

# TOWN OF MAMAKATING

## Emergency Management Plan

as adopted  
by Village of  
Bloomingburg  
on 5/10/07

Draft  
Submitted by:

Date: December 2006



# TOWN OF MAMAKATING COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

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# TOWN OF MAMAKATING COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## **Introductory Materials**

### A. Authority and Promulgation:

Authority for this plan of emergency management is contained in (**Town Law Book chapter and Title info.**)

This Emergency Management Plan for the Town of Mamakating, New York is effective upon signing by the Town Supervisor of the municipality.

### B. Plan Distribution List

Upon approval of the Emergency Management Plan by the Town Supervisor and Town Board, the Town Supervisor (or Town Emergency Director) shall insure prompt distribution of the plan to the enclosed list of agencies and organizations.

### C. Revision Sheet/Record of Changes

All updates/revisions shall be promptly forwarded to the list of agencies and organizations named on the Plan Distribution List.

**Authority and Promulgation Statement/Letter**

To all Recipients:

The ability to respond to a man-made or natural disaster is a necessary function of government. Transmitted herewith is the Emergency Management Plan for the Town of Mamakating, New York. It provides a framework for use in performing emergency functions during a major emergency or disaster in the Town. This plan results from the recognition on the part of local government and state officials that a comprehensive is needed to enhance the Town's ability to manage emergency/disaster situations.

The Emergency Management Plan contains functions such as; planning and identification of responsibilities, warning and evacuation, communications, direction and control, public awareness and information, resource management, damage assessment, emergency health and medical services and sheltering.

This plan will be tested, revised and updated as required. It represents general guidelines, which can be modified by emergency personnel as appropriate. All recipients are requested to advise the Tow Supervisor (or Emergency Management Director) regarding recommendations for improvements.

Signed:

Town Supervisor: \_\_\_\_\_

Deputy Supervisor: \_\_\_\_\_

Town Board member: \_\_\_\_\_

Town Board member: \_\_\_\_\_

Town Board member: \_\_\_\_\_

### Plan Distribution List

Upon approval of the Emergency Management Plan by the Town Supervisor and the Town Board, the Town Supervisor (or Emergency Management Director, if employed), shall insure prompt distribution of the plan to the following agencies and organizations:

- Town Supervisor
- Town Clerk
- Town Board Members
- Emergency Management Director
- State Troopers
- Sheriffs Department
- All Town Fire Departments including:
  - ✓ Bloomingburg
  - ✓ Summitville
  - ✓ Westbrookville
  - ✓ Wurtsboro
- EMS – Mamakating First Aid
- Town Health Officers
- Superintendents of all Mamakating School Districts
- Chase Elementary School Principal
- American Red Cross
- Public Utilities serving the community
- County Office of Emergency Management
- SEMO – State Emergency Management Office

The Town Supervisor (or Emergency Director) shall also ensure that all updates to this plan, approved by the Town Supervisor and the Town Board, are promptly distributed to the agencies and organizations listed above.

## Revision Sheet/Record of Changes

Date of Revision: \_\_\_\_\_

The attached pages of the Town of Mamakating Emergency Management Plan have been revised. Please replace older pages with these revised pages and discard the older pages. Retain this list as the Revision Log to your copy of the Town of Mamakating Emergency Management Plan.

Plan Component:

Remove Pages Numbered:

Insert Pages Numbered:

Date Revisions Posted:

Changes Made By:

# TOWN OF MAMAKATING 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 Town's ability to manage emergency/disaster situations. It was prepared by Town officials, in coordination with Sullivan County, working as a team in a planning effort recommended by the New York State Emergency Management Office. 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 Town and an assessment of the capabilities existing in the Town to deal with potential problems.

### 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

Town departments' and agencies' emergency management responsibilities are outlined in this plan. Assignments are made within the framework of the present Town capability and existing organizational responsibilities.

Town of Mamakating 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.



Town responsibilities are closely related to the responsibility of the county level of government to manage all phases of an emergency. The Town may be called to assist the other local governments in the county in the event that other towns/villages have fully committed their resources and are still unable to cope with any disaster. Sullivan County has the responsibility to assist the Town of Mamakating in the event the Town has fully committed its resources, and is still unable to cope with a disaster. Similarly, New York State is obligated to provide assistance to the county after resources have been exhausted 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 involve itself 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 failure, and power outage.

### Conclusion

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

# TOWN OF MAMAKATING COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## 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, and disrupt the normal functions of government, communities and families, and cause human suffering.
2. The Town government must provide leadership and direction to prevent, mitigate, respond to, and recover from dangers and problems arising from emergencies in the Town.
3. Under authority of Section 23 of the New York State Executive Law, the Town is authorized to develop a Comprehensive Emergency Management Plan to prevent, mitigate, respond to and recover from emergencies and disasters. To meet this responsibility, the Town of Mamakating 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 the Town of Mamakating.
6. Response
  - a. Response operations may start before the emergency materializes, for example on receipt of advisories that

floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include such pre-impact operations as:

- i. Detecting, monitoring, and assessment of the hazard
  - ii. Alerting and warning of endangered populations
  - iii. Protective actions for the public
  - iv. 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.

## 6. Recovery

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 the Town.
2. The objectives of the Plan are:
  - a. To identify, assess and prioritize vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
  - b. To outline short, medium and long range measures to improve the Town's capability to manage hazards.
  - c. To provide the Town government, in concert with County government, will take appropriate actions to prevent or mitigate effects of hazards and be prepared to respond to and recover from them when an emergency or disaster occurs.

- d. To provide for the efficient utilization of all available resources during an emergency.
- e. To provide for the utilization and coordination of County, State, and Federal programs to assist disaster victims, and to prioritize the response to the needs of the elderly, disabled, low income, and other groups which may be inordinately affected.
- 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. Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act.

D. Concept of Operations

- 1. The primary responsibility for responding to emergencies rests with town government, and with the Town Supervisor.
- 2. Town government agencies and the emergency service organizations play an essential role as the first line of defense.
- 3. Responding to a disaster, the Town is required to utilize its own facilities, equipment, supplies, personnel and resources first.
- 4. The Town Supervisor has the authority to direct and coordinate disaster operations and may delegate this authority to the Town Emergency Services Coordinator
- 5. The Town of Mamakating will utilize the Incident Command System (ICS) to manage all emergencies requiring multi-agency response. The Town of Mamakating recommends and encourages all emergency services organizations in the Town to utilize ICS.
- 6. When Town resources are inadequate, the Town Supervisor or his designee may obtain assistance from other political subdivisions and the County government.

7. A request for County assistance will be made to the Sullivan County Emergency Management Office, through the Town Supervisor or his designee.
8. The County Manager has the authority to direct and coordinate County disaster operations, and may coordinate responses for requests for assistance for the local governments.
9. The Sullivan County Emergency Management Office is responsible for coordinating County emergency management activities.
10. The Sullivan County Emergency Manager may coordinate requests for assistance from other political subdivisions within Sullivan County, and with other counties in the State.
11. When the disaster is beyond the resource and management capability of Sullivan County, the Sullivan County Emergency Manager may request State assistance through the State Emergency Management Office.
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 Emergency Management Office. The Sullivan County Emergency Management Office will assist the Town, and serve as a liaison to the State.
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 Town Emergency Services Committee is responsible for maintaining and updating this Plan.
2. All Town departments and agencies are responsible for annual review of their emergency response role and procedures, and

provide any changes to the Town Clerk by February 1<sup>st</sup> of each year.

3. The Plan should be reviewed and updated annually with revised pages distributed by April 1<sup>st</sup> of each year.

# TOWN OF MAMAKATING COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## II. RISK REDUCTION

### A. Town Hazard Mitigation Planning

1. The Town Supervisor has designated the Town Highway Superintendent as the central point of contact for hazard mitigation.
2. The Town of Mamakating Highway Superintendent is responsible for coordinating with the County Hazard Mitigation Coordinator in reducing hazards potentially affecting the Town of Mamakating.
3. All Town agencies will participate in risk reduction activities with the Town Highway Superintendent.
4. The Town Highway Superintendent will participate as a member of the Town Emergency Services Committee.

### B. Identification and Analysis of Potential Hazards

1. The Town Emergency Services Committee, in coordination with the Sullivan County Emergency Manager, will:
  - a. identify potential hazards in the Town, and outside of Town boundaries, that could affect the Town;
  - b. determine the probable impact each of those hazards could have on people and property;
  - c. delineate the geographic areas affected by potential hazards, plot them on maps, and designate them as hazard areas.

Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.

2. To comply with (1) and (2) above, hazards that pose a potential threat have been identified and analyzed by the Town Emergency Services Committee using the program *HAZNY*, provided by the State Emergency Management Office.

3. 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 Sullivan County Emergency Management Office, and the New York State Emergency Management Office; and
  - d. after completion in \_\_\_\_\_, 200\_ was submitted to the Sullivan County Emergency Management Office.
4. The rating and ranking results of the hazard analysis are found in Attachment 1.
5. The complete Hazard Analysis results are located in the Town Hall, and the County Emergency Management Office.

C. Risk Reduction Policies, Programs and Reports

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

Examples of the above are:

- encourage the adoption of building codes that are cognizant of and take into account significant hazards in the Town.
  - 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 Town Public Works Department to address dangerous conditions on roads used by hazardous materials carriers.
2. The Town Board of Mamakating is responsible for land use management of Town owned land and the review of land use management actions throughout the Town, including authorizing Town land use management programs.



3. In all of the above activities, the Town Board will take into account the significant hazards in the Town of Mamakating.
4. The Town of Mamakating Emergency Services Committee will participate in risk reduction workshops, sponsored by Sullivan County, and will meet bi-annually to identify specific hazard reduction actions that could be taken for those hazards determined by the hazard analysis to be most significant.
5. A report of proposed hazard reduction activities will be presented to the Town Supervisor and the Sullivan County Emergency Manager for consideration and funding.

D. Emergency Response Capability Assessment

1. Periodic assessment of the Town's capability to manage the emergencies that could be caused by the hazards identified in the Town is a critical part of Risk Reduction.
2. The Emergency Services Committee will, every three years:

Assess the Town'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 Emergency Services Committee in its assessment, the Town Emergency Services Coordinator, in coordination with the Sullivan County Emergency Manager, will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.
  4. The Emergency Services Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Emergency Service Coordinator and the Town Supervisor.

E. Training of Emergency Personnel

1. The Town Emergency Services Coordinator, in coordination with the Sullivan County Emergency Manager, has the responsibility to:

- a. arrange and provide, with the assistance of the New York State Emergency Management Office, and the New York State Office of Fire Prevention and Control, training programs for Town emergency response personnel.
  - b. encourage and support training for town emergencies.
  - 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
    - provide emergency personnel with the skills necessary to help reduce or eliminate hazards and increase their response capability
    - be provided in crisis situations, that requires additional specialized training and refresher training
  - d. conduct periodic exercises and drills to evaluation capabilities and preparedness that tests major portion of the elements and responsibilities in the Town Comprehensive Emergency Management Plan and to test readiness of warning and communication equipment.
2. 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 Sullivan 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. The Town of Mamakating will participate in such activities, including offering Town facilities for use to conduct public education forums.

G. Monitoring of Identified Hazard Areas

1. All Town agencies will be cognizant of known hazards in the Town, so as to detect a hazardous situation in its earliest stages.
2. As a hazard's emergence is detected, this information is to be immediately provided to the Sullivan County 911 Communications Center and disseminated to Town officials 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 break up of ice jams, shore erosion, dam conditions, and the National Weather Service's Skywarn program.
5. All Town hazard monitoring activity will be coordinated with the Town Supervisor, and the Sullivan County Emergency Management Office.

# TOWN OF MAMAKATING COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## III. Response

### Response Organization and Assignment of Responsibilities

#### A. Town Supervisor Responsibilities, Powers and Succession

1. The Town Supervisor is ultimately responsible for Town emergency response activities and:
  - a. may assume personal command of the Town 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 Town owned resources and facilities for disaster response,
  - c. maintains and manages the Town Emergency Operations Center,
  - d. facilitates coordination between the Town and:
    - the Incident Commander
    - Town response agencies
    - Villages located within the Town
    - Local governments outside the Town
    - Sullivan County
    - Private emergency support organizations.
  - e. may declare a local state of emergency in the Town, and may promulgate emergency orders and waive local laws, ordinances, and regulations,
  - f. may request assistance from other towns, and Sullivan County, when it appears that the incident will escalate beyond the capability of the Town's resources,
  - g. may provide assistance at the request of other local government both within and outside Sullivan County.

2. In the event of the immediate unavailability of the Town Supervisor, the following line of command and succession has been established to ensure continuity of government and the direction of emergency operations:
  - a. The Deputy Town Supervisor will assume the duties and responsibilities until the Supervisor is available.
  - b. The Town Highway Superintendent will assume the duties and responsibilities until the Town Supervisor or the Deputy Town Supervisor is available.

B. The Incident Command System (ICS)

1. The Town of Mamakating endorses the use of the Incident Command System (ICS), developed by the National Interagency Incident Management System (NIIMS), and formally adopted by Sullivan County, and 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.
2. ICS is organized by functions. They are:
  - Command
  - Operations
  - Planning
  - Logistics
  - Finance
3. 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.
4. 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.
5. 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.

6. During an emergency, Town response personnel must be cognizant of the Incident Command System in place and their role in it. Some Town personnel may be responders to the scene and part of the on-scene ICS structure in a functional or staff role. Other Town personnel may be assigned to the Town Emergency Operations Center (EOC) or other locations where they will provide support to the responders at the scene.
7. 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.
8. Town response personnel operating at the Town EOC will be organized by ICS function, as depicted below and interface with their on-scene counterparts, as appropriate.
9. Whenever the ICS is established, Town 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, is established. Assignments may change as situation dictates or as directed by the Town Supervisor.

C. Agency Responsibilities

The Town Supervisor shall exercise ultimate responsibility and oversight for emergency response, and shall delegate ICS responsibilities as described in Table 1, or as special circumstance warrants.

**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.
2. The Town EOC will be used to support Incident Command Post activities and to coordinate Town 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. The Town EOC is located at the Town of Mamakating Town Hall at 2948 Route 209, Wurtsboro, New York 12790.
5. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at another location designated at the time.
6. The EOC can provide for the centralized coordination of Town agencies' activities from a secure and functional location.
7. Depending on the incident size and complexity, the Town Supervisor may designate a County Liaison. This position will facilitate the coordination between County response agencies and the Town response agencies.
8. Town agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the Town Supervisor.
9. 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 Town Supervisor 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 12½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.)
12. Work areas will be assigned to each agency represented at the EOC.

B. Notification and Activation

1. An initial notification of an emergency situation may originate from the public, Town agencies or from Sullivan County.

2. Upon receiving initial notification of an emergency impacting the Town, the County 911 Center will immediately alert the appropriate Town response agency, and declare a response level.
3. This initial notification sets into motion the activation of Town emergency response personnel (e.g., police, fire, EMS).
4. First responders may or may not require additional response personnel, or may request minimal assistance from other Town response personnel, such as mutual aid between fire districts.
5. When the incident is beyond the capabilities of the initial responding agency(s), the Incident Commander will notify the County 911 Center, and update the response level.
6. Each emergency is to be classified into one of four Town 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 the Town, or involving small population.
  - d. Response Level "3": Full emergency situation with major threat to life, health or property, involving large population, County and possibly State involvement.
7. Upon notification of an emergency response level, the County 911 Center will immediately alert the appropriate Town official.
8. Town Emergency response personnel will be activated according to the Response Level classification:

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



C. Assessment and Evaluation

1. As a result of information provided by the EOC Section Coordinators, the Command Section 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 action.

Table I – ICS Function and Response Activities by Agency

<u>AGENCY</u>	<u>ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Office of Town Supervisor	Command	Ultimate situation responsibility; Declaration of State of Emergency; Promulgation of Emergency Orders
	Public Information	Emergency Public Information
	Operations	Activation and Coordination of the EOC; Public Warning
	Liaison	Liaison and coordination with Governments and organizations
NYS Troopers	Operations	Communications, Warnings, Law Enforcement
Sullivan County Sheriff	Operations	Communications, Warnings, Law Enforcement
Town EMS Squad	Operations	Medical Care and Treatment Crisis Counseling

<u>AGENCY</u>	<u>ICS FUNCTION</u>	<u>RESPONSE ACTIVITIES</u>
Town Fire Departments	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure Control
		Human Needs Assessment
	Safety	Emergency Worker Protection
Town Highway Department	Operations	Debris removal and disposal; damage assessment; sewage control
Town Board	Planning	Situation Assessment and documentation; advance planning
American Red Cross	Operations	Temporary Housing and Shelter; Emergency Feeding and Clothing
Town Clerk	Logistics	Supply and procurement; Information Systems; Human Resources
	Finance/ Administration	Purchasing, accounting, record-keeping

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 Town Supervisor may proclaim a state of emergency pursuant to Section 24 of the State Executive Law.
2. Such a proclamation authorizes the Town Supervisor to deal with the emergency situation with the full executive and legislative powers of Town 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 1 describes the requirements for proclaiming a State of Emergency and promulgating Emergency Orders.
5. 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 warnings 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 Sullivan 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. EAS can be activated by select County officials.
  - 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 Albany. NWR will also broadcast non-weather-related emergency warnings. NWR broadcasts on select high-band FM 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.
  - c. Stationary Fire Sirens – There is one type of stationary warning siren in use in the Town of Mamakating.



- 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 instruction 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.

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 appropriately designed Emergency Medical/Public Health function to ensure that health and medical problems are being addressed.

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 Town and County government and with the assistance of volunteer agencies and the private sector.
- 2. There may be established with the Operations section a Human Needs Group to perform the tasks associated with (1) above.

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, and ensuring that restoration of services is accomplished without undue delay.
2. There may be established within the Operations section a Public Infrastructure function, assigned appropriately, to perform the tasks associated with (1) above.
3. During response operations relating to debris clearance and disposal, the Town of Mamakating should act in cognizance of and in cooperation with the County EOC.

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 Town should be used first in responding to the emergency.
3. All Town-owned resources are under the control of the Town Supervisor during an emergency and can be utilized as necessary.
4. Resources owned by other municipalities can be utilized upon agreement between the requesting and offering government, and should be coordinated through the County Emergency Management Office.
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 private sector to donate certain resources in an emergency.

J. Standard Operating Guides and other supporting plans

1. Each Town agency assigned responsibility under this Response portion of the plan is to have its own Standard Operating Guide (SOG).

2. These SOGs address agency personnel, shift assignments to the EOC, coordination with other agencies, ICS training and resource inventory.
3. Each agency SOG should be updated at least annually and reviewed at an agency planning meeting, held each spring.
4. Copies of each SOG are retained by the Town Supervisor's Office.

The following agency SOGs have been filed as of \_\_\_\_\_, 200\_:

- New York State Police Emergency Response Plan
- Town of Mamakating Fire and Mutual Aid Plan
- Town of Mamakating Highway Department  
Emergency and Resource Listing

5. The following documents support this portion of the plan and are appended to it:

*Appendix 1 – Instructions for Declaring a State of  
Emergency and Issuing Emergency Orders*





# TOWN OF MAMAKATING

## COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### IV. Recovery

#### A. Damage Assessment

1. The Town will participate and cooperate with Sullivan County in damage assessment activities.
2. The Town Supervisor shall coordinate with the Sullivan County Emergency Management Office in:
  - a. Developing a Town damage assessment program;
  - b. Coordinating damage assessment activities in the Town during and following an emergency;
  - c. Designating a Town official to coordinate with the Damage Assessment Officer from the County;
  - d. Maintain detailed records of emergency expenditures on standard documentation forms. These forms are available from the County Emergency Manager, through the Town Supervisor.
3. All Town departments and agencies in the Town will cooperate fully with the County Emergency Manager, and participate in damage assessment activities including:
  - a. Pre-emergency:
    - Identifying Town 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; and
    - Fostering agreements between Town government and the private sector for technical support.
  - b. Emergency:
    - Obtaining and maintaining documents, maps, photos and video tapes of damage; and
    - Reviewing procedures and forms for reporting damage to higher levels of government.

- c. Post-emergency:
- Selecting personnel to participate in damage assessment survey teams;
  - Identifying and prioritizing areas to survey damage; and
  - Completing project worksheets and maintaining records of the worksheets.
4. It is essential that, from the outset of emergency response actions, Town 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.
5. Damage assessment will be conducted by county and Town government employees, such as Public Works engineers, building inspectors, assessors and members of non-profit organizations, such as the American Red Cross and 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) and Individual assistance (IA) teams (impact on individuals and families, agriculture, private sector).
7. Town damage assessment information will be reported to the Damage Assessment Officer at the County EOC.
8. All assessment activities in the disaster area will be coordinated with the on-site Incident Commander (when appropriate) and the Town Supervisor.
9. The Town Official designated to coordinate with the County Damage Assessment Officer, will provide the following information to complete the Damage Assessment Report:
- 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.
10. This report will be submitted to the Sullivan County Emergency Management Office, and is required for establishing the eligibility for any State and/or federal assistance.

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

11. Unless otherwise designated by the County Manager, the County Clerk will serve as the County's authorized agent in disaster assistance applications to State and federal government.
12. The Town Clerk will serve as the Town's authorized agent, and work in concert with the County Clerk's Office to:
  - a. Attend public assistance applicant briefing conducted by Federal and State governments;
  - b. Review SEMO's *Public Assistance Handbook of Policies and Guidelines for Applicants*;
  - c. Obtain from the Damage Assessment Officer maps showing disaster damage;
  - 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 Team(s);
  - f. Follow up with County's authorized representative and SEMO;
  - 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; and
  - p. Maintain summary of damage suffered and recovery actions taken.

B. Planning for Recovery

1. The Town has subdivision regulations, and building codes. As a result, the Town will have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.

2. A recovery task force will be developed by the Town of Mamakating, and will:
  - a. Direct the recovery with the assistance of Town departments and agencies coordinated by the Emergency Management Coordinator.
  - b. Prepare a local recovery and redevelopment plan, if appropriate, unless deemed unnecessary, pursuant to Section 28-a of the State Executive Law.
3. The recovery and redevelopment plan shall include:
  - a. Replacement, reconstruction, removal, relocation of damaged/destroyed infrastructures/buildings;
  - b. Establishment of priorities for emergency repairs to facilities, buildings and infrastructures;
  - c. Economic recovery and community development; and
  - d. New or amended subdivision regulations, building and sanitary codes.
4. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
5. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
6. 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.
7. 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 SEMO, whether the preparation of a recovery and redevelopment plan has been started and, if not, the reasons for not preparing the plan.

- c. Proposed plans shall be presented at a public hearing upon five (5) days notice published in a newspaper of general circulation in the area affected and transmitted to the radio and television media for publications and broadcast.
- d. The local recovery and redevelopment plan shall be prepared within 45 days after the declaration of a state disaster and shall be transmitted to the DPC. The DPC shall provide its comments on the plan within 10 days after receiving the plan.
- e. A plan shall be adopted by such county, city, town or village within 10 days after receiving the comments of the DPC.
- f. The adopted plan:
  - May be amended at any time 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 modified or applied to reconstruction.
  - 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 Sullivan County Emergency Management Office.
- 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, County and Town PIOs as appropriate and furnished to the media for reporting to the public.



TOWN OF MAMAKATING  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ATTACHMENT 1: HAZARD ANALYSIS RESULTS FOR TOWN OF  
MAMAKATING  
using HAZNY as provided by the State Emergency Management Office

RANKINGS  
Town of Mamakating

<u>Hazard</u>	<u>Rating</u>	<u>Classification</u>
Terrorism		
Flood		
Ice Storm		
Transportation Accident		
Fire		
Utility Failure		
Winter Storm (Severe)		
Severe Storm		
Displaced Persons		
Earthquake		
Hazmat in Transit		
Tornado		
Hazmat at Fixed Site		
Ice Jam		
Explosion		
Epidemic		
Structural Collapse		

These results of the Hazard Analysis were reported by the Town of Mamakating  
Emergency Planning Committee on \_\_\_\_\_, 200\_.

TOWN OF MAMAKATING  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ATTACHMENT 2: TOWN OF MAMAKATING DRILL AND  
EXERCISE SCHEDULE 200\_

To be determined

# TOWN OF MAMAKATING COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

## Appendix 1: Instructions for Declaring a State of Emergency and Issuing Emergency Orders

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

1. The Town Supervisor, or a person acting for the Town Supervisor, pursuant to Section I.A.(2) of this Plan, can declare a local State of Emergency for all of, or anywhere in, the Town. The County Manager can declare a State of Emergency for anywhere in Sullivan County, including the Town of Mamakating. All Village Mayors in the Town 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 Town 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 Town Supervisor, 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 decision should be kept on file in the Town Clerk's Office.

B. Sample Declaration of a local State of Emergency

A State of Emergency is hereby declared in the Town of Mamakating (area within the Town or entire Town) effective at \_\_\_:\_\_\_ am/pm on \_\_\_\_\_.  
(time)

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 Chief Executive of the Town of Mamakating, I \_\_\_\_\_,  
(name of Chief 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 Town.

I hereby direct all departments and agencies of the Town of Mamakating 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 can also 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-family 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 is a good idea to do so. It should be kept on file at the office of the Town 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 Manager 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 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 rescision 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 rescision be filed?*

No. However, it is recommended that it be filed in the Office of the Town 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 Town level only by the Town Supervisor and or a person acting for the Supervisor pursuant to Section I.A.(2) of this Plan. The County Manager can issue emergency orders for anywhere in Sullivan County, including the Town of Mamakating, following the declaration of a local State of Emergency by the County Manager. All Village Mayors in the County can also issue emergency orders for their jurisdiction following the declaration of a local State of Emergency by that same Manager.
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 rescision by the County Manager. 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 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.

4. *Is it in effect indefinitely?*

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

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

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 refiled.

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 refiled.

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.

# **SAMPLE**

Town of Mamakating

Hazard Reduction and Emergency Response Assessment

Emergency Services Committee

## Introduction:

As required by the Town's Comprehensive Emergency Management Plan adopted on \_\_\_\_\_, 200\_, the Town of Mamakating Emergency Services Committee met on \_\_\_\_\_, 200\_, \_\_\_\_\_, 200\_ and \_\_\_\_\_, 200\_ to identify (biannual) hazard reduction actions to be taken for those hazards determined by the hazard analysis to be most significant; and to assess (every three years) the Town's capability to manage the emergencies that could be caused by those hazards.

The Town of Mamakating Emergency Services Committee is composed of the following officials, and others as may be designated by the Town Board:

Town Supervisor  
Town Highway Superintendent  
Town Clerk  
The members of the Board of the Town of Mamakating  
Fire Chief, Wurtsboro Fire Department  
Fire Chief, Westbrookville Fire Department  
Fire Chief, Summitville Fire Department  
Senior Officer, NYS Troopers  
Health Officer  
President, Mamakating Ambulance Service

## Hazard Analysis:

On \_\_\_\_\_, 200\_, the Town of Mamakating, in conjunction with the New York State Emergency Management Office and the Sullivan County Office of Emergency Preparedness, conducted a hazard analysis. The group analyzed 17 hazards potentially affecting the Town of Mamakating. The three most significant hazards are terrorism, flood and ice storm.

## Findings:

The Committee considered hazard reductions, and the Town's response capability for:

1. Terrorism
  - 1.1 Assessment:
    - 1.1.1 Likely time of onset: indeterminate
    - 1.1.2 Preparedness levels: non beyond the usual readiness of police, EMS, and Fire Department resources.
    - 1.1.3 Effective warning systems??????

1.1.4 Means to respond to anticipated casualties and damage: none beyond the usual readiness of police, EMS, and Fire Department Resources.

1.2 The Committee specifically recommended the following to improve the ability of the Town to respond to an act of terrorism locally or the consequences to the Town of a distant act:

1.2.1 Materials/Equipment:

- a. A generator to provide an independent source of power for the Town's Command Center located at the Town Hall.
- b. Blankets to increase the ability of the Town to shelter displaced persons to at least 100 people.
- c. Communication equipment (see attachment) to link high and low band public service/emergency providers.

1.2.2 Training:

Obtain incident command training to Town Emergency Services leadership, and specifically for the Town Superintendent of Highways.

1.2.3 Exercises: Conduct table top exercises addressing the following scenarios:

- a. Terrorism in the Town of Mamakating
- b. Consequences of a terrorist act in a neighboring metropolis resulting in a displacement of people to the surrounding rural communities; or
- c. Bioterrorism involving a communicable disease.
- d. An "on our scenario" for one or more of the above, assuming that there are no outside (County, State, or Federal) resources to come to the Town's assistance.

2. Flood

2.1 Assessment:

- 2.1.1 Likely time of onset: Mid-winter through late spring.
- 2.1.2 Preparedness level: sufficient
- 2.1.3 Effective warning systems:
- 2.1.4 Means to respond to casualties/damage: adequate.

2.2 The Committee specifically recommended the following to improve the ability of the Town to respond to an act of terrorism locally or the consequences to the Town of a distant act:

2.2.1 Materials/Equipment:

- a. Blankets to increase the ability of the Town to shelter displaced persons to at least 100 people.

3. Ice Storm

3.1 Assessment:

- 3.1.1 Likely time of onset: Late Fall through Late Spring
- 3.1.2 Preparedness level: sufficient
- 3.1.3 Effective warning system:
- 3.1.4 Means to respond to casualties/damages: adequate

3.2 Materials/Equipment:

- 3.2.1 Blankets to increase the ability of the Town to shelter displaced persons to at least 100 people.
- 3.2.2 A generator to provide an independent source of power for the Town's Command Center located at the Town Hall.

Conclusion:

Two of three of the highest ranked hazards have been known to and have occurred in the Town over the years. The Town and the local utility company have acted to mitigate the effects of an ice storm on the delivery of electric power to the members of the community. The Town has a limited ability to shelter residents displaced from their homes. An act of terrorism presents new challenges to the Town's ability to respond. It is the recommendation of the Town's Emergency Services Committee that the Town seek funding to improve its overall emergency response capabilities by: (1) purchase communications equipment to allow for emergency services agencies equipped with low band radios to communicate with those in the Town equipped with high band radios; (2) purchase supplies necessary to increase the Town's capacity to shelter displaced persons to at least one hundred (100); (3) purchase a generator for the Town Hall/Command Center; (4) obtain incident command training for Town emergency service leaders; and (5) obtain the necessary funding/support to conduct table top exercises including an "on our own" scenario.