifications standards

VI. INTEROPERABLE AND EMERGENCY COMMUNICATION, Office of

A. Record Location

1220 Washington Avenue
Building 7A, Suite 710
Albany, New York 12242

B. Contact Information

Records Access Officer
NYS Office of Interoperable and Emergency Communications
State Office Campus, Building 7A, Suite 710
1220 Washington Ave.
Albany, NY 12242
Fax:(518) 322-4975
OIECFOIL@dhses.ny.gov 

C. Subject Matter List

- Agency and local technical information
- Agreements with Sprint/Nextel regarding frequencies
- Annual Reports
- Broadband program records
- Canadian frequency coordination issues
- Comments to the Federal Communications Commission (FCC)
- Communication Assets Survey and Mapping Tool (CASM) administrative paperwork
- Communications Unit Leader classroom documents, evaluations
- Correspondence with and for the Executive office
- Correspondence with the NYS Attorney General re: Statewide Wireless Network v M/A-Com
- Correspondence with Vendors
- County interoperable communications needs assessments
- E-911 Public Safety Answering Point (PSAP) Grant historical documents
- E-mail messages
- Equipment Manuals
- FCC Regional Planning Committees plans, documents, opinions, meeting notes
- Federal rules, legislation and guidance
- Frequency/spectrum management records
- General Administrative records
- General correspondence
- Generic Environmental Impact Statements (GEIS)
- IECGP Grant historical documents
- Incoming mail log
- Interoperable Communications engineering plans
- Inventory of communications vehicles and test equipment
- Inventory records
- IT requests
- Legislation regarding OIEC
- Licensing documents
- Maps
- Metro 21 historical documents

- Narrow banding documents
- National Emergency Communication Plan (NECP) Goal 2 reports and correspondence
- NYS 2009 Interoperability Symposium historical documents
- OEM Radio Network Information
- OIEC Briefing Book
- OIEC Technical Services task list
- OIEC website documents
- Outreach documents
- P-25 reviews and articles
- Photographs of tower sitings
- Presentation materials
- Radio Amateur Civil Emergency Service (RACES) historical documents
- Rapid Application Mobile Emergency Response (RAMER) vehicle historical documents, service documents and usage documents.
- Records of NIMS certifications for Communications Unit Leader (COML) trained personnel
- Statewide Communications Interoperability Plan (SCIP) (current year) plus historical documents
- Statewide Interoperable Communications Grant RFA, applications, scoring sheets (in process)
- Statewide Interoperable Communications Governance Board documents
- Statewide Interoperable Executive Committee (SIEC) historical documents
- Statewide Points of Contact for outreach purposes
- Status Reports
- Strategic Technology Reserve (STR) historical documents, reports, invoices, records
- SWN and M/A-Com design information (because of my on-going work on that)
- Tactical Interoperable Communications Plans (TICPs) – in process
- Technical Standards
- Travel requests, authorizations and vouchers
- Urban Area Strategic Initiative (UASI) historical documents