

TOWN OF CAROLINE 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 Tompkins 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. The Emergency Management Coordinator is designated to coordinate all emergency management activities of the Town.

Town of Caroline 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. Tompkins County has the responsibility to assist the Town of Caroline 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.

Foreword

This sample plan can be used as a guide for determining subjects and issues appropriate for a town emergency management plan and a possible format to use. It is based upon the requirements for a local plan found in State law (Executive Law, Article 2-B, Section 23). It is **not** intended to be a “boiler-plate,” requiring only a change in the town name. It uses a fictitious Town of Pleasant, in fictitious Empire County, New York. Empire County and the Town of Pleasant may or may not be like your municipality. There are many specific references in the sample plan that may not apply to your locale. This sample plan is available from SEMO on disk, and as part of *EM PLAN*, an automated planning guide and sample plan available from the SEMO Web Site (www.nysemo.state.ny.us).

Advisory

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

TOWN OF CAROLINE

***COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN***



**Donald Barber
Town Supervisor
2003**

TOWN OF CAROLINE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

TABLE OF CONTENTS

	Executive Summary	1 - 2
Section I:	General Considerations and Planning Guidelines	
	A. Policy Regarding Comprehensive Emergency Management	I - 1
	B. Purpose and Objectives of the Plan	I - 2
	C. Legal Authority	I - 3
	D. Concept of Operations	I - 3
	E. Advisory	I - 4
Section II:	Risk Reduction	
	A. Town Hazard Mitigation	II - 1
	B. Identification and Analysis of Potential Hazards	II - 1
	C. Risk Reduction Policies, Programs and Reports	II - 2
	D. Emergency Response Capability Assessment	II - 3
	E. Training of Emergency Personnel	II - 4
	F. Education and Public Awareness	II - 4
	G. Monitoring of Identified Risk Areas	II - 5
	Attachment 1 Hazard Analysis Ranking and Ratings	II - 6
	Attachment 2 Town of Caroline Drill and Exercise Schedule	II - 7
Section III:	Response	
	I. Response Organization and Assignment of Responsibilities	III-1
	A. Town Supervisor Responsibilities, Powers, and Succession	III-1

B. The Role of the Emergency Management Coordinator	III-1
C. Town Emergency Response Organization	III-2
II. Managing Emergency Response	
A. Incident Command Post and Emergency Operations Center	III-4
B. Notification and Activation	III-5
C. Assessment and Evaluation	III-6
D. Declaration of Local State of Emergency and Promulgation Of Local Emergency Orders	III-8
E. Public Warning and Emergency Information	III-8
F. Emergency Medial and Public Health	III-9
G. Meeting Human Needs	III-10
H. Restoring Public Services	III-10
I. Resource Management	III-10
J. Standard Operating Guides and Other Supporting Plans	III-11
Table 1- ICS Function and Response Activities by Agency	III-14
Attachment 3: Town of Caroline ICS Organizational Chart	III- 16

Section IV: Recovery

A. Damage Assessment	IV - 1
B. Planning for Recovery	IV - 4
C. Reconstruction	IV - 6
D. Public Information on Recovery Assistance	IV - 6

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

A. Instructions for declaring a Local State of Emergency	A - 1
B. Planning for Recovery	A - 3
C. Question & Answers on declaring a Local State of Emergency	A - 4
D. Instructions for issuing Local Emergency Orders	A - 6
E. Sample of Local Emergency Order	A - 8
F. Questions & Answers on issuing Local Emergency Orders	A - 9

TOWN OF CAROLINE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section I

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Policy Regarding Comprehensive Emergency Management

1. A wide variety of emergencies, caused by nature or technology, result in loss of life, property and income, 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 Caroline 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 Caroline.
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:
 - Detecting, monitoring, and assessment of the hazard

- Alerting and warning of endangered populations
- Protective actions for the public
- Allocating/distributing of equipment/resources

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

7. 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:

A copy of the Plan will be assigned to the following departments or locations:

- Caroline Town Supervisor or his/her designee
- Caroline Town Hall (Clerk and Building Inspector)
- Caroline Highway Department
- Caroline School, Ithaca City School District Representative
- Brooktondale Fire Department
- Slaterville Ambulance
- Slaterville Fire Department
- Speedsville Fire Department
- Tompkins County Office of Emergency Response
- Tompkins County Sheriff's Department

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 that 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. The Town of Caroline Local Law number 2 of 1995 (?)
- 2. Tompkins County Resolution 66-279 of 1984. (?)
- 3. New York State Executive Law, Article 2-B
- 4. New York State Defense Emergency Act, as amended
- 5. 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 it's 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 Emergency Services Coordinator has been designated the responsibility to coordinate the Town emergency management activities.

6. The Town of Caroline will utilize the Incident Command System (ICS) to manage all emergencies requiring multi-agency response. The Town of Caroline recommends and encourages all emergency services organizations in the Town to utilize ICS as required by directive of NYS Governor .
7. When Town resources are inadequate, the Town Supervisor or his designee may obtain assistance from other political subdivisions and the County government.
8. A request for County assistance will be made to the Tompkins County Office of Emergency Response, through the Town Supervisor or the designee.
9. The County Executive has the authority to direct and coordinate County disaster operations, and may coordinate responses for requests for assistance for the local governments.
10. The Tompkins County Office of Emergency Response is responsible for coordinating County emergency management activities.
11. The Tompkins County Office of Emergency Response Manager may coordinate requests for assistance from other political subdivisions within Tompkins County, and with other counties in the State.
12. When the disaster is beyond the resource and management capability of Tompkins County Office of Emergency Response, the Tompkins County Emergency Manager may request State assistance through the State Emergency Management Office.
13. State assistance is supplemental to local emergency efforts.
14. Direction and control of State risk reduction, response and recovery actions is exercised by the New York State Disaster Preparedness Commission (DPC), coordinated by the State Emergency Management Office. The Tompkins County Office of Emergency Response will assist the Town, and serve as a liaison to the State.
15. 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 Emergency Services Coordinator by February 1 of each year.
3. The Plan should be reviewed and updated annually with revised pages distributed by March 1st of each year.

TOWN OF CAROLINE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section II

RISK REDUCTION

A. Town Hazard Mitigation Planning

1. The Town Planning Board has been designated by the Town Supervisor as the central point of contact for hazard mitigation.
2. The Town Planning Board is responsible for coordinating with the County Hazard Mitigation Coordinator in reducing hazards potentially effecting the Town of Caroline.
3. All Town agencies will participate in risk reduction activities with the Town Planning Board.
4. The Town Planning Board will designate a representative who will participate as a member of the Town Emergency Services Committee.

B. Identification and Analysis of Potential Hazards

1. The Town Emergency Service Committee, in coordination with the Tompkins County Office of Emergency Response, 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
2. Significant potential hazards to be identified and analyzed include natural, technological, and human-caused hazards.
3. To comply with (1) and (2) above, hazards that pose a potential threat have been identified and analyzed by the Town Emergency Services Committee using the program *HAZNY*, provided by the State Emergency Management Office.
4. 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 Tompkins County Office of Emergency Response, and the New York State Emergency Management Office
 - d) after completion in November 2007, was submitted to the Tompkins County Office of Emergency Response .
5. The rating and ranking results of the hazard analysis are found in Attachment 1.
 6. The complete Hazard Analysis results, including computerized maps identifying the location of hazard areas, are located in the Town of Caroline Supervisor's Office, and the Tompkins County Office of Emergency Response.

C. Risk Reduction Policies, Programs and Reports

1. Town agencies will coordinate with Tompkins County in promoting policies, programs and activities to reduce hazard risks in their area of responsibility
 - a) Examples of the above are:
 - to encourage the adoption of community development plans, (zoning ordinances if applicable), and 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
 - assess the risk of water and wastewater treatment plants, and consider to replace chlorine use with a safer disinfectant
 - encourage and participate in municipal stream channel maintenance programs
 - encourage Town Highway Department to address dangerous conditions on roads used by hazardous materials carriers.

2. The Town of Caroline Planning Board 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
 - advising and assisting the Town in developing and adopting comprehensive master plans for community development, (zoning ordinances if applicable), subdivision regulations and building codes
 - coordinating with Tompkins County in developing and adopting plans for community development
3. In all of the above activities, the Town Planning Board will take into account the significant hazards in Town of Caroline.
4. The Town of Caroline Emergency Services Committee will participate in risk reduction workshops, sponsored by Tompkins 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 Tompkins County Office of Emergency Response Manager for consideration and funding.

D. Emergency Response Capability Assessment

2. 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.
3. The Emergency Services Committee will, every three years:
 - a) 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
4. To assist the Emergency Services Committee in its assessment, the Town Emergency Services Coordinator, in coordination with the Tompkins County Office of Emergency Response Manger, will conduct table-top exercises based upon specific hazards and hazard areas identified by the Committee.

5. The Emergency Services Committee will identify emergency response shortfalls and make recommendations for implementing corrective actions to the Emergency Services Coordinator and the Town Supervisor.

E. Training of Emergency Personnel

1. The Town Emergency Services Coordinator, in coordination with the Tompkins County Office of Emergency Response 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 evaluate 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 Tompkins County Office of Emergency Response, is responsible for:
 - b) providing education on hazards to the young adult and adult public in the County
 - c) making the public aware of existing hazards in their communities
 - d) familiarizing the public with the kind of protective measures the County has
 - e) developed to respond to any emergency arising from the hazard

3. The Town of Caroline will participate in such activities, including offering Town facilities for use to conduct public education forums.
4. The Town of Caroline is responsible for:
 - b) Providing a limited copy of the emergency plan available to the public through the Town Hall
 - c) Making the public aware of that said plan is available in the Town Hall
3. A well-educated public will be better prepared to follow and understand official instructions for protective actions. Federal Emergency Management Agency (FEMA) home study courses, pamphlets, books and kits dealing with all aspects of emergency management and materials developed by the New York State Emergency and other State departments, as appropriate, will be made available through the Tompkins County Office of Emergency Response Office of Emergency Preparedness. Also available at TCPL Reading Center at Town Hall.

G. Monitoring of Identified Hazard Areas

1. All Town agencies will be cognizant of known hazards in the Town, and may 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 Tompkins County 9-1-1 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 breakup 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 Emergency Services Coordinator, and the Tompkins County Office of Emergency Response.

SAMPLE SAMPLE SAMPLE

ATTACHMENT I HAZARD ANALYSIS RESULTS FOR TOWN OF CAROLINE

using *HAZNY* as provided by the State Emergency Management Office

<u>Hazard</u>	<u>Rating</u>	<u>Classification</u>
Haz Mat - Fixed Site	327.8	High
Flood	301.1	Moderately High
Dam Failure	286.2	Moderately High
Severe Winter Storm	256.8	Moderately High
Haz Mat in Transit	248.8	Moderately High
Urban Fire	226.9	Moderately Low
Power Failure	217.8	Moderately Low
Tornado	206.6	Moderately Low
Transportation Accident	297.2	Moderately Low
Drought	178.8	Moderately Low
Wildfire	177.2	Moderately Low
Landslide	168.7	Moderately Low
Terrorism	137.5	Low
Earthquake	124.2	Low
Extreme Temperatures	98.6	Low
Ice Jam	81.1	Low
Water Supply Failure	71.8	Low
Civil Unrest	67.8	Low

These results of the Hazard Analysis were reported by the Town of Caroline Emergency Planning

Committee on month, day, 200?.

SAMPLE SAMPLE SAMPLE

ATTACHMENT 2 TOWN OF CAROLINE DRILL AND EXERCISE SCHEDULE - 2002

January

Week of 1/22: Spring Flood notification and activation call up

May

May 24: Water Rescue - Functional Exercise, Susquehanna River

September

September 23: Airport Drill, Ithaca-Tompkins Regional Airport

December

Week of 12/02: Table Top Exercise "Ice Storm 2002"

TOWN OF CAROLINE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section III

RESPONSE

I. 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) may declare a local state of emergency in the Town, and may promulgate emergency orders and waive local laws, ordinances, and regulations,
 - d) may request assistance from other towns, and Tompkins County, when it appears that the incident will escalate beyond the capability of Town resources,
 - e) may provide assistance at the request of other local governments both within and outside Tompkins 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 designated 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.]

Commented [R1]: Question Town Board

B. The Role of the Emergency Management Coordinator

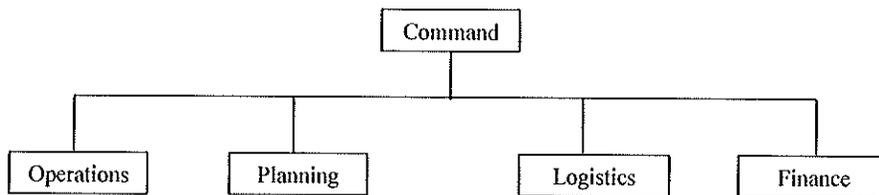
1. The Emergency Management Coordinator:
 - a) maintains and manages the Town Emergency Operations Center
 - b) facilitates coordination between the Town and:
 - the Incident Commander
 - Town response agencies
 - local governments outside the Town

- Tompkins County
- private emergency support organizations.

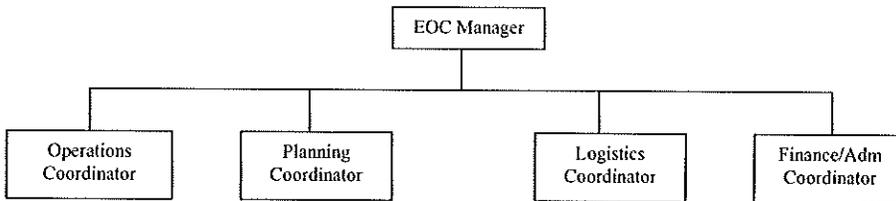
C. The Town Emergency Response Organization

1. The Incident Command System (ICS)

- a) The Town of Caroline endorses the use of the Incident Command System (ICS), as developed by the National Interagency Incident Management System (NIIMS), and formally adopted by Tompkins 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.
- b) ICS is organized by functions. There are five:
- Command
 - Operations
 - Planning
 - Logistics
 - Finance
- c) Under ICS, an Incident Commander (IC) has the overall responsibility for the effective on-scene management of the incident, and must ensure that an adequate organization is in place to carry out all emergency functions. The IC directs emergency operations from an Incident Command Post, the only command post at the emergency scene.
- d) In minor incidents, the five ICS functions may all be managed directly by the IC. Larger incidents usually require that one or more of the functions be set up as separate sections under the IC.
- e) Within the Command function, the IC has additional responsibilities for Safety, Public Information, and Liaison. These activities can be assigned to staff under the IC.



- f) An on scene ICS with all five functions organized as sections is depicted as
- g) During an emergency, 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.
- h) The Incident Commander is usually selected due to his or her position as the highest ranking responding officer at the scene. The IC must be fully qualified to manage the incident. As an incident grows in size or becomes more complex a more highly qualified Incident Commander may be assigned by the responsible jurisdiction.
- i) A major emergency encompassing a large geographic area may have more than one emergency scene. In this situation, separate Incident Commanders may set up command at multiple locations. In this case, an Area Command may be established, and may be instituted or supported by County government.
- j) 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.

- k) 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, if established. See Table 1 for probable ICS functional assignments by agency, and Attachment 3 for the organizational chart for the Town of Caroline. Assignments may change as situation dictates or as directed by the EOC Manager

2. 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. The Town Supervisor has designated the Emergency

Management Coordinator as the EOC Manager.

II. Managing Emergency Response

A. Incident Command Post and Emergency Operations Center

1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post located at or near the emergency site. This will be the only command post at the emergency scene. All other facilities at the scene used by agencies for decision-making should not be identified as a command post.
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. Establishment of Town Emergency Operations Center. A Caroline Town Emergency Operations Center (EOC) will be established at the Caroline Town Hall, Route 79, Slaterville, NY or alternate location. This will allow the Incident Commander and other Command Officers at the scene to liaison with all other department and agency personnel at the EOC. The Town Supervisor shall be in command of and responsible for the overall operations at the EOC and with the assistance of the Emergency Management Coordinator shall determine staff to be called.
 - Alert the EOC staff (refer to Appendix 1)
 - Initiate message flow schedule
 - Prepare shift schedule
 - Prepare and announce briefing schedules
 - Provide for necessities
 - Control access at Command Post.
 - Add item 1 under responsibilities & functions.
5. An incident involving a greater hazard or larger area which poses a potential threat to life or property may cause the activation of the Tompkins County Emergency Operations Center at _____. Should this occur, a representative(s) designated by the town supervisor, will be dispatched to the TCEOC as liaison.
6. If a disaster situation renders the EOC inoperable, an auxiliary EOC may be established at or at another location designated at the time.
7. The EOC can provide for the centralized coordination of Town agencies' activities from a secure and functional location.

Commented [R2]: (Or his/her designee)

8. Depending on the incident size and complexity, the EOC manager may designate a County Liaison. This position will facilitate the coordination between County response agencies and the Town response organization.
9. Town agencies and other organizations represented at the EOC will be organized according to ICS function under the direction of the EOC Manager.
10. 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.
11. The Emergency Management Coordinator is responsible for managing the EOC or auxiliary EOC during emergencies.
12. If required, the EOC will be staffed to operate continuously on a twenty-four hour a day basis. In the event of a 24-hour operation, two 12 ½ hour shifts will be utilized. (The additional ½ hour is for shift change briefings.) Designation of shifts will be established as conditions warrant by the Town Supervisor or the Emergency Management Coordinator.
13. Work areas will be assigned to each agency represented at the EOC.

B. Notification and Activation

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

1. Alerting Procedures.
 - a) In the event of a disaster situation the responding fire, police and ambulance will receive the initial notification from the 911 dispatch center.
 - b) The declaration of an event or Hazardous Materials Incident will be normally made by the first fire unit on the scene. A "HazMat declaration" by the Incident Commander will determine the level of response based on the Tompkins County Hazardous Materials Response Plan.
 - c) In the event of any disaster, the local response units will contact the Town Supervisor or their designee and other personnel as needed on the direction of the Incident Commander.
 - d) All alerting will be by telephone. In the event that telephonic communications are not possible, alerting will be accomplished by local radio, messenger, police/sheriff, fire dispatcher or by whatever means that will assure prompt notification.

2. Upon receiving initial notification of an emergency impacting the Town, the Town Supervisor will immediately declare a response level and implement Town Emergency Plan .
3. This initial notification sets into motion the activation of other Town emergency response personnel (e.g. police, fire, EMS) as needed.
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 Town Supervisor , 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 Town Supervisor or Designee will immediately alert the appropriate Town officials.
8. Town Emergency response personnel will be activated according to the Response Level classification:

For Response Level 1 - only the Emergency Management Coordinator.

For Response Level 2 - the Emergency Management Coordinator is activated, and augmented by select members of the Town response organization as determined by the Emergency Management Coordinator.

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; select and direct specific response actions.

TABLE 1 - 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
Emergency Management Coordinator	Operations	Activation and Coordination of the EOC; Public Warning
	Liaison	Liaison and Coordination with governments and organizations
County or State Police	Operations	Communications, Warning, Law Enforcement
EMS Organizations	Operations	Medical Care and Treatment Crisis Counseling
Fire Departments in Town	Operations	Fire Suppression and Control; Search and Rescue; HAZMAT Exposure

		Control
	Safety	Emergency Worker Protection
Town Highway Dept.	Operations	Debris Removal and Disposal; Damage Assessment; Sewage Control
Town Board	Operations	Human Needs Assessment
Town Building Codes Office	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
Town Supervisor	Finance/ Administration	Purchasing; Accounting; Record-Keeping

d)

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 warning may, in many cases, be implemented solely by on-scene personnel, the use of the systems in (a), (b), and (c) below require strict coordination with the Tompkins 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, not available on normal AM-FM radios. Radios with NWR frequencies, automated alarm capabilities, and Specific Area Message Encoding (SAME) technology are generally available. NWR broadcast signal can be received by County-wide. NWR is also a component of EAS. Emergency broadcasts on the NWR can also be initiated by select County officials.
 - c) Stationary Fire Sirens - There is one type of stationary warning siren in use in the Town of Caroline:
 - Fire sirens - Located at fire stations throughout the Town for alerting volunteer firefighters. The sirens can be directly activated, or caused to be activated, from the County 911 Center. This will allow Town to warn residents pursuant to local protocol and capabilities.
 - d) Emergency service vehicles with siren and public address capabilities - Many police and fire vehicles in the Town are equipped with siren and public address capabilities. These vehicles may be available during an emergency for "route alerting" of the public.
 - e) Door-to-door public warning can be accomplished in some situations by the individual alerting of each residence/business in a particular area. This can be undertaken by any designated group such as auxiliary police, regular police, fire

police, regular firefighters, visiting each dwelling in the affected area and relating the emergency information to the building occupants. To achieve maximum effectiveness, the individual delivering the warning message should be in official uniform.

4. Town and County officials will advocate, as part of their normal dealing with special institutions such as schools, hospitals, nursing homes, major industries and places of public assembly, that they obtain and use tone-activated receivers/monitors with the capability to receive NOAA Weather Radio (NWR) with SAME reception.
5. Special arrangements may be made for providing warning information to the hearing impaired and, where appropriate, non-English speaking population groups.
6. The Command Staff position of Public Information Officer may be established. This should be done in coordination with on-scene Incident Command, the EOC Manager, and, if involved, officials from Empire County.
7. In some cases, depending upon the magnitude of the incident, the Town may rely upon Tompkins County to establish and maintain a Joint News Center. Regardless, the Public Information Officer should:
 - a) establish and manage a Joint News Center (JNC) from where to respond to inquiries from the news media and coordinate all official announcements and media briefings
 - b) authenticate all sources of information being received and verify accuracy
 - c) provide essential information and instructions including the appropriate protective actions to be taken by the public, to the broadcast media and press
 - d) coordinate the release of all information with the key departments and agencies involved both at the EOC and on-scene
 - e) check and control the spreading of rumors
 - f) arrange and approve interviews with the news media and press by emergency personnel involved in the response operation
 - g) arrange any media tours of emergency sites

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

Attachment 3

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 within 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 Caroline 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 Tompkins County Office of Emergency Response 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

Attachment 3

expedited during a declared emergency. In addition, it is not uncommon for the private sector to donate certain resources in an emergency.

J. Standard Operating Guides and other supporting plans.

1. Each 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 Emergency Management Coordinator's Office.

The following agency SOGs have been filed as of month, day, 200?:

- Police Agencies' Emergency Response Plan
- Town of Caroline Fire and Mutual Aid Plan
- Town of Caroline Highway Department Emergency and Resource Listing

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

A. Protective Actions

1. Sheltering in Place as a Protective Action Response

When the emergency situation does not require evacuation or if time and circumstances make evacuation impractical, citizens residing in or near a hazard area, may be directed by the Local Chief Executive through the Incident Commander to take protection against potential dangerous exposure by taking shelter in their own homes or buildings.

Directions for Sheltering in Place can include the following:

- Go inside a building to the room with the fewest windows and doors (except your basement where fumes may settle)
- Take a radio with you, stay there until you are notified that you can leave
- Turn off heating and air conditioning systems fans and close fireplace dampers
- Close all windows and doors
- Place wet towels or thick tape to seal gaps under doors and windows, or around exhaust fans, dryer or oven vents
- If there is danger of explosion, close window shades and curtains and stay away from all windows

2. Evacuation as a Protective Response

Based on the on-scene assessment of emergency characteristics such as magnitude, intensity, time of onset and duration, and recommendations of the field forces, the Local Chief Executive and/or Incident Commander may designate specific zones of the disaster area within which the

Attachment 3

occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated, and issue an evacuation order.

The local Chief Executive with assistance from the County office of Emergency Preparedness if appropriate, shall direct the coordination of the evacuation operation to include:

1. warning and notifying the public within the disaster area
2. establishing evacuation routes
3. informing the public about emergency conditions, evacuation routes, destination and other vital information
4. closing of schools, hospitals, other public facilities
5. Providing means of transportation. Contact the Ithaca school district to provide buses, or contact TCAT for public transit vehicles
6. Determining the perimeters of the evacuation area and estimating the total number of persons to be evacuated
7. Notifying the Red Cross Chapter to open pre-designated shelters to house and feed evacuees. If time allows this notification can be accomplished through the Office of Emergency Preparedness.
8. Providing general and special care for evacuees
9. Providing security, law enforcement and fire protection for the shelters and the evacuated areas
10. Providing operational support to on-scene commander
11. Arranging support from state and federal agencies if required.
12. Initiating the general order for return to evacuated areas
13. Initiating recovery

The Incident Commander will direct the evacuation operations within the disaster area:

1. depending on the scale of the emergency, the Incident Commander may be assisted by logistics person to carry out many varied responsibilities involved in the operation
2. Coordinate through the Local or County EOC, and with the warning officer and PIOL, public notification and warning of evacuation and public information
3. If appropriate, stage the evacuation movement, based on those in greater danger with consideration for logistical and transportation concerns
4. Coordinate, with the sheriff and /or State Police through the EOC, on population evacuation and movement to shelters
5. Coordinate with police and fire agencies, for security, law enforcement and fire protection for evacuated areas.

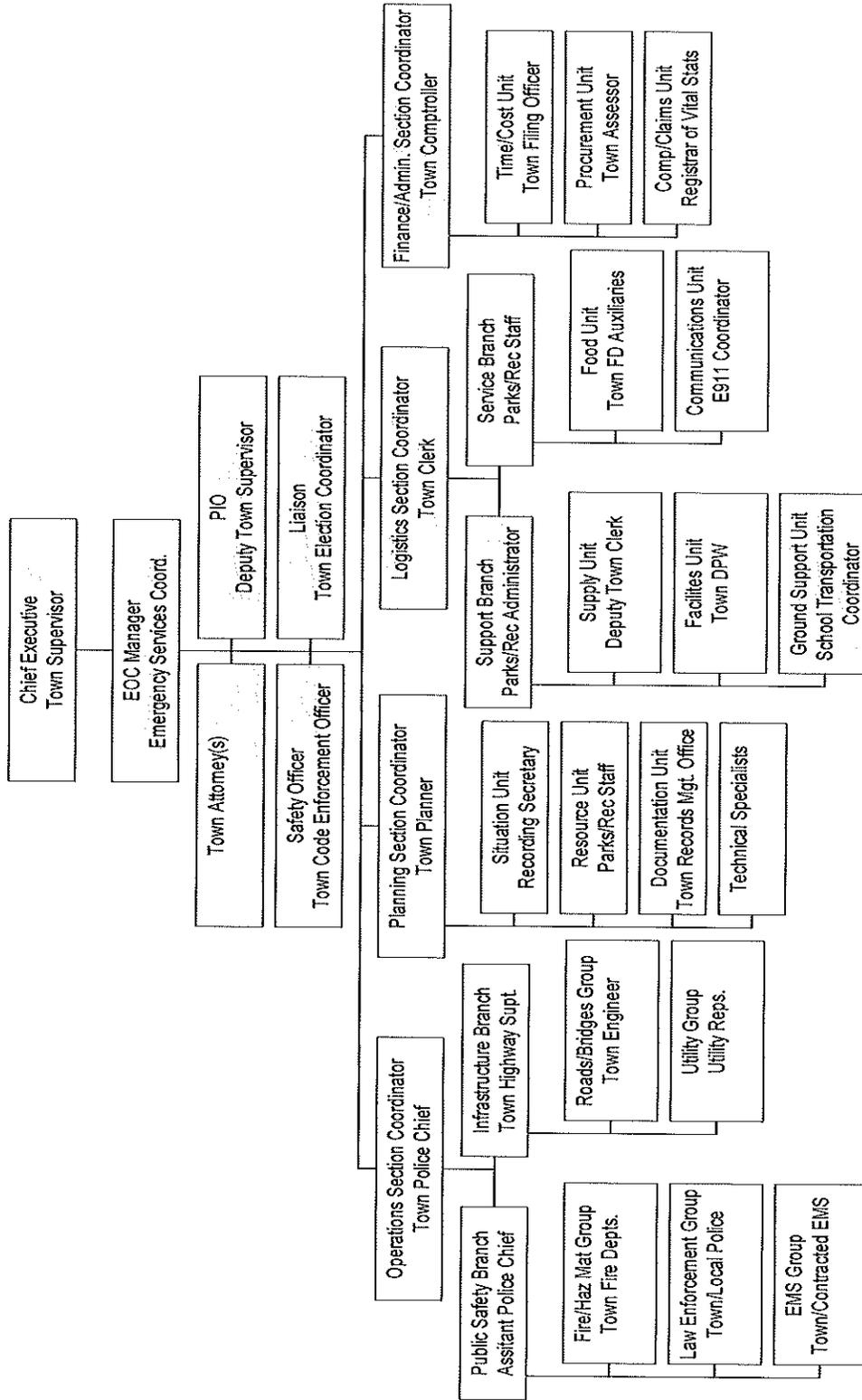
See Annex 4 for evacuation operational procedures.

*B. Appendix 1-Instructions for Declaring a State of Emergency and Issuing
Emergency Orders*

Attachment 3

Section III - 14

TOWN OF CAROLINE INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART



The staffing depicted in this organizational chart is a guide similar to the government structure in the Town of Rotterdam, Schenectady County.

TOWN OF CAROLINE COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Section IV

RECOVERY

A. Damage Assessment

1. The Town will participate and cooperate with Tompkins County in damage assessment activities.
2. The Town Emergency Management Coordinator shall coordinate with the Tompkins County Office of Emergency Response 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 Office of Emergency Response, through the Town Supervisor.
3. All Town departments and agencies in the Town will cooperate fully with the County Office of Emergency Response 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
 - 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
 - reviewing procedures and forms for reporting damage to higher levels of government
 - b) Post-emergency:

- selecting personnel to participate in damage assessment survey teams
 - identifying and prioritizing areas to survey damage
 - 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 the Salvation Army. When necessary, non-government personnel from the fields of engineering, construction, insurance, property evaluation and related fields, may supplement the effort.
6. There will be two types of damage assessment: Infrastructure (damage to public property and the infrastructure) 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 EOC.
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 Tompkins County Office of Emergency Response, 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 County Emergency Management Office.

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

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 Emergency officials.
- b) Review SEMO's Public Assistance Handbook of Policies and Guidelines for Applicants.
- c) Obtain from the Damage Assessment Officer maps showing disaster damage locations documented with photographs and video tapes.

- d) Prepare and submit Request for Public Assistance in applying for Federal Disaster Assistance
- e) Assign local representative(s) who will accompany the Federal/State Survey Teams(s).
- f) Follow up with 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.
- p) Maintain summary of damage suffered and recovery actions taken.

B. Planning for Recovery

1. Recovery includes community development and redevelopment.
2. Community development is based on a comprehensive community development plan prepared under direction of local planning committees with technical assistance provided by the County Department of Planning.
3. Comprehensive community development plans are officially adopted by local government as the official policy for development of the community.
4. The Town has public and political support for land use planning and the corresponding plan implementation tools such as (zoning ordinances), subdivision regulations, and building codes. As a result, the Town will have pre-disaster prevention and mitigation capability by applying these methods successfully after disasters.
5. A central focal point of analytical and coordinative planning skills which could obtain the necessary political leadership and backing when needed, is required to coordinate the programs and agencies necessary to bring about a high quality level of recovery and community redevelopment.
6. A recovery task force will be developed by Town of Caroline, 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.

7. 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.
 - d) New or amended (zoning ordinances), subdivision regulations, building and sanitary codes.
8. Recovery and redevelopment plan will account for and incorporate to the extent practical, relevant existing plans and policies.
9. Prevention and mitigation measures should be incorporated into all recovery planning where possible.
10. 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.
11. 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 anytime in the same manner as originally prepared, revised and adopted; and
- Shall be the official policy for recovery and redevelopment within the municipality.

C. Reconstruction

1. Reconstruction consists of two phases:

- a) Phase 1-short term reconstruction to return vital life support systems to minimum operating standards;
- b) Phase 2-long term reconstruction and development which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment including risk reduction projects to avoid the conditions and 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 Tompkins 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 public.

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 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 Executive can declare a State of Emergency for anywhere in Tompkins County, including the Town of Caroline.
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. A 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 rescission 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 _____
(area within the Town or the entire Town)

effective at _____ on _____.
(time) (date)

This State of Emergency has been declared due to _____

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 Caroline, I _____, exercise the authority given me under section 24 of the (name of Chief Executive)

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 Caroline to take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.

(Signature)

(Printed Name)

(Title)

(Date)

C. Question and Answer 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. The 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 action to respond to disasters or emergencies.

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

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

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

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

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

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

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

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

- Riots or civil unrest
- Hostage situations

- Impending emergency or disaster caused by natural forces (floods, blizzards, ice storms, tornadoes)

6. *Can I issue the declaration verbally?*

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

7. *Must the declaration be filed?*

No. However, it's a good idea to do so. It should be kept on file at the Office of the 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 Executive may request the Governor to provide assistance from State resources.

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

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

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

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

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

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

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

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

16. *Must the rescission be filed?*

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

D. Instructions for issuing local Emergency Orders

1. Local Emergency Orders can be issued only if there is a State of Emergency in effect pursuant to section 24 of the State Executive Law (see section A. above).
2. Local Emergency Orders can be issued at the Town level only by the Town Supervisor or a person acting for the Supervisor pursuant to section I.A. (2) of this plan. The County Executive can issue emergency orders for anywhere in Tompkins County, including the Town of Caroline, following the declaration of a local State of Emergency by the County Executive.
3. Local Emergency Orders must be written.
4. Local Emergency Orders should include the time and date they take effect, the reason for the declaration, the area involved, and the duration.
5. A Local Emergency Order expires automatically after five (5) days. It can be rescinded before that by its own terms, or by a rescission by the County Executive. It is also automatically rescinded when the State of Emergency is rescinded.
6. The Town Supervisor may extend Local Emergency Orders for periods not to exceed five (5) days each during the State of Emergency.

7. Local Emergency Orders must be published as soon as practicable in a newspaper of general circulation and provided to radio and television media for broadcast.
8. Local Emergency Orders must be executed in triplicate and filed within 72 hours or as soon as practicable in the Office of the Town Clerk, County Clerk, and the Office of the Secretary of State.
9. Local Emergency Orders must be refilled if they are extended.

E. Sample of Local Emergency Order

Local Emergency Order Evacuating Vulnerable Areas:

I, _____, the Town Supervisor of the Town of Caroline, in accordance with a declaration of a State of Emergency issued on _____, 200__, and pursuant to Section 24 of the State Executive Law, hereby order the evacuation of all persons from the following zones: (locales)

Zone 1. _____ Zone 2. _____

This evacuation is necessary to protect the public from _____

This order is effective immediately and shall apply until removed by order of the Chief Executive.

Failure to obey this order is a criminal offense.

Signed this _____ day of _____, 200__

At _____ o'clock, in _____, New York

Signed: _____ Title: _____

Witness: _____ Title: _____

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 bring the emergency situation under control as long as it is within the constitutional powers of county government.

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

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

4. *Is it in effect indefinitely?*

No. A Local Emergency Order is effective from the time and the manner prescribed in the order. It terminates 5 days after issuance, or by rescission by the Chief Executive, or a declaration by the Chief Executive that the State of Emergency no longer exists, whichever occurs sooner.

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

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

6. *Can a Local Emergency Order be extended beyond 5 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 refilled.

7. *Must the media be informed?*

Yes. The Local Emergency Order must be published as soon as practicable in a newspaper or 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 violated any Local Emergency Orders of a Chief Executive issued pursuant to Section 24 of the Executive Law can be found guilty of a class B misdemeanor.