

# **New York Emergency Management Accreditation Program**

## **Program Guidance and Standards**



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## Record of Change (from Version 2.0)

Section	Change
Entire Document	Minor edits and wording changes
Page 11	Added reference to LEPCs and other local planning committees
Page 19	Included a reference to supporting community recovery efforts
Page 20	Noted that credit can be given for Counties updating their mitigation plan if documentation is provided
Page 20-21	Updated COOP standard to better align with NYS OEM COOP guidance

# Table of Contents

Program Overview .....	5
Relationship to the National Emergency Management Accreditation Program (EMAP) .....	5
Disclaimer .....	5
Governance Structure .....	6
Accreditation Standards/Standards Workgroup .....	6
Eligibility .....	6
Role of NYS DHSES .....	7
Role of NYSEMA .....	7
Assessors .....	7
Accreditation Process .....	8
Application: .....	8
Preparation: .....	8
On-site Review .....	8
Accreditation Council Review .....	8
Recognition .....	8
Reaccreditation .....	9
Maintenance Period: .....	9
Documentation: .....	9
Program Evolution: .....	9
Accreditation Standards .....	10
Administration .....	10
1.0. Established Emergency Management Office .....	10
2.0. Emergency Management Leadership .....	10
3.0. Administrative Policies and Procedures .....	11
Preparedness .....	11
4.0. All-Hazards Multi-agency Planning Committee(s) .....	11
5.0. Hazard/Capability Assessment .....	12
6.0. Comprehensive Emergency Management Plan .....	12
7.0. Training Program .....	13
8.0. Exercise Program .....	13
8.1. After Action Reviews and Improvement Plans .....	13
9.0. Citizen Preparedness .....	14

Response .....	14
10.0. Use of the Incident Command System .....	14
11.0. Resource Management and Logistics.....	15
11.1. Mutual Aid.....	15
11.2. Donations and Volunteer Management.....	15
12.0. Emergency Communications .....	16
13.0. Public Information and Warning.....	16
14.0. Situational Awareness.....	17
14.1. NY Responds:.....	17
15.0. Emergency Operation Center (EOC):.....	17
15.1. EOC Plans/Polices/Procedures .....	17
16.0. Operational and/or Functional Plans.....	18
16.1. Hazard Specific Plans .....	18
Recovery and Mitigation.....	19
17.0. Recovery Plan .....	19
18.0. Damage Assessment .....	19
19.0. Debris Management .....	19
20.0. Hazard Mitigation .....	20
21.0. Continuity of Operations Plan .....	<b>Error! Bookmark not defined.</b>
Appendix A: Assessor Qualifications .....	22
Appendix B: Listing of Required Training for EM and Appropriate Staff .....	23
Appendix C: Listing of Plans .....	24

## **Program Overview**

The New York Emergency Management Accreditation Program (Program) has been established as a voluntary program that will provide emergency management offices in New York State with a mechanism to evaluate and enhance the overall proficiency of their agency. Accreditation is a formal recognition that an office's policies and practices meet or exceed standards in all primary aspects of emergency management, to include preparedness, response, recovery and mitigation. It is expected that emergency management offices seeking accreditation will have an inclusive approach to emergency management, making efforts to engage "Whole Community" stakeholders, including government and non-government partners, and by considering the needs of those that may require specific considerations (e.g., the disabled, the elderly, etc.) during an emergency or disaster.

This Program also represents the strong collaboration and continued partnership between the New York State Emergency Management Association (NYSEMA) and the New York State Division of Homeland Security and Emergency Services (DHSES). NYSEMA and DHSES have worked cooperatively to develop this program with guidance and input from the emergency management community in New York State.

### **Relationship to the National Emergency Management Accreditation Program (EMAP)**

Although similar, the Program is in no way affiliated with the National Emergency Management Accreditation Program (EMAP), as the Program process and standards are focused specifically on emergency management in New York State. The EMAP standards were one of many resources considered in the development of the Program standards. Efforts were made to ensure some degree of consistency with the EMAP standards so that jurisdictions could be in position to pursue the EMAP accreditation, if they so choose. However, EMAP accreditation is a completely separate process.

### **Disclaimer**

The accreditation is not in any manner intended to serve as a warranty, affirmation, or guarantee of the quality of performance of or procedures utilized by accredited emergency management offices in their line of work. The Program is intended only to establish a baseline level of proficiency in meeting the defined emergency management standards related to preparing for, responding to, recovering from, or mitigating emergency situations.

NYSEMA and NYS DHSES specifically disclaim any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any accredited Emergency Management Office.

## **Governance Structure**

An Accreditation Council has been established as the formal oversight and governing body for the Program, to include making the final determination on whether or not an Emergency Management Office has met the accreditation standards. The Accreditation Council is co-chaired by the President of the New York State Emergency Management Association (NYSEMA) and the NYS DHSES Office of Emergency Management (OEM) Director. The Council includes a total of eight members, with the President of NYSEMA and DHSES OEM Director each appointing three additional representatives. In doing so, efforts are made to ensure the Council accurately reflects the emergency management community in New York, to include a cross-section of emergency management professionals from across the State, including urban and rural, as well as large and small jurisdictions. Each of the appointed members will serve a three year term.

As the governing body for the Program, the Accreditation Council is responsible for final approval of the accreditation process, ensuring the associated standards are both current and relevant, and that the program remains viable. The Accreditation Council oversees the Standards Workgroup mentioned below and may establish other Workgroups as necessary.

## **Accreditation Standards/Standards Workgroup**

To become accredited, Emergency Management Offices must meet a variety of emergency management standards. The standards were developed by the Standards Workgroup of State and local emergency management professionals appointed by the Accreditation Council. The standards were developed based on a combination of factors, that include the EMAP standards, relevant State laws (e.g., Article 2B of NYS Executive Law), and emergency management best practices. The standards will be reviewed and updated as necessary.

## **Eligibility**

Emergency Management Offices at any jurisdictional level in New York State (County, City, Town, and Village) may seek accreditation if they can meet the standards. For the purposes of this program, the Emergency Management Office (EMO) refers to the agency, office, or entity that has been formally recognized and granted the power and authority to administer the Emergency Management Program on behalf of the jurisdiction, to include but not limited to the coordination of emergency preparedness, response, recovery and mitigation efforts. It is recognized that in some cases the EMO may be part of a larger public safety agency; however for that agency to receive accreditation, they must meet all of the Program standards.

## **Role of NYS DHSES**

NYS DHSES serves as the administrative agent for the Program. In doing so, DHSES's responsibilities include but are not limited to: providing technical assistance to those interested in seeking accreditation, coordinating the accreditation and review process, and providing training to those interested in becoming assessors. DHSES also provides administrative support to the Accreditation Council and covers the associated administrative costs for the Program, including travel costs for the Assessors. DHSES works closely with NYSEMA, the Accreditation Council, and other members of the emergency management community as it relates to the administration of the Program.

## **Role of NYSEMA**

NYSEMA is a non-profit organization supporting and enhancing local emergency management efforts in the State. NYSEMA members include emergency management professionals from across the State and the members play an active role in the Program, to include serving on the Accreditation Council, the Standards Workgroup and as Assessors. Like DHSES, NYSEMA also helps to promote the Program and is a resource to provide insight and technical assistance to those interested in seeking accreditation.

## **Assessors**

The Assessors are responsible for conducting the on-site reviews and associated document reviews as part of the accreditation process. They also produce reports for review and approval by the Accreditation Council. State and local emergency management professionals serve as the Assessors and need to meet specific qualifications (see Appendix A) and successfully complete training provided by DHSES. To the extent possible, Assessors are not allowed to assess EMOs within their DHSES or NYSEMA region.

## Accreditation Process

**Application:** EMOs must complete a short application and submit it to NYS DHSES. The application must be signed by the jurisdiction's Emergency Manager and the Emergency Manager's immediate supervisor. The application will also need to identify a point of contact (POC) responsible for providing all requested documentation and coordinating the on-site review.

**Preparation:** EMOs will need to compile and/or develop the policies, plans and documents necessary to meet accreditation standards. Documentation will be shared or uploaded to a web-portal (NY Responds) so that materials can be reviewed in advance of the on-site review. EMOs interested in seeking accreditation should work to ensure they fully understand the standards and verification criteria before applying. DHSES & NYSEMA will provide technical assistance during the preparation phase.

**On-site Review:** Once all of the requested materials have been obtained, DHSES will work with the EMO POC to schedule an on-site review. DHSES will select a team of at least two experienced Assessors (from outside of the region to the extent possible) to conduct the review. NYS OEM Regional staff will also be invited to attend the on-site review. The review will include the further examination of any necessary plans and documentation, and interviews with the Emergency Manager, EMO staff, and others, if necessary. It will be incumbent on the EMO to demonstrate, document, and/or articulate how they meet each of the standards and associated criteria. The review team is responsible for reporting their findings back to the Accreditation Council through DHSES.

**Accreditation Council Review:** DHSES will provide a copy of the Assessor's report to the Accreditation Council for review and action at its next scheduled meeting, and the Council is responsible for making the final determination regarding accreditation. If accreditation is granted, it will be valid for a period of five years. If the EMO fails to meet one or more of the standards, they may be conditionally accredited if they commit to correcting any deficiencies. In doing so, they will have 30 calendar days to submit a corrective action plan to DHSES, and a total of up to 120 calendar days (90 days after the plan is submitted) to correct any deficiencies. If the EMO fails to submit a corrective action plan and/or correct the deficiencies within the 120 days, they will not be accredited and will need to wait one year before applying again. DHSES will coordinate with the Assessors and Accreditation Council to ensure they receive the correction action plan and proof the EMO corrected any deficiencies. Note: the Accreditation Council can choose to grant extensions due to extenuating circumstances (e.g., a disaster).

**Recognition:** EMOs that receive accreditation will be recognized both locally within their home jurisdiction and at the annual NYSEMA conference. Recognition will include a plaque and the ability to display the Program logo on the EMO website. Press releases and other ways to recognize the accredited EMOs are also encouraged.



**Reaccreditation:** EMOs will notify DHSES of their desire to be reaccredited by submitting a new application at least six months prior to the end of their five-year period of accreditation. DHSES will also send the EMO a reminder in advance of the six month deadline. The reaccreditation process is very similar to one described above for an agency's initial accreditation, although it may include a random sampling of standards for review and a demonstration of compliance with any new standards.

**Maintenance Period:** EMOs should conduct an annual internal review to assess where they are with their accreditation, what has changed, and if there are any issues or amendments that need to be considered for reaccreditation. EMOs that have kept up with the standards and regularly updated their plans should be in a very strong position to be reaccredited.

**Documentation:** EMOs will be expected to provide some degree of documentation to meet the various standards. Although the documentation may vary depending on the standard, unless otherwise noted, EMOs should provide the most recent example or copy of the requested documentation. **Unless there are extenuating circumstances, all planning related documentation for which the EMO is seeking to use for verification purposes should be no more than five years old.**

If the EMO cannot produce the requested documentation they must justify why such documentation is not available and/or provide other documentation suitable to meet the verification criteria. As it relates to plans, it is recognized that the EMO may not have the lead on all plans or processes, but it is expected that at a minimum the EMO will coordinate with those that do and should be able to produce a copy of requested plans. **If formal plans are not available, the EMO should at least be able to offer some degree of documentation or articulation (to the satisfaction of the Assessors) of how the relevant functions or processes are completed.**

If plans exist but cannot be shared in advance due to security concerns for other reasons, hard copies should at least be made available to the Assessors at the time of the on-site review.

**Program Evolution:** It should be noted that this Program and the associated standards will likely evolve over time due to policy changes, the identification of best practices and lessons learned, and other external factors that may influence emergency management in New York State. As such, the Program will evolve and efforts will be made to continually raise the bar and address any changes to ensure emergency management in New York State remains current and progressive. DHSES and NYSEMA will work to notify the emergency management community in New York State of any major changes that impact the accreditation Program, and the Program guidance and standards will be updated accordingly. This guidance, like emergency management plans, should be considered a “living document” subject to ongoing review and updates.

# Accreditation Standards

## Administration

**1.0. Established Emergency Management Office:** The Emergency Management Office (EMO) has been formally recognized and granted the power and authority to administer the Emergency Management Program on behalf of the jurisdiction, to include the coordination of emergency preparedness, response, recovery and mitigation efforts. The EMO has a website with at minimum: current contact information, information about the EMO and associated programs, and preparedness information for the public.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Law, resolution, or charter establishing/designating the official authority of the EMO
- Organizational chart of the EMO and for the jurisdiction hierarchy
- EMO mission statement
- EMO website
- Explanation of the EMO's roles and responsibilities

**2.0. Emergency Management Leadership:** The EMO has an identified Emergency Manager responsible for coordinating the Emergency Management Program and the associated responsibilities, to include the day-to-day operations and coordination with key stakeholders. It is recognized that in some agencies a Deputy or other staff member may serve as the primary point of contact and provide day-to-day oversight and coordination of the emergency management activities. In all cases, the Emergency Manager and professional staff shall complete all required training, including NIMS/ICS training. County Emergency Managers and County Chief Executives (or designees) must have participated in and be in compliance with the DHSES Emergency Management Certification and Training (EMC & T) program. See Appendix B for a complete list of the required training.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Basic job description of Emergency Manager and professional staff
- Certificates or other proof of completion for required training (some of which may be provided by DHSES)

**3.0. Administrative Policies and Procedures:** The EMO has administrative policies and procedures to govern the day-to-day operations of the Office.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- General administrative policies & procedures for the EMO, plus any relevant job descriptions
- Overarching jurisdictional policies & procedures as necessary (e.g., IT policies, purchasing policies, etc.)

## **Preparedness**

**4.0. All-Hazards Multi-agency Planning Committee(s):** The EMO has a documented, ongoing process utilizing one or more committees that provides for coordinated input by Emergency Management Program stakeholders in the preparation, implementation, evaluation, and revision of the Emergency Management Program. The committee(s) should include at minimum representation from law enforcement, public health, fire/EMS, public works/transportation and other government and non-government stakeholders, to include non-profit organizations, faith based groups, and key private sector partners (e.g., utilities). The committee(s) should meet on a regular basis, as defined by the EMO, but no less than annually. Examples of relevant committees may include but not be limited to Local Emergency Planning Committees (LEPCs) and other multiagency planning groups.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Committee membership lists or charters
- Meeting minutes
- Sign in sheets
- Documentation and/or articulation of planning process, to include the effort to engage Whole Community stakeholders

**5.0. Hazard/Capability Assessment:** The EMO has a formal and regular process in place to analyze and assess threats and hazards of concern to the jurisdiction and the jurisdiction's capability to address these threats and hazards. County EMO's must participate in the County Emergency Preparedness Assessment (CEPA) program. Assessments should be conducted at least once every five years (three years for CEPA).

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Current CEPA Report (Counties)
- Other Hazard/Gap Analysis Reports (e.g., HAZNY, THIRA, HIRA, HAZUS)

**6.0. Comprehensive Emergency Management Plan:** The EMO has coordinated the development of a Comprehensive Emergency Management Plan (CEMP) for the jurisdiction in accordance with Article 2B of NYS Executive Law. The plan is current (reviewed/updated within the last year) and there is a process in place to update and maintain the plan on an annual basis.

Note: This standard applies to the "base plan" (or basic plan per FEMA's Comprehensive Preparedness Guide 101); hazard and functional annexes will be examined separately.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Current copy of the CEMP (current copy of CEMP also needs to be on file with NYS OEM)
- NIMS/ICS references within the plan
- Executive or governing body sign off/approval (e.g., County Executive approval, legislative resolution or signature page, etc.)
- Documentation and/or articulation of planning process, to include the effort to engage Whole Community stakeholders

**7.0. Training Program:** The EMO has a program in place to conduct, coordinate, or participate in the delivery of emergency management related training for response personnel and key stakeholders, including elected officials. The EMO maintains necessary training records and complies with all State and Federal training mandates, including NIMS/ICS training, EMC & T, and other training required through the Emergency Management Performance Grant program. County EMOs must also conduct, coordinate, or participate in the EMC & T Tier 3 training and the development of a Multi-year training and exercise plan for the jurisdiction.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copy of the Multi-year training and exercise plan, or at minimum a listing of planned or proposed training for the upcoming year
- Listing of training the EMO has conducted, coordinated or participated in for at least the last 12-18 months
- Training records for courses sponsored by the EMO
- Certificates or other proof of training completion for EMO staff

**8.0. Exercise Program:** The EMO has a program in place to conduct, coordinate, or participate in the delivery of exercises to test emergency response plans, policies, procedures and associated capabilities. Exercises are conducted on a regular basis and in accordance with State and Federal guidance and requirements. The EMO must conduct or participate in one (1) full-scale exercise and at least two (2) other types of exercises (e.g., workshops, table-top, drill, etc.) annually. Real-world incidents and major planned events can substitute for the full scale exercise, assuming it is: multi-agency in nature, utilizes unified command, lasts for more than one operational period, uses an Incident Action Plan, and results in an After Action Review and Improvement Plan or some other type of post-incident analysis. The EMO must also conduct or participate in the development of a Multi-year training and exercise plan for the jurisdiction.

**8.1. After Action Reviews and Improvement Plans:** The EMO has a process in place to develop and act on After Action Reports and Improvement Plans for exercises, major planned events, and real world incidents. The After Action Reports and Improvement Plans should be developed based on State and Federal guidance (e.g., Homeland Security Exercise and Evaluation Program (HSEEP)).

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copy of the Multi-year training and exercise plan, or at minimum a listing of planned or proposed exercises for the upcoming year
- Listing of exercises, major planned events, and incidents (for which credit is being sought) and copy of After Action Reviews and Improvement Plans, and documentation and/or articulation of efforts to address corrective actions

**9.0. Citizen Preparedness:** The EMO has a program or partnerships in place to conduct, coordinate, or participate in efforts to educate the public about hazards, threats to public safety, and risk reduction through various media and other outlets. The EMO has identified a citizen preparedness point of contact and maintains a website and uses social media to help promote outreach and/or education. At a minimum, the EMO must conduct at least three (3) public outreach/education events annually. The EMO must also deliver or partner with others to provide citizen preparedness training within their jurisdiction. The EMO must make a concerted effort to engage individuals and communities that require specific considerations, to include but not limited to the elderly, the disabled, children, and other groups that may have unique challenges during a disaster. The EMO should engage these groups directly or partner with organizations that may represent or advocate on their behalf to ensure their needs are considered as part of the jurisdiction's Emergency Management Program.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Identification of the EMO citizen preparedness point of contact
- Website/social media preparedness information
- Listing of at least three outreach/education events within the last calendar year
- Documentation and/or articulation of efforts to engage Whole Community stakeholders

## Response

**10.0. Use of the Incident Command System:** The EMO has fully adopted the use of Incident Command System (ICS), to include the integration of ICS principles into disaster planning and response activities.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Executive approval or resolution adopting NIMS/ICS
- Proof of participation in NIMS reporting (e.g., NIMS surveys conducted by NYS DHSES)
- Documentation of NIMS/ICS references in CEMP
- Examples of Incident Action Plans or use of other ICS forms

**11.0. Resource Management and Logistics:** The EMO has resource management processes in place to allow for the acceptance, management, and distribution of goods and materials, services, personnel, commodities, financial resources, and facilities either solicited and/or unsolicited. The EMO must have an inventory of the response assets it owns and controls, and some inventory of the NIMS typed/deployable assets available within the jurisdiction. Additionally, the EMO must have a documented process or processes in place to request, deploy, and track resources (e.g., T CARDS, EOC software, NY Responds, etc.) and a listing of potential staging areas.

**11.1. Mutual Aid:** The EMO should have formal mutual aid plans, procedures, or agreements in place to facilitate the sharing and receiving of resources. At minimum, the EMO's jurisdiction must not have opted out of Intrastate Mutual Aid Program.

**11.2. Donations and Volunteer Management:** The EMO should have specific plans or documentation regarding donations management and volunteer/spontaneous volunteer management.

Note: It is recognized that the EMO may not have the lead on all plans or processes; but it is expected that at a minimum, the EMO will coordinate with those that do and should be able to produce a copy of requested plans. **If formal plans are not available, the EMO should at least be able to offer some degree of documentation or articulation (to the satisfaction of the Assessors) of how the relevant functions or processes are completed.**

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Asset and/or Resource Inventory
- Documentation and/or demonstration of the ability to request, deploy, and track resources (e.g., NY Responds)
- Copies of relevant mutual aid agreements or MOUs
- Proof of participation in IMAP
- Donations and volunteer management related plans or documentation
- List of potential staging areas
- Copies of other relevant plans (e.g., Point of Distribution (POD) and other commodity distribution plans)
- CEPA and/or other documentation or articulation of how the relevant functions or processes are completed to address the various capabilities

**12.0. Emergency Communications:** The EMO has the ability to communicate both internally and externally during steady state and emergency situations, this includes participating in (or having access to) the jurisdiction's land mobile radio system and the ability to deploy mobile communications assets to support on-scene incident response. The EMO must have at least two redundant forms of two way communications (e.g., Mutualink, RACES, Satellite phone, email, etc.) and participate in the Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS) programs. The EMO must also participate in a jurisdictional or regional interoperable communications planning process.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Demonstration and/or documentation of participation in jurisdiction's land mobile radio system
- Demonstration and/or documentation of ability to deploy mobile communications assets to support on-scene incident response
- Demonstration and/or documentation of at least two forms of two way communications
- Proof of participation in GETS/WPS programs
- Copy of jurisdiction or regional communications plans (e.g., TICP)

**13.0. Public Information and Warning:** The EMO has developed and maintains a plan or processes to interface with the media and to disseminate emergency alerts and warnings to the public potentially impacted by an actual or impending emergency. The EMO participates in the Integrated Public Alert & Warning System (IPAWS) and also has the ability to use social media to share emergency information with the public. The EMO has plans or other documentation related to the ability to support a physical or virtual Joint Information Center (JIC). The EMO should understand the demographics within their communities and ensure mechanisms are in place to communicate with any Whole Community stakeholders that may need special considerations (e.g., the blind, disabled, non-English speaking populations, etc.).

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Identification of EMO Public Information Officer (PIO) or spokesperson
- Proof of mass notification system (e.g., NY Alert, etc.)
- Social media plan/policy, or some other proof/documentation of the use of social media to share emergency information
- Plan or other documentation of ability to support a Joint Information Center (JIC)
- Documentation and/or articulation of efforts to consider Whole Community stakeholders that may need special considerations



**14.0. Situational Awareness:** The EMO has developed and maintains a process to initiate, receive, and/or relay situational awareness information to key decision makers and stakeholders, including NYS OEM and other jurisdictional departments and partners. The EMO is available 24/7 and has identified a primary and secondary point of contact.

**14.1. NY Responds:** County EMOs must be an active user of the NY Responds system, to include the ability to share and view situation reports and the common operating picture.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Documentation and/or articulation of situational awareness process
- Copies of situation reports
- Documentation and/or demonstration of ability to use NY Responds (Counties)

**15.0. Emergency Operation Center (EOC):** The EMO has pre-identified a facility capable of coordinating and supporting sustained response and recovery operations. In addition to a primary facility, the EMO must have identified at least two (2) alternate facilities that could be used if the primary facility were to be comprised or unavailable for some reason. The primary facility must have (or be able to have) communications (e.g., phone, email) and other information technology (e.g., computers, Wi-Fi/internet) to facilitate the receipt and sharing of information and other coordination activities. The primary EOC must also have back-up power and be out of the floodplain, or have taken measures to mitigate against the threat of flooding.

**15.1. EOC Plans/Polices/Procedures:** The EMO must have documented plans, polices, and procedures in place for the activation and operation of the EOC, to include a listing of agencies/partners and key EOC functions. The EMO must also have a roster of trained EOC personnel and enough people to conduct multiple operational periods, if necessary. The EMO must also demonstrate some effort to test their EOC capability at least once annually.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Documentation and/or demonstration of EOC abilities and functions, to include the technology noted above (Assessors must see primary EOC facility)
- EOC plans, polices, and procedures, including the identification of which agencies may staff key functions
- Documentation and/or demonstration of effort to test EOC capability annually (e.g., drill, exercise, real-world event)

**16.0. Operational and/or Functional Plans:** In addition to the plans mentioned in the other standards within this document, the EMO must have developed or contributed to the development of operational level and/or functional plans (or annexes) to address critical capabilities, including:

- Mass Care/Sheltering
- Emergency Medical Services
- Public Health Emergency Preparedness
- Mass Casualties
- Mass Fatalities
- Hazardous Materials Response
- Search and Rescue
- Transportation/Evacuation
- Firefighting (e.g., agency based or discipline specific plans will suffice)
- Law Enforcement Response (e.g., agency based or discipline specific plans will suffice)
- Critical Infrastructure Identification and Priority Restoration (e.g., power, water, etc.)

**16.1. Hazard Specific Plans:** The EMO should have developed or contributed to the development of plans to address specific or unique hazards facing the jurisdiction, which may include but not be limited to: terrorism, pandemics, infrastructure failure, radiological emergency preparedness, etc. **There is no set list or number of plans in this category as it will depend on the risk profile of the jurisdiction.**

Note: It is a recognized that the EMO may not have the lead on all plans or processes, but it is expected that at a minimum, the EMO will coordinate with those that do and should be able to produce a copy of requested plans. **If formal plans are not available, the EMO should at least be able to offer some degree of documentation or articulation (to the satisfaction of the Assessors) of how the relevant functions or processes are completed.**

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copies of all available operational/functional and hazard specific plans
- CEPA and/or other documentation or articulation of how the relevant functions or processes are completed to address the various capabilities

## Recovery and Mitigation

**17.0. Recovery Plan:** The EMO has developed or participated in the development of a recovery plan to address short and long-term recovery priorities and provide guidance for recovery activities within the jurisdiction. At minimum, the CEMP should include a section on recovery developed in accordance with Article 2B and other State guidance; there must also be a process in place to review and update the plans on a regular basis. The EMO should also be able to explain the process to support community recovery efforts for incidents that do not meet federal disaster declaration thresholds.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copy or other documentation of recovery plans
- Documentation and/or articulation of recovery planning process
- Documentation and/or articulation of process to support community recovery efforts

**18.0. Damage Assessment:** The EMO has developed or participated in the development of a formal and documented process to conduct damage assessment in an effort to understand the impact and potential costs of the damage. The EMO has a process in place to capture and maintain records associated with the damage and emergency response activities.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copy or other documentation of damage assessment plan/processes
- Documentation and/or articulation of ability to track damages and expenses

**19.0. Debris Management:** The EMO has developed or participated in the development of a plan or documented process to manage debris, to include the clearance, collection, and disposal of debris and the identification of debris management sites.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copy or other documentation of debris management plan/process
- Listing of potential debris management sites

**20.0. Hazard Mitigation:** The EMO has developed or participated in the development of a FEMA approved hazard mitigation plan covering the jurisdiction. There is a process to update and maintain the plan in accordance with the five year planning cycle. Counties must designate a Hazard Mitigation Coordinator and should make a concerted effort to engage their municipalities in the hazard mitigation planning process. County plans must also be made available for public review and should be integrated with other planning efforts to the degree possible.

**Note:** Consideration will be given to Counties that are in the process of updating their plans if they can provide documentation of the update process. The assessors will consider this on a case by case basis.

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copy of FEMA approved Hazard Mitigation Plan (and/or documentation of the process to update the plan)
- Designation of County Hazard Mitigation Coordinator
- Documentation and/or articulation of planning process, to include public review and the effort to engage municipalities in the planning process (counties)

**21.0. Continuity of Operations Plan:** The EMO must have a continuity of operations plan to ensure essential functions can be maintained during an emergency. The plan must be current (reviewed/updated within the last calendar year), must include a documented process in place to update and maintain the plan on an annual basis, and follow a Preparedness, Response, and Recovery format. The EMO should also help champion larger continuity of government planning efforts to the degree possible. The plans must be developed in accordance with generally accepted standards found in State guidance<sup>1</sup> and at minimum must address:

- The identification of potential internal and external risks to the EMO's primary operating site and possible mitigation activities.
- The identification of Mission Essential Functions with applicable downtimes, and priorities for restoration.
- Lines of Succession for each mission essential staff position.
- The identification, safeguarding, and priority of restoration of vital records and critical applications.
- Devolution and Delegation of Authority of mission essential functions
- Alternate Facilities
- Continuity of Communications

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<sup>1</sup> NYS DHSES Continuity of Operations Planning (COOP) guidance:  
<http://www.dhSES.ny.gov/planning/state/coop.cfm>

- Human Capital, including roles and responsibilities of internal and external staff
- Testing, Training, and Exercise and Corrective Action Program

**Verification:** Assessors verify compliance through discussions with the EMO and a review of the documentation outlined below:

- Copy of EMO COOP (required)
- Documentation and/or articulation of the jurisdiction's COOP planning process
- Validation of the process for identification, downtime, and priority of restoration of essential functions, critical applications, and vital records.
- Documentation and/or articulation of the jurisdiction's COG planning efforts

## Appendix A: Assessor Qualifications

Assessments depend greatly on the credibility, independence, and objectivity of the Assessors. Additionally, those conducting the assessments need to adhere to a high degree of professionalism and attest to their observations and recommendations.

The New York Emergency Management Accreditation Program (Program) uses a cadre of Assessors to conduct the on-site reviews associated with the Program.

The **optimal** qualifications for Assessors include:

- *At least seven years of emergency management experience, preferably at the State or local level;*
- *Experience in at least one (1) actual emergency operation in which the emergency plan was implemented and participation in an activated emergency operations center;*
- *Experience with at least one (1) Federally Declared Disaster;*
- *Participation in at least one (1) multi-operational period emergency operation or full-scale exercise event in the last calendar year;*
- *Some degree of experience in all phases of emergency management (preparedness, response, recovery, mitigation);*
- *Must be available for at least one (1) assessment each calendar year;*
- *Able to provide two (2) references regarding his or her qualifications from an emergency management director or equivalent;*
- *Have no conflict of interest as regards to any aspect of the Program that might prevent objective review and assessment of an applicant program;*
- *Satisfactory completion of the training course required to serve as an assessor for the accreditation program.*

The Accreditation Council will make the final decision on the selection of which individuals will serve as Assessors. Emergency management professionals in New York State are encouraged to apply but an application does not guarantee selection. Efforts will be made to select the most qualified candidates based on the pool of applicants, but the Accreditation Council will have the final say and ultimate discretion in this regard.

## Appendix B: Listing of Required Training for EM and Appropriate Staff

The Emergency Manager and any professional EMO staff with emergency management responsibilities in accordance with their job duties must complete the following training:

### NIMS/ICS:

- ICS 100
- ICS 200
- ICS 300
- NIMS Independent Study (IS) 700
- NIMS Independent Study (IS) 800

### FEMA Professional Development Program Courses:

- IS-120: An Introduction to Exercises
- IS-230: Fundamental of Emergency Management
- IS-235: Emergency Planning
- IS-240: Leadership and Influence
- IS-241: Decision Making and Problem Solving
- IS-242: Effective Communication
- IS-244: Developing and Managing Volunteers

Individuals shall complete either the Independent Study (IS) courses identified in the Professional Development Series (noted above) or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute (EMI) or at a sponsored State, local, tribal, territorial, regional or other, designated location. Further information on the National Emergency Management Basic Academy and the Emergency Management Professional Program can be found at: <https://training.fema.gov/empp/>. Previous versions of the IS courses meet the NIMS training requirement and a complete list of IS Program Courses may be found at <http://training.fema.gov/is>. A FEMA transcript or the overarching PDS certificate and ICS 300 certificate are adequate proof of taking all the courses.

### Emergency Management Certification and Training (EMC & T)

Counties must also comply with the EMC & T program, to include the Tier 2 training for County Emergency Managers and the Tier 1 Training for County Chief Executives or their designees. Additionally, the County Emergency Managers and County Chief Executives (or designees) must meet the annual refresher training requirements. County EMOs must also conduct, coordinate, or participate in at the EMC & T Tier 3 training.

Note: The courses above may be completed on-line (if offered) or in the classroom. It is up to the individual to provide proof of completion, although it is understood that DHSES may be able to validate the proof of completion in some cases (e.g., EMC & T and FEMA Professional Development courses conducted by DHSES OEM).

## Appendix C: Listing of Plans

As part of the accreditation process, EMOs will be expected to produce copies of a variety of plans, or be able to explain why they are not available. It is recognized that the EMO may not have the lead on all plans or processes, but it is expected that at a minimum, that the EMO will coordinate with those that do and should be able to produce a copy of requested plans. **If formal plans are not available, the EMO should at least be able to offer some degree of documentation or articulation (to the satisfaction of the Assessors) of how the relevant functions or processes are completed.**

Specific plans or planning documentation the EMO should be ready to produce (or explain):

- Comprehensive Emergency Management Plan (base plan)
- Multi-year Training and Exercise Plan
- Jurisdiction or Regional Communications Plans
- EOC Plans/Procedures
- Operational or Functional Plans
  - Mass Care/Sheltering
  - Emergency Medical Services
  - Public Health Emergency Preparedness
  - Mass Casualties
  - Mass Fatalities
  - Hazardous Materials Response
  - Search and Rescue
  - Transportation/Evacuation
  - Firefighting
  - Law Enforcement Response
  - Critical Infrastructure Identification and Priority Restoration (e.g., power, water, etc.)
- Hazard Specific Plans (if applicable)
- Resource Management and Logistics Plans (e.g., mutual aid agreements, donations and volunteer management plans, points of dispensing plans, etc.)
- Disaster Recovery Plan
- Debris Management Plan
- Hazard Mitigation Plan
- Continuity of Operations Plans